



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUEST FOR PROPOSALS FOR A SERVICE PROVIDER TO EVENT MANAGE SIGNING CEREMONY OF THE ESKOM SOCIAL COMPACT

1. INTRODUCTION

The purpose of this RFP is to seek a service provider to develop and execute an event management plan for the Signing Ceremony of the Eskom Social Compact that is to be hosted by Nedlac during the last week of November 2020.

2. SCOPE OF WORK

An event service provider is required to arrange the Signing Ceremony of the Eskom Social Compact to take place during the fourth week of November 2020, with 58 attendees according to the following specifications:

2.1. Venue:

- i. Secure a venue that will house 58 individuals.
- ii. This includes: 3 Constituency representatives for Business, Labour and Community, Leaders of each Constituency x 1 each, The President and his envoy: x10, Media: x10, Nedlac Secretariat (EMT plus administrative support): x7. The names and contact details of these individuals will be provided to the events manager.
- iii. Ensure that the venue has three separate VIP holding rooms: President, Ministers. To ensure that the VIP rooms for the President and Ministers have document packs and refreshments.

- iv. Ensure that refreshments are arranged and set-up for guests for 30 mins preceding the event.
 - v. Ensure that the venue is equipped with a platform for the signing ceremony, including pens and the glossy execution copies of the Eskom Social Compact.
 - vi. Develop and implement an interesting activity that signals the completion of the signing to be discussed with the Nedlac staff.
 - vii. Ensure appropriate seating arrangements.
 - viii. The preferred venue is Turbine Hall given its relevance and significance.
- 2.2. Photography and videography: The session must be documented with professional photographs and a short video clip (3mins maximum) must be produced. The service provider must arrange and collect electronic images and video clips for hand-over to Nedlac post the ceremony.
- 2.3. Sound and lightning: the venue must have required sound and lightning.
- 2.4. Theme: Design a theme that is inspired by efficient, secure and affordable energy for all South Africans. The theme will be approved by Nedlac.
- 2.5. Printing:
- I. Eskom Social Compact: A4, bound and gloss print, 10 x pages per bound copy, printed both sides x 5 packs

The following documentation will also be required for distribution at the event, but will be printed and bound by the Nedlac Secretariat and supplied to the events manager:

- II. Eskom Social Compact: A4, bound and standard print, 10 x pages per bound copy, printed both sides x 55 packs
- III. Eskom Social Compact Implementation arrangements: A4, bound and standard print, 9 x pages per bound copy, printed both sides x 60 packs
- IV. Programme: A4, glossy print, printed one-sided, 1x page per programme, x60 copies

The theme must reflect across all printing materials.

- 2.6. Covid 19: The service provider is to ensure that the venue is Covid 19 compliant. Hand sanitisers must be placed at all points of entry and exit and 60 (sixty) branded masks must be procured for guests.
- 2.7. 1 (one) roaming microphone available for the duration of the session.
- 2.8. Registration: to manage RSVPs and set up an online registration platform so as to minimise physical interaction on the day of the ceremony.
- 2.9. Media:

- i. to manage media invites and accreditation, RSVPs and online registration so as to minimise physical interaction on the day of the ceremony.

2.10. . Branding:

- i. 1x backdrop banner tailored to the theme
- ii. 3 x Nedlac drop-down banners to be supplied by Nedlac.
- iii. Constituency drop-down banners (these banners will be arranged with Constituency Coordinators)

2.11. To perform any other function that may be set out in the agreed event management activity schedule (see the draft attached as Annexure A).

