

## TERMS OF REFERENCE

### FOR

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#### **APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS FOR THE MANAGEMENT AND COORDINATION OF SOUTH AFRICA'S INTERNATIONAL RENEWABLE ENERGY CONFERENCE (SAIREC) TO BE HOSTED FROM 3 TO 6 OCTOBER 2015, AT THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE (CTICC)**

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### **1 BACKGROUND**

- 1.1 The Department of Energy (DoE) together with the South African National Energy Development Institute (SANEDI) will be responsible for hosting the South Africa's International Renewable Energy Conference (SAIREC). SAIREC is scheduled to take place from the 3<sup>rd</sup> to the 6<sup>th</sup> of October 2015. This conference is expected to bring together both national and international stakeholders in the renewable energy sector. Over the past 3 to 4 years, South Africa has emerged as a praiseworthy example of leadership and innovation in the area of renewable energy implementation. As a result, SAIREC will provide a platform on which to showcase the successes in South Africa.
- 1.2 The conference will also facilitate engagement among all the stakeholders on how to resolve hurdles to renewable energy deployment and shape the renewable energy future globally. Focused attention will be given to the socio-economic aspects as well as leveraging opportunities within the clean energy value chain to accelerate economic growth and development, ensure energy access security while enabling progress toward a low carbon economy.
- 1.3 It is expected that conference attendees will include investors, project developers, manufacturers, government, non-governmental organisations, developmental organisations, state owned entities, national utilities, private sector, non-profit organisations, the public at large and labour organisations. It is anticipated that the conference will be attended by more than 6 000

participants. SAIREC will be the 6<sup>th</sup> in a series of conferences convened by the Renewable Energy Policy Network for the 21st Century (REN21) and will be the first in the series to be held on the African Continent.

- 1.4 REN21 is a non-profit organisation registered under the German law. Its members include governments, industry and civil society organisations. South Africa's hosting of this conference follows REN21's desire to have the conference alternate between developed and developing countries. In 2013, the South African Cabinet approved submission of a bid to REN21 for hosting the conference in 2015. Subsequently, South Africa's bid to host the 2015 Conference was selected by REN21 in a competitive process. Previous International Renewable Energy Conferences were hosted by Germany (Bonn); China (Beijing); United States of America (Washington), India (New Delhi); and United Arab Emirates (Abu Dhabi). In light of the scale of preparatory work required and the size of the conference, DoE together with SANEDI are looking for a professional, competent conference management company to coordinate and manage SAIREC 2015.

## **2 OBJECTIVES**

- 2.1 The primary objective is for the appointed Service Provider to render a seamless, well-coordinated and managed conference preparatory service prior, and leading up, to the hosting of the conference.
- 2.2 Ensure successful execution of the deliverables and sub-deliverables including subcontracted activities as per the approved project plan;
- 2.3 Market the conference as well as support the client in resource mobilisation/fundraising for the conference; and
- 2.4 The Service Provider will be solely responsible for the management of all the activities leading to the smooth and successful hosting of the SAIREC 2015 and conference and the trade exhibition at the CTICC.

### **3. SCOPE OF WORK**

3.1 The successful Service Provider is expected to perform the functions as listed in Section 4: Conference Deliverables. The list provides non-exhaustive requirements as a framework to deliver on SAIREC. The Service Provider is also expected to employ all measures as would be expected from a prudent conference coordinator and manager for the successful execution of SAIREC within the scale and size of conferences of this magnitude.

3.2 The following non-exhaustive list of the major identified services provides the framework for achieving the objective:

- a) Overall Management of SAIREC conference (i.e. planning, logistics, coordination, marketing and management of the hosting);
- b) Exhibition Management (i.e. planning, logistics and coordination of set up space and management);
- c) Sponsorship and Fundraising Management;
- d) Onsite Services Management;
- e) Management of Catering Services;
- f) Negotiation of provisional / preliminary accommodation arrangements and rates with hotels, travel and transport, etc.;
- g) Complete overall Conference Service reconciliatory report

3.3 In execution of the services, the Service Provider may at any given time, be required to liaise with the following key parties in partnership with DoE and SANEDI:

- Cape Town International Convention Center (CTICC)
- Department of International Relations and Coordination (DIRCO)
- South African Police Services (SAPS) and State Security Agency (SSA)
- City of Cape Town (e.g. Municipal services: health, fire and metro police)
- Conference sponsors
- All service providers on any subcontracted services (e.g. communication: translation services, printing services, report writing, etc.)
- All potential and confirmed conference participants and exhibitors

3.4 The responsibility for inclusion of all the items and services required to deliver the complete event lies with the service provider. The service provider should provide a proposal with detailed project plan that is supported by both a technical and financial bid.

