



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER:

BS/2018/RFB403

CLOSE

Date:

25 June 2018

Time:

11h00

DESCRIPTION:

**APPOINTMENT OF A PANEL SERVICE PROVIDERS TO
PROVIDE COMPREHENSIVE EVENTS MANAGEMENT
SERVICES NATIONALLY FOR BANKSETA FROM THE DATE
OF APPOINTMENT ENDING 31 MARCH 2020**

**COMPULSORY BRIEFING
SESSION:**

Yes

☐

No

X

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:				
Completed by:				
Company Postal address				
Email:				
Telephone:				
Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL		COPY	

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

For further details on the BANKSETA , visit www.bankseta.org.za .

2. PURPOSE AND OBJECTIVES OF THE TENDER

The BANKSETA seeks to appoint a panel of suitably qualified service providers that will provide comprehensive event management services which include graduation ceremonies, workshops, banking and financial services sector specific events nationally.

3. SCOPE OF WORK

The successful service providers will be responsible for but not limited to:

- 3.1 Provide venue quotations; venue sourcing and bookings thereof;
- 3.2 Event conceptualisation that is aligned to identified target audiences and the development of themes specific to the event;
- 3.3 Project management of events which includes;
 - Logistics planning; the coordination of the audio visual technical aspects prior to the event, risk management and post-event reports;
- 3.4 RSVP management which include;
 - The development and administration of Online invitations, sending of reminders, confirmations and thank you letters/emailers;
 - Provision must be made for RSVP management live reports and
 - On-site event registration.

- 3.5 Site inspections after the submission of quotations for consideration and approval;
- 3.6 Booking of speakers, Programme Directors and entertainers;
- 3.7 The provision of décor services;
- 3.8 Catering arrangements to include the provision of menus including special dietary requirement (halaal, kosher, vegetarian, vegan and other) from which choices can be made;
- 3.9 The successful bidder must ensure that the terms and conditions of the recommended venue/s are provided with the quotations;
- 3.10 Organising of event security and emergency planning for large scale events;
- 3.11 The provision of photography and videography services and
- 3.12 The provision of onsite personnel for large scale events.
- 3.13 Project exit reports will be required for each event

4. COMPETENCY AND EXPERTISE REQUIREMENTS

Company Experience

- The prospective service provider should have at least three (3) years of experience in the professional execution of events management;
- The prospective service provider responding must present a detailed company profile;
- The prospective service provider should provide a portfolio of previous events not older three years to include;
- Photography of catering, registrations area, decoration, audio visuals, stage and general events management pictures.
- The prospective service provider should provide three (03) contactable references on a client's letterhead (must be signed) not older than three (03) years indicating that similar projects were executed.

Project Manager and Project Team Members' Experience

- CVs of the Project Manager and project team members must be attached to the technical proposal

Project Plan

- Sample project plans with time frames and milestones on all deliverables should be provided for small (i.e. workshop) (20-50), medium (i.e. graduation) (50-150) and large (i.e. Annual General Meeting/ Conferences) (150-300) and 300 and more type events and include evidence of the venue sourcing and securing process.

Proposed Methodology

- Overall approach to be provided relating to comprehensive venue sourcing, bookings events management service offerings.

Accreditation

- Registration/accreditation with the relevant professional body/association, for example SAACI, EXSA or any other.

4. SUBMISSION REQUIREMENTS

- 4.1 All submissions must be delivered in individual envelopes.
- 4.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions to the BANKSETA.
- 4.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies.
- 4.1 Document must be submitted as follows:
 - 4.1.1 One hardcopy must be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.
 - 4.1.2 A Envelope 1 – Original
 - 4.1.3 B Envelope 2 – Hard Copy of the original document and 1 Soft copy
 - 4.1.4 C Envelope 3 – **Pricing include SBD1** – (invitation to bid)
 - 4.1.5 Each individual envelope must be clearly marked with the following information:

4.1.6 Description of the Submission: **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE COMPREHENSIVE EVENTS MANAGEMENT SERVICES NATIONALLY FOR BANKSETA FROM THE DATE OF APPOINTMENT ENDING 31 MARCH 2020.**

