



REQUEST FOR QUOTATION FOR EVENT MANAGEMENT SERVICES	
RFQ NUMBER:	REQ11015
RFQ ISSUE DATE:	02 August 2023
CLOSING DATE AND TIME:	08 August 2023 @ 11h00
RFQ VALIDITY PERIOD	30 Days (COMMENCING FROM RFQ CLOSING DATE)
DESCRIPTION OF SERVICES	REQUEST FOR QUOTATION Events management services (Refer to Terms of reference from page 13)
SUBMISSION EMAIL ADDRESS	sibongile@nedlac.org.za and copy procurement@nedlac.org.za
PROCUREMENT ENQUIRIES	Name: Sibongile Pheeha Tel: 060 771 0835 Email: sibongile@nedlac.org.za
TECHNICAL ENQUIRIES	Name: Sharlotte van Rooyen Tel: 060 771 2029 Email: sharlotte@nedlac.org.za

REQUEST FOR QUOTATION

BIDDER NAME:

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

TOTAL RFQ PRICE R(VAT Incl.)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned,
 (name)..... in submitting the
 accompanying bid, do hereby make the following statements that I certify to be true
 and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found
 not to be true and complete in every respect;

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT
SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and BBBEE	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The BBBEE allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level 1	10	20		
Level 2	8	16		
Level 3	5	10		
Level 4	4	8		
Level 5	3	6		
Level 6-8	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

TERMS OF REFERENCE FOR THE APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO PROVIDE EVENT MANAGEMENT SERVICES FOR THE 28th NEDLAC ANNUAL SUMMIT

1. PURPOSE

Nedlac requires a service provider to provide events management services for the 28th Nedlac National Annual Summit to be hosted by Nedlac on **08 September 2023**.

2. BACKGROUND

2.1 Nedlac is the vehicle by which Government, Labour, Business and Community formations seek to cooperate, through problem-solving and negotiation, on economic, labour and developmental issues as well as related challenges facing the country.

2.2. As mandated in the Nedlac protocol, Nedlac is required to host a national summit each year. The national summit is to be chaired by the Deputy President of the Republic of South Africa.

2.3. The function of the summit is to provide feedback on Nedlac's activities in a transparent manner, and to obtain inputs from organisations or persons not normally involved in the Nedlac structures and also to establish a broader ownership of council. Additionally, the annual summit provides a platform for the council to present an overview of the of the past year's activities.

2.4. A total of 250 people will be attending the summit at the venue and approximately 300 people will watch it online, through online streaming platforms.

2.5 The summit will be attended by high profile political leadership including the Deputy President, at least two Ministers or Deputy Ministers.

3. SCOPE OF WORK

3.1 The service provider is expected to provide the following services:

3.1.1 Invitations and related services.

- a) Design an online invitation in line with the 28th Annual Nedlac National Summit theme.
- a) Issue online invites to about 250 participants. (Nedlac will provide the names and contact details).
- b) Manage RSVPs including follow up.
- c) Send participants who have RSVPed confirmation and a copy of the programme. (Nedlac to provide programme).
- d) Provide regular progress updates to Nedlac.

3.1.2 Event microsite

- a) Develop an online platform with the following functions:
 - Distribution of invitations;
 - Housing of RSVPs and
 - Issuing event reminders
 - Livestream broadcast for online participants
 - Event document repository

3.1.3 Source and assign **sign language interpreters** to do sign language interpretation of summit proceedings.

3.1.4 Source and assign a **choir** to provide the following:

- a) Musical items at the start and during intervals for a maximum period of +-6 hours (+-08h00-14h00).
- b) Musical items to include South African vocals, local jazz and harmony items and may include the singing of the South African National Anthem.
- c) Be an assemble of not more than fifteen (15) individuals/voices.
- d) Be dressed in a uniform and professional “choir” manner.
- e) Provide for its own transportation to and from the event venue.
- f) Be available to showcase/sample their performance to the Nedlac staff prior to performing at the event.
- g) Be available for rehearsal at the venue **on the eve** of the event.