#### **4. CONFERENCE DELIVERABLES**

##### **4.1 Conference Project Plan and Execution**

4.1.1 The successful Service Provider is expected to submit a Project Charter and a detailed Project Plan (a full project plan write-up) highlighting, among other things, the scope, quality criteria, typical constraints, risks and contingencies, dependencies, clear timelines, payment schedule, and milestone deliverables on SAIREC for approval by both DoE and SANEDI. The final or revised plan should be submitted to the DoE within 2 weeks after the Inception / clarity meeting. The inception meeting will be convened within a week after the signing of the Service Level Agreement.

4.1.2 Performance of the Service provider will be assessed on execution against this project plan. Achievement of milestones with acceptable quality of service will underpin progress reports back to DoE and SANEDI.

##### **4.2 Conference Secretariat**

4.2.1 Setting up an appropriately-staffed Conference Secretariat from the time of appointment until the conclusion of the conference to render secretariat services during all engagements on SAIREC and to provide minutes to be submitted for sign off by the Chairs of the respective meetings as confirmation of what transpired. All engagements outside those involving DoE and SANEDI are to be reported to DoE and SANEDI prior to being undertaken.

4.2.2 During the Conference the service provider will set up an Operations Centre and ensure that it has the required workstations, computers, laptops, printers, photocopiers, facsimiles, scanners, and telephones with international lines,

internet connectivity, standard office supplies and other conference organisation enablers.

4.2.3 The Conference Secretariat shall be manned and fully equipped to carry out or facilitate all applicable identified activities as listed in this Section 4.

4.2.4 In the period leading up to the conference, the Secretariat shall be set up at a location jointly agreed by DoE and the Service Provider.

#### **4.3 Protocol and Translation Services**

4.3.1 Provide and Manage translation services in the following languages: English, French, Portuguese and Sign language. All translators will be vetted by DoE and/or State Security Agency (**Refer to 4.13.8**).

4.3.2 In partnership with DIRCO, the Service Provider will provide assistance/support by working closely with DoE and SANEDI in making protocol and diplomatic arrangements for political and other high profile dignitaries attending the Conference.

#### **4.4 Operationalize website**

4.4.1 Design, develop, host, operationalise, and maintain the SAIREC website with the first draft of the website design and content being made available for approval by DoE and SANEDI within 20 working days after being awarded the contract.

4.4.2 The website must be fully operational within 10 working days following final design and content approval by DoE and SANEDI.

4.4.3 Management and maintenance (with secure backup capabilities) of SAIREC website including uploading of current and new information on a daily basis

4.4.4 Transfer of conference website and all required data onto DoE and SANEDI websites for archival purposes at the conclusion of the conference event.

## 4.5 Development of Conference promotional material and marketing

4.5.1 In the unlikely event that line items hereunder are deemed unnecessary, DoE reserves the right to remove the said unnecessary items under 4.5.2 from these TOR's.

4.5.2 Development, layout, design and production/printing of SAIREC promotional material, including:

4.5.2.1 Invitations (A5; 1 page) and programmes (A4; 3 Pages double sided)  
**[6000 units each & electronic version on conference website]**

4.5.2.2 Conference abstracts for papers,  
**[Electronic version of abstracts on conference website]**

4.5.2.3 Speakers' profile booklets (A5; 20 page booklet)  
**[6000 units],**

4.5.2.4 Laminated certificates  
**[15 units – to be used for presenting awards],**

4.5.2.5. Accreditation cards / Coupons for entry to designated official SAIREC events,  
**[10 000 units]**

4.5.2.6 Special events (e.g. gala dinners) and meal invitation cards for VIPs  
**[5000 units]**

4.5.2.7 Sponsorship and exhibition prospectus (A5),  
**[6000 units]**

4.5.2.8 Venue guide (A4 Floor plan for all floors of venue)  
**[2000 units & electronic versions on conference website]**

