



**sport & recreation**

Department:  
Sport and Recreation South Africa  
**REPUBLIC OF SOUTH AFRICA**

## **Bid Specification for Proposal**

### **SPORTS AWARDS**

#### **Department of Sport and Recreation**

##### **1. Purpose**

The Department of Sport and Recreation South Africa (SRSA) is planning to appoint a company that would have the ability, capacity, experience, capability and knowledge to manage coordinate and host Sports Awards events on behalf of the Department. The contract will be for a contract period of three (3) years. The commencement period of the contract will be as soon as the appointment has been made for three (3) years thereafter. It will be expected of the successful Company to sign a service level agreement with SRSA.

SRSA will be initiating an annual Sports Awards event for the next three years. It would be required of the successful Company to manage the Sport Awards events on behalf of SRSA. Since it would not be possible to provide the possible tenders with all details, companies are therefore requested to tender based on the information that is provided.

SRSA will have a compulsory information session to be scheduled by the Department.

## **2. Administration of the contract**

Before the appointed companies and the commencement with the work, the following procedures will be followed:

- SRSA may give the appointed company at least (2) two weeks' notice before the culmination of the event. In cases where dates are available, the companies will be informed earlier of the information;
- The companies will be requested to attend a briefing meeting with SRSA, where after the appointed company can brainstorm on the implementation strategies for the event;
- A formal proposal on the way forward will be made to SRSA with a draft budget (full breakdown of costs) attached to it;
- The appointed company should make a presentation to SRSA on how to outsourcing or sub-contracting will take place, payments, final payments, reconciliation of budgets and credit as well as the management fee involved;
- SRSA will subsequently approve the budget and give the approval for the work to commence on the specific event;
- Continuous liaison between SRSA and the appointed company will take place on a weekly and sometimes daily basis; and
- A formal post event report and evaluation will take place within two weeks after the event.
- The company will be expected to prepare and submit the close up report within a month after the event.

The appointed Companies will also be informed of the center /town where the event should take place.

**3. Task Description**

| NO.  | TASKS - OUTPUTS                | YES/ NO / NOTED |
|--|--------------------------------|-----------------|
| The service provider will be expected to plan , organize, implement and manage all events with respect to the following task and categories: |                                |                 |
| 3.1  | <b>LOGISTICAL REQUIREMENTS</b> |                 |

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| 3.1.1 | <p>Provide logistical arrangements for all events of SASA</p> <p>Logistical arrangements may involve the following services and facilities but is not exhaustive:</p> <ul style="list-style-type: none"> <li>• Fire extinguishers;</li> <li>• Shade Stages /Raised platforms/structures;</li> <li>• Lighting for stage;</li> <li>• LED Screens;</li> <li>• Rigging;</li> <li>• Audio Visuals;</li> <li>• Lectern;</li> <li>• Chairs;</li> <li>• Tables;</li> <li>• Sound/Audio system;</li> <li>• Standby technical assistance;</li> <li>• Power generator (s);</li> <li>• Clearing and cleaning of site (before and afterwards);</li> <li>• Branding and signage;</li> <li>• Enough and safe parking;</li> <li>• Crowd control barriers;</li> <li>• VIP Ablution Facilities;</li> <li>• Standard Portable Ablution Facilities;</li> <li>• Disabled Ablution Facilities;</li> <li>• All structural certificates; and</li> </ul> |  |
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|            | <ul style="list-style-type: none"> <li>• Recording (Audio/Visual )</li> </ul>  |  |
| <b>4.1</b> | <b>AV AND PHOTOGRAPHY FOOTAGE OF EVENTS</b>  |  |
| 4.1.1      | The bidder may be required to provide audio, AV and still photography services at the SASA awards, inclusive of activities which form part of the SASA schedule. |  |

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| <b>5.4</b> | <b>SECURITY</b>   |  |
| 5.4.1      | Arrange for and organize a private security company to police event site(s) before, during and after the events where it will be required.  |  |
| 5.4.2      | Appoint a security liaison person that could liaise with all security forces at all events, for e.g. SAPS, VIP's Protection Unit, Traffic Police, Ambulance Services and Fire Departments.  |  |
| 5.4.3      | It would also involve the attending of meetings with security forces on national, provincial and local level.   |  |
| 5.4.4      | Ensure that security plans are drafted and distributed to SRSA representative on time.  |  |
| 5.4.5      | Take charge with the relevant security agencies on the days of events.  |  |
| 5.4.6      | It would be expected of the bidder to provide the following services in this regard: <ul style="list-style-type: none"> <li>• Two way radios;</li> <li>• Appointment of marshals;</li> <li>• Budget and pay the marshals immediately after the event; and</li> <li>• Catering for security officials &amp; marshals.</li> </ul> |  |
| <b>6.1</b> | <b>EMS</b>  |  |
| 6.1.1      | Arrange for and organize paramedics (whether private or public) to provide health services during the events where it will be required.   |  |
| 6.1.2      | Attend preparatory meeting with EMS   |  |
| 6.1.3      | Ensure that paramedics are drafted and distributed to SRSA representative on time.  |  |
| <b>6.1</b> | <b>COCKTAIL CATERING FOR SASA EVENTS</b>  |  |

