

**REQUEST FOR QUOTATION (“RFQ”)**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENT MANAGEMENT SERVICES**



<b>Bid Number</b>	<b>EWSETA/RFQ/043/2022</b>
<b>Bid Scope</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENT MANAGEMENT SERVICES</b>
<b>Issue Date</b>	<b>WEDNESDAY 13 JULY 2022</b>
<b>Closing Date for submission of bids</b>	<b>WEDNESDAY 20 JULY 2022 @13:00HRS</b>
<b>Inquiries</b> (all inquiries should be in writing)	<a href="mailto:scmadmin@ewseta.org.za"><u>scmadmin@ewseta.org.za</u></a>

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## 1. BACKGROUND INFORMATION

The Energy and Water Sector Education and Training Authority (EWSETA) is one of 21 SETAs in the country that exists to drive skills development in the sectors they serve. The EWSETA is responsible for two of the most critical sectors, namely energy and water.

Our mandate is multi-faceted, but one of the most important roles we are required to fulfil is to establish ourselves as an authority in the sectors we serve and to establish partnerships with key sector stakeholders. The energy and water sectors have been plagued by gender inequality for many decades and this is a challenge that persists. To this end, the EWSETA places extensive focus on the role that women do and should play in these sectors.

Over the last two years, COVID-19 restrictions have prevented us from hosting in-person events and we have held a Women's month event online. However, for Women's month 2022, we will be hosting an 'in person' event as per the terms of reference and scope of work detailed below. We require the services of a professional event management company to assist with all aspects of the event.

## 2. PURPOSE

The objective of this bid is to appoint a suitable service provider to provide event management services.

## 3. SCOPE OF WORK

### Event details:

**Date:** Thursday, 25 August 2022 (this will be a full day event and will include a late afternoon cocktail/networking event)

**Number of guests:** Approx. 150

**Venue:** This will be a JHB based event and the EWSETA will source the venue in consultation with the appointed service provider.

Please factor the following activities into quote:

### Item 1: Speakers (work on a basis of 10 speakers)

- Speaker liaison
- Preparation of brief for each speaker

- Preparation of profile for each speaker
- Travel arrangements for any out of town speakers in consultation with EWSETA travel coordinator

### **Item 2: Invitation**

- Design invitation
  - Website banner (size of banner to be provided)
  - Linked In Banner
  - Facebook banner
  - 4 x social media tiles
- E-mailer
- Electronic RSVP form
- Track RSVPs and feedback to EWSETA twice a week after invitations have gone out
- Electronic registration system on day of event (this needs to include the printing of plastic name tags with magnetic fastening mechanism on back of name tag)

### **Item 3: Programme**

- Draw up programme (4 x A4 pages)
- Design programme as electronic and print file
- Print 200 copies of programme (A3 folded to A4 and printed full colour both sides)

### **Item 4: Presentations**

- Design of Powerpoint Presentation template
- Creation of Powerpoint Presentation that must include animation (work on creation of 150 slides in total)
- Design of graphics/infographics to be used in Powerpoint Presentation (work on creation of 30 slides)

### **Item 5: Public Relations**

- Pre-event press release
- Post-event press release
- Media liaison
- Media monitoring service for 6 weeks

### **Item 6: Other**

- Weekly meetings with EWSETA team from time appointed as service provider and then two weeks after event
- Allow budget of R75 000 to source promotional items
- Design and production of event branding: 2 x wall banners and 8 x quality pull-up banners
- Liaison with venue
- Sourcing and oversight of all Audio-Visual requirements for the event (the AV requirements will be factored into the quotes supplied by the venues – this will not be a separate cost)
- Filming of entire event and creation of 3-minute AV post event
- Photographer

## 4. EVALUATION CRITERIA

### 4.1 Stage 1: Pre-Qualification Criteria

#### 4.1.1 Submission of Compulsory Documents:

**Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.**

4.1.1.1 Prospective bidders are required to provide proof of registration with the Central Supplier Database by submitting the CSD report. In case of a Joint Venture, each party must provide proof of registration with CSD.