4.5.2.9 Guide maps for the City of Cape Town  
**[Map to be made accessible on conference website via download]**

4.5.2.10 Banners with DOE, SANEDI, and REN21 logos  
**[30 Banners and 10 backdrops]**

4.5.3 Facilitate and manage all marketing and event promotional materials accordingly (i.e. disseminating conference information, dispatching conference brochures and other promotional material and invitations nationally and internationally);

- 4.5.4 Market the Conference widely across media/ broadcast platforms and other print materials (e.g. posters, flyers and any other material) and advertising such as street and wall wraps or banners;
- 4.5.5 Packaging of delegate kits and distribution at the event;
- 4.5.6 Preparation of “Welcome Package” containing practical information for participants including official programme, services, plans, cultural activities, guide maps of the city and venue, phone numbers for essential services, etc.

#### **4.6 Manage the erection of audio, video, IT and WiFi infrastructure**

- 4.6.1 Hiring/sourcing and organising audio, video and other equipment required for all conference rooms used, plenary halls, and exhibitions halls;
- 4.6.2 Ensure WiFi concurrent connection access of 3000 participants with reasonable speed performance of 5klb per second. This will include liaison and coordination with the Management of the CTICC to ensure adequate safe IT infrastructure set up with uninterrupted internet connectivity and fully secured WiFi access throughout the venue; and
- 4.6.3 Setting up a work station/business centre for the exhibitors / visitors with computers, printers and stationery.

#### **4.7 Manage digital and written documentation for the conference**

- 4.7.1 Uploading of the summary proceedings of all sessions, all Power Point Presentations, and all conference photographs from each day of the Conference on the designated SAIREC website;
- 4.7.2 Ensure photography and Audio-visual coverage (recording) of Conference sessions and key events/announcements of the exhibition (projected videography coverage is for 8 to 10 hours each day). Other key events and areas to receive coverage must include:
  - 4.7.2.1 Venues for opening ceremony

- 4.7.2.2 Inaugural reception
  - 4.7.2.3 Official social evenings
  - 4.7.2.4 Closing ceremony
  - 4.7.2.5 Press briefings
  - 4.7.2.6 Official side events
- 4.7.3 Source, procure and manage sufficient support staff including stenographers, translators, and assistants.
- 4.7.4 Ensure the provision of rapporteur services for each conference session to summarise key messages and notes in a format that can be used to develop a final report for the conference
- 4.7.5 Where necessary, outsource additional manpower requirements such as secretarial staff.

#### **4.8 Communication, Media, Publicity Plan and Execution**

- 4.8.1 Coordinate and Manage publicity in consultation and approval by DoE and SANEDI on all announcements, press conferences and briefings during conference, media, website, advertising and media monitoring leading up to the conference;
- 4.8.2 Produce/print and oversee press releases in conjunction with DoE;
- 4.8.3 Ensure organisation of press conference for the 1<sup>st</sup> official announcements involving representatives of all major press and TV channels;
- 4.8.4 Advertise/publicise the event in print and electronic media including professional business promotion platforms;
- 4.8.5 Preparation of a media plan for the promotion of SAIREC 2015 in consultation with DoE and SANEDI; and
- 4.8.6 Public Relations and media management, including liaison with Regional, National and International Media for coverage.

## **4.9 Coordination and liaison**

- 4.9.1 Coordinate with management of CTICC, DoE and SANEDI for venue layout and arrangements;
- 4.9.2 Support to speakers and VIPs with their onsite requirements;
- 4.9.3 Advertise call for papers and abstracts from National and International speakers and coordinate the submission and review process for each session;
- 4.9.4 Liaison with exhibitors, SAPS and SSA through the DoE, hotels, service providers for uninterrupted power supply at CTICC, disaster management services, hospitals and medical assistance (including onsite first aid service), the City of Cape Town (metro) to ensure adequate services for the conference;
- 4.9.5 Liaison with all conference subcontractors including caterers, audio visual, cleaning services etc., on an ongoing basis to ensure smooth running of all aspects of conference and exhibition; and
- 4.9.6 Liaise with venue management on key aspects (e.g. Private security, medical services (Emergency Medical Services and First Aid Team) and any other service depending on an external provider or municipality) on a regular basis including every fortnight for the last four months towards the hosting of the conference.