3.1.5 Banners

Print and deliver the following banners in line with the 28th Annual Nedlac National Summit theme:

- a) 4 x Printed branded straight banner wall/media banner
Dimensions: 3.75m x 2.25m & 3.00m x 2.25
- b) 8 x PVC full colour, non-curl white back pull-up banners with stands and cover
Dimensions: 120 m x 200m
- c) 8 x Printed branded double-sided fin flag banners with stands and cover
Dimensions: 3m
Dimensions: 120 m x 200m

4. REQUIREMENTS OF THE BIDDER

4.1. The bidder must demonstrate competency and expertise in event management, brand, marketing, communications and project management.

4.2. The bidder must provide the following:

- 4.2.1. A project quotation indicating how they would respond to the scope of work set out above.
- 4.2.2. The curriculum vitae of the project manager.
- 4.2.3. Budget indicating all cost assumptions and a maximum amount for the assignment.
- 4.2.4. Provide catalogue/portfolio of similar locally produced products supplied in previous projects.
- 4.2.5. Point of contact information, including name, title, phone and email address.
- 4.2.6. Provide a minimum of five (5) reference letters from contactable references for similar projects completed.

4.3. The following other documents are required:

- 4.3.1. Proof that the service provider is in good standing with the South African Revenue Services (SARS).
- 4.3.2. BBBEE certificate if relevant.

- 4.3.3. Contact details and physical address.
- 4.3.4. Details of up to five projects that are similar in nature, including:
 - a) Project name
 - b) Project objectives
 - c) Role on the project
 - d) Number of years worked on the project
 - e) Relevance or link of the project to these terms of reference.
 - f) Contactable references linked to these projects.

5. SELECTION AND EVALUATION CRITERIA

5.1 Evaluation criteria

As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a bidder/tenderer for broad-based black economic empowerment as follows:

- B-BBEE status Level 1 contributor: 20 points
- B-BBEE status Level 2 contributor: 16 points
- B-BBEE status Level 3 contributor: 10 points
- B-BBEE status Level 4 contributor: 8 points
- B-BBEE status Level 5 contributor: 6 points
- B-BBEE status Level 6 - 8 contributor: 0 points

5.2 The RFQ will be evaluated in two phases as follows:

Phase 1 – Functionality Evaluation

<i>Functionality</i>	<i>100</i>
<i>Threshold</i>	<i>70</i>

Phase 2 – Pricing and Specific Goal Evaluation

Price	80
Specific Goal Evaluation	20

5.3 Functionality Evaluation criteria

The below matrix will be used in scoring the submissions:

What is required	Application of evaluation criteria	% allocation
Years of experience in event management and procurement of event related goods and services.	5 = 10 or more years 4 = 7 or more years 3 = 5 or more years 2 = 3 or more years 1 = 1 or more years	40%
Provide a minimum of five (5) reference letters from contactable references for similar projects completed.	5 = ten or more reference letters 4 = seven - eight reference letters 3 = five - six reference letters 2 = three - four reference letters 1 = one - two reference letters	35%
Provide catalogue/portfolio of similar locally produced products supplied in previous projects.	5= Catalogue/portfolio/pictures/samples of similar locally produced products supplied. 1= No catalogue/portfolio of similar locally produced products provided	25%

5.4 To note

- The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.

- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

6. SUBMISSION AND ENQUIRIES

6.1. Service providers should send their quotation and accompanying relevant documentation to sibongile@nedlac.org.za copying procurement@nedlac.org.za by 08 August 2023 at 11h00.

7. ENQUIRIES

7.1 Technical enquiries regarding these Terms of Reference should be emailed to Sharlotte Kopano van Rooyen at sharlotte@nedlac.org.za.

7.2 Procurement enquiries regarding this Terms of Reference should be emailed to sibongile@nedlac.org.za copying procurement@nedlac.org.za.

8. PAYMENT TERMS

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.