4.1.1.2 Completed and signed Standard Bidding Documents attached to the bid.

4.1.1.3 In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

#### 4.1.2 Non-compulsory documents

**Prospective bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria may be disqualified.**

4.1.2.1 Submit a valid Tax Clearance Certificate/ Tax Pin. A prospective bidder must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.

4.1.2.2 Certified copy of B-BBEE Certificate. A Joint Venture will qualify for the B-BBEE status level as a legal entity, provided that the legal entity submits their B-BBEE status level certificate. Failure on the part of the bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated zero (0) points.

### 4.2 Stage 2: Technical/Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of **70 points** (out of the 100 points), i.e., 70%, for Functionality in order to qualify to proceed to Stage 3 of the evaluation process.

Functionality Requirement	Details	Scoring
Company profile that details expertise in event management	Provide a company profile that includes the following: <ul style="list-style-type: none"> <li>• Years of experience in event management = <b>10 points</b> <ul style="list-style-type: none"> <li>○ 7+ Years = 10points</li> <li>○ 5 -6 Years = 5 points</li> <li>○ Up to 4 years = 0 points</li> </ul> </li> <li>• Company organogram = <b>5 points</b></li> <li>• Geographical location (presence in Gauteng) = <b>5 points</b></li> </ul>	20
CV for the Account Manager that will be responsible for the EWSETA event.  Supply of CV that clearly details years of experience.	7+ years' experience as an event manager = <b>15 points</b>  5 – 6 years' experience as an event manager = <b>10 points</b>  Less than 5 years of experience as an event manager = <b>5 points</b>	15
CV for the PR Expert or Company profile for PR company that will provide PR support for the event  Supply of CV for PR exert or PR Company profile that clearly details years of experience.	7+ years' experience in the supply of PR services = <b>15 points</b>  5 – 6 years' experience in the supply of PR services = <b>10 points</b>  Less than 5 years of experience in the supply of PR services = <b>5 points</b>	15
Letters of Reference from three current/past clients to whom event management services have been provided.  <i>(NB: The Reference Letter(s) not older than 5 years, on the letterhead of the previously serviced client and should reflect at least name of the client, details of the event, year conducted, contactable reference name and contact details)</i>	<b>Reference Letters</b>  3 valid letters attached = <b>30 points</b>  2 valid letters attached = <b>20 points</b>  1 valid letter attached = <b>10 points</b>  No reference letters attached = <b>0 points</b>	30
Project Implementation Plan	Supply project implementation plan that details what activities will be undertaken when in the four weeks leading up to the event on 25 August 2022.	20
<b>TOTAL</b>		<b>100</b>

### 4.3 Stage 3: Pricing and Preference Points Stage

#### 4.3.1 Preference Points

For purpose of evaluating preference points, the following preference point systems will be applicable to all bids whereby preference points shall be awarded for Price; and B-BBEE Status Level of Contribution.

- The points scored in respect of B-BBEE contribution will be added to the points scored for price.
- The following formula will be used to calculate the points for Price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of proposal or quotation

$P_t$  = Comparative price of proposal or offer

$P_{\min}$  = Comparative price of lowest acceptable proposal or offer

The following table must be used to calculate the score out of 20 for BBEE

B-BBEE Status Level of contributor	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

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims. A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price; and scores 0 points out of 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bidder. A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

#### 4.3.2 Financial Proposal

Financial proposals will be compared based on their total amount inclusive of VAT.

Bidders are required to submit financial proposals as per the table below on a company letterhead.

	<b>Activity</b>	<b>Total Cost (Excl VAT)</b>
<b>Item 1</b>	Speaker activities	R
<b>Item 2</b>	Invitation and RSVP function	R
<b>Item 3</b>	Programme	R
<b>Item 4</b>	Presentation	R
<b>Item 5</b>	Public Relations	R
<b>Item 6</b>	Promotional Items	R 75 000.00
<b>Item 7</b>	Design and production of branding	R
<b>Item 8</b>	Filming of event and production of 3-minute AV	R
<b>Item 9</b>	Full day photography services	R
<b>Item 10</b>	Event management fee as per scope of work provided	R
<b>Sub-Total</b>		<b>R</b>
<b>VAT (if applicable)</b>		<b>R</b>
<b>TOTAL</b>		<b>R</b>

Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered. Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.