## **4.10 SAIREC Registration process and Information Management**

- 4.10.1 Manage participants' online and on-the-day registration, confirmation and correspondence with participants. The Service Provider will be expected to report back on the status of registration every two weeks starting from the day when the online registration is activated;
- 4.10.2 Setting up of the reception, information desk, registration desk, business centre, and travel desk to cater for both exhibition and the main conference participants;

- 4.10.3 Coordination of all logistics for official functions and meetings (setting up of stage, podium, decorations, media coverage, supervision of manpower, distribution of mementos and/or certificates etc. for both exhibition and Conference; and
- 4.10.4 Where necessary, outsource additional manpower requirements such as secretarial staff, conference hostesses and ushers in consultation and approval by DoE and SANEDI.

#### **4.11 Manage the setup of all Conference rooms and Exhibition Halls**

- 4.11.1 Conference rooms set-ups: classroom style seating with sufficient space to accommodate for people with disability e.g. wheelchair users between rows (1.5 meters), accessible stage with lectern, all standard audio-visual equipment, speakers ready rooms.
- 4.11.2 Location of signage and banners.
- 4.11.3 Conference hall and other meeting halls arrangements with suitable audio-visual technology, including:
  - 4.11.3.1 Microphone on stage,
  - 4.11.3.2 Portable/mobile microphones,
  - 4.11.3.3 Large projection screen at front of hall,
  - 4.11.3.4 Projector,
  - 4.11.3.5 DVD, CD & Video player (suitable for all international formats)

#### **4.12 Production of a Hospitality Programme**

- 4.12.1 Establishment of hospitality programme for the Conference and the Exhibition including welcome services at the venue and the hotels.
- 4.12.2 Providing guidance and extending courtesy to delegates, participants and high dignitaries at the Conference and exhibition venues.
- 4.12.3 Identify and list best rates for accommodation, and provide links to available accommodation for about 3,000 delegates across various star/budget categories of hotels/service apartments with breakfast.

4.12.4 The details of accommodation available must be reflected on the Conference website with links provided of the respective hotels/guest houses/ service apartments.

#### **4.13 Security Liaison and Management**

4.13.1 The Service provider is expected to interface with the client (DoE and SANEDI), CTICC and relevant government Security structures during preplanning immediately after appointment. Such engagement will include face-to-face briefings every two weeks (or as convened by DoE) leading up to the hosting of the conference;

4.13.2 Liaise with key stakeholders from all the security structures on the management of security measures for the Conference and Exhibition;

4.13.3 Facilitate the list of delegates for accreditation purposes;

4.13.4 Liaise with SAPS for protection services and SSA for technical security issues and accreditation including for political, other dignitaries/VIPs/VVIPs and any other high profile delegates;

4.13.5 Facilitate the appointment of supplementary private security to be cleared / vetted by the SSA through approval by DoE; and

4.13.6 The service provider will submit the details of the appointed private security to the DoE for vetting. The private security will provide the services of patrolling and escorting, marshals and work together with access control team.

4.13.7 Prevention and contingency plan against breach of security at the SAIREC conference.

4.13.8 All shortlisted companies will undergo security screening process by State Security Agency and appointment thereof will be subject to positive security clearance. It should be noted that the issuance of positive security clearance is only valid for the duration of the contract and should not be used for other

bidding processes” The following requirements / information should be provided by bidding service providers for screening purposes.

