

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO DESIGN, CONSTRUCT, AND LEASE AN EXHIBITION STAND FOR THE SOUTH AFRICAN PAVILION AT THE INVESTING IN AFRICAN MINING INDABA WHICH TAKES PLACE YEARLY IN FEBRUARY IN CAPE TOWN, SOUTH AFRICA FOR A PERIOD OF THIRTY- SIX MONTHS 36 MONTHS.

1 BACKGROUND

- 1.1 The mandate of the Department of Mineral and Petroleum Resources (DMPR) is to ensure and secure and sustainable provision of energy and mineral resources for the socio-economic development of all South Africans. Additionally, the Mining, Minerals and Petroleum Policy Development (MMPPD) branch is tasked with formulating and maintaining integrated minerals and energy policies with the view of promoting and encouraging investments in the mining and energy industry.
- 1.2 This necessitates the branch to identify measures that will support growth and stability in the mining and energy sectors, such as engaging with the international and local investment communities in order to attract foreign direct investment (FDI). Various platforms have been identified to drive the Department's investment promotion program; these include investor road shows and international and local conferences. These offer the Department a platform to participate in exhibitions, investment seminars, networking sessions, and information sessions.
- 1.3 The DMPR plans to participate in the Mining Indaba at the Cape Town Convention Centre. The world's largest mining investment conference takes place every year in Cape Town.
- 1.4 The primary objective of Mining Indaba is to promote Africa's minerals and metals sectors by providing a conducive platform for interactions among various stakeholders such as fund managers, investors, mining companies, African

governments, non-African governments, mining service providers, and other related stakeholders.

2. CONTRACT PERIOD

- 2.1 The successful service provider will be listed on the panel for a period of thirty-six (36) months, during which the appointed panel of service providers will be engaged as when required for the execution of exhibition stand services at the Mining Indaba.

3. OBJECTIVE

- 3.1 The objective of this procurement is to establish a panel of service providers for the design, construction, and leasing of a 130sqm (13mX10m) exhibition stand to lease, for the realisation of the South African pavilion at the Mining Indaba International Trade. The exhibition will raise global interest regarding the promotion of investment in the SA's mining sector and its vibrancy.

4. SCOPE OF WORK

- 4.1 The successful service provider is expected to design, construct, project management, rent furniture and specific equipment, print and application of graphics and logos, electrical points, lighting, and secure essential services such as signage according to the South African National Brand Corporate guidelines, in line with the DMPR's branding, official colours, exhibitors' logos, stand requirements and needs
- 4.2 Considering that this is a global platform, branding of South Africa's pavilion must be representative of the Country, primarily followed by the lead department, DMPR, and thereafter followed by the SOEs

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

5.1 General Stand Concept and Design:

The following general considerations are important and should be borne in mind when preparing the design proposals:

5.2 Exhibitors Provision

All exhibitors should receive a similar exposure without any one of them being hidden from the walkways, e.g. in a spherical design (stop sign like polygon). The pavilion should be in such a way that it provides exhibition space for a maximum of ten (10) exhibitors, constituted as follows:

- One (1) reception desk (2m in length) for the Department of Minerals and Petroleum Resources (DMPR)
- One desk for Mintek (2m in length), and 7 desks of equal size at 1.5m in length for the other state-owned entities (SOE's).
- Electronic Interactive Screen for the DMPR, to be allocated next to the DMPR desk.
- A total of 8 LED minimum 40" screens with USB portal, compatible to play MP4 format videos with 2 Bluetooth headphones each that can connect to the screens for sound. Additional 55", 65" and 86" LED screen with USB portal and compatible to play MP4 video form. The 55" and 86" LED screens are for the CGS stand and the 65" for the Mintek stand.
- An area within the stand should allow for a holding room which seats 4-6 people for quick engagements.
- Black furniture preferred for a clean and professional look and a pot plant.
- The Pavilion should have 10 iPads and podium display stands. The service provider is required to provide both the stands and the iPads. The iPads will be preloaded with multimedia content, which visitors to the stand can interact with. A screen for the MHSC to showcase its research work.
- Tea/Coffee/ water station on the booth.
- The reception desks must have glass on top, each branded with the company logo in front.
- Brochure stands for each desk.
- Packed biltong, nuts, lindts chocolate, mini chocolate bars, bottled water, canned juice (daily quantity 100 pax).

