



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR EVENT MANAGEMENT SERVICES FOR AN EXHIBITION LAUNCH

CLOSING DATE: 29 November 2024

TIME: 11H00

NB. Should you want to submit a quotation, please submit to the email: Quotations@nlsa.ac.za

1. BACKGROUND

The National Library of South Africa, hereafter referred to as NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving, and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has Campuses in Pretoria and Cape Town.

The NLSA is hosting an exhibition to celebrate GLAM institutions and 30 Years of Democracy. The exhibition will be launched on 06 December 2024.

The NLSA seeks the services of an experienced events management company to conceptualise, plan and host the launch of the exhibition at the NLSA's Pretoria Campus on 6 December 2024. The event will host 80 guests including international and high-profile guests.

2. SCOPE OF WORK

Event Planning & Coordination

- Develop a concept for the launch event.
- Develop a detailed project plan with timelines for each stage of event preparation and execution.
- Co-ordinate planning meetings with the NLSA and partners to discuss and finalise event details.
- Source, appoint and manage the relevant service providers.

Venue Preparation

- Co-ordinate with the NLSA the layout, setup, and decor for the event.
- Arrange the layout including the stage, cocktail tables and chair and lounge set ups with single seat sofas and coffee tables.

Catering Services

- Provide a canape menu and beverage selection aligned with the nature of the event. Waiter service format.
- Ensure all catering meets health and safety standards, including dietary options.
- Provide waiters/waitresses/barmen to assist during the event.

Audiovisual & Technical Requirements

- Supply and operate all audiovisual equipment, including microphones, projectors, and speakers.
- Provide trained staff for technical support throughout the event.

Entertainment

- Confirm relevant entertainment with the NLSA including a programme director, jazz singer and a DJ.
- Source, appoint and manage the entertainment needs.
- Provide technical equipment for entertainment.

Promotional Material

- Confirm promotional material with the NLSA.
- Source, design and procure promotional material.

Décor

- Confirm décor for the venue with the NLSA.
- Sky beam search lights and lighting inside the venue will be required.
- Prepare the venue for set up, set up on the day of the event and breakdown on the day after is required.

Bidders are to include a contingency fee of R10 000 in their quotation.

3. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront payments will be done by NLSA.
- g. The quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA

4. EVALUATION CRITERIA

4.1 Pre-evaluation (standard bid documents)

- 4.1.1 Fully completed SBD 4 and SBD .6.1 forms.
- 4.1.2 All bidders must be registered on the National Treasury Central Supplier Database.

5. EVALUATION CRITERIA

Evaluation Stage Two (2): Technical Evaluation

Bidders are expected to obtain a minimum of **seventy (70)** out of one hundred (100) points in the Technical Evaluation in order to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the Bidder from proceeding to the next evaluation stage, which is Pricing.

NO.	ELEMENT	WEIGHT	SCORE
TECHNICAL			
1.	Events management experience Demonstrable experience in managing high-profile events in South Africa. Bidder to submit company profile documenting ten years of event management experience. - Company has less than 10 years of experience in events management or no company profile submitted = 0 point - Company has 10 years or more of experience in events management = 40 points	20	
2.	Bidders Experience Provide reference letters on official letterhead for events management work successfully rendered in the last five years. Reference letters to be on official letterhead and to include the referee's name and signature, date of event and scope of work. 5 contactable reference letters with all the above requirements met = 50 points 4 contactable reference letters with all the above requirements met = 40 points 3 contactable reference letters with all the above requirements met = 30 points 2 contactable reference letters with all the above requirements met = 20 points 1 contactable reference letter with all the above requirements met = 10 points - No reference letters or reference letters do not contain the above requirements = 0 points	50	
3.	Event Manager Bidders to demonstrate the qualification and experience of their event manager. CV to be submitted clearly indicating at least five years of event management experience. No CV submitted or CV not detailed enough to indicate	30	

	experience = 0 points - Less than five years of event management experience = 10 points - Five, or more, years of event management experience = 30 points		
TOTAL			100

Bidders must score 70 points in the technical evaluation to move to the next stage of evaluation.

6. PRICING

Provide detailed quotation as per the following:

SPECIFICATION	UNIT PRICE	QUANTITY	PRICE IN RANDES
Catering services – canape menu and limited open bar service	R400	80	
Decor	R40 000		
Promotional material	R200	80	
Entertainment	R60 000		
Audiovisual equipment	R10 000		
Event management fee (specify percentage)	%		
Sub Total			
VAT			
Total			

Preference point system

Pricing (80/20 preferential procurement Points)

- The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

Identified Specific Goals and their weights:

Locality - Bidders based in Gauteng Province = 20 Points

Bidders based outside Gauteng Province = 10 Points

Locality will be confirmed on bidders' CSD registration.

7. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any RFQ related enquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9766/81