4.1.7 Submission Bid Number: **BS/2018/RFB403**

4.2 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

4.3 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

4.4 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

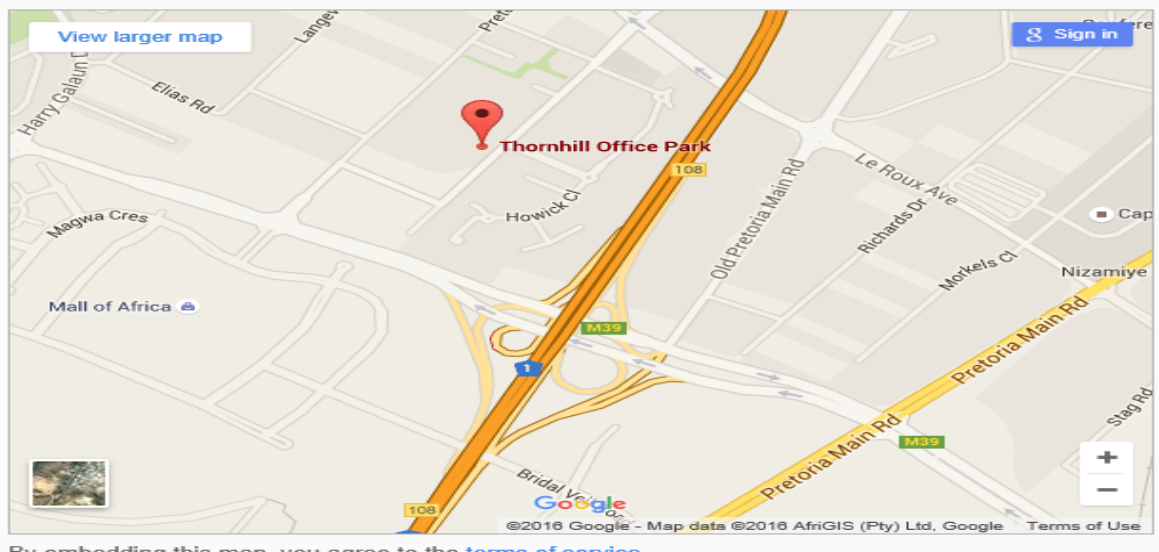
Thornhill Office Park

Building 22

94 Bekker Road

MIDRAND

NB: Service provider to ensure to sign a register on their submission



4.5 Unsuccessful bidders will be informed in writing when the process is concluded.

4.6 A tender will be considered late if received after the specified date and time. Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the

delivery of the Tender.

5. ENQUIRIES/COMMUNICATION

5.1 Contact person for enquiries regarding the tender document:

Mr Jack Serite

Title: Specialist: Supply Chain Management Unit

Email: tenders@bankseta.org.za

All clarifications or enquiries must be made in writing and received by the BANKSETA at least A week before closing date of the Tender. Telephonic requests for clarification will not be accepted.

5.2 RFB TIMELINES

Activity	Time	Date
No Briefing		
Closing date	11h00	25 June 2018
Tender evaluation, Bidder Verification and Due Diligence	T.B.A	02 July 2018
Clarification presentations by Service Providers if required/ Due Diligence	T.B.A.	
Provisional Contract Award	T.B.A	28 July
Contract Signatures	T.B.A	01 August 2018

6. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in two phases:

6.1 Compliance/eligibility

6.2 Technical/Functionality

6.3 Price and BBBEE Evaluation

6.3.1 Price evaluation will be conducted using the percentage of management fee.

7. Compliance/Eligibility

Respondents who do not meet the requirements below may be immediately disqualified. ***NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below).***

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

Item	Description
1	Submission of proposal (response document)
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none">- SBD 1 Invitation to submission- SBD 4 Declaration of interest- SBD 6.1 preference point claim form- SBD 7.2 Contract Form: Rendering of Services- SBD 8 Declaration of respondents' past supply chain management- SBD 9 Certificate of independent bid determination
3	Special Conditions that the bidder needs to sign and accept: Portion 2
4	Submission of company registration documents
5	Submission of Central Supplier Database report (CSD)
6	Submission of accreditation with the relevant professional body/association, for example SAACI, EXSA or any other.

