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SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date issued	28 November 2023	RFQ number	RFQ/RME/068/2023
Closing Date:	08 December 2023	Closing Time:	11H00am
DESCRIPTION:	EVENT MANAGEMENT SERVICES TO ORGANISE THE 2024 CATHSSETA SKILLS DEVELOPMENT CONFERENCE		

1. PURPOSE

- 1.1. CATHSSETA is seeking the services of an Event Management Company to provide end-to-end planning, management, organisation, and logistics of two (2) CATHSSETA Skill Development Conferences which will be held in April 2024 in a **hybrid format**.

2. SCOPE OF WORK

- 2.1. The appointed service provider is to provide end-to-end planning, management, organisation, and logistics of two (2) CATHSSETA Skill Development Conferences as follows:

- 2.1.1. There are three (3) critical components of the hybrid events:

- 2.1.1.1. There will be **two (2) conferences** split between the six (6) CATHSSETA sub-sectors. **Each conference will run for the duration of one (1) day**, the first of which will be a conference for the Tourism and Travel Services, Hospitality and Conservation sub-sectors. The second conference will be for the Arts, Culture and Heritage; Gaming and Lotteries, as well as Sports, Recreation and Fitness sub-sectors;

- 2.1.1.2. The conferences will take place in Gauteng, where approximately 150 participants and presenters must be able to attend physically, connect to the event to engage with the online participants and discuss with them via chat. The **conference venue has yet to be determined**. This will be done **separately from this RFQ** by the SETA, with the advice of the successful service provider; and
- 2.1.1.3. The third component requires livestreaming of the sessions on a secure video conferencing platform so that between 200 and 500 participants can connect remotely. Ideally, the connection will be straightforward using commonly accepted software (MS Teams, Zoom etc.) and not requiring opening ports on web formats.
- 2.1.2. The Event Management Company will be responsible for all arrangements, logistics, administration, and preparation of the conferences, so that they run in a timely and effective manner;
- 2.1.3. The Event Management Company is expected to advise and engage with the management and other relevant stakeholders on all aspects of the events in a cost-effective manner while keeping the highest possible standards;
- 2.1.4. Under the supervision of the SETA project team, the Event Management Company is expected to carry out all responsibilities related to the events before, during, and after the events;
- 2.1.5. Before the Conferences**
- 2.1.5.1. Present a detailed innovative project plan for the Skills Development Conferences, including event branding and proposed marketing strategies;
- 2.1.5.2. Provide an implementation plan with a clear timeline and milestones for the conferences, including a logistics plan i.e., location and travel arrangements, etc. in addition to a comprehensive contingency plan;

- 2.1.5.3. With the assistance of the SETA project team, secure a conference venue, venue set up and catering, accommodation and travel arrangements, and all other goods and services for the conferences;
- 2.1.5.4. Propose ICT requirements based on the event scale. Specific requirements will be provided/agreed upon appointment of the successful service provider;
- 2.1.5.5. Provide basic administration support leading up to the conferences, including providing a seamless and simplified but robust invitation and registration platform for both attendees and presenters/panellists;
- 2.1.5.6. Quality-check the event materials inclusive of presentations, speaking notes or any other event-related documents before dissemination;
- 2.1.5.7. Ensure a coordinated media campaign leading to the events. Work closely with the CATHSSETA Communications and Branding unit on this activity;
- 2.1.5.8. Provide, a collaboration platform for presenters/panellists to be able to provide event information such as pre-work items, presenter names and profiles/bios, event reminders etc.;
- 2.1.5.9. Ensure timely implementation aligned with approved plan and timelines; and
- 2.1.5.10. In addition to requisite periodic reporting, promptly inform the CATHSSETA project team of any critical issue or risk that may delay or adversely impact adherence to deadlines and targets.

2.1.6. During the Conferences

- 2.1.6.1. Liaise and coordinate with conference venue management on all event related issues. This includes setting up the venue for both online and physical participants;

- 2.1.6.2. Manage onsite registration within the premises of the conference. Provide name tags/badges and lanyards for speakers, officials, delegates and staff;
- 2.1.6.3. Monitor online platform and participation throughout the event.
- 2.1.6.4. Manage handout of conference materials at the venue. Specific requirements will be provided/agreed upon the appointment of the successful service provider;
- 2.1.6.5. Take on miscellaneous tasks throughout the conferences to ensure smooth management of the events; and
- 2.1.6.6. Provide event scribe services for purposes of report writing and technical documentation.