- 4.13.8.1 Valid Tax certificate
- 4.13.8.2 Identity documents of Directors (if there is a foreign director a copy of passport should be provided)
- 4.13.8.3 Company Profile
- 4.13.8.4 Identity documents of the staff members to render the actual service

#### **4.14 Post Conference Evaluation and Wrap-up**

4.14.1 Undertaking post conference evaluation survey to obtain feedback from all the following on the conference and exhibition to obtain their perspectives:

- 4.14.1.1 Stakeholders
- 4.14.1.2 Sponsors
- 4.14.1.3 Presenters
- 4.14.1.4 Delegates
- 4.14.1.5 Exhibitors

#### **4.15 Exhibition Coordination and Management**

- 4.15.1 Manage exhibition design, layout for all the halls in line with the CTICC requirements or terms and conditions as outlined in the contract signed between DoE and CTICC.
- 4.15.2 Designing and production of an exhibition layout and prospectus;
- 4.15.3 Preparation of floor layout plan, construction of exhibition booths/stalls for all registered exhibitors in various sizes of shells/booths/stalls (available floor area of 7,500 m<sup>2</sup>);
- 4.15.4 Ensure the process of dismantling to the satisfaction and requirements of the CTICC;

- 4.15.5 Internet provision and power requirements (with backup) for exhibitors including country specific pavilions. Attending to the needs of exhibitors during registration, on the day of exhibition and preparation thereof;
- 4.15.6 Selling of Exhibition space. An area of 1,500 m<sup>2</sup> is available of which 70% can be sold to exhibitors. Sustained campaigning through various platforms including, but not limited to: online, through advertisements in the print and electronic media; personal contacts and overseas marketing in international trade shows;
- 4.15.7 Processing of exhibitors' bookings, allocation of space and response to queries;
- 4.15.8 Development, management, and maintenance of updated data base of potential and confirmed exhibitors while also providing monthly progress report on the status of exhibitors;
- 4.15.9 Maintenance of updated data base of approximately 400 potential exhibitors and providing monthly progress report on the status of exhibitors;
- 4.15.10 Coordinating equipment hire required for exhibitors; and
- 4.15.11 Managing the registration/booking process and requirements of all exhibitors.

#### **4.16 Sponsorship & Fundraising Management**

- 4.16.1 Campaigning for, sourcing, and managing sponsorships (for overall event as well as meals, social events, signage and gift bags);
- 4.16.2 Manage all aspects of generating funds including the signing of expression of interest by sponsors to meet the budget of organising the Conference and Exhibition through selling space for exhibition, delegate participation fees, sponsorships, etc;
- 4.16.3 Identification and designing sponsorship opportunities as well as approaching potential sponsors by way of direct mail, personal contact and telephone follow up;

- 4.16.4 Fundraising from International sponsors/partners: All funds and sponsorships raised must be declared, once secured, to DoE/SANEDI in the form of an official letter from each donor/sponsor (i.e. Expression of Interest to Sponsor). Fiscal contributions must be deposited into an account nominated and specified by DoE and SANEDI.
- 4.16.5 A monthly spend report must also be prepared and submitted to DoE and SANEDI indicating clearly how funds are being utilised as well as funding shortfall/excess. All funds required from the specified account must be requested in writing and accompanied by a detailed spend budget.
- 4.16.6 Non-financial sponsorships (in kind contribution): All sponsorships must be declared in writing in the form of an official letter signed by the sponsor, alongside a report indicating the use of the sponsorship within SAIREC.

#### **4.17 Management of Catering Services and entertainment**

- 4.17.1 Arrange and manage themed opening gala dinner with cultural programme and entertainment;
- 4.17.2 Arrange refreshment stations (tea, coffee, water);
- 4.17.3 Liaise with on-site restaurants to ensure that sufficient catering will be available for delegates. Meals and catering services available at the CTICC must be made available to delegates on a cash basis; and
- 4.17.4 Manage catering for VIP and VVIPs: catering for VIPs and VVIPs must be covered under conference costs. These delegates must receive complimentary meal vouchers that can be redeemed at the CTICC catering stations/restaurant: The exact number of these vouchers is still to be confirmed by DoE and SANEDI.