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| 6.1.1         | Organize and provide catering for the night of the awards - style offering in catering and serving will be cocktail.                           |  |
| 6.1.2         | Organize and provide catering for the morning of the announcement  |  |
| 6.1.3         | Organize bottled water or other soft drinks for all guests, inclusive of those in the VIP seating area during all the SASA events              |  |
| <b>7.1</b>    | <b>EMS</b>   |  |
| <b>7.1..1</b> | <b>DÉCORATION AND FLOWER ARRANGEMENTS</b>  |  |
| 7.1.2         | The bidder should approach décor and flower arrangements to fit in with the overall theme of the event.  |  |
| <b>8.1</b>    | <b>CATERING EQUIPMENT</b>  |  |
| 8.1.1         | The bidder should provide catering equipment for each venue where kitchen facilities are not available.  |  |
| 8.1.2         | The bidder must ensure that he electrical equipment is in full working condition and must be able to provide back up in the form of generators |  |

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| <b>9.1</b> | <b>TRANSPORT</b>   |  |
| 9.1.1      | Contract a truck company for the purpose of transporting all required items at the events.       |  |
| 9.1.2      | Take responsibility for the co-ordination of all parking arrangements on the days of the events. |  |
| 9.1.3      | Co-ordinate the activities of the service provider before and on the day of the events.          |  |

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| <b>10.1</b> | <b>ACCREDITATION</b>   |  |
| 10.1.1      | Take responsibility for the accreditation; ushering and seating of VIP guests and other invited guests at all the events. In most cases, the Company may only work with SRSA representative.                                       |  |
| 10.1.2      | Assist the department representative in preparing the protocol arrangements for all events of the Department. For example, table cards , etc.  |  |
| <b>11.1</b> | <b>SUB-CONTRACTING /LOCAL SUPPLIERS</b>  |  |
| 11.1,1      | Since most of the events managed by the Department take place in all parts of the Country, the bidder would be expected to outsource some of the services to service providers in the those areas where the event will take place. |  |
| <b>12.1</b> | <b>INFORMATION / DOCUMENTATION TO BE PROVIDED BY THE TENDERER</b>  |  |
| 12.1.1      | The bidder should provide the following in a business plan of the event that will include the following:   |  |
| 12.1.2      | A business plan contacting the work procedures that will normally be followed and timetable of tasks, role of the Company and any other pertinent information.   |  |
| 12.1.3      | Company profile and financial statements.  |  |
| 12.1.4      | An organizational structure of the company of the bidder. CV's of the workers of the Companies that will be involved in the events, should also be attached.   |  |
| 12.1.5      | Pin for the Tax Clearance Certificate should be inserted to the tender documents.  |  |
| <b>13.1</b> | <b>TIME-FRAMES</b>   |  |



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| 13.1.1      | The bidder is required to perform services to the Department of Sport and Recreation and Company for 3 years (from date of appointment for a period of exactly 3 years) or when the need arise/ services of the company is required.  |  |
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| <b>14.1</b> | <b>STAKEHOLDER LIAISON MANAGEMENT</b>   |  |
| 14.1.1      | <u>TASK TEAM STAKEHOLDERS</u> <ul style="list-style-type: none"> <li>• Make contact with all possible stakeholders (inclusive of broadcast partners, provincial and mayoral stakeholders) who are involved in the Sports Awards event.</li> <li>• Ensure timely reporting to the task team assigned to this project</li> </ul>  |  |
| 14.1.2      | <u>LIAISON WITH SERVICE PROVIDERS</u> <ul style="list-style-type: none"> <li>• Lead the management of liaison with all the service providers assigned to execute the SASA program on behalf of SRSA.</li> </ul>   |  |
| 14.1.3      | <u>LIAISON WITH SRSA</u> <ul style="list-style-type: none"> <li>• Ensure that SRSA representative/official for the project is constantly informed of planning and that there is a close co-operation with this aforesaid delegated SRSA official in the lead up to and including the day of the event</li> <li>• Ensure timely reporting to the SRSA official heading the project.</li> </ul> |  |
| 15.1        | <b>NOMINEES' ANNOUNCEMENT LOGISTICS</b>   |  |

