



ANNEXURE B

TERMS OF REFERENCE

BID NUMBER: PAN20202102COMS

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENTS MANAGEMENT SERVICES FOR THE MANAGEMENT OF PANSALB MULTILINGUALISM AWARDS ON 25 MARCH 2022 TO COMMEMORATE HUMAN RIGHTS MONTH

1. CONTRACTING AUTHORITY

- 1.1. Pan South African Language Board needs to appoint an event company(s) to manage a multilingualism award to commemorate the human rights month on the 25 March 2022.

2. PURPOSE

- 1.2. The purpose of the Request for Proposal (RFP) competitive bid process is to invite events management service providers to submit their proposals for:
 - 1.2.1. The Logistics Management, Pre & Post the event
 - 1.2.2. Issuing of invitations and coordinating RSVPs, and managing all event communication,
 - 1.2.3. Award incentive for all category winners (R25,000 per winner for 30 categories and R10,000 for second price and R5000 for third price)
 - 1.2.4. Payment of sitting fee for adjudication committee members
 - 1.2.5. Guest Relations – travel and accommodation for all identified delegates
 - 1.2.6. Honorarium for language expert guest speakers
 - 1.2.7. Onsite management (including COVID-19 safety protocol) of the multilingual awards

3. INTRODUCTION AND BACKGROUND

- 2.1. Pan South African Language Board is an entity of government under Department of Sport, Arts and Culture, which promotes and supports the development of languages within South Africa.
- 2.2. The Board was established by national legislation with the exclusive mandate to promote and create conditions for the development and use of all official languages of the Republic of South Africa, including the KHOI, Nama, and San languages, as well as the South African Sign language.
- 2.3. Human Rights Month is commemorated in March to remind South Africans about the sacrifices that accompanied the struggle for the attainment of democracy in South Africa. Human Rights Day on 21 March falls within this period.
- 2.4. The Pan South African Language Board will be undertaking various programmes throughout the month to raise awareness on Linguistic Human Rights, it is envisaged that this campaign will culminate with the recognition of institutional/individual contribution towards the advancement of the language mandate in the country.
- 2.5. The PanSALB Multilingualism Awards were established in 2002 to advance the promotion of mother tongue use and to advance the Constitution provisions for the furtherance of multilingualism in the country.
- 2.6. The awards were conceptualized to recognize meritorious achievement in advancing the language mandate and are bestowed by the Board on individuals/organizations who have excelled in the promotion and preservation of all languages commonly used in South Africa.
- 2.7. The objectives of the PanSALB Multilingualism Awards are to:
 - ✓ promote and recognize exceptional work in the development and promotion of all official and other languages commonly spoken in South Africa.
 - ✓ broadcast the importance of multilingualism in South Africa.
 - ✓ enhance the use of all official languages.
 - ✓ raise awareness on the role of languages in general as a uniting agent to the people of the Republic of South Africa publicize the role of PanSALB in fostering the climate of equitable language practice.

4. SCOPE OF WORK

The bidder's proposal must be inclusive (but not limited to) the following requirements:

4.1. Planning

- 4.1.1. **Event schedule:** Create a project plan with deadlines, key milestone outlining seamless interaction.
- 4.1.2. **Logistics:** Create a logistics roster covering pre to post event activities. Negotiating a conference package for all attendees.
 - ✓ Venue and Décor for approximately 350 people.
 - ✓ Catering (meals and refreshments) for 350 people
 - ✓ Sound, PA system and lighting
 - ✓ Professional videography & photography
 - ✓ Entertainment
 - ✓ Travel and accommodation (all PanSALB staff members, chairpersons of structures, speakers/MC's, adjudication committee members, awards nominees)
 - ✓ Promotional material
 - ✓ Awards incentive for 30 eligible categories
- 4.1.3. **Theme and Aesthetics:** Provide options for the event exhibition and themes that will be incorporated in all promotions, printed materials and onsite signature.
- 4.1.4. **Budget:** Manage overall budget throughout the project (**no variations to budget will be allowed**).
- 4.1.5. **Management of Invitations and RSVP:** The successful service provider is to create an efficient and effective system that will allow PanSALB to ascertain the possible success or failure of the event.
- 4.1.6. **Co-ordination and Management of the Awards:** Liaise with PanSALB officials for required approvals.
- 4.1.7. **Security and emergency services:** The successful service provider must ensure that the necessary security and disaster management measures are in place.
- 4.1.8. **Event Certificates:** The successful service provider must comply with the necessary certification to host an in or outdoor event (in line with the Disaster Management protocols i.e., COVID-19 regulations)