#### **4.18 Travel and Transport**

- 4.18.1 Establish airport assistance desk;

- 4.18.2 Liaise with the local traffic department and relevant authorities;
- 4.18.3 Arrange and manage transport for site visits;
- 4.18.4 Arrange shuttle buses and timetables between hotels, venues and hotels;
- 4.18.5 Manage transportation logistics for Government delegations and other VIP groups (to be done in accordance with DIRCO); and also chauffeur service to be made available for as and when required)
- 4.18.6 Facilitate the escorting of VIP/delegates from the airport and other errands as required.

#### **4.19 Record Keeping, Document Control and Management**

- 4.19.1 The Service Provider is expected to keep all the records related to any aspect of the organisation and hosting of the conference in addition to the regular spending reports.
- 4.19.2 All records will be kept in accordance with the required standards including document control and management.
- 4.19.3 The DoE will have the rights of any information, all records and deliverables generated for the purposes of this conference and no any future use by the service provide without approval in writing by the DoE and as a result the service provider should hand over all at the end of the conference including availing all the records for audit processes.
- 4.19.4 Bimonthly meetings to be held between DoE, SANEDI and the Service Provider to inspect record keeping, document control and management.
- 4.19.5 No records (minutes, letters or any correspondence of the conference) will be destroyed prior and after the hosting of the conference in line with the time allowed in the relevant prescripts/law of the country.

## **5 PAYMENTS**

- 5.1 The Department will not make an upfront payment of the entire contractual amount to the successful Service Provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon sign off and receipt of an original invoice. Such payments will be recorded on a deliverables-linked payment schedule.
- 5.2 The Department will retain an amount of 10% of the fee which will be paid upon receipt of the final close out report, and audit finalization.

## **6 REPORTING REQUIREMENT AND PROGRESS MEETINGS**

- 6.1 It is envisaged that DoE will require an initial meeting with the successful Service Provider to agree on the project implementation framework, process, deliverables and sub-deliverables, and options to be investigated. The outcomes of this inception meeting will aid the successful Service Provider in preparing a detailed project plan.
- 6.2 Preparation of a draft conference project plan to be submitted to the DoE 2 weeks after the Inception Meeting
- 6.3 Progress meeting feedback shall be held as and when necessary, but at least weekly. The venue for these meetings will be a selected venue in Johannesburg (SANEDI offices) or Pretoria (DoE Offices). Representatives from the Service Provider shall be obliged to attend. Where appropriate, conference calls shall be held to facilitate such meetings.

## **7 COMPLETION DATE**

- 7.1 The duration of the project is largely dependent on satisfactory completion of all deliverables listed in the Scope of Works of this request for proposal by the appointed Service Provider. The project completion period will be for a period of one (1) month after the conference (for completion of the close out report and audit finalization) but not exceeding 30 November 2015 if circumstances warrant for extension. This extended period is to allow time for the required

audit processes after the conference event and responses from the Service Provider to any audit queries if required.

## **8 COMPULSORY INFORMATION SESSION**

- 8.1 Briefing session will be held on **26 January 2015**, at DoE, Matimba building, 192 Visagie Street, Corner Paul Kruger and Visagie Streets at **10h00**.

## **9 TAX CLEARANCE CERTIFICATE**

- 9.1 The bidder is required to submit an original and valid Tax Clearance Certificate issued by the South African Revenue Services together with the bid documents before the closing date and time of the bid. **Failure to comply with this condition will invalidate the bid.**

## **10 CONFIDENTIALITY OF INFORMATION**

- 10.1 The names of all the members of the prospective team that will execute the tasks assigned to the appointed event management Service Provider must be disclosed for the prior approval of DoE. Any changes, replacements and/or additions should be submitted for prior approval of DoE.
- 10.2 All relevant relationships are to be disclosed in the event that a bidder is affiliated with a firm or entity that has been hired (or is proposed to be hired) by DoE or the lender

## **11 EVALUATION METHODOLOGY**

### **11.1 Cost**

- a) The Service Provider will be requested to provide a quote regarding the work to be undertaken for this project
- b) The total cost must be VAT inclusive and should be quoted in South African currency. **Please refer to the Annexure A for costing purposes.**

### **11.2 Broad-Based Black Economic Empowerment**

- 11.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 11.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 11.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 11.2.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 11.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

**11.2.5.1 Bidders other than EMEs**

- (a) Verification agencies accredited by ECSA
- (b) Registered auditors approved by IRBA

