

Tender Number: T39/11/23

Tender description: REQUEST FOR PROPOSALS TO APPOINT A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF EVENT MANAGEMENT SERVICES

Question and Answers version 1

No.	Question	Type	Answer
1	Should we include a retainer fee for the events management team eg: Event Director, Event Co-Ordinator, Graphic designer and Virtual Events Specialist since we do not have a specific event brief we're working on .	Technical	Refer to Table B of the costing model on page 20: The IDC will not be paying any retainer fees to any appointed service provider for this service. Fees will only be payable based on work allocation on an as-and-when needed basis.
2	Should our costing be based on events being hosted only in Gauteng only?	Technical	Bidders are encouraged to provide costing as per the costing model provided on page 20 because this is not linked to any region.
3	Renting of studio; What size? Green Screen / Full Studio?	Technical	Size will depend on the programme and amount of speakers. A good guide is for 3 -4 in studio guests.
4	Mix Server; Lighting? How many channels?	Technical	Full studio facilities - IDC uses MTeams but needs to be able to use other channels like Zoom
5	Gobo Lights; For full colour or monotone logos? What size light?	Technical	Full color – standard lights to be quoted - specific sizes will be as per event
6	Sound Desk How many channels For conference / entertainment, bands?	Technical	Maximum of four channels
7	Live AI Generator system; Please elaborate on this. What exactly do you require?	Technical	The capability to create an AI host - live or pre-recorded.
8	Custom 3D Studio Please confirm Green Screen Studio?	Technical	Yes, green screen studio