



INVITATION FOR PROPOSALS

APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER	ZNB702020/21HSE
CLOSING DATE	26/03/2021
BID BOX NO.	2 (SITUATED AT THE 12 TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001)
COMPULSORY BRIEFING SESSION DATE	No briefing session will be conducted. Bidders will be given an opportunity to submit their enquiries and responses will be published on the eTender portal and Departmental website.
BID DOCUMENTS	Bid document can be downloaded from www.etenders.gov.za
NOTE	(NO BID DOCUMENTS WILL BE ISSUED BY THE DEPARTMENT)
TECHNICAL ENQUIRIES	SANDILE SIBIYA
CONTACT NUMBER	031 319 3631
BID ENQUIRIES	MRS R. GAFOOR 031 336 5142/MS. K. MTHEMBU 031 336 5166/ MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165

This bid is limited to tenderers who will meet the following pre-qualification criteria (in terms of Preferential Procurement Regulations, 2017):

- (a) a bidder having a minimum B-BBEE status level 1; or
- (b) an EME or QSE.

Note: A bid that fails to meet any pre-qualification criteria stipulated above will not be considered.

The KZN Department of Human Settlements hereby invites proposals and from suitably qualified and experienced service providers for appointment of a panel of events management service providers for a period of three (3) years.

NO.	NAME OF PROJECT	BID NUMBER
1.	APPOINTMENT OF A PANEL OF EVENTS MANAGEMENT SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS.	ZNB70/2020/21HSE

The successful applicants will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with legislative requirements.

1. INTRODUCTION AND BACKGROUND

- 1.1 The purpose of establishing the panel of qualified and experienced service providers is to ensure proper supply of the required services as well management and coordination of Department events such as conferences, project launches and workshops. The required panel of service providers will assist in managing Department events at different locations with the set specification.

2. SCOPE OF WORK

2.1 Appointed events management service providers will undertake the following depending on the nature of event convened:

<ul style="list-style-type: none"> • Framed Marquees • Trestle tables and table clothes • Round tables with table cloths • Chairs and chair covers • Lighting conductors • Speed fencing • Sound system with USB port, cd player/mp3 player, 1 with tripod stand and 2 cordless microphones with fully charged batteries • LCD screens • Fans/Gas heater • Décor and draping • Main Stage • Entertainment Stage • Fluorescence lights 	<ul style="list-style-type: none"> • Chemical and Paraplegic toilets • Secluded toilets • Transport • Parking arrangements • Preparation/ cleaning of site • Ambulance Services • Engineering and safety officer • Community Catering • Main guest refreshment • Drinking water • Marshalls with identification clothing (bibs) • Signage services • High Capacity Generator (50kv) • Fire extinguishers • Professional artist (As per category A of Honoraria and Special payment guidelines) • Plaque (Engraving Services) • Security Officers • Podium
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a) The Service Provider shall be responsible for the set-up and the dismantling of all assets, etc. Responsibilities will also include ensuring that the venue is clean and litter free after the event. The site/venue must be inspected prior to the event on the day agreed upon between the service provider and the client Department.
- b) The service provider is to provide logistics as per the determination of the Security Manager of the client Department.
- c) The Department will ensure that the SAPS/VIP Protection Security Officials are also available to ensure minimum risk to all attending the event.
- d) The service providers must arrange adequate security for assets at the venue from the day of set up until the function and redeployment of the assets.

1. TECHNICAL REQUIREMENTS

- A) Appointed Event Management Service Providers to ensure the area is cleaned after the event.
- B) Appointed events management service providers to contact local municipality regarding matters of Disaster Management.
- C) Appointed Events Manager to provide the following certification.
 - Environmental Health Certificate for Catering
 - Safety Officer certificate for safety standards
 - Engineering certificate
 - Disaster Management Report
 - Public Liability Insurance Certificate
 - Certification for stages and Marquee for safety standards
 - Certified Fire extinguishers

EVALUATION CRITERIA

THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:

STAGE 1 – ELIGIBILITY CRITERIA

IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED

Key Aspects	Basis for Point Allocation	Score	Max Points
Methodology	The service provider should demonstrate adherence to the Terms of Reference (TOR) by elaborating on the service required, and demonstrating whether their proposed process meets the requirements. How does the bidder envisage undertaking this project? The bidder should set out a concise plan of approach and method to be adopted for the Department identifying possible challenges and methods on overcoming same. Excellent methodology/approach-30 points Very good methodology/approach-25 points Good methodology- 19-24 points	Good	19-30
	Indicated some understanding of assignments- 18 points	Fair	13-18
	Bidder did not elaborate on the service required and how their proposed process will meet requirements. Plan of approach is not clear (in terms of above).- 12 points	Poor	0-12
Relevant Experience	The bidder's proven competency in rendering a similar service, extensive knowledge of the project proven by the number of years of experience in the industry, including history, group structure, operations, logistics and related companies and services and number of projects completed. Detailed reference letters from clients detailing actual work completed. The letters must include the company name, contactable references and contact numbers, duration of the contract and value of the contract. 6 or more similar projects successfully completed-provide 4- 6 reference letters- 30 points	Good	19 - 30
	2 – 3 similar projects successfully completed- provide reference letters- 18 points	Fair	13 – 18
	1 similar project successfully completed-provide reference letter- 12 points	Poor	0 - 12
Resources and Stakeholders Organogram	Outline resources, stakeholders' organogram with roles and responsibilities. Resources and stakeholders organogram is clearly indicated with clear roles and responsibilities. Indicate more than 5 resource and stakeholders organogram with clear roles and responsibilities -20 points	Good	13-20

	Resources and stakeholders organogram is acceptable- provided at least 3 resources and stakeholders organogram with clear roles and responsibilities- 12 points	Fair	9-12
	Lacks appropriate, applicable and resources and stakeholders organogram –provided 1-2 resources and stakeholders organogram(in terms of above) - 8 points	Poor	0-8
Financial Capacity	Financial viability to be proven by supplying credit rating letter from the bank. Credit rating category A- 20 Points .	Good	11-20
	Category B- 10 points	Fair	6-10
	Category C- 5 points	Poor	0-5
	Did not provide bank rating letter- 0 points		
TOTAL			100

STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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