8. TAX COMPLIANCE

Submission of copy of TAX clearance certificate or SARS pin number in order to verify Training provider's TAX compliance status, or submission of written proof from SARS that supplier either has no tax obligation or has made arrangements to meet outstanding tax

obligation.

9. Technical/ Functionality Evaluation

9.1 The evaluation of the functionality of the Request for Proposal will be evaluated as per the criteria contained in the table below:

CRITERIA	WEIGHTS	VALUE	SCORE
1. Ability to manage and deliver large corporate events. The agency should provide portfolios of work related to corporate events or a similar scope of work. It should include audio or visual presentations <ul style="list-style-type: none"> • Events with less than 20 attendees = Value 1 • Events with 20 – 50 attendees = Value 2 • Events with 51 – 150 attendees = Value 3 • Events with 151 – 300 attendees= Value 4 • Events with 301 attendees and more = Value 5 	30		
2. Experience reflecting successful and completed events Provide a list of clients where a similar events(s) were successfully completed (to include events name, description, number of confirmed attendees, dates and contact details of client). <ul style="list-style-type: none"> • less than three events – (Value = 1) • Four events and more – (Value = 2) • Five events and more – (Value = 3) • Six events and more – (Value = 4) • Seven events and more – (Value 5) 	25		
3. Project Manager Experience <ul style="list-style-type: none"> • Three years' experience and more for Comprehensive Events Management – (Value = 1) • Four years' experience and more for Comprehensive Events Management – (Value = 2) • Five years' experience and more for 	15		

<p>Comprehensive Events Management – (Value = 3)</p> <ul style="list-style-type: none"> • Six years' experience and more for Comprehensive Events Management – (Value = 4) • Seven years and more of Comprehensive Events Management – (Value 5) <p>The organisation responding must provide CVs for the project manager that will be directly involved with this project.</p>			
<p>4. Signed reference letters relevant to the provision of similar projects.</p> <ul style="list-style-type: none"> • Three reference letters provided – (Value = 1) • Four reference letters provided – (Value = 2) • Five reference letters provided – (Value = 3) • Six reference letters provided – (Value = 4) • More than seven reference letters are provided – (Value = 5) 	30		
TOTAL	100 Points		
MINIMUM THRESHOLD	75 Points		

SCORE	DISCRIPTION
0	NON RESPONSIVE
1	POOR
2	FAIR
3	AVERAGE
4	GOOD
5	EXCELLENT

9.2 Functionality will be evaluated using the following formula:

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by Request for Proposal under consideration.

- So – is the total score of the Request for Proposal in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by proposal under consideration.
- So – is the total score of the proposal in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

Any proposals not meeting a minimum threshold of **75 points** on functionality will be disqualified.

9.3 Pricing will be evaluated using the following formula:

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

- Ps** = Points scored for price of bid under consideration.
- Pt** = Price of bid under consideration.
- Pmin** = Price of lowest acceptable bid.

9.4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

The points scored by a bidder in respect of the B-BBEE contribution will be added to the points scored for price in order to arrive at the overall score.

Points will be rounded off to the nearest 2 decimals.

In the event that two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or B-BBEE contribution.

10. SPECIAL CONDITIONS

- 10.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 10.2 BANKSETA reserves the right not to award this tender.
- 10.3 The cost of preparing the applications will not be reimbursed.
- 10.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity assessment and financial capability assessment) on short listed tenderers before contracting.
- 10.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.

- 10.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.
- 10.7 BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the tender or any information contained in the tender.
- 10.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.
- 10.9 The appointed service provider(s) will be from the contract signing and ending 31 March 2020.

11. REVIEW PROCESS

- 11.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 11.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 11.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality
- 11.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).
- 11.5 The validity period of proposals is 90 days after closing.

12. REASONS FOR REJECTION

- 12.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.
- 12.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

13 JOINT VENTURE

13.1 In the case of a Joint Venture, the following will be Applicable:

13.1.1 Each JV Member must have a valid Tax Clearance Certificate issued by SARS;

13.1.2 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document;
and

13.1.3 Submission of a Joint Venture BBBEE Rating Certificate.