4.2. Event Promotions

- 4.2.1. **Target audience:** PanSALB stakeholders to be provided by PanSALB marketing department.
- 4.2.2. **Promotions:** Coordinating all marketing efforts to promote the event to the required target audience via, Mass Media Platforms (TV-Radio-Billboards-Print), social media platforms and PanSALB marketing platforms.
- 4.2.3. **Registration system:** The service provider will be required to provide a registration system which must include pre-event registration, onsite registration, and a creation of a QR code for access to the event. Providing Lanyards for all attendees on arrival – hosted at the registration desk.
- 4.2.4. **Design, distribution of invites and management of RSVPs:** The service provider will be responsible for the management and design of invites circulation. This should be provided in weekly Steering Committee meetings leading up until the event takes place.
- 4.2.5. **Marketing materials:** PanSALB will provide guidance on marketing materials required (printed and digital). The service provider will be required to produce (design, print, bind and distribute) and prepare material for distribution at the event.

4. RESULTS TO BE ACHIEVED BY THE SERVICE PROVIDER

- 4.1. This Request for Proposal (RFP), as compiled by PanSALB is being made available, on the same basis to all bidders and a bidder submitting a response thereto will be deemed to do so on the basis that they acknowledge and accept the terms and conditions set out below.
- 4.2. Supplier performance management is viewed by PanSALB SA as a critical component in ensuring value for money in acquisition and good supplier relations between PanSALB and all its suppliers.
- 4.3. The successful bidder(s) shall upon receipt of written notification of an award, be required to conclude a services level agreement (SLA) which will form an integral part of the supply agreement.
- 4.4. This SLA will serve as a tool to measure, monitor, and assess the supplier's performance and ensures effective delivery of service, quality and value-add to PanSALB.
- 4.5. The scope of work shall form part of the agreement.

5. CONFIDENTIALITY

- 5.1. The bidder undertakes, at any time during the term of its appointment and after any termination or cancellation thereof, not to disclose directly, or indirectly, nor directly or indirectly use, whether for its own benefit or that of any other person any confidential information of PanSALB including that of or any information relating to its clients, customers, suppliers, donors, sponsors, or agents.

6. INTELLETUAL PROPERTY RIGHTS

- 6.1. All copyright and intellectual property rights that may result in consequence of the work to be performed will become the property of PanSALB.
- 6.2. The successful service provider must hand over all documents and information in any format, including copies thereof, that it received from PanSALB or that it had access to during the assignment immediately after completion of the assignments to PanSALB.

7. DUE DILIGENCE

- 7.1. A due diligence review may be conducted at the sole discretion of PanSALB at any time prior to the awarding of the contract which may include but is not limited to conducting site visits at bidder's corporate offices.
- 7.2. PanSALB promotes local production and content and for purposes of this RFP PanSALB reserves the right to only consider South African based service providers for appointment under this RFP.
- 7.3. PanSALB reserves the right to interview service providers that would have been short listed for specific assignments.
- 7.4. PanSALB may, at its sole discretion award an assignment or any part thereof to more than one service provider or to any service provider not forming part of the appointed service provider(s) depending on the nature of the assignment.
- 7.5. Failure to comply with any condition of this request for a proposal will invalidate the respective Bid proposal.

- 7.6. A bidder shall, in the event of a “**Change Event**”, such as a sale, acquisition, merger, or other change of control of a bidder after submission of a Bid where such “**Change Event**” is achieved, directly or indirectly, in a single transaction or series of related transactions, or in the event of a sale of all or substantially all of the assets of the bidder in a single or series of related transactions, secure the prior written approval of PanSALB, failing which, PanSALB shall at its own discretion exclude the bidder from further participation in the Bid process.

8. MANDATORY REQUIREMENTS

8.1. MINIMUM SCREENING REQUIREMENTS

- 8.1.1. In this phase All Bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.
- 8.1.2. Bid forms must be fully completed, dated, initialed, signed in ink and received on/before the bid closing date and time specified on the bid invitation.
- 8.1.3. The Bid document must be:
- i) Scanned into a memo stick
 - ii) without tearing; and
 - iii) contain all pages.
- 8.1.4. Invitation to Bid (SBD 1) must be fully completed.
- 8.1.5. Submission of fully completed and signed Pricing Schedule (Price Schedule- SBD 3.1).
- 8.1.6. Submission of fully completed SBD 4 (Declaration of Interest).
- 8.1.7. Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate as issued by SANAS accredited service providers.
- 8.1.8. Submission of fully completed SBD 8 (Declaration of Bidders Past SCM Practice),
- 8.1.9. Submission of fully completed SBD 9 (Certificate of Independent Bid Determination)

8.1.10. Proof of registration on the Central Supplier Database.

NB: Any bidders who did not sign and submit any of the requested documents will be disqualified. All bidders who complied with the mandatory / minimum requirements will progress to the technical evaluation phase for further evaluation as per the set criteria in section **10.2** below.

