



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 QUOTATION FOR EVENT MANAGEMENT	
RFQ NUMBER:	REQ 10712
RFQ ISSUE DATE:	09 March 2023
CLOSING DATE AND TIME:	20 March at 12:00
RFQ VALIDITY PERIOD	
DESCRIPTION OF SERVICES	APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER FOR EVENT MANAGEMENT SERVICES AND EVENT LOGISTICS AS AND WHEN REQUIRED FROM APRIL – MAY 2023
SUBMISSION ADDRESS	Submissions to be sent electronically
PROCUREMENT ENQUIRIES	Name: Tumelo Langa 0723376804 Email: Tumelo@climatecommission.org.za

TECHNICAL ENQUIRIES

.....
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
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:

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.

.....
.....

2.3 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

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.

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

.....
Signature	Date
.....
Position	Name of bidder

SBD 6.1

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 SPECIFIC GOALS	100

3.2.1. POINTS AWARDED FOR PRICE

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

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

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 specific goals allocated points in terms of this tender	Number of points allocated	Number of points allocated	Number of points claimed	Number of points claimed
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	(90/10 system) (To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(90/10 system) (To be completed by the tenderer)	(80/20 system) (To be completed by the tenderer)

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:



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REQUEST FOR QUOTATIONS

**APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER FOR
EVENT MANAGEMENT SERVICES AND EVENT LOGISTICS - APRIL 2023 TO MAY 2023**

1. BACKGROUND

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society. The commission comprises of government ministers and 22 commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour, and youth.

The Commission emanates from the Presidential Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate-resilient economy, and society.

The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway.

The Presidential Climate Commission (PCC) secretariate are running a series of multi stakeholders' events as part of communication and outreach programme: Organizing Community Consultations, Forums & Events shall always be matched with those of the strategic objectives of the PCC and further creating the platform to accomplish its mission and vision.

2. PURPOSE

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

3. SCOPE OF THE ASSIGNMENT.

- **3 events for the period from April and May 2023**

Detailed Event management services and logistics based on the following specifications:

- **Identify and book the venue.**
 - a. Event facility with capacity of min. 70 to max. 150 people.
 - b. seating arrangement: classroom/cinema style
 - c. 1x Projector and projector screen
 - d. 1x Podium
 - e. Facility must have back-up power or generator.
- **Organise Catering**
 - a. Welcoming tea and coffee
 - b. Am snack.
 - c. Full Lunch
- **Organise Audio Visual and Live Streaming** (the AV and live streaming requirements will be factored into the quotes supplied by the venues – this will not be a separate cost)
 - a. Full Sound system:
 - 2 speakers
 - Mixer
 - 4 roving mics
 - 1x mic stand.
 - Onsite technician
 - b. Live streaming:
 - Live Streaming on Facebook
 - 2 Cameras
 - Live Streaming technician
 - Full Camera operator/ technicians on site
 - Laptop - High spec laptop with MS Office, Zoom and MS Teams
 - Wi-Fi Router - Internet connection
 - UPS (uninterrupted power supply)
- **Secure a professional photographer.**
 - a. 20x Digital Photos
- **Design Invitations and programme**
- **Coordinate travel logistics for participants/attendees.**
- **Weekly meetings with PCC communication team from time appointed as service provider and then two weeks after event.**

4. DELIVERABLES

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following:

- 3 Events from April – May 2023
- Project Implementation Plan, Methodology, and quotation
- Minimum 20 digital photos per event to be submitted.
- Event reports

5. TIME FRAME

The events are held based on the calendar of events and the projects must be completed within the timelines stated above (4)

6. REQUIREMENTS OF THE SERVICE PROVIDER

The successful service provider must provide the following to demonstrate experience:

6.1 Detailed CV of the project leader/manager and team members

6.2 At least three short descriptions of previous completed similar assignments, including:

- Events name
- experience in organizing event involving various stakeholders.
- Signed reference letters from contactable references linked to these events.

7. SUBMISSION OF DOCUMENTS

In addition to the requirements of 6. above, service providers must submit the following documents:

- Entity ownership type and BBBEE certificate
- Completed SBD forms.
- Proof of CSD registration

8. SELECTION AND EVALUATION CRITERIA

8.1. Selection 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 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

8.2. Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

What is required	Application of evaluation criteria	% Allocation
A. and expertise of bidder measured in years of experience		
What is required	Application of evaluation criteria	% Allocation
Company profile that details expertise in event management	5= 10 or more years of experience 4= 4-5 years of experience 3= 3 years of experience 2= 1-2 years of experience 1= less than 1 year of experience	20%
B: Competence and expertise of bidder measured in years of experience of project staff		
What is required	Application of evaluation criteria	% Allocation
CV for the Account Manager/Events Manager. Supply of CV that clearly details years of experience.	5= 10 or more years of experience 4= 4-9 years of experience 3= 3 years of experience 2= 2 years of experience 1= 1-2 years of experience	20%
BC Similar projects completed		
What is required	Application of evaluation criteria	% Allocation
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 3 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>	5= 5 or more reference letters 4= 4 reference letters 3= 3 reference letters 2= 2 reference letters 1= 1 reference letter	20%
Project Implementation Plan, Methodology, and quotation	5= excellent and innovative Project plan, methodology and quotation	40%

	<p>4= Good understanding of the brief, and good quality quotation,</p> <p>3= Adequate understanding and coverage of the brief and competent quotation.</p> <p>2= Inadequate understanding and coverage of the brief in a poor quotation</p>	
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8.3. To note

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and BEE in phase two.
- 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.

9. SUBMISSION AND ENQUIRIES

- Service providers should send their quotation and accompanying relevant documentation to SCM at tumelo@climatecommission.org.za and copy procurement@nedlac.org.za unit by **16 March 2023**.
- Procurement enquiries regarding this RFQ should be emailed to tumelo@climatecommission.org.za and copy procurement@nedlac.org.za

10. 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.