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| 15.1.1 | <u>VENUE</u><br>• To book and manage the venue ensuring that the necessary stage, PA and AV systems needed for executing the event of announcing the nominees are available.   |  |
| 15.1.2 | <u>INVITATION ANNOUNCEMENT INVITE</u><br>• Developing marketing collateral in consultation with SRSA for communicating the save the date announcement of the event and the event itself<br>• Inviting the guests to the announcement event<br>• Management of the guest list for those invited to the announcement |  |
| 15.1.3 | <u>PROGRAMME DIRECTOR</u><br>• To propose Programme Director for leading the announcement event.<br>• To book, upon approval by SRSA, the MC who will be programme director of the day   |  |
| 15.1.4 | <u>TRANSPORTATION &amp; ACCOMMODATION - FLIGHTS AND SHUTTLE SERVICES</u><br>To organise transportation - for all invited guests<br>We have 20 categories - 3 nominees per category<br>to arrange shuttle services for all invited to attend the announcement   |  |

| NO.  | OUTPUTS   | YES/NO/NOTED |
|--|---|--------------|
| The service provider will be expected to plan , organize, implement and manage all events with respect to the following task and categories: |   |              |
| 16.1   | <b>INVITATION MANAGEMENT FOR AWARDS EVENING</b> |              |

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| 16.1.1 | <u>STAKEHOLDERS GUESTS LISTS</u> <ul style="list-style-type: none"> <li>• To prepare and manage the government and other related industry stakeholders' invitation lists on behalf of SRSA</li> <li>• To prepare and manage the nominees' invitation lists on behalf of SRSA</li> <li>• To activate a save the date invite to all invited guests</li> <li>• To activate and manage an electronic invitation system for inviting guests</li> <li>• To ensure follow up on invited guests and manage the RSVP list</li> </ul> |  |
| 16.1.2 | <u>NOMINEES GUESTS LISTS</u> <ul style="list-style-type: none"> <li>• To prepare and manage the nominees' invitation lists on behalf of SRSA</li> <li>• To activate a save the date invite to all invited guests</li> <li>• To activate and manage an electronic invitation system for inviting guests</li> <li>• To ensure follow up on invited guests and manage the RSVP list</li> </ul>   |  |
| 16.1.3 | <u>TICKETS FOR GUESTS</u> <ul style="list-style-type: none"> <li>• Management of system for distribution of tickets to guests</li> <li>• Communicating collection-points of tickets for guests invited</li> <li>• Ensuring that physical deliveries are activated for those who cannot collect their tickets</li> </ul>   |  |
| 17.1   | <b>AWARDS EVENING LOGISTICS</b>   |  |
| 17.1.1 | <ul style="list-style-type: none"> <li>• <u>VENUE</u></li> <li>• To identify venue based on the agreed province where event will be held</li> <li>• To secure venue for the event</li> <li>• To ensure that venue seating meets the theatre-style set up of seating arrangement</li> </ul>  |  |
| 17.1.2 | <u>ACCREDITATION</u><br>To develop a system for accreditation of different categories of invited guests to produce the accreditation collateral<br>To ensure delivery of collateral with tickets prior to the event   |  |

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| 17.1.3 | <u>TRANSPORTATION &amp; ACCOMODATION</u><br>To ensure transportation for all guests invited by SRSA<br>To prepare schedule for shuttle services for guests to and from the airport<br>To arrange shuttle services to and from the evening event<br>We have 20 categories - 3 nominees per category plus 10 Ministerial Awards recipients and 5 Steve Tshwete recipients  |  |
| 17.1.4 | <u>EVENT PRODUCTION</u><br>To propose a creative brief for stage production of SASA 2017<br>To prepare running order schedule of the awards evening and upon approval to activate it in accordance with resources required thereof<br>To execute brief, upon approval by SASA<br>To procure all elements needed for live broadcasting of event in association with a broadcasting partner  |  |
| 17.1.5 | <u>ENTERTAINMENT AND HOSTS FOR THE EVENING</u><br><ul style="list-style-type: none"> <li>• To propose and book upon approval of an entertainment schedule for the evening of the awards</li> <li>• To propose a and book, upon approval, hosts of the SASA 2017</li> </ul>   |  |
| 17.1.6 | <u>POST-AWARDS ENTERTAINMENT</u><br><ul style="list-style-type: none"> <li>• To propose a venue and an entertainment line-up for the guests and VIP after the SASA ceremony</li> <li>• to supply beverages and set up for guests and VIP during the entertainment</li> </ul>   |  |
| 17.1.6 | <b>MARKETING MANAGEMENT OF THE EVENT</b>   |  |
| 17.1.7 | <u>MEDIA MANAGEMENT FOR ANNOUNCEMENT OF THE EVENT</u><br><ul style="list-style-type: none"> <li>• To develop a media schedules and media engagement schedule for driving interviews leading up to the announcement event</li> <li>• To invite and ensure presence of media on the day of the event</li> <li>• To avail schedule of interviews for engaging the nominees and other related stakeholders on the day of the announcement</li> </ul> |  |
| 17.1.8 | <u>ADVERTISING MANAGEMENT FOR ANNOUNCEMENT EVENT</u><br><ul style="list-style-type: none"> <li>• Prepare an advertising media schedule to promote the 2017 SASA Nominees (in print and digital media)</li> <li>• To book and ensure placement of adverts upon approval of advertising schedule announcement of the nominees of 2017.</li> </ul>  |  |

