

# DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**Invitation for a Service Provider/s to provide Branding, Promotional material, Décor, Catering Services, Live Entertainment and Technical Equipment for the SADC Summit which will take place from 9 - 20 August 2017 in Pretoria, Gauteng.**



## TERMS OF REFERENCE

**REQUEST FOR A BIDDER/S TO PROVIDE BRANDING, PROMOTIONAL MATERIAL, DÉCOR, CATERING SERVICES, LIVE ENTERTAINMENT AND TECHNICAL EQUIPMENT FOR THE SADC SUMMIT WHICH WILL TAKE PLACE FROM 9 - 20 AUGUST 2017 IN PRETORIA, GAUTENG.**

## **1. PURPOSE**

The Department of International Relations and Cooperation (DIRCO) seeks to appoint a Bidder/s that will supply branding, promotional material, décor, catering services, live entertainment and technical equipment for the SADC Summit which will take place from 9 until 20 August 2017 in Pretoria, Gauteng.

## **2. BACKGROUND**

The Republic of South Africa will host the Southern African Development Community (SADC) Summit in Pretoria under the theme; **“Partnering with the private sector in developing industry and regional value-chains”**.

Established in 1980, the SADC is an inter-governmental organization whose goal is to promote sustainable and equitable economic growth and socio-economic development through efficient productive systems, deeper cooperation and integration, good governance and durable peace and security among fifteen Southern African Member States.

The SADC chairmanship rotates on a one-year-term basis among the bloc's member states. South Africa was elected chair of the SADC as Botswana's successor during the 36th Ordinary Summit which was held in 2016. With South Africa reigning as the current chair, the country will host the 37th Ordinary SADC Summit scheduled for August 2017 which will be attended by 15 Heads of State including the President of the Republic of South Africa, Mr Jacob Gedleyihlekisa Zuma.

South Africa's objectives during its chairmanship will be to continue on the Revised Regional Indicative Strategic Development Plan and Industrialization Strategy which was adopted by the SADC under Botswana's stewardship.

In this regard, the Branch: Public Diplomacy has been requested to assist with providing some of the logistical requirements for the SADC Summit which will take place from 9 until 20 August 2017 at DIRCO, Pretoria, Gauteng.

## **3. SCOPE OF WORK**

DIRCO requires an accredited and reputable Bidder/s to provide the following services for the above mentioned SADC events:

### **Services required**

- Branding material
- Promotional material (Conference and media packs)
- Décor services (*Ministerial welcome dinner, Live broadcast & SADC Opening ceremony*)
- Live entertainment, Sound, Stage, Podium, Lighting and AV Equipment (*Ministerial welcome dinner, Live broadcast & SADC Opening ceremony*)
- Catering services (*Ministerial welcome dinner & Live broadcast*)

### 3.1 SPECIFICATIONS

#### 3.1.1 CATEGORY A: Branding material

Bidders are requested to quote us on branding material for the SADC Summit as follows:

- Backdrops
- Pull-up banners
- Flag Banners (Outdoor)
- Branded information desks (O.R. Tambo international and Waterkloof base airports)
- Directional signage (floor decals)

3.1.1.1 BRANDING AND PROMOTIONAL MATERIAL			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
<b>Branding at the conference venue</b>			
1.	Branding at the conference venue	<b><u>Stage Backdrop for main plenary</u></b> <ul style="list-style-type: none"> <li>• Description : Dye sublimated fabric skins supplied with Aluminium frames</li> <li>• Dimensions : 13m (w) x 5m (h)</li> <li>• Branding : Full colour (<i>Artwork will be provided</i>)</li> <li>• Finishing : High Level Full colour Print</li> <li>• Frames : Heavy duty Aluminium</li> <li>• Stage Weights to be attached for stability</li> </ul>	X1
		<b><u>Group Photo Backdrop</u></b> <i>(HoS &amp; Minister's)</i> <ul style="list-style-type: none"> <li>• Dimensions : 10m x 4m</li> <li>• Material : Vinyl Mesh</li> <li>• Finishing : High Level Full Colour Print</li> <li>• Branding : Full colour (<i>Artwork will be provided</i>)</li> </ul>	X1
		<b><u>Flag Banners</u></b> <i>(Outdoor branding)</i> <ul style="list-style-type: none"> <li>• Type : Double sided</li> <li>• Dimensions : 0,64m(w) x 3,5m(h) : 4,2m (pole)</li> <li>• Finishing : High Level Full colour Print</li> <li>• Material : Nylon</li> <li>• Windproof design</li> <li>• Washable Supplied with ground peg and carry bag</li> </ul>	X50