5.3 Visibility of the pavilions

It is important that the South African pavilions be visible from all angles and far within the exhibition hall. The primary branding, South Africa country logo must be

placed above the pavilion and must be clearly visible. It is important that the correct logos that adhere to corporate guidelines are printed. To also ensure that the final design and creative designs are signed off, ahead of any production taking place. Large industry graphics which advertise South Africa's industry strengths must also be clearly visible from outside of the pavilion. Service providers should explore the use of light boxes (well-lit walls) for impactful visibility of industry graphics reiterating South Africa's industry strengths. The design should be functional, in order to accommodate the exhibitors showcasing their products to their maximum advantage. **An “open”, free flowing stand is a requirement.** Too many high walls should be avoided to eliminate distraction from presenting an open stand, that is, avoid compartmentalized layout.

5.4 **“Look and Feel” of the design.**

It is important that the South African pavilion stands out amongst competitor exhibitors, to be visible from far within the exhibition hall. The primary branding South Africa logo, must be placed high above the pavilion and, must be clearly visible. Large industry graphics which advertises South Africa's industry be expected from the stand builder to create a modest, contemporary, and elegant look to the stand. Examples of material that should be used in creating this look and feel should be materials that display this modern look and feel e.g. usage of glass, light boxes, hi-tech material, video wall and lights should be used to give the stand a modern, yet classic design. Should there be hanging banners above the stand from the roof the stand builder must order and pay for the slings or riggings.

5.4.1 **Branding and Signage**

The officially approved branding to be used is the following:

Primary Branding

- The wording “South Africa” in the English Language and the South African flag.
This is the highest display branding above the whole pavilion.

Secondary Branding

- “Brand South Africa” logos should be used as secondary branding.
- Large industry images and the Marketing Messages and theme must be clearly visible from afar.

Tertiary Branding

- Each exhibitor's fascia board: the exhibitor's name (Company name) with the company logo, the same size as the lettering.

5.4.2 Stand / Main Structure Finishing

The entire South African stand, inclusive of the main identity towers (reception area), as well as the display plinths and other accessories shall be laminated – painted timber will not be acceptable.

5.4.3 Interior Walls & Ceiling

The Meeting Rooms should have covered ceilings by using fire-retardant stretch fabric netting in white colour, to limit outside noise.

5.4.4 Doors

All entrance doors shall be frameless solid milk-glass with stylized doorhandles and, shall be lockable.

5.4.5 Platform & Flooring

The entire South African Pavilions must be raised onto a timber platform (100 mm height) with backlit sides and aluminium side skirting. All areas will have laminated flooring.

5.4.6 Lighting & Electrical

A qualified and registered electrician must calculate the total electrical mains required to smoothly run the entire project inclusive of internal wiring, power socket connections, and distribution box & consumption fee for the entire duration of the show to eliminate hazardous bare cable across the area. All display areas should be adequately lit to achieve a dynamic display – the use of Parcan lights is recommended where necessary.

5.4.7 Reception Desk: For the DMPR

The reception desks should be installed at a prominent spot facing the main passage of the hall suitably finished to match the rest of the design being approximately 1200 mm in height. It must have lower tier internal shelves for storage that must be lockable. Three high-back reception stools should round off the reception desk. This should contain an information area with counter for

distribution of brochures, posters and exhibitors listing, approved branding supplied by the department to be displayed at the information counter.

All furniture, including Lockable Credenza's and Display Plinths will be of a superior quality – "Shell-scheme" and or "System" will be unacceptable.

5.4.8 Basic furniture for exhibitors for DMPR

- 20 x high chairs;
- 6 x coaches for the holding room
- 1 x coffee table for the holding room
- 4 X jewellery display unit with light
- 4 X cocktail tables for use in display
- 3 x standard table for Mintek and AEMFC
- 8 x square lockable counter with glass top
- 8 x glass display cabinet (with lockable divisions)
- 2 x shelves (one on either side)
- 11 x waste baskets
- 4 X brochure holders/racks;
- 6 X plants for decorating the stand to be used at the reception and communal area
- 10 x light box for company poster
- The stand must be well lit
- All fascia's must be clearly visible and well lit.

Recommend/suggest the type of furniture that will complement the design. Photos of the furniture proposed, with a copy of the rental supplier's catalogue should be included.

The following image and wording on the reception counter:

- "South African National Pavilion powered by the Department of Mineral and Petroleum Resources, South Africa".
- The DMPR logo under the wording.
- The branding on the reception counter should not be more than one third the size of the counter.

The following branding on the wall behind the counter in light boxes:

- The “Country” logo;
- A list of exhibiting firms on the stand with their logos.
- Hanging round banner 2mX2m (South African Pavillion, inclusive of the DMPR logo and participating SOEs).