**11.2.5.1 Bidders who qualify as EMEs**

- (a) Accounting officers as contemplated in the CCA; or
- (b) Verification agencies accredited by SANAS; or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates)

11.3. The table below depicts the B-BBEE status level of contribution

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1

Non-compliant contributor	0
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#### 11.4 Company Experience

The Service Provider organization should at least have ten (10) years of experience in the professional execution of conferences preferably for the energy-sector. The service provider should provide proof of previous events with more than 3500 participants. This is to be supported by proof from three (3) contactable referees indicating that similar projects were executed.

#### 11.5 Team Leader and Team Members' Experience

11.5.1 Team Leader must have at least ten (10) years of experience and individual team members must have at least six (6) years' experience in **Event Management**.

11.5.2 CVs of the team leader and team members must be attached to the technical proposal as evidence.

#### 11.6 Qualification

11.6.1 Team leader and team members must possess a minimum of a bachelor's degree or National Diploma respectively or its equivalent in the relevant discipline (e.g. Communications, Event Management, Public Relations, Marketing, and Media Relations).

11.6.2 CVs of the team leader and team members must be attached to the technical proposal as proof.

#### 11.7 Project Plan

- a) Project plan with inputs, intermediate and final outputs and identified time frames and milestones on all deliverables.

- b) Proposed Methodology.
- c) Overall approach to management of the project.

**Note:** The successful Service Provider will be required to present their Project Execution Plan to SANEDI and DoE.

## 12. EVALUATION CRITERIA

Bids will be evaluated on **90/10 preference point system** as outlined in the PPPFA of 2011.

The proposals will be evaluated in two phases:

**Phase 1:** Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

No	Criteria	Weights
1	<p><b>Company Experience</b></p> <ul style="list-style-type: none"> <li>❖ The Service Provider organization should at least have ten (10) years of experience in the professional execution of conferences preferably for the energy-sector. The service provider should provide proof of previous events with more than 3500 participants.</li> <li>❖ This is to be supported by proof from three (3) contactable referees indicating that similar projects were executed.</li> </ul>	<p><b>25</b></p> <p>20</p> <p>5</p>
2	<p><b>Team Leader and Team Members' Experience</b></p> <ul style="list-style-type: none"> <li>❖ Team Leader must have at least ten (10) years of</li> </ul>	<p><b>15</b></p> <p>8</p>

	<p>experience Event Management.</p> <ul style="list-style-type: none"> <li>❖ Individual team members must have at least six (6) years' experience in Event Management.</li> <li>❖ CVs of the team leader and team members must be attached to the technical proposal as evidence.</li> </ul>	<p>4</p> <p>3</p>
3	<p><b>Team leader</b> (qualifications):</p> <ul style="list-style-type: none"> <li>❖ Must possess a minimum of a bachelor's degree or its equivalent in the relevant discipline (e.g. Communications, Event Management, Public Relations, Marketing, Media Relations).</li> </ul> <p><b>All team members</b> (qualifications)</p> <ul style="list-style-type: none"> <li>❖ Each must possess a minimum of a National Diploma or its equivalent in the relevant discipline</li> <li>❖ CVs of each team leader and each team member must be attached to the technical proposal as proof.</li> </ul>	<p><b>15</b></p> <p>8</p> <p>5</p> <p>2</p>
4	<p>Detailed Project Plan supported by both technical and financial bid</p> <p>a) Overall Conference Project Plan and Execution (intermediate and final outputs and identified time frames and milestones on all deliverables)</p> <p>b) Conference Secretariat</p> <p>c) Protocol and Translation Services</p> <p>d) Operationalize website</p> <p>e) Development of Conference promotional material and marketing</p> <p>f) Manage the erection of audio, video, IT and WiFi infrastructure</p> <p>g) Manage digital and written documentation for the conference</p>	<p><b>45</b></p> <p><b>(subtotal)</b></p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p>

	h) Communication, Media, Publicity Plan and Execution	<b>3</b>
	i) Coordination and liaison	<b>3</b>
	j) SAIREC Registration process and Information Management	<b>2</b>
	k) Manage the setup of all Conference rooms and Exhibition Halls	<b>2</b>
	l) Production of a Hospitality Programme	<b>3</b>
	m) Security Liaison and Management (incl. contingency plans)	<b>2</b>
	n) Post Conference Evaluation and Wrap-up	<b>2</b>
	o) Exhibition Coordination and Management	<b>2</b>
	p) Sponsorship & Fundraising Management	<b>2</b>
	q) Management of Catering Services and entertainment	<b>3</b>
	r) Travel and Transport	<b>3</b>
<b>Total</b>		<b>100</b>