		<p><b>Studio Media Backdrop</b> (Interviews &amp; Meet and greet)</p> <ul style="list-style-type: none"> <li>• Dimensions : 5m x 3m</li> <li>• Material : Vinyl Mesh</li> <li>• Finishing : High Level Full Colour Print</li> <li>• Branding : Full colour (Artwork will be provided)</li> <li>• Supplied with carry bag</li> </ul>	X4
		<p><b>Standard Backdrop</b> (Meetings and holding rooms)</p> <ul style="list-style-type: none"> <li>• Dimensions : 3m(w) x 2.25m(h)</li> <li>• Material : Vinyl Mesh</li> <li>• Finishing : High Level Full Colour Print</li> <li>• Branding : Full colour (Artwork will be provided)</li> <li>• Supplied with carry bag</li> </ul>	X6
		<p><b>Pull/Roll Up Banner</b> (Meetings and holding rooms)</p> <ul style="list-style-type: none"> <li>• Dimensions : 850mm(w) x 2 000mm(h)</li> <li>• Branding : Full colour (Artwork will be provided)</li> <li>• Material : Layflat White PVC quality &amp; resolution</li> <li>• Finishing : High Level Full colour Print</li> <li>• Wide Base : Aluminium Alloy</li> <li>• Supplied with carry bag</li> </ul>	X20
<b>AIRPORT BRANDING</b>			
2.	<p><b>AIRPORT BRANDING</b></p> <p>Branding at the following airports:</p> <ul style="list-style-type: none"> <li>• O.R. Tambo International Airport</li> <li>• Waterkloof Base Airport</li> </ul>	<p><b>Pull/Roll Up Banner</b> (State Protocol Lounges &amp; dedicated Airport lanes)</p> <ul style="list-style-type: none"> <li>• Dimensions : 850mm x 2 000mm</li> <li>• Branding : Full Colour</li> <li>• Finishing : High Level Full colour Print</li> <li>• Material : Lay flat White PVC quality &amp; resolution</li> <li>• Wide Base : Aluminium Alloy</li> <li>• Branding : Full colour (Artwork to be provided)</li> <li>• Supplied with carry bag</li> </ul> <p><b>**The Successful Bidder will be required to place the banners at the identified protocol lounge areas at both airports; O.R. Tambo International &amp; Waterkloof Airports</b></p>	X20
		<p><b>Branded Welcome and information desks with High Chairs</b></p> <ul style="list-style-type: none"> <li>• Shape : Semicircle/ Arc shaped</li> <li>• Height : 1m</li> <li>• Width : 2m</li> </ul>	<p>X 2 sets</p> <p>Each Airport will be allocated <u>one(1) table</u> and <u>two(2) chairs</u></p>

	<ul style="list-style-type: none"> <li>• Colour : White</li> <li>• Material : PVC</li> <li>• Branding : Full colour (<i>Artwork to be provided</i>)</li> </ul> <p><b>Chairs</b></p> <ul style="list-style-type: none"> <li>• Structure : Low back plastic chairs with foot rest</li> <li>• Colour : White</li> </ul> <p><b>**The Successful Bidder will be required to place the desks &amp; chairs at the identified areas at all three airports; O.R. Tambo International &amp; Waterkloof Airports</b></p>	X 4 (2 per table/ per airport)
	<p><b>Media Backdrops</b> (to be placed behind each information)</p> <ul style="list-style-type: none"> <li>• Dimensions : 2390 x 2000mm</li> <li>• Material : 450gsm satin finish PVC substrate</li> <li>• Aluminium Retractable construction</li> <li>• Supplied with carry bag</li> </ul>	X2 (1 per information desk/ airport)

### 3.1.2 CATEGORY B: Promotional material (Conference packs) and Stationery

Bidders are requested to quote us on promotional material and stationery for the SADC Summit as follows:

- Conference packs
- Stationery

2.1.2.1 <b>BRANDED PROMOTIONAL MATERIAL AND STATIONERY</b>			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
<b>CONFERENCE PACKS</b>			
1.	<b>EXECUTIVE CONFERENCE PACKS FOR:</b> <ul style="list-style-type: none"> <li>• Heads of State (1 +20)</li> <li>• Executive Secretary (1)</li> <li>• Observers (8)</li> </ul> <p>(60 Pax)</p>	<p><b>Conference Bag</b></p> <ul style="list-style-type: none"> <li>• Type : Large leather laptop Briefcase with detachable shoulder strap and computer divider wall</li> <li>• Material : PU Leather</li> <li>• Handles : X2PU carry handles</li> <li>• Size : 30(h) x 15(w) x 42cm (l).</li> <li>• Extras : Four compartments, lockable clasp and compartment which allows for storage of mobile phone, pens, business cards etc.</li> <li>• Branding : Colour print (<i>Artwork will be provided</i>)</li> </ul>	X30