3. REQUIREMENTS

3.1. The successful service provider must show supporting evidence that they have more than five years of experience in respect of:

- a) High profile events management including recent experience in hosting online events
- b) Marketing and branding of high-level events
- c) Design and production of marketing and branding tools

4. SUBMISSION OF DOCUMENTS

Bidders must submit the following documents:

- 4.1. A proposal outlining the approach and methodology as to the execution of the terms of reference.
- 4.2. Budget indicating all the cost assumptions and a maximum amount for the assignment;
- 4.3. Proof that the company is in good standing with the South African Revenue Services (SARS).
- 4.4. Entity ownership type and BBBEE certificate if relevant.
- 4.5. Company registration.
- 4.6. Contact details and physical address.
- 4.5. Company profile, including CVs of relevant individuals which must clearly demonstrate the necessary skills and experience in the area of expertise listed below.
- 4.7. Three contactable references.
- 4.8. Details of three - five projects that are similar in nature, including:
 - Project name

- Project objectives
- Role on the project
- Number of years worked on the project
- Relevance or link of the project to these terms of reference.

5. BID SUBMISSION AND ENQUIRIES

- 5.1. Bidders should send their completed bids and accompanying relevant documentation to the Nedlac SCM unit by 12h00 noon on 09 November 2020.
- 5.2. Any questions regarding the RFP should be emailed to the Nedlac SCM unit.
- 5.3. No late proposals will be considered.
- 5.4. Nedlac reserves the right to cancel this bid should such be deemed necessary.
- 5.5. A service level agreement will be signed with the successful service provider setting out inter alia the agreed project plan. Payments will be made upon the achievement of milestones to be agreed on in the service level agreement.

6. SELECTION AND EVALUATION CRITERIA

6.1. Evaluation criteria

The below matrix will be used in scoring the proposals:

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology in managing this project which should include:		
Interpretation of Terms of Reference to demonstrate understanding of what is required: Bidders ability to provide a detailed methodology of how the project will be undertaken including an implementation plan.		
5. Excellent understanding of what is required in the terms of reference; Event management and project management. The ability to develop a project plan and ensure the efficient implementation of the plan. A display of full understanding of the environment of Nedlac and proposed approaches presented in achieving the desired goal, in a detailed implementation plan.	5 = Excellent	30%
4. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed project plan including milestones and timeframes; and a proposed approach displaying a good understanding of the project in the presented implementation plan.	4 = Good	
3. Satisfactory (or repeat of ToRs) understanding of what is required in the terms of reference; generic or text book approach and methodology; proposed project plan	3 = Satisfactory	

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
including milestones and timeframes; and a project implementation plan.		
2. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components: implementation plan, milestones and timeframes.	2 = Poor	
1. No action plan submitted.	1 = Not Acceptable	
B. Relevant Expertise		
Service providers (companies/individuals) must prove competency and expertise in one/more of the following areas: Event management, Brand Management, Marketing Management, Communications and Project Management or any other relevant experience that can be demonstratable.		
50% or more of the team has a Post-graduate Degree (Honours/Masters/PHD): NQF 8&9&10 = Excellent	5 = Excellent	20%
60% or more of the team has a Bachelor's Degree/BTech NQF 7 = Good	4 = Good	
70% or more of the team has a Diploma or Advanced Certificate NQF 6 = Satisfactory	3 = Satisfactory	
80% or more of the team has a Higher Certificate NQF 5 = Poor	2 = Poor	
The team members only posses a National Certificate and below NQF 4&3&2&1 = Not Acceptable	1 = Not Acceptable	
C. Relevant Experience		
To evaluate each of the above components, the following criteria will apply:		30%
5 to 10 years or more relevant experience = Excellent	5 = Excellent	
3 to 5 years' relevant experience = Good	4 = Good	
2 to 3 years' relevant experience = Satisfactory	3 = Satisfactory	
1 to 2 years' experience = Poor	2 = Poor	
0 to 1-year experience = Not Acceptable	1 = Not Acceptable	
D. Similar Projects Completed		
Number of Completed Similar Projects:		20%
5 or More Completed Similar Projects = Excellent	5 = Excellent	
4 Completed Similar Projects = Good	4 = Good	
3 Completed Similar Projects = Satisfactory	3 = Satisfactory	
2 Completed Similar Projects = Poor	2 = Poor	
1 Completed Similar Projects = Acceptable	1 = Not Acceptable	