2.1.7. After the Conferences

- 2.1.7.1. **Provide a close-out report within two (2) weeks after the completion of the two (2) conferences.**

3. SERVICE PROVIDER MANDATORY REQUIREMENTS

3.1. The service provider should also meet the following requirements:

- 3.1.1. **A detailed project proposal** and implementation plan;
- 3.1.2. Proposed methodology for implementation of the project, including all activities and showing all work breakdown, costing and timelines;
- 3.1.3. The Event Management Company will set up a well-resourced project management team to execute the scope of work of this RFQ in line with industry best practice. A **Project Manager** with at least five (5) years hybrid conference project management experience;
- 3.1.4. Provide details of the **track record of three (3) similar large scale national projects** (design, organising, managing, and implementing high-level national conferences/events for at least 100 participants including dealing with senior government dignitaries) and the three (3) references should be presented in the

form of a written letter on official letterhead from clients where similar services have been provided. Reference letter/s may not be older than five (5) years and should provide the project name, organisation, and a contactable referee;

- 3.1.5. A visual representation of graphic design work (e.g., design theme of a conference, design work for conference backdrops, infographics, banners) prepared for recent conferences;
- 3.1.6. Be able to work within a short turnaround time; and
- 3.1.7. Knowledgeable about current best practices and innovations to share and stream content considering the audio and visual limitations of Zoom or MS Teams.

4. EVALUATION CRITERIA

- 4.1. The quote will be evaluated in accordance with the 80/10 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000);
- 4.2. The contract will be awarded to the bidder that scores the highest total number of points; and
- 4.3. Responses will be evaluated in accordance with the following functionality criteria:

1. Evaluation Criteria for Functionality		Weight/ Points
1.	Detailed methodology and project implementation plan	30
2.	Human Resources Capacity	30
3.	Track Record and Experience of the Bidding Institution	30
4.	Visual representation of graphic design work	10
Total		100

- 4.4. **Bidders must score a minimum of 70 points to qualify for evaluation on Price and Specific Goals.**

FUNCTIONALITY EVALUATION		
Evaluation criteria	Sub evaluation criteria	Weight
<p>Detailed methodology and project implementation plan in response to the scope of work as outlined in Section 2.</p>	<ul style="list-style-type: none"> Detailed methodology, approach and implementation plan provided are fully responsive to the detailed scope of work. 	30
	<ul style="list-style-type: none"> Detailed methodology, approach and implementation plan provided are partially responsive to the detailed scope of work. 	20
	<ul style="list-style-type: none"> Detailed methodology, approach and implementation plan provided are not responsive to the detailed scope of work. 	0
<p>The Event Management Company will set up a well-resourced project management team to execute the scope of work of this RFQ in line with industry best practice. A Project Manager with at least five (5) years hybrid conference project management experience.</p> <p>(Provide CVs and relevant certified qualifications)</p>	<ul style="list-style-type: none"> Have an experienced project team comprising a Project Manager with at least five (5) years hybrid conference project management experience. 	30
	<ul style="list-style-type: none"> Have an experienced project team comprising a Project Manager with four (4) years or below of hybrid conference project management experience. 	0
<p>Experience in Comparative Projects: Provide details of the track record of three (3) similar large scale national projects (design, organising, managing and implementing high-level national conferences/events for at least 100 participants including dealing with senior government dignitaries).</p> <p>Reference letter/s may not be older than five (5) years and should provide the project name, organisation, and a contactable reference.</p>	<ul style="list-style-type: none"> Provide details of the track record of three (3) similar projects and the three (3) references should be presented in the form of a written letter on official letterhead from clients where similar services have been provided and may not be older than five (5) years. Provide the project name, organisation, and a contactable referee. 	30
	<ul style="list-style-type: none"> Provide details of the track record of two (2) similar projects and the two (2) references should be presented in the form of a written letter on official letterhead from clients where similar services have been provided and may not be older than five (5) years. Provide the 	15

FUNCTIONALITY EVALUATION		
Evaluation criteria	Sub evaluation criteria	Weight
	project name, organisation, and a contactable referee.	
A visual representation of graphic design work (e.g., design theme of a conference, design work for conference backdrops, infographics, banners) prepared for recent conferences.	<ul style="list-style-type: none"> Provide a visual representation of graphic design work prepared for recent conferences. 	10
	<ul style="list-style-type: none"> No visual representation of graphic design work prepared for recent conferences was provided. 	0
TOTAL		100

5. CONTRACT PERIOD

- 5.1. The service provider will be required to submit a report within a week after completing the webinar event. Should the estimated time of delivery exceed the prescribed period, this must be indicated in the proposal; and
- 5.2. Delivery date: 20 April 2024

6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT;
- 6.2. Completed and signed SBD4, SBD 6.1;
- 6.3. Valid Tax Compliance Pin issued by SARS;
- 6.4. Valid B-BBEE Certificate or Sworn Affidavit;
- 6.5. All RFQ-related responses must include the RFQ number as the subject; and
- 6.6. Central Supplier Database (CSD) Supplier Report.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.