	<p><b><u>Branded A4 Notebook with folder</u></b></p> <ul style="list-style-type: none"> <li>Folder Material : Synthetic leather</li> <li>Size : 27.3 (l) x 20.5 (w) x 1.5 (h)</li> <li>Pages : 104 lined pages</li> <li>Branding : Foiling (<i>Artwork will be provided</i>)</li> </ul>	X30
	<p><b><u>Branded Executive Metal/ Aluminium pen</u></b></p> <ul style="list-style-type: none"> <li>Description : Aluminium Rollerball pen</li> <li>Pen colour : Laque black with Gold trim</li> <li>Ink : Black</li> <li>Branding : Laser Engraving (<i>Artwork will be provided</i>)</li> </ul>	X30
	<p><b><u>Branded Executive Flash disks 8g</u></b></p> <ul style="list-style-type: none"> <li>Material : Metal</li> <li>Colour : Black and Silver</li> <li>Size : 6 (l) x 1.5 (w)</li> <li>Branding : Engraving</li> </ul>	X30
	<p><b><u>Lapel pin</u></b></p> <ul style="list-style-type: none"> <li>Pin type : Two piece Metal with magnetic backing</li> <li>Size : 24mm</li> <li>Finishing : Dome decal/ gel</li> <li>Artwork : Full colour (<i>Artwork will be provided</i>)</li> </ul>	X30
<p><b>BRANDED CONFERENCE PACKS FOR:</b></p> <ul style="list-style-type: none"> <li>Delegates from SADC countries (1 + 16 x 15)</li> <li>Secretaries (40)</li> <li>Delegates attached to observers (55)</li> </ul> <p>(350 Pax)</p>	<p><b><u>Conference Bag</u></b></p> <ul style="list-style-type: none"> <li>Type : Conference briefcase with front Velcro pocket</li> <li>Material : PU Leather</li> <li>Handles : X2PU carry handles</li> <li>Size : 30(h) x 10(w) x 41.5cm (l).</li> <li>Weight : ±1.20kg</li> <li>Extras : Front pocket compartment with velcro</li> <li>Branding : Colour print (<i>Artwork will be provided</i>)</li> </ul>	X350
	<p><b><u>Branded A4 Notebook with folder</u></b></p> <ul style="list-style-type: none"> <li>Folder Material : Synthetic leather</li> <li>Size : 27.3 (l) x 20.5 (w) x 1.5 (h)</li> <li>Pages : 104 lined pages</li> <li>Branding : Foiling (<i>Artwork will be provided</i>)</li> </ul>	X350

		<p><b><u>Branded Corporate Metal/ Aluminium pen</u></b></p> <ul style="list-style-type: none"> <li>• Pen colour : Silver and black</li> <li>• Ink : Black</li> <li>• Branding : Laser Engraving (<i>Artwork will be provided</i>)</li> </ul>	X350
		<p><b><u>Branded Swivel Flash disks 8g</u></b></p> <ul style="list-style-type: none"> <li>• Material : Metal</li> <li>• Colour : Black and Silver</li> <li>• Size : 6 (l) x 1.5 (w)</li> <li>• Branding : Engraving</li> </ul>	X350
		<p><b><u>Lapel pin</u></b></p> <ul style="list-style-type: none"> <li>• Pin type : Two piece Metal with magnetic backing</li> <li>• Size : 24mm</li> <li>• Finishing : Dome decal/ gel</li> <li>• Artwork : Full colour (<i>Artwork will be provided</i>)</li> </ul>	X350
<b>EVENT STATIONERY</b>			
3.	<p><b>EVENT STATIONERY</b></p> <p><i>(For the following events; Live broadcast Ministerial reception &amp; Presidential gala dinner)</i></p>	<p><b><u>Live broadcast</u></b></p> <p><u>Envelopes</u></p> <ul style="list-style-type: none"> <li>• Size: C1 (917 X 1297mm)</li> <li>• Printing full-colour only</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (120 gsm)</li> </ul>	X300
		<p><b><u>Ministerial reception</u></b></p> <p><u>Envelopes</u></p> <ul style="list-style-type: none"> <li>• Size: C1 (917 X 1297mm)</li> <li>• Printing full-colour only</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (120 gsm)</li> </ul>	X400
		<p><b><u>Presidential gala dinner</u></b></p> <p><u>Menu/Programme cover:</u></p> <ul style="list-style-type: none"> <li>• Size: 195mm-w/185mm-h</li> <li>• Folded and scored in half (97mm-w/185)</li> <li>• Gold foiling and full-colour printing.</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (280gsm)</li> </ul> <p><u>Menu/Programme insert:</u></p> <ul style="list-style-type: none"> <li>• Size: 195mm-w/ 185ww-h</li> <li>• Folded and scored in half (97mm-w/185mm-h)</li> <li>• Printing full-colour only</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (120 gsm)</li> </ul> <p><u>Table cards:</u></p>	X150

		<ul style="list-style-type: none"> <li>• Flat size: 120mm (w) – 100mm (h) flat – 60mm (standing blocks)</li> <li>• Folded and scored in half</li> <li>• Gold foiling and full-colour printing.</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (280gsm)</li> </ul> <p><u>Seating cards:</u></p> <ul style="list-style-type: none"> <li>• Size: 125(h) mm – 85(w) mm</li> <li>• Gold foiling and full-colour printing.</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (280gsm)</li> </ul> <p><u>Envelopes</u></p> <ul style="list-style-type: none"> <li>• Size: C1 (917 X 1297mm)</li> <li>• Printing full-colour only</li> <li>• Paper: Saville Row</li> <li>• Colour: Natural Ivory (120 gsm)</li> </ul>	
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### 3.1.3 CATEGORY C: EVENTS (DÉCOR)

Bidders are requested to quote on Décor requirements for the SADC Summit side events as follows:

- SADC Live Broadcast
- SADC Ministerial Welcome Reception

<b>3.1.3.1 SADC LIVE BROADCAST</b>		
<ul style="list-style-type: none"> <li>• Date : Wednesday, 16 August 2017</li> <li>• Time : 05H00 – 09H00</li> <li>• Venue : DIRCO Conference centre</li> <li>• Number of guests : 300</li> </ul>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
Décor	<b>On Stage:</b> <ul style="list-style-type: none"> <li>• Wingback chairs (for Panel members)</li> <li>• Low wooden table</li> <li>• Low centre piece</li> <li>• Rug</li> </ul>	X5  X1 X1 X1
	<b>On the Floor:</b> <ul style="list-style-type: none"> <li>• Tufted chairs (seating 300)</li> <li>• Round tables (each seating ten)</li> <li>• Table cloths and overlays</li> <li>• Cutlery and crockery (<i>Executive</i>)</li> <li>• Draping</li> <li>• Décor inclusive of:               <ul style="list-style-type: none"> <li>– Floral centre pieces,</li> <li>– Large Floral arrangements on Pedestals</li> <li>– Plinths</li> <li>– Panelling with hanging props i.e.: lamps</li> <li>– Console tables</li> <li>– Charger plates</li> </ul> </li> </ul> <p><b>** Décor approval will be subject to mock set-up</b></p>	X 300 guests
<b>3.1.3.2 SADC MINISTERIAL WELCOME RECEPTION</b>		
<ul style="list-style-type: none"> <li>• Date : Thursday, 17 August 2017</li> <li>• Time : 18H00 – 22H00</li> <li>• Venue : DIRCO Conference centre</li> <li>• Number of guests : 400</li> </ul>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
Décor	<ul style="list-style-type: none"> <li>• Tufted/ dining chairs (Seating 400)</li> <li>• Round tables (each seating ten)</li> <li>• Table cloths and overlays</li> <li>• Contemporary centre pieces</li> <li>• Draping</li> <li>• Cutlery and crockery</li> </ul>	X 400 guests

	<ul style="list-style-type: none"> <li>Décor inclusive of: <ul style="list-style-type: none"> <li>Floral centre pieces,</li> <li>Large Floral arrangements on Pedestals</li> <li>Plinths</li> <li>Panelling with hanging props i.e.: chandeliers/lamps</li> <li>Console tables</li> <li>Charger plates</li> <li>Mood lighting</li> </ul> </li> </ul> <p><b>**Approval of the Décor is subject to approval of mock set-up</b></p>	
Red carpet	<ul style="list-style-type: none"> <li>Red Capet at the main entrance to the reception venue</li> </ul>	X1 (1x20m)

### 3.1.4 CATEGORY D: EVENTS (TECHNICAL REQUIREMENTS)

Bidders are requested to quote on live entertainment, Sound, Stage, Podium, Lighting and AV Equipment for the following events:

- SADC Live Broadcast
- SADC Ministerial Welcome Reception
- Summit Opening Ceremony

3.1.4.1 SADC LIVE BROADCAST		
• Date	: Wednesday, 16 August 2017	
• Time	: 05H00 – 09H00	
• Venue	: DIRCO Conference centre	
• Number of guests	: 300	
Item	Description	Quantity
PA and AV Equipment	<u>PA and AV Equipment</u> <ul style="list-style-type: none"> <li>X5 Lapel microphones for panel members</li> <li>X4 Roving Microphones</li> <li>X1 Camera riser (1.2m x 2.4m)</li> <li>X2 LED Projection screens (stage backdrop)</li> <li>X8 Plasma screens (branding)</li> <li></li> </ul>	X5 X4 X1 X2 X8
Stage	<ul style="list-style-type: none"> <li>Stage: 5m x 3m (0.4m high)</li> <li>Ramp: 1.2m x 6m (0.6m high)</li> <li>Steps</li> </ul>	X1
Lighting	<ul style="list-style-type: none"> <li>Ledforce 18 RGBW</li> <li>Colour Spot 700E</li> </ul>	X12 X4

**3.1.4.2 SADC MINISTERIAL WELCOME RECEPTION**

- Date : Thursday, 17 August 2017
- Time : 18H00 – 22H00
- Venue : DIRCO
- Number of guests : 400

Item	Description	Quantity
Live Entertainment <i>(1 Hour performance)</i>	Live performance by a renowned Contemporary Jazz Artists from the Southern African region	X1
Sound Equipment	<ul style="list-style-type: none"> <li>• PA System</li> <li>• Full Backline</li> <li>• X1 Microphones (speaker)</li> <li>• X3 Roving microphones</li> </ul>	As per technical rider
Podium	Digital Lectern	X2 <i>(One for the event and the other for the Media briefing)</i>
Stage	9x6m stage, with ramp and stairs	X1
Lighting	<ul style="list-style-type: none"> <li>• Stage lighting</li> </ul>	X1
AV Equipment	<ul style="list-style-type: none"> <li>• X2 LED Projection screen(stage backdrop)</li> <li>• X8 42" LED Screens (for branding)</li> </ul>	X2 X8

**3.1.4.3 SADC SUMMIT OPENING CEREMONY**

- Date : Saturday, 19 August 2017
- Time : 09H00 – 16H00
- Venue : DIRCO Conference centre
- Number of guests : 400

Item	Description	Quantity
Entertainment (Cultural performance)	<ul style="list-style-type: none"> <li>• 15 Minutes Cultural performance for the opening ceremony showcasing cultures from at least three (3) SADC countries. The group should comprise of 10 – 15 Artists.</li> </ul>	X1 Performance

### 3.1.5 CATEGORY E: EVENTS (CATERING)

Bidders are requested to quote on Catering services for the following SADC Summit side events:

- SADC Live Broadcast
- SADC Ministerial Welcome Reception

<b>3.1.5.1 SADC LIVE BROADCAST</b>		
<ul style="list-style-type: none"> <li>• Date : Wednesday, 16 August 2017</li> <li>• Time : 05H00 – 09H00</li> <li>• Venue : DIRCO Conference centre</li> <li>• Number of guests : 300</li> </ul>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
Catering	<p><b>10% vegetarian, 10% halaal and 4 plated kosher meals</b></p> <p><b><u>On Arrival at 5am</u></b></p> <p>Assorted refreshments including:</p> <ul style="list-style-type: none"> <li>• Assorted teas</li> <li>• Assorted fruit juices</li> <li>• Fresh Coffee station</li> <li>• Water</li> <li>• Freshly baked assorted pastries</li> <li>• Fresh seasonal fruit</li> </ul> <p><b><u>On each table</u></b></p> <ul style="list-style-type: none"> <li>• Freshly baked scones served with fresh cream and an assortment of preserves</li> <li>• Cheeseboard – Assortment of cheeses</li> <li>• Assortment of mini breads</li> <li>• Fresh seasonal fruit</li> </ul> <p><b><u>Plated Main</u></b></p> <ul style="list-style-type: none"> <li>• Eggs Benedict with smoked salmon, hollandaise and mushroom skewers topped with fresh rocket</li> <li>• Cheese and herb corn bread stacker topped with scrambled eggs and a drizzle of pesto topped with grilled mushroom (<i>Vegetarian</i>)</li> </ul> <p><b><i>**N.B.: The above menu is meant to serve as a guideline.</i></b></p> <p><b>N.B.: It is important for Bidders to note that a Food tasting will be required for a maximum of 4 DIRCO Officials a week prior to the event.</b></p>	X300 pax

Beverages	<ul style="list-style-type: none"> <li>• Fresh coffee</li> <li>• Tea</li> <li>• Fruit juices (100%)</li> <li>• Still and sparkling water</li> </ul>	X300 pax
Waiting services	<ul style="list-style-type: none"> <li>• X 60 Waitrons (1:5) (30 Waiting staff,30 Beverage staff)</li> </ul>	X60
<b>3.1.5.2 SADC MINISTERIAL WELCOME RECEPTION</b> <ul style="list-style-type: none"> <li>• Date : Thursday, 17 August 2017</li> <li>• Time : 18H00 – 22H00</li> <li>• Venue : DIRCO Conference centre</li> <li>• Number of guests : 400</li> </ul>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
Welcome canapés	<p><u>Selection of Hot and Cold Canapés</u> *10% vegetarian, 10% Halaal and 4 plated kosher meals</p> <p><b>Cold Canapés</b></p> <ul style="list-style-type: none"> <li>• Smoked salmon salad  aubergine chutney  saffron poached quail eggs</li> <li>• Glazed duck salad  roasted beets &amp; pine nuts  crispy salad leave</li> <li>• Petit chicken Caesar salad</li> <li>• Carrot macaroons  parma ham  watermelon jam  creamy ricotta</li> <li>• Brochette of bocconcini  tomato pesto</li> </ul> <p><b>Hot Canapés</b></p> <ul style="list-style-type: none"> <li>• Spicy pan grilled calamari skewers  quince aioli</li> <li>• Confit chicken leg  currents  creamed barley  braised vegetables</li> <li>• Braised lamb knuckle  sweet potato  onion marmalade</li> <li>• Parsnip and potato soup  caramelized onion  goats cheese puff</li> <li>• Oven dried tomato pesto  parmesan cheese  balsamic syrup  roasted vegetable bunny chow</li> <li>• Char grilled beef fillet mini burger  tzatziki</li> </ul> <p><b>**N.B.: The above menu is meant to serve as a guideline.</b></p> <p><b>N.B.: It is important for Bidders to note that a Food tasting will be required for a maximum of 4 DIRCO Officials a week prior to the event.</b></p>	X400

Catering	<p><b>10% vegetarian, 10% halaal and 4 plated kosher meals</b></p> <p><u>Starters</u></p> <ul style="list-style-type: none"> <li>• Oriental Prawn Roll</li> <li>• Grilled chicken &amp; Cranberry Salad served with a cranberry dressing</li> <li>• Smoked Salmon Salad dressed in a Tangy Yogurt and Herb Dressing</li> </ul> <p><u>Mains</u></p> <ul style="list-style-type: none"> <li>• Grilled Line Fish (Kingklip or Salmon) Served with Baby Vegetables and Steamed Jasmine Rice</li> <li>• Slow Roasted Beef tender loin Served with whole mustard sauce, Batonette Vegetables and Risotto Rice</li> <li>• Aubergine stuffed with baby spinach and mozzarella Served with exotic mushroom sauce, nest of Vegetables and linguine pasta (<i>Vegetarian option</i>)</li> </ul> <p><u>Dessert</u></p> <ul style="list-style-type: none"> <li>• Poached Pear Pudding Served with Custard and Fresh Fruits</li> <li>• Crème Caramel Served with Sliced Seasonal Fruits</li> <li>• Mint Panacotta Served with Sliced Fresh Fruits</li> </ul> <p><b>**N.B.: The above menu is meant to serve as a guideline.</b></p> <p><b>N.B.: It is important for Bidders to note that a Food tasting will be required for a maximum of 4 DIRCO Officials a week prior to the event.</b></p>	X400 Pax
Beverages	Full International Bar (to the value of R100 000.00)	X400 Pax
Waiting services	<ul style="list-style-type: none"> <li>• X 80 Waitrons (1:5) (40 Waiting staff; 40 Beverage staff)</li> </ul>	X80

#### 4 COST ESTIMATES.

*Estimates to be provided by the bidder upon request.*

#### 5 VALIDITY OF PERIOD OF QUOTATION.

Validity period from date of closure: 120 days

#### 6 EVALUATION METHODOLOGY

##### 6.1 Responsive Criteria

Minimum requirements that must be met by prospective supplier in order to qualify to the next stage of the evaluation process.