## 5. NOTES TO BIDDERS

Outlined below are basic requirements that each bid must comply with. Failure of any bid to meet any or all of these requirements may disqualify such a bid from the evaluation process:

- 5.1 A prospective service provider must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.
- 5.2 The EWSETA will not be liable to reimburse any costs incurred by applicants in preparing their proposals.
- 5.3 EWSETA does not bind itself into making an appointment from proposals and offers received.
- 5.4 EWSETA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and price or not to make any appointment at all.
- 5.5 EWSETA will not make upfront payments.
- 5.6 Successful bidder must undertake to abide by the confidentiality undertakings contained in the agreement to be concluded;
- 5.7 The successful bidder will be informed of the outcome. A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised). The designated responsible person of the EWSETA is the Chief Executive Officer or his written authorised delegate.
- 5.8 A probation period of 90 days will apply to the agreement.
- 5.9 The EWSETA undertakes to pay valid invoices in full within 30 (thirty) days if all supporting documents are submitted.
- 5.10 The service level agreement will be reviewed annually upon anniversary date.
- 5.11 Please note that any plagiarism of any sort contained within any bid or any other documents submitted to the EWSETA by any bidder will result in the disqualification of the respective bidder.
- 5.12 EWSETA may request clarification or further information regarding any aspect of the bidder. The bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified.
- 5.13 In the absence of the individual a suitable replacement must be organised a week prior to the absence.
- 5.14 Scheduled outages, after hours or weekends. Must be part of total costs and NOT additional cost.

## 6. SUB-CONTRACTING

A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for unless the intended sub-contractor is an exempted micro-enterprise that has the capability and ability to execute the sub-contract.

## 7. SUBMISSION OF BIDS

Bidders are required to submit their bids to [scmadmin@ewseta.org.za](mailto:scmadmin@ewseta.org.za)

## 8. CLOSING DATE OF PROPOSAL

A comprehensive proposal together with pricing schedule must reach EWSETA by no later than **WEDNESDAY 20 JULY 2022 not later than 13:H00**. Please note that no late proposals will be considered.

## 9. TENDER VALIDITY

This RFQ shall be valid for 90 days calculated from bid closing date.

## 10. FRAUD HOT-LINE

EWSETA subscribes to fair and just administrative processes. EWSETA, therefore, urges its clients, suppliers and the general public to report any fraud or corruption to:

EWSETA TIP-OFFS ANONYMOUS

Free Call: 0800 611 205

Email: [ewseta@tip-offs.com](mailto:ewseta@tip-offs.com)

Or visit their website [www.tip-offs.com](http://www.tip-offs.com)

## 11. ANNEXURE 1 – SBD4 - 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 interest<sup>1</sup> 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

<sup>1</sup> 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 consortium<sup>2</sup> 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.

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 PREVENTING

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<sup>2</sup> 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.



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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## 12. ANNEXURE 2 - EWSETA GENERAL CONDITIONS OF CONTRACT

### **General**

EWSETA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

### **Conditions**

These conditions form the basis of the contract between EWSETA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by EWSETA. No servant or agent of EWSETA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by EWSETA in the order/contract.

### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. EWSETA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

### **Where items are to be delivered the Supplier:**

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to EWSETA at the

address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to EWSETA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

### **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

### **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to EWSETA when accepted by EWSETA.

### **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, EWSETA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, EWSETA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to EWSETA.

In the case of service, the Supplier corrects non-conformances as indicated by EWSETA.

### **Warranty**

Without prejudice to any other rights of EWSETA under these conditions, the Supplier warrants that the items are in accordance with EWSETA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by EWSETA.



### **Indemnity**

The Supplier indemnifies EWSETA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies EWSETA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by EWSETA.

#### **Assignment and sub-contracting**

The Supplier may not assign or subcontract any part of this order/contract without the written consent of EWSETA.

### **Termination**

EWSETA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to EWSETA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of EWSETA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

### **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.