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| 17.1.9  | <u>VOTING LINE CAMPAIGN</u> <ul style="list-style-type: none"> <li>• To set up a voting line system for activating promoting of voting by citizens</li> <li>• To prepare an advertising media schedules using TV, Radio, Print and Digital to promote the category (ies) where citizens have to vote for their favorite nominee</li> <li>• To advance an incentives prize for encouraging citizens to participate in the voting of the 2017 nominees</li> </ul>   |  |
| 17.1.10 | <u>MEDIA MANAGEMENT BUILD-UP TO AWARDS</u> <ul style="list-style-type: none"> <li>• To develop a media engagement schedule for driving interviews leading up to SASA 2017</li> <li>• To invite and ensure presence of media on the evening of SASA</li> <li>• To avail schedule of interviews for engaging the nominees and other related stakeholders form date of announcement of nominees to the Sport Awards evening.</li> </ul>  |  |
| 17.1.11 | <u>MEDIA BRIEFING MORNING – POST AWARDS</u> <ul style="list-style-type: none"> <li>• To arrange for a live broadcast of media briefing to officiate the announcement of the 2017 SASA Winners</li> <li>• To ensure that SASA 2017 are all in site from the activations</li> </ul>   |  |
| 17.1.12 | <u>2017 IZINJAZEGAME MARKETING CAMPAIGN</u> <ul style="list-style-type: none"> <li>• To development an advertising campaign which will respond to the marketing strategy proposed by the department to meet is 2017 objectives</li> <li>• To develop advertising collateral – TV, Radio, and Print to drive campaign in line with approved marketing strategy as briefed to service provider by SRSA</li> <li>• To develop a PR campaign un response to the PR strategy proposed by the department to drive the 2017 objectives</li> <li>• To develop a digital marketing content campaign, inclusive of managing the social media platforms of SASA, on behalf of the department from the date of appointment as a service provider to the event media briefing morning post the awards evening – promoting the campaign legs of SASA 2017.</li> </ul> |  |
| 17.1.13 | <u>EVENT BRANDING</u> <ul style="list-style-type: none"> <li>• To ensure state of readiness of event branding prior to any activation for promoting SASA 2017</li> <li>• To manage the transportation, putting up and taking down of branding for all scheduled events of SASA 2017 (inclusive of any ministerial outreach programmes which may be included in the program)</li> </ul>  |  |

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| 17.1.1<br>4 | <u>PROMOTIONAL ITEMS</u> <ul style="list-style-type: none"> <li>• Propose and procure promotional items in line with the marketing strategy guide and the needs of the event.</li> <li>• All material must be delivered to the venue where the promotional items are required before the event.</li> </ul> |  |
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**NB Value Add On**

Suppliers are encouraged to provide the Department with their own value add which they think might enhance the organizing and hosting of the Departmental events. The Value Add On must not be limited to the logistics listed above.

**SUPPLY CHAIN MANAGEMENT COMPLIANCE ISSUES TO BE NOTED:**

**1. The RFP will be evaluated as follows:**

- a) Phase 1: Compliance with minimum requirements as per bid document.
- b) Phase 2: Technical and Functionality Evaluation will be done as follows
- c) Phase 3: Price and BBBEE

Proposals will be evaluated on three phase processes, 1) the **Compliance with the minimum requirements of the RFP, 2) the Technical and Functionality evaluation and 3) Price and BBBEE evaluation,**.

Interested bidders are required to submit two envelopes for the bid,

1) the Technical Proposal

2) the Financial Proposal, only qualified bidders on technical evaluation will be considered for the price evaluation.

The 80/20 points system will apply for this RFP.