##### Requirements

- 6.1.1 Central Supplier Database (CSD)
- 6.1.2 Submission of a complete pricing schedule (Vat inclusive)
- 6.1.3 It is expected that the bidder/s will provide a detailed quotation which will itemize all costs on services related to the event as indicated in the specifications.
- 6.1.4 All relevant Standard Bid Documentation (SBD) must be completed, signed and submitted; SBD1, SBD2, SBD3.1, SBD3.2, SBD4, SBD6.1, SBD8, SBD9
- 6.1.5 In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.
- 6.1.6 All Bidders are required to provide a project plan which highlights how each aspect of the project will be implemented (*Category C, D and E*)
- 6.1.7 All Bidders are required to provide proof of membership with the Southern African Association for the Conference Industry (**SAACI**) (*Category C and D*)
- 6.1.8 Valid Municipal Certificate of Acceptability/ Health Certificate (*Category E*)

**NB: Any Bidder that fails to comply with of the requirements will be regarded as submitting a non-responsive bid**

##### 6.2 Functionality Criteria

- 6.2.1 Phase 2: Functionality Criteria
- 6.2.2 A panel will evaluate all proposals for functionality
- 6.2.3 A Bidder or Bidders and its partner/sub-contractor that scores less than 60% in respect of functionality will be regarded as having submitted a non-responsive bid and will be disqualified.
- 6.2.4 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.

The evaluation criteria and its respective weights include the following:

Criteria		Weight						
<b>CATEGORY A: BRANDING MATERIAL</b>								
<b>Experience</b>	<p>Bidders are requested to provide profiles demonstrating a minimum of five (5) years' experience in providing Branding material for national events.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provision of Branding material for national events in the past five (5) years</td> <td>3</td> </tr> <tr> <td>Provision of Branding material for national events in the past six (6) years</td> <td>4</td> </tr> <tr> <td>Provision of Branding material for national events in the past seven (7) or more years</td> <td>5</td> </tr> </table>	Provision of Branding material for national events in the past five (5) years	3	Provision of Branding material for national events in the past six (6) years	4	Provision of Branding material for national events in the past seven (7) or more years	5	<b>45</b>
Provision of Branding material for national events in the past five (5) years	3							
Provision of Branding material for national events in the past six (6) years	4							
Provision of Branding material for national events in the past seven (7) or more years	5							
<b>Capability</b>	<p>Proof of having provided Branding material for major events nationally in the past five (5) years or more.</p> <p>References should be in the form of testimonials from three (3) contactable people or more.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<b>35</b>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
<b>Delivery turnaround times</b>	<p>Delivery turnaround time for all items as detailed in the specification.</p> <p>How much time will be required for delivery of the required material after receiving an appointment letter:</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Two weeks</td> <td>3</td> </tr> <tr> <td>7 Working days</td> <td>4</td> </tr> <tr> <td>3 Working days</td> <td>5</td> </tr> </table>	Two weeks	3	7 Working days	4	3 Working days	5	<b>20</b>
Two weeks	3							
7 Working days	4							
3 Working days	5							
<b>CATEGORY B: PROMOTIONAL MATERIAL AND EVENTS STATIONERY</b>								
<b>Experience</b>	<p>Bidders are requested to provide profiles demonstrating a minimum of five (5) years' experience in providing Promotional material for national events.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provision of Promotional material for national events in the past five (5) years</td> <td>3</td> </tr> <tr> <td>Provision of Promotional material for national events in the past six (6) years</td> <td>4</td> </tr> <tr> <td>Provision of Promotional material for national events in the past seven (7) or more years</td> <td>5</td> </tr> </table>	Provision of Promotional material for national events in the past five (5) years	3	Provision of Promotional material for national events in the past six (6) years	4	Provision of Promotional material for national events in the past seven (7) or more years	5	<b>45</b>
Provision of Promotional material for national events in the past five (5) years	3							
Provision of Promotional material for national events in the past six (6) years	4							
Provision of Promotional material for national events in the past seven (7) or more years	5							



<p><b>Capability</b></p>	<p>Proof of having provided Promotional material for major events nationally in the past five (5) years or more.</p> <p>References should be in the form of testimonials from three 3 contactable people or more.</p> <p><b><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></b></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="451 488 1011 613"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p><b>35</b></p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
<p><b>Delivery turnaround times</b></p>	<p>Delivery turnaround time for all items as detailed in the specification.</p> <p>How much time will be required for delivery of the required material after receiving an appointment letter:</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="451 831 1011 956"> <tr> <td>Two weeks</td> <td>3</td> </tr> <tr> <td>7 Working days</td> <td>4</td> </tr> <tr> <td>3 Working days</td> <td>5</td> </tr> </table>	Two weeks	3	7 Working days	4	3 Working days	5	<p><b>20</b></p>
Two weeks	3							
7 Working days	4							
3 Working days	5							

