



RFO 14 2022: APPOINTMENT OF AN EXTERNAL SERVICE PROVIDER FOR THE MANAGEMENT AND COORDINATION OF THE NATIONAL CONFERENCE TO BE HOSTED BY THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT TO MARK THE 25TH ANNIVERSARY OF THE COMING INTO EFFECT OF THE CONSTITUTION

FUNCTIONALITY		
Q	Bidder's Question	DOJ&CD's Response
1	Is the bid scope inclusive of translation or will Justice be tendering for that service separately?	The Department will outsource the service via in-house travel agency.
2	Further, I am also pleased to introduce Lingua Franca Translation to the Department of Justice. Lingua Franca is a professionally certified Translation Company with a long record of RSA Govt and Multilateral Organization Translation Support and Services.	The Prospective Service Providers are registering their Entities on the Central Supplier Database (CSD)
3	Estimated number of attendees?	Hybrid format - targeting 400 physical guests + 100 (TBC) online.
4	Duration of the conference i.e. 1 Day or 2 Day conference	Four (4) days).
5	Will there be any virtual exhibitors?	No Virtual exhibition, only onsite.
6	Estimated number of in-person exhibitors	Estimate number organisations to exhibit: 30-40 organisations with two representatives per stand.
7	Is the service provider required to provide the in-person exhibitors' stands i.e. tables and chairs?	Yes. Shell-schemes with facia boards, tables and chairs (that is if the outsourced venue does not have enough tables/chairs).
8	Is the service provider required to supply any conference goodie bags for the in-person attendees and speakers or presenters)	Yes

RFQ 14 2022: APPOINTMENT OF AN EXTERNAL SERVICE PROVIDER FOR THE MANAGEMENT AND COORDINATION OF THE NATIONAL CONFERENCE TO BE HOSTED BY THE DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT TO MARK THE 25TH ANNIVERSARY OF THE COMING INTO EFFECT OF THE CONSTITUTION

FUNCTIONALITY		
Q	Bidder's Question	DOJ&CD's Response
9	Is the service provider required to provide technical support i.e. audio-visual and sound equipment as well as lighting and stage?	Yes
10	Do you require a photographer to capture the conference?	No: service available in-house
11	Will the venue, catering, technical sound and AV supplier be secured and paid for by the doj&cd?	Yes. However if additional AV equipment is required that will not be offered by the hosting venue. It will be outsourced via the service provider.
12	Should the venue be procured by the Service Provider, what is the preferred Province and city?	Venue to be procure via DoJ&CD in-house service provider, preferred province is Gauteng, City (TBC)
13	Can you kindly confirm the expected number of attendees?	Hybrid format - targeting 400 physical guests + 100 (TBC) online.
14	Does the department have a database of prospective attendees?	Yes. Draft list available
15	For the cost of transcription, we need to establish if it is only for the main plenary? If transcription is required for the breakaways and commissions, how many of each are required?	Transcription is required for all breakaways and commissions – there is a Draft Programme which is still subject to finalisation and approval.
16	To cost the transcription, we need an estimated time of the programme for the main plenary and the duration of the breakaway sessions	See response above – refer to draft programme to be published in due course.
17	What is the number of days/duration of the conference?	Four (4) days).

FUNCTIONALITY		
Q	Bidder's Question	DOJ&CD's Response
18	How many exhibitions do you require and the number of exhibitors targeted?	Estimate number organisations to exhibit: 30-40 organisations with two representatives per stand.
19	Do we include the cost of exhibition stands in our costing?	Yes.
20	How many speakers, moderators and facilitators are anticipated?	+ -47
21	Do you have an event date?	Proposed dates 13 – 16 March 2023 (subject to approval)
22	Kindly indicate the budget limit?	No, the department cannot divulge such information.
23	Regarding interpretation services, how many languages do you require interpretation for?	English, with possibilities of three more languages and, sign language interpretation is also required.