**For purpose of evaluating functionality, the following values will be applicable:**

<b>0=</b>	<b>Very Poor</b>	Do not meet the requirements
<b>1=</b>	<b>Poor</b>	Will not be able to fulfil the requirements
<b>2=</b>	<b>Average</b>	Will partially fulfil the requirements
<b>3=</b>	<b>Good</b>	Will be able to fulfil the requirements
<b>4=</b>	<b>Very Good</b>	Will be able to fulfil better in terms of the requirements adequately
<b>5=</b>	<b>Excellent</b>	Will fulfil the requirements exceptionally

**Phase 2:** Evaluation of the bidding price and B-BBEE credentials

<b>Price</b>	<b>90</b>
<b>B-BBEE compliance</b>	<b>10</b>

**Phase 3:** The 3 shortlisted service providers may be required to present their Project Execution Plan to the DOE/SANEDI for purposes of clarity where required

### **13. FORMAT AND SUBMISSION OF THE PROPOSAL**

- a) All the official forms (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- b) Bidders are requested to submit three (3) copies: 1 original plus color copy of both the proposal and all bid documents.

### **14. CLOSING DATE**

Proposals must be submitted on or before **05 February 2015, at 11H00**, at Department of Energy, Matimba building, 192 Visagie Street, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late bids will be accepted.**

### **16 ENQUIRIES**

All technical enquiries to be directed in writing to:

**Contact:** Ms Mokgadi Modise  
**Tel:** 012 406 7643  
**Email:** [Mokgadi.Modise@energy.gov.za](mailto:Mokgadi.Modise@energy.gov.za)

All general bid enquiries to be directed to:

**Contact:** Ms Rachel Moreane  
**Tel:** 012 406 7747  
**Email:** [Rachel.Moreana@energy.gov.za](mailto:Rachel.Moreana@energy.gov.za)

**Contact:** Ms Daisy Maraba / Lindiwe Mnisi  
**Tel:** 012 406 7748/ 012 405 7872  
**Email:** [Daisy.Maraba@energy.gov.za](mailto:Daisy.Maraba@energy.gov.za) / [Lindiwe.mnisi@energy.gov.za](mailto:Lindiwe.mnisi@energy.gov.za)

**ANNEXURE A: PRICING TEMPLATE**

No.	Item description	Quantity	Unit Price	Price (Rand)
1	Invitations (A5; 1 page) and programmes (A4; 3 Pages double sided) <b>[6000 units each &amp; electronic version on conference website]</b>			
2	Conference abstracts for papers, <b>[Electronic version of abstracts on conference website]</b>			
3	Speakers' profile booklets (A5; 20 page booklet) <b>[6000 units]</b> ,			
4	Accreditation cards / Coupons for entry to designated official SAIREC events, <b>[10 000 units]</b>			
5	Special events (e.g. gala dinners) and meal invitation cards for VIPs <b>[5000 units]</b>			
6	Sponsorship and exhibition prospectus (A5), <b>[6000 units]</b>			
7	Venue guide (A4 Floor plan for all floors of venue) <b>[2000 units &amp; electronic versions on</b>			

	<b>conference website]</b>			
<b>8</b>	Guide maps for the City of Cape Town <b>[Map to be made accessible on conference website via download]</b>			
<b>9</b>	Banners with DOE, SANEDI, and REN21 logos <b>[30 Banners and 10 backdrops]</b>			
<b>10</b>				
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<b>22</b>				
<b>23</b>				
	<b>Sub Total</b>			
	<b>VAT</b>			
	<b>Grand Total</b>			