**CATEGORY C: EVENTS (DÉCOR)**

<p><b>Experience</b></p>	<p>Service providers are requested to provide profiles demonstrating a minimum of three (3) years' experience in providing a Décor services for national events.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="451 1234 1011 1458"> <tr> <td>Provision of Décor services for national events in the past three (3) years</td> <td>3</td> </tr> <tr> <td>Provision of Décor services for national events in the past three (4) years</td> <td>4</td> </tr> <tr> <td>Provision of Décor services for national events in the past four (5) or more years</td> <td>5</td> </tr> </table>	Provision of Décor services for national events in the past three (3) years	3	Provision of Décor services for national events in the past three (4) years	4	Provision of Décor services for national events in the past four (5) or more years	5	<p><b>45</b></p>
Provision of Décor services for national events in the past three (3) years	3							
Provision of Décor services for national events in the past three (4) years	4							
Provision of Décor services for national events in the past four (5) or more years	5							
<p><b>Capability</b></p>	<p>Proof of having provided Décor services for major events nationally in the past five (5) years or more.</p> <p>References should be in the form of testimonials from three 3 contactable people or more.</p> <p><b><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></b></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="451 1778 1011 1890"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p><b>35</b></p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							

<p><b>Delivery turnaround times</b></p>	<p>Delivery turnaround time for all items as detailed in the specification.</p> <p>How much time would be required for delivery and set-up to be executed after receiving an appointment letter:</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="456 427 1015 560"> <tr> <td>48 Hours</td> <td>3</td> </tr> <tr> <td>24 Hours</td> <td>4</td> </tr> <tr> <td>12 Hours</td> <td>5</td> </tr> </table>	48 Hours	3	24 Hours	4	12 Hours	5	<p><b>20</b></p>
48 Hours	3							
24 Hours	4							
12 Hours	5							

**CATEGORY D: EVENTS (TECHNICAL REQUIREMENTS)**

<p><b>Experience</b></p>	<p>Bidders are requested to provide profiles demonstrating a minimum of five (5) years' experience in providing Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="456 848 1015 1158"> <tr> <td>Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past five (5) years</td> <td>3</td> </tr> <tr> <td>Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past six (6) years</td> <td>4</td> </tr> <tr> <td>Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past seven (7) or more years</td> <td>5</td> </tr> </table>	Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past five (5) years	3	Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past six (6) years	4	Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past seven (7) or more years	5	<p><b>45</b></p>
Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past five (5) years	3							
Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past six (6) years	4							
Provision of Live Entertainment, Sound, Stage, Lighting and AV Equipment for national events in the past seven (7) or more years	5							

<p><b>Capability</b></p>	<p>Proof of having provided Live Entertainment, Sound, Stage, Lighting and AV Equipment for major events nationally in the past five (5) years or more.</p> <p>References should be in the form of testimonials from three (3) contactable people or more.</p> <p><b><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></b></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="456 1471 1015 1606"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p><b>35</b></p>
3 Testimonials	3							
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<p><b>Delivery turnaround times</b></p>	<p>Delivery turnaround time for all items as detailed in the specification.</p> <p>How much time would be required for delivery and set-up to be executed after receiving an appointment letter:</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="456 1803 1015 1937"> <tr> <td>48 Hours</td> <td>3</td> </tr> <tr> <td>24 Hours</td> <td>4</td> </tr> <tr> <td>12 Hours</td> <td>5</td> </tr> </table>	48 Hours	3	24 Hours	4	12 Hours	5	<p><b>20</b></p>
48 Hours	3							
24 Hours	4							
12 Hours	5							

**CATEGORY E: EVENTS (CATERING)**

<p><b>Experience</b></p>	<p>Bidders are requested to provide profiles demonstrating a minimum of five (5) years' experience in providing Catering services for state/ national events.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provision of Catering services for national events in the past five (5) years</td> <td>3</td> </tr> <tr> <td>Provision of Catering services for national events in the past six (6) years</td> <td>4</td> </tr> <tr> <td>Provision of Catering services for national events in the past seven (7) or more years</td> <td>5</td> </tr> </table>	Provision of Catering services for national events in the past five (5) years	3	Provision of Catering services for national events in the past six (6) years	4	Provision of Catering services for national events in the past seven (7) or more years	5	<p><b>50</b></p>
Provision of Catering services for national events in the past five (5) years	3							
Provision of Catering services for national events in the past six (6) years	4							
Provision of Catering services for national events in the past seven (7) or more years	5							
<p><b>Capability</b></p>	<p>Proof of having provided Catering services for major events nationally in the past five (5) years or more.</p> <p>References should be in the form of testimonials from three (3) contactable people or more.</p> <p><b><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></b></p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p><b>50</b></p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							

**6.3 Price and Preference Criteria**

Bid will be evaluated on the 90/10 principle in which 90 is for price and 10 is for the BBEE points. Bidders to provide detailed cost for each item per category with the indication of times to be sponsored and the value thereof

Bidders are requested to list a total price on each category on SBD 1 and SBD3.1

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

## **7 SPECIAL CONDITIONS**

- 7.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 7.2 The department reserves the right to partially award the bid.
- 7.3 In the case of inferior quality of items required being delivered to the Department, a reduction in price will be effected on the final invoice.