9. EVALUATION REQUIREMENTS

9.1. EVALUATION CRITERIA

9.1.1. This bid will be evaluated in 3 stages.

9.1.2. The first 2 stages of evaluation are based on compliance and functionality, which will be evaluated using the criteria on paragraph 8 and 9.2 below.

9.2. FUNCTIONALITY

9.2.1. The evaluation is based on functionality, which will be evaluated using the following criteria and points.

STAGE 2

No.	Criteria	Points
9.2.1.	<p>At least 5 years company operational experience reflected on the reference letters in the field of:</p> <ul style="list-style-type: none"><input type="checkbox"/> Concept development<input type="checkbox"/> RSVP systems<input type="checkbox"/> Full technical and Production support <p>The bidder must provide evidence in the form of reference letters for events management. Reference letters – dated and signed with contactable references</p> <ul style="list-style-type: none"><input type="checkbox"/> 5 and above reference letters of completed similar projects = 35 points<input type="checkbox"/> Minimum of 3-4 reference letters of completed similar projects = 20 points<input type="checkbox"/> Minimum of 1-2 reference letters of completed similar projects = 10 points	35

9.2.2.	<p>Bidder to provide "Portfolio of Evidence" (POE) of a minimum of three (3) events above the value of R3 million completed in a digital format submitted with a bid. POE to be aligned to the reference letters submitted</p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum and above the value of R3 million = 30 points <input type="checkbox"/> A minimum value of R2 million = 20 points <input type="checkbox"/> A minimum value of R1 million = 15 points 	30
9.2.3.	<p>Project Plan (Gantt Chart). The bidder must provide a high-level project plan which demonstrate the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning and conceptualization <input type="checkbox"/> Target dates (25 March 2022) <input type="checkbox"/> Provision for space requirements <input type="checkbox"/> Full Production & Technical setup <input type="checkbox"/> Planning the marketing and promotional material <input type="checkbox"/> Mapping out the event schedule <input type="checkbox"/> RSVP processing <input type="checkbox"/> Close-out report <p>The bidder must provide a high-level project plan should demonstrate efficient management of the entire project from inception to conclusion = 20 points</p> <p>Non-compliance with all the above criteria = 0</p>	20
9.2.4.	<p>Dedicated Project Manager with relevant expertise in providing project management service. At least 5 years' experience in providing required project management services. The bidder to provide a dedicated Project Manager Curriculum Vitae (CV) with proof of years of relevant experience. The Project Manager's CV must reflect the following requirements. Must have minimum NQF Level 6 qualification on Project Management or Events Management (or both)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must have above 5 years' experience in Events Management = 15 points <input type="checkbox"/> Must have a 3 years' experience in Events Management = 10 points 	15

9.2.2. Bidders who obtain less than the minimum threshold of 75 points will be declared non-responsive and therefore will not be eligible for evaluation of BBBEE & Price Preference.

STAGE 3

9.3. B-BBEE AND PRICE

9.3.1. This stage of evaluation is based on price and preference.

9.3.2. Price will be considered on a total budget and management fee to be charged by the bidder.

9.3.3. BBBEE will be evaluated using the following criteria as the tender price is estimated to be below R50 million, the tender responses will be evaluated on the 80/20 -point system.

BBBEE 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

10. SUBMISSION OF THE DOCUMENTS

10.1. All service providers are expected to submit their proposal through email contact as follows: BidOffice@pansalb.org or dropping the memory stick at PanSALB reception at 523 Stanza Bopape Street, Provisus Building, Arcadia.

11. LATE SUBMISSION

11.1. A response to this Request for Proposal (RFB) shall be late if it is received by the PanSALB at any time after the closing date and time indicated in **RFB**.

11.2. A late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.

12. CLOSING DATE

Date: 20 January 2022

Time: 14:00 pm (noon)

Supplier
Initial: