

13 August 2024

**REQUEST FOR QUOTATIONS FOR
DÉCOR AND FURNITURE SERVICE
PROVIDER FOR THE COCKTAIL
EVENT AT THE 2024 ANNUAL RAIL
SAFETY CONFERENCE**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider for a décor and furniture service provider for the Cocktail event at the 2024 Annual Rail Safety Conference

2. Considerations/background

- 2.1. The RSR will be hosting the Annual Rail Safety Conference on 29 September-02 October 2024 at the Hazendal Wine Estate in Stellenbosch, Western Cape.
- 2.2. The cocktail event will be taking place on the second day, **30 September 2024** in the evening after the conference.

3. Scope of work / Specification

Specifications are as follows: -

The service provider will be required to setup décor and furniture at the event according to the below-mentioned specifications:

- Event date: 30 September 2024
- Venue: Hazendal Wine Estate - Glasshouse and the outdoor space near the Glasshouse.
- Time: 18h00 to 22h00
- Set up time: 12h00 to 17h00 on 30 September 2024

- Number pax: 250
- Theme: “Modern Chic” furniture, with grey, nude, black, and white tones.

The successful service provider should be able to provide the following deliverables:

3.1.Furniture requirements

- Cocktail-style furniture consisting of a variety of:
- 3 or 4-seater high tables and chair sets
- 4 to 6-seater lounge pockets with couches, ottomans, coffee tables, and plinths
- 10-seater long tables to fit inside the glass house
- Flower arrangements to place on tables to add a touch of colour
- Small candles on the tables to enhance the ambiance.
- Creative input and ideas from the service provider.
- Provision of two look-and-feel options or mood boards at the time of quoting.

3.2.Tech and Audiovisual requirements

- Basic PA system with 1 microphone
- Microphone stand.
- Small platform to the dimensions: 2000mmx2000mmx300mm.
- Up-lighting to scattered around the venue including outside.
- Background music to be played from the PA system will be provided by RSR.

3.3.Photobooth

- Rental of 360o photobooth for 2 hours
- Backdrop for photobooth area to the size 2000mx2000m (Artwork to be provided by RSR)
- Balloon arch 2500m high.

4. Mandatory Requirements

Mandatory requirements (Which failure to submit will lead to disqualification)

- Service providers must be based in Cape Town or Stellenbosch – proof of address to be provided which can be a municipal rates statement, lease agreement, or affidavit.
- Company portfolio of work detailing at least 5 events done in the last 2 years. The profile must specify each event's date, client/company, and picture evidence of the décor and furniture setup.

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by

			Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by person(s) with disabilities</i>	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. SCM: Lesego Dire

lesegod@rsr.org.za/087 284 6655

7.2. Project Manager: Mbali Mbili

[mbali.mbili@rsr.org.za /087](mailto:mbali.mbili@rsr.org.za/087) 284 6666

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on 20 August 2024 at 15h00**. Responses may be emailed to lesegod@rsr.org.za