



the cpsi

Government Component:
Centre for Public Service Innovation
REPUBLIC OF SOUTH AFRICA



Terms of Reference:

Public Sector Innovation Conference Venue:

21 – 22 August 2024

Recommended: _____

Date: 13/06/2024

Approved: _____

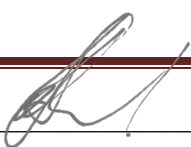
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1. CORPORATE BACKGROUND

- 1.1. The Centre for Public Service Innovation (CPSI) is a government component in the Ministry for the Public Service and Administration.
- 1.2. The mandate of the CPSI is to entrench the culture and practice of innovation in the public sector. This will require the creation of an enabling environment for the generation and rewarding of new ideas; facilitating engagement between public, private and non-governmental entities, with a view to establish sustainable and mutually beneficial partnerships and championing the value of and need for innovation within the public service.

2. PROJECT DESCRIPTION

- 2.1. The CPSI is requesting services of an experienced service provider to supply one (1) venue for the **2024 Public Sector Innovation Conference** to be held in **Durban** on **21 and 22 August 2024**.

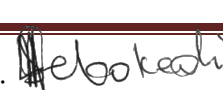
2.2. Specifications

- 2.2.1. Provision of a venue for the 2024 Public Sector Innovation Conference for 400 delegates. Detailed description:

Description:	Quantity/ Duration
20 - 22 August 2024	
Storage Room	3 days
Exhibition area for ± 12 small to medium stands 3 x 3m	3 days
21 - 22 August 2024	
Main Conference Room (350 pax – 'classroom' layout)	2 days
Developer Conference Room (50 pax – 'classroom' layout)	2 days
Wellness Room	2 days
Minister's Holding Room with refreshments for 5 pax	2 days
Stage 7.2m x 4.8m	2 days
20 August 2024	
Tea/Coffee/Juice/Sandwiches/Snacks (CPSI Staff)	15
Security for the evening: Storage Room and Exhibition Area	1
21 August 2024	
Full Day Conference Package (including lunch and assorted soft drinks). Prices not to exceed rates in the Treasury Framework on Cost Containment.	400
Security for storeroom and exhibition area.	2
22 August 2024	
Full Day Conference Package (including lunch and assorted soft drinks). Prices not to exceed rates in the Treasury Framework on Cost Containment.	350
Security for storeroom and exhibition area.	2

2.3. Additional Requirements

- 2.3.1. The venue must be a fixed structure, including onsite accommodation.
- 2.3.2. The venue must have adequate parking facilities and security measures for all attendees.

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- 2.3.3. The venue and stage must be accessible for people with disabilities.
- 2.3.4. The venue must have adequate electricity supply (including backup power) and connections to accommodate the sound equipment.
- 2.3.5. The venue must indicate the star rating, which should be at least a 3-star rating.
- 2.3.6. Refer to the National Treasury Instruction Notes Number 3 and 4 of 2017/18 for rates for conferences per person per day.
- 2.3.7. The conference venue must have adequate space for a 7.2m X 4.8m stage.
- 2.3.8. Overhead projection with high-definition image output.
- 2.3.9. Dedicated Broadband (Internet) with Wi-Fi Access Point with minimum 50Mb/s Upload and 50Mb/s download speed reserved for video streaming.
- 2.3.10. Second dedicated Wi-Fi Access Point for event delegates, not shared with the dedicated link for streaming.

3. TIME FRAMES

- 3.1. This is a once off contract.

4. CONTRACTUAL ARRANGEMENTS

- 4.1. The successful service provider will be contracted to and paid by the Centre for Public Service Innovation (CPSI).
- 4.2. The CPSI reserves the right not to appoint where there is dissatisfaction in terms of the supplier's adherence to the specifications. The CPSI reserves the right to reduce/adjust contract where a supplier did not adhere to the requirements of these specifications.

5. PROJECT MANAGEMENT

- 5.1. The successful supplier will report to the Deputy Director: Marketing and Communications at the CPSI (or any other person designated by the CPSI). Invoices should be e-mailed to invoices@cpsi.co.za or hand delivered.

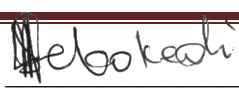
6. SUBMISSION GUIDELINES

- 6.1. Interested service providers submit proposals with the following:
 - 6.1.1. Full cost proposal inclusive of Value-Added Tax (VAT).
 - 6.1.2. Completed and signed SBD Forms (attached). Please note that unsigned SBD forms will be disqualified.
 - 6.1.3. Registration on the Central Supplier Database (CSD) (Provide CSD registration number/ CSD Report)
 - 6.1.4. Star Rating of the venue. The cost-proposal should be aligned with the National Treasury's rates for star-rated venues.
 - 6.1.5. The proposal must include the following:
 - 6.1.5.1. Full venue profile.
 - 6.1.5.2. Venue floor plans of the proposed venues.
 - 6.1.5.3. Refer to paragraph 2.3. to include all the additional requirements to the proposal.
 - 6.1.6. A valid B-BBEE certificate/ Certified Sworn Affidavit.