## **8 GENERAL CONDITIONS**

- 8.1 The Government General Procurement Conditions of Contract ("GCC") will be applicable to this bid.
- 8.2 DIRCO will enter into a service level agreement (hereinafter referred to as "SLA") with the successful Bidder/s to supplement the GCC. The requirements and provisions contained herein will form an integral part of the SLA. The SLA will, among others, govern the relationship between the parties, ensure that services are provided according to specified standards and within stipulated timeframes and to provide for remedies for under/poor performance and non-compliance with terms and conditions contained in this TOR and the SLA.
- 8.3 DIRCO reserves the right to appoint more than one Bidder
- 8.4 The bid evaluation will only be done on the basis of information that was requested and provided.
- 8.5 The bid evaluation process will not create any obligations on the part of DIRCO to make use of any proposed services.
- 8.6 Acceptance of any proposal shall only indicate a willingness to include the information into an analysis or to commence negotiations and shall not place any other duties, obligations or liabilities on DIRCO of any nature of whatsoever kind. DIRCO will not be under any obligation/s to furnish any formal acceptance or non-acceptance of any information presented.
- 8.7 All documents submitted in response to this proposal shall become the property of DIRCO with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by the Bidder/s.
- 8.8 DIRCO reserves the right and full discretion to:
  - 8.8.1 Withdraw from this process and the provisions of the bid at any time;
  - 8.8.2 Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part;
- 8.9 The Department's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection.
- 8.10 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.

- 8.11 Receipt of a proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR are met, nor does it limit DIRCO's right to negotiate in its best interest.
- 8.12 Bidder/s confirm that they have read, understood and accept all the terms and conditions contained in this TOR which will form an integral part of the SLA.
- 8.13 DIRCO reserves the right to invite Bidders to present or otherwise demonstrate their proposals to clarify aspects that are required as part of the evaluation process, at the Bidder's own cost.
- 8.14 DIRCO will not be responsible for, or pay, any expenses or losses which may be incurred by any Bidder/s in the preparation and submission of the bid proposal. Costs incurred for the preparation of the proposal shall be for each Bidder's own account.
- 8.15 If the Bidder/s is a company, a certified copy of the resolution of the Board of Directors (personally signed by the Chairperson of the Board) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 8.16 If the Bid is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 8.17 Failure to comply with clauses 8.15 and 8.16 will result in the disqualification of the bid proposal.
- 8.18 If a Bidder/s and/or its partner/s or sub-contractor/s, or any other person employed by him/her/it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO any commission, gratuity, gift or other consideration, shall be immediately disqualified from the entire bidding process irrespective of the date on which such information was brought to the Department's attention. In addition, DIRCO shall have the right to summarily and without recourse to law, (however, without prejudice to any other legal remedies available to the Department), hold the disqualified Bidder/s and/or its partner/s or sub-contractor/s liable for any damages, losses, costs and expenses it may have sustained as a result thereof.
- 8.19 All information and pricing will be treated as strictly confidential and will be used for the evaluation of the bid only. No information will be disclosed to parties outside of the bid evaluation committee.
- 8.20 Before, during and after the entire tender prospective Bidders must obtain written approval from DIRCO prior to the release of any information, whether in part or whole, that pertains to the potential work or activities contained in this TOR, the SLA or any other correspondences of whatsoever nature. Failure to adhere to this requirement will result in immediate disqualification from the entire tender process and if a SLA is concluded between the Parties, DIRCO reserves the right to institute legal proceedings against the Bidder/s.
- 8.21 DIRCO will treat all proposals as confidential until the tender process has been completed and the tender has been awarded to the successful Bidder/s. Thereafter, proposals and related documentation may be made available for inspection at DIRCO's sole discretion, except for material that is proprietary or confidential. DIRCO will not disclose or make public any information which the Bidder/s have marked "*proprietary*" or "*confidential*".
- 8.22 Bidder/s should take note that the Department will endeavour to, subject to DIRCO's internal procurement and payment policies, pay the Bidder/s within 30 days after receipt of an invoice following the rendering of services to the Department's satisfaction.

## **9 FEES AND PAYMENT SCHEDULE (if partly sponsored)**

- 9.1 Fees must be quoted in South African currency;
- 9.2 All prices quoted must include VAT; and
- 9.3 Bidders should take note that DIRCO will pay any amount due within thirty (30) days after the receipt of invoice and the service has been rendered.

## **10 CONTACT PERSONS AND SUBMISSIONS**

All enquiries may be directed to Supply Chain Management:

Tel: +27 12 351 1359/0362/11928

Fax +27 12 329 1267

Email addres:grimselljfw@dirco.gov.za;molekoas@dirco.gov.za;kubayii@dirco.gov.za

Prospective Bidder/s should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

Per Hand  
Bid Nr. DIRCO 02-2017/18

Tender Box  
Department of International Relations and Cooperation  
OR Tambo Building  
460 Soutpansberg Road  
PRETORIA  
0001

Submissions must be hand delivered to the mentioned addresses on or before 11h00 on 4<sup>th</sup> August 2017.

Prospective Bidders are encouraged to submit their proposals before the closing date and time, as late submissions will not be accepted.

E-mail or faxed submissions shall not be accepted.

Non - compliance with any of the above conditions will result in the bid being disqualified.