Provision should be made for:

- 2 light boxes to be mounted at the Reception area;
- The dimensions of these light boxes should be in relation to the reception area;
- 2 brochure holders/racks;

5.4.9 Individual Stand Spaces

The exhibition stand design should be an open stand design with individual display areas owing to limited space and graphics is required. Each exhibitor will be allocated a minimum of 9 square meters to display products with provision for display of graphics or products, including a mounted LCD screen.

NB: Any additional equipment and furniture required by the exhibitors will be for the exhibitors’ accounts and the successful bidder will have to invoice the exhibitors directly.

5.5 Provision for essential services:

The successful bidder must include the cost to order, arrange and pay the following essential services for the pavilion:

- Electricity connection
- Stand cleaning (before and during the event)

5.6 Deliverables and Timelines

A complete designed and constructed exhibition pavilion as per the scope work.

6. EVALUATION CRITERIA

This bid will be evaluated in two stages, i.e., functionality and administrative compliance

6.1 Gate 01 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- (i) Not applicable

6.2 Gate 02: Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score 70% or more will be considered further.

	Evaluation criteria	Points	Weight
1.	Company Experience Bidders should have experience of having undertaken projects in design and construction of exhibition stand. Bidders must submit copies of contract, Service level agreement (SLA) or purchase orders as proof of past projects. Each submitted contract, SLA or order must be accompanied by : • A completion letter and/or certificate and • Testimonials on company letterheads from contactable references confirming successful project execution. Failure to provide both the contract /SLA/order and the corresponding completion documentation of the above-mentioned documents will result in the experience being deemed non-compliant.	6 or more projects = 5 points 5 projects =4 points 4 projects =3 points 3 projects = 2 points 1 to 2 projects =1 point No projects = 0 points	30
2.	Experience of Team Leader and Team Members Experience: Team Leader (i) The team leader must have experience of having been involved in projects in the design and construction of exhibition stands.	6 or more projects = 5 points 5 projects =4 points 4 projects =3 points	40

	Evaluation criteria	Points	Weight
	(Attach detailed CV highlighting relevant projects, with contactable references) Team members (ii) Team member/s must have experience of having been involved in the design and construction of exhibition stand (Attach detailed CV highlighting relevant projects, with contactable references)	3 projects = 2 points 1 to 2 projects =1 point No projects =0	10
	(iii) The Team Leader must have exposure in events management sector. (Attach detailed CV highlighting experience of the dynamics of the minerals and/or energy sector, and copy/copies of qualification/s that reflect knowledge of the minerals and/or energy sector)	5 or more projects = 5 points 4 projects =4 points 3 projects =3 points 2 projects = 2 points 1 project =1 point No projects = 0 point	15

3.	Project Plan (i) Detailed project plan with ➤ Project deliverables ➤ Logistics plan ➤ Key milestones ➤ Scope ➤ Schedule ➤ Contingencies (Attach project plan)	Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, cost, resources & and change management plan =5 points Detailed project plan with project deliverables logistical plan, milestones, scope, schedule, cost and resources = 3 points Project plan with project deliverables inadequate logistical plan, milestones, scope, schedule, cost & resources = 2 points No Project =0 point	30 15
	(ii) Propose methodology outlining. ➤ Management of the project. (Attach methodology proposal)	Methodology outlining management of project = 5 points Methodology outlining adequate management of project = 3 points	15

	Evaluation criteria	Points	Weight
		Methodology with only description of services = 2 Methodology not provided = 0 point	

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System(Point scoring system will only be applicable during issuance

of the request for quotation once a panel of service providers is appointed)

6.4.1 Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.2 The bidder that scores the highest points in this phase will be awarded the tender.

6.4.3 Should more than one bidder score the same number of points; the award will be made to the bidder who scores more points on specific goals.

6.4.4 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.5 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.6 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: "Ownership = 51% of the company share. Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

E.g.

