

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR PROVIDING EVENTS MANAGEMENT SERVICE FOR THE DEPARTMENT OF ENERGY FOR THE PERIOD OF 24 MONTHS.

1. BACKGROUND

The Department of Energy requires the panel of service providers to provide event management service as and when required. The primary objective is to appoint panel of service providers to render a seamless, well-coordinated event management for the department. Due to complexities of events management, the appointed service providers must comply with the terms of reference that will be provided as and when the need arises.

2. SCOPE OF WORK

The successful service provider(s) will be expected to perform the following events management functions which are non-exhaustive:

- To provide a highly professional and efficient event management service in organizing events, campaigns, conferences, seminars, Izimbizo/Outreach Programme as and when the service is required.

3. PROJECT OUTPUT

- 3.1. Consistent events management services to the Department as and when required. The details of the project output will be outlined as and when the service is required by the Department.

4. DURATION OF THE PROJECT

The duration of this project is 24 months after the signing of a contract by the successful service provider(s) the General Condition of the Contract will also be applicable for the project.

4. NATIONAL FOOT PRINT

The Service Providers should demonstrate their presence or their ability to render services in all Nine Provinces within the Country or indicate their presence per Province.

6. PREQUALIFICATION CRITERIA

The service provider(s) must sub-contract a minimum of 30% of the value of the contract to Exempted Micro Enterprises (EMEs) which are 51% owned by Black Women.

7. TERMS AND CONDITION OF THE BID

The Department reserves the right to appoint more than one service provider for the project.

8. BRIEFING SESSION

A compulsory information session will be held on **05 April 2018 at 10h00**, at the Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria.

9. EVALUATION / CRITERIA

9.1. Project Cost

9.1.1. Service providers will be required to quote as and when the service is required.

9.1.2. Cost must be VAT inclusive and quoted in South African Rand.

9.1.3. Costing should be aligned with the project activities/ project phases.

9.2. Qualification

9.2.1. A minimum of three (3) year tertiary qualification in Public Relations/Events Management.

9.2.2. Copies of certified certificates must be attached to the proposal as proof. Functionality points will be forfeited should proof not be attached.

9.3. Company Experience

- 9.3.1. Minimum of three (3) years experience in Public Relations/Events Management.
- 9.3.2. Service providers are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from three (3) references that such project was executed as well as their contactable references.
- 9.3.3. Failure to submit correspondence from references will lead to scoring minimum points allocated in this category.

9.4. Team Leader and Members Experience

- 9.4.1. Team leader must have minimum of five years (5) and team members three (3) years working experience in events management environment.
- 9.4.2. CV's to be attached on the technical proposal as proof. Bidders will forfeit functionality points should proof not be attached.

9.5. Project Plan / Methodology

- 9.5.1. Service provider should indicate the methodology that will be used to execute the service or project.
- 9.5.2. Project plan with final outputs and identified timeframes.
- 9.5.3. Management of the project.
- 9.5.4. Service provider should indicate how they will transfer skills, to the departmental officials.

10. EVALUATION CRITERIA

- 10.1. Bidders will be evaluated based on functionality only. The minimum threshold for functionality is **70 out of 100** points be recommended to participate in the panel of service providers.

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Criteria	Weights
<p>Company Experience</p> <ul style="list-style-type: none"> ❖ Minimum of three (3) years experience in Events Management/Public Relations to provide proof that they have facilitated/performed similar projects. Accompanied by correspondence from three (3) references that such project was executed as well as their contactable references. 	<p>20</p> <p>10</p> <p>10</p>
<p>Qualification of team leader and team members</p> <ul style="list-style-type: none"> ❖ Team leader and team members must have a minimum of five (5) year tertiary qualification in Events Management/Public Relations. ❖ Team members must have a minimum of three (3) year tertiary qualification in Communication. ❖ Copies of certified certificates must be attached to the proposal as proof. Functionality points will be forfeited should proof not be attached. 	<p>15</p> <p>7</p> <p>5</p> <p>3</p>
<p>Team Leader and Members Experience</p> <ul style="list-style-type: none"> ❖ Team leader must have minimum of five (5) years working experience in Events Management/Public Relations. ❖ Team members three (3) years working experience in communication and advertising environment. ❖ CV's to be attached on the technical proposal as proof. Bidders will forfeit functionality points should proof not be attached. 	<p>20</p> <p>10</p> <p>5</p> <p>5</p>
<p>Project Plan / Methodology</p> <ul style="list-style-type: none"> ❖ Proposed methodology ❖ Project plan with final outputs and identified timeframes. ❖ Management of the project. ❖ Skills transfer 	<p>45</p> <p>20</p> <p>10</p> <p>10</p> <p>5</p>
<p>Total</p>	<p>100</p>

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

1=	Very Poor	Will not be able to fulfill the requirements
2=	Poor	Will partially fulfill the requirements
3=	Average	Will be able to fulfill the requirements
4=	Good	Will be able to fulfill better in terms of the requirements adequately
5=	Excellent	Will fulfill the requirements exceptionally

11. TERMS AND CONDITIONS OF A SERVICE PROVIDER

- 11.1. The Department reserves the right to use the services of other organisations as and when required/and terminate the service due to non-adherence to specifications, quality and timelines.
- 11.2. The service provider will be expected to sign a Service Level Agreement (SLA) with the Department prior to commencement of the service.

12. FORMAT AND SUBMISSION OF THE PROPOSAL

- 12.1. All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 12.2. Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

13. CLOSING DATE

Proposals must be submitted on **17 April 2018 at 11H00**, 192 Corner Visagie and Paul Kruger Streets, Pretoria, in the bid box **marked** Department of Energy. **No late bids will be accepted.**

14. ENQUIRIES

All general enquiries relating to bid documents should be directed to:

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Technical enquiries can be directed to:

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