Price=80

BBBEE status=20

- ✓ Representation panel will evaluate the bids on basis of proposals received.
- ✓ The panel members will individually score on criteria as per bid document.

- ✓ SRSA reserves the right to request a presentation from bidders if needed.
- ✓ Due diligence of facilities and capacity will be undertaken if so required.
- ✓ Documentary proof confirming the expertise and experience is compulsory for evaluation

**Evaluation of the Tender**

**Tender will be evaluated in two phase processes, (1) the compliance with minimum requirements and (2) the functionality evaluation.**

**This tender will be evaluated on a 90/10 principle**

Preference Points

Price **90**

BBBEE Status **10**

**Functionality**

**Criteria/ Description      Points Allocation:**

Proof of experience and capability to coordinate and host similar event with a minimum of 500 to 2 000 people      15

References for successful held events by the company or bidding individual

Minimum of three (3) reference letters should be included      15

Service Provider's Capacity      10

Professionalism/qualifications/ competence/ and experience of key personnel      5

Knowledge of public relations, marketing and event management      10



|                     |            |
|---------------------|------------|
| Value Add On        | 5          |
| Event Roll Out Plan | 40         |
| <b>Total</b>        | <b>100</b> |

**Please Note:** Bidders that scores 70% in respect of technical and functional requirements will be considered for phase 3, Price and BBBBEE evaluation, bidders who scores less than 70% will be regarded as non-responsive bids and will be disqualified.

## **2. CLOSING DATE AND TIME**

Date: 11/09 /2017

Time: 11:00

Venue: SRSA, 66 Regent Place, Crn Madiba and Queen Street, Pretoria.

NB: Late applications will not be considered.

## **3. COMPULSORY DOCUMENTS TO BE SUBMITTED**

Valid Pin for Tax Clearance Certificate

Proof of Registration on the Centralised Supplier Database (CSD) from National Treasury

BBBEE Certificate

Company Profile

Company's Registration certificate

CV's of the company's directors

Joint Venture agreement if applicable

Declaration of interest

Proof of payment ( Tender document)

#### **4. SIGNING OF THE BID**

The bid document must be signed by a person who has been authorized to sign. The bids submitted by a consortium or a joint venture should include the official documentation which indicates the composition thereof and the responsible of the said venture.

#### **5. SPECIAL CONDITIONS**

- The bidding company shall be the same company that will execute the bid. Any bidder found to be fronting for another company will be disqualified.
- The service provider must be a legal entity with all the necessary expertise.
- All submitted bids as part of a consortium or joint venture must submit a joint BBBEE certificate and Joint venture agreement where applicable.
- SRSA reserves the right to withdraw the bid.

**6. PLEASE COMPLETE THE FOLLOWING CHECKLIST**

|          |  |            |           |
|----------|--|------------|-----------|
| SBD1     | Complete & signed by duly authorized person      | <b>YES</b> | <b>NO</b> |
| SBD3.3   | Pricing schedule completed                       | <b>YES</b> | <b>NO</b> |
| SBD 6    | Completed in full and signed                     | <b>YES</b> | <b>NO</b> |
| SBD 4    | Completed in full and signed                     | <b>YES</b> | <b>NO</b> |
| SBD 7.2. | Complete in full and signed                      | <b>YES</b> | <b>NO</b> |
| SBD 8    | Completed in full and signed                     | <b>YES</b> | <b>NO</b> |
| SBD 9    | Completed in full and signed                     | <b>YES</b> | <b>NO</b> |
|          | Financial proposal                               | <b>YES</b> | <b>NO</b> |
|          | Technical Proposal                               | <b>YES</b> | <b>NO</b> |
|          | Company's registration certificate               | <b>YES</b> | <b>NO</b> |
|          | Company Profile                                  | <b>YES</b> | <b>NO</b> |
|          | Proof of registration on CSD – Print out         | <b>YES</b> | <b>NO</b> |
|          | BBBEE Certificate                                | <b>YES</b> | <b>NO</b> |
| -        | Valid Pin for TAX Clearance certificate attached | <b>YES</b> | <b>NO</b> |
|          | Joint Venture Agreement if applicable            | <b>YES</b> | <b>NO</b> |
|          | ID copies of Shareholders/Directors              | <b>YES</b> | <b>NO</b> |
|          | CV's of the Company Directors                    | <b>YES</b> | <b>NO</b> |

General Condition of Contract **YES** **NO**

## **7. ENQUIRIES**

**\*Technical enquiries:**

**Ms. Nthangeni Tshivhase**

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**[lesedi@sars.gov.za](mailto:lesedi@sars.gov.za)**

**\*Supply Chain enquiries:**

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