Number of women directors	= 01
Shares owned by women	= 02
Specific goal for women	= 04 points
Points claimable for women ownership	= $\frac{20}{100} \times 4 = \mathbf{0.8\ points}$

7. REPORTING REQUIREMENTS

- 7.1 The successful applicant will work closely with the Directorate: Investment Promotion within the Mining, Minerals and Petroleum Policy Development branch.
- 7.2 Lines of communication shall be open so that whenever the service provider needs to attend to anything pertaining the contract, they are readily accessible at all times to minimize interruptions of the exhibition and business. The Department and the organizers will also ensure that the final design and creative designs are signed off, ahead of any production taking place

8. WORK PLAN AND METHODOLOGY

- 8.1 The service provider must provide:
- 8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.
- 8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

DELIVERABLE	OUTCOME	LIKELY DELIVERY DATE
1. Detailed project plan with clear timelines for the execution of the project	A detailed and clear schedule on how the project will be executed in line with the scope of service should be included in the proposal.	Within two weeks signing of the contract
2. The service provider should include audio-visuals of previous work of similar nature,	Three (3) proposed designs that fits the size & specifications and a prototype of the proposed design	Within two weeks after signing of the contract

3. Ongoing consultation and monitoring engagements on the developments on the project	Service provider to provide ongoing update on the developments of the project	Ongoing
4. Participation and cooperation during Performance review process and monitoring.	The service provider is expected to participate in the performance review process	End of project

9. ROLE AND RESPONSIBILITY

- 9.1 The Department will be responsible for the payment of services successfully rendered.
- 9.2 The Department and SOEs will provide the service provider with high-resolution logos.
- 9.3 The Service provider must source the high-resolution images for the design of the exhibition stand in line with the provided scope of work.
- 9.4 The Service provider must provide three (3) design options for the stand design.
- 9.5 The Service provider must ensure that the exhibition stand is well-maintained and neat for the duration of the exhibition.
- 9.6 The Service provider will be responsible for the design and construction of the stand for lease according to the scope of work.
- 9.7 Furthermore, the service provider is responsible for communicating with the Mining Indaba organizers pertaining to the material specifications for the construction, to avoid last-minute disputes and disappointments.
- 9.8 Regular consultation with the department for signoff of design before production and construction.
- 9.9 It is expected that the appointed service provider will be inducted on safety requirements for guidance and other safety-related issues by the Mining Indaba Organisers to ensure adherence to the best health and safety practices. For this purpose, it is expected that the recommended service provider be at the venue before the commencement of the construction of the stand and be taken through the health and safety requirements/ processes by the Mining Indaba organizers.

10. CONFIDENTIALITY OF INFORMATION

- 10.1 The service provider is expected to safeguard the confidential information disclosed pursuant to the content shared with the service provider.

11. PAYMENT (Payment terms will only be applicable during issuance of the request for quotation once a panel of service providers is appointed)

- 11.1 The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of service that will be agreed upon with the agency responsible for procurement.

12. TAX CLEARANCE CERTIFICATE

- 12.1 Bidders must ensure compliance with their tax obligations.
- 12.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the state organ to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 12.4 A bidder may also submit a printed TCS together with the proposal.
- 12.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit separate proof of TCS / pin / CSD number.
- 12.6 Where no TCS is available but the bidders is registered on the central supplier database (CSD), a CSD number must be provided

13. DOCUMENTATION

- 13.1 Please attach all necessary documents.

14. COST / PRICING (Pricing will only be applicable during issuance of the request for quotation once a panel of service providers is appointed)

- 14.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.

- 14.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).
- 14.3 Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 14.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner and parking.
 - ii) Air travel must be restricted to economy class.
 - iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

15. CONDITIONS OF THE CONTRACT

- 15.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 15.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4 The successful service provider shall ensure that the contract is executed in line with the scope of work.
- 15.5 The successful service provider may be subjected to security screening by the State Security Agency.
- 15.6 The DMRE reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

16. FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Bidders are requested to submit **three (3)** copies of technical proposals plus the original.
- 16.2 Bidders are requested to index their proposals for easy reference.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 17.1 Briefing session is not required.

18. CLOSING DATE

- 18.1 Proposals must be submitted on or before 26 September 2025 at 11:00 at the Department of Minerals and Petroleum Resources, at Building 2 C, Trevenna Campus, C/o Meintjes and Francis Baard Street, Schoeman St, Sunnyside, 0007

19. ENQUIRIES

- 19.1 **All general enquiries relating to bid documents should be directed to:**

Mr. Kwena Nong/ Ms. Lucia Nkhethoa

Tel No: (012) 444 3642/ 012 444 3778

E-mail: Kwena.Nong@dmpr.gov.za/Lucia.Nkhethoa@dmpr.gov.za

- 19.2 **Technical enquiries can be directed to:**

Mr Botlhale Seageng /Mr Sydwell Dondolo/ Ms Lerato Ntsoko

Tel No: (012) 444 3172 / (012) 444 3850

E-mail: botlhale.seageng@dmpr.gov.za / sydwell.dondolo@dmpr.gov.za / lerato.ntsoko@dmpr.gov.za