

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	MC Services for NGAP Gala Dinner – 13 August 2025
SPECIFICATIONS/ DESCRIPTION	
ITEM/ SERVICE	QUANTITY
Event Overview: The South African Civil Aviation Authority (SACAA) will be hosting a prestigious Gala Dinner on 13 August 2025, from 19:00 to 23:00, at the Durban International Convention Centre (ICC). This high-profile event will be attended by international delegates, dignitaries, and representatives from various African countries. We are seeking professional Corporate Master of Ceremonies (MC) services for the evening. The MC should be experienced in hosting formal, high-level events and be able to manage a diverse international audience with poise, professionalism, and engaging delivery. Scope of Work: • Host the event from start to close (19:00 – 23:00) • Ensure seamless transitions between program segments • Engage the audience with professionalism and charisma • Dress appropriately for a formal, black-tie event Submission Requirements: Interested service providers are requested to submit the following: • MC profile(s) with relevant experience and notable past engagements • Experience with Formal Corporate Events • Proven track record of hosting gala dinners, conferences, or international events • Able to adapt to formal protocols and structured programmes. Engaging Personality • Charismatic, confident, and warm on stage. • Must have the ability to read the room and energize the audience when appropriate. Audience Interaction Skills • Must be able to make guests feel included and welcomed. • Be able to transition smoothly from formal segments to lighter moments. Entertainment Element • Skilled in inviting guests to the dance floor with charm and enthusiasm. • Willing and able to share a few dance moves or jokes to break the ice	
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(without being cringey or inappropriate). • Cultural Sensitivity. • Able to fill gaps or adjust pace smoothly if delays or changes occur. Clear Articulation & Commanding Voice • Speaks clearly and confidently, with good stage presence and vocal control. • Bilingual or multilingual abilities are a plus Well-Groomed & Appropriately Dressed • Presents in line with black-tie or gala standards (formal attire). • Grooming and styling align with high-level corporate expectations. References or Portfolio of Past Work • Videos, testimonials, or client references from previous formal events. • Especially valuable if they've hosted similar aviation, or corporate functions. Please consider the following professionals or those of similar caliber: • Lerato Mbele • Faith Mangope • Ziyanda Ngcobo • Mpho Popps NB: Attach the Links or references to previous events hosted Please take note: • Allocate an hour for briefing before the event. 2 days before the event • Must arrive at the venue an hour before the event. • Include all travel costs		
GENERAL/ COMMENTS: A briefing session will be required, own transport and accommodation		
Terms and conditions ✓ The quote must include all labour and delivery costs. ✓ Service Providers are to ensure that quotations provided have included everything requested and do not compromise the quality of service we require. ✓ Quotations not including all items will be automatically disqualified. ✓ Service Providers who accept the PO and provide poor service or replacing the recommended MC due to errors on the quotes or have under quoted may be blocklisted for future service requests. Please triple-check your quote before submitting it. ✓ A physical or Teams briefing meeting will be arranged with the appointed service provider. ✓ Services must be rendered on time as agreed between the organisers and the service provider. ✓		
Budget: Yes		Cost Centre Code: 01-01-00