Important Notes

- It must be noted that service providers who do not provide the necessary information required in 6.1.2 to 6.1.3 will not be considered.

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- Registration to the CSD can be done via <http://ocpo.treasury.gov.za>.
- Bidders who do not submit information as required in 6.1.1, 6.1.4 and 6.1.5. will be scored according to the Evaluation Rating Scale as indicated in 8.10.
- Service providers who do not submit their B-BBEE Certificates/Certified Sworn Affidavits as per the new Preferential Procurement Regulation, 2022, will not be allocated points.

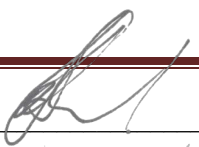
7. BRIEFING SESSION

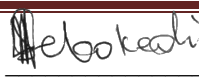
- 7.1. A **Non-Compulsory** virtual briefing session will be held on 19th June 2024 at 10:00am via Microsoft Teams. The link can be requested via email from Nomonde.Maliti@cpsi.co.za or Metiah.Mashaba@cpsi.co.za or Quotations@cpsi.co.za.

8. EVALUATION CRITERIA

- 8.1. The evaluation criteria for assessing the proposals will be based on both qualitative and financial aspects of the proposal.
- 8.2. Service Providers will first be evaluated on functionality. The bidders who score points that exceed the minimum threshold provided on functionality will further be evaluated on price and Broad-Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act, 2000: Preferential Procurement Regulations, 2022.
- 8.3. A representative evaluation panel will evaluate the bid documents individually on a score sheet according to the evaluation criteria indicated in the Terms of Reference. All bidders who score less than **70** out of 100 points for functionality will not be considered further.
- 8.4. Bidders are required to submit valid B-BBEE status level Verification Certificate/ Certified Sworn Affidavit to substantiate their B-BBEE rating claims.
- 8.5. Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 8.6. The bid will be based on a preference point system of 80/20 for the procurement of goods/services.
- 8.7. **The table below depicts the B-BBEE status level of contribution: (20)**

B-BBEE Status level of Contribution	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

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8.9. Guidelines for Criteria Application

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
COMPETENCE AND EXPERTISE	Experience and capacity in hosting similar large-scale Conferences as reflected in the venue profile	30%
	Understand the requirements as stipulated in paragraph 2.2.	40%
	Adherence to National Treasury Regulations	30%
TOTAL POINTS FOR FUNCTIONALITY:		100

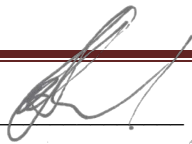
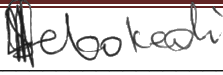
N.B It must be noted that service providers who do not provide the necessary information as required above will be penalized.

8.10 Evaluation Rating Scale

COMPETENCE AND EXPERTISE

Score	The venue profile demonstrates experience hosting large-scale events, as stipulated in section 2.2.
1	No evidence of experience was provided.
2	Limited experience (One to two years) provided for similar large-scale conferences with an audience of at least 350 pax.
3	Experience (Three to four years) in large-scale conferences with an audience of at least 350 pax.
4	Experience (five to six years) for scale conferences with an audience of at least 350 pax.
5	Experience (more than 7 years) for large conferences with an audience of at least 350 pax.

Checklist	Meeting of Specifications: Understanding of the requirements as stipulated in paragraph 2.2
4	Fixed structures
5	Floor plans indicate sufficient space and layout to accommodate the event
1	Holding room provided
1	Storage room
1	Wellness room
1	Security provided
1	WiFi / Broadband according to specifications
1	Adequate and secure parking facilities
1	Accessible to people with disabilities
4	Adequate electricity supply (including backup power) and connections to accommodate the sound equipment
20	Total

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Score	Adherence to National Treasury Regulations
1	No adherence to Treasury Instruction Notes
3	Some rates are within the limits set by Treasury Instruction Notes (conferencing)
5	Rates are in accordance with the limits set by Treasury Instruction Notes (conferencing)

9. CONTACT DETAILS FOR ENQUIRIES

9.1. SCM Enquiries:

Nomonde Maliti

Tel: (012) 683 2815

E-mail: Nomonde.Maliti@cpsi.co.za

Metiah Mashaba

Tel: 012 683 2816

E-mail: Metiah.Mashaba@cpsi.co.za

9.2. Technical Enquiries:

Mmabatho Mashaba

Tel: (012) 683- 2814/ 082 044 9543

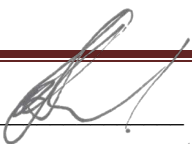
E-mail: Mmabatho.Mashaba.cpsi.co.za

9.3. Bids Delivery Address:

Hand Delivery: Att: CPSI: SCM
First Floor, Heritage Building
Batho Pele House
546 Edmond Street
Arcadia, Pretoria

eMail: Quotations@cpsi.co.za

10. CLOSING DATE: 05 July 2024 @ 11:00 am

Recommended: 

Date: 13/06/2024

Approved: 

Date: 14/06/2024

TERMS OF REFERENCE FOR THE CPSI PUBLIC SECTOR CONFERENCE VENUE

Final Audit Report

2024-06-14

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