



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR EVENT MANAGEMENT COMPANY TO PLAN, ORGANISE, AND EXECUTE THE NLSA AI INDABA AND LIBRARY TECHNOLOGY EXPO

CLOSING DATE: 14 OCTOBER 2025

TIME:11H00

NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

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 AI Expo at the NLSA Pretoria Campus from 22 to 24 October 2025 and seeks the services of an experienced events management company to conceptualise, plan and host the 3-day Expo and conference. The event will host at least 150 guests per day on the first and second days, including international and high-profile guests. An estimated 50 guests are expected to attend the workshop on the last day.

2. SCOPE OF WORK

Event Planning & Coordination

- Develop a concept for the launch conference.
- Develop a detailed project plan with timelines for each stage of event preparation and execution.
- Co-ordinate planning meetings with the NLSA
- Source, appoint and manage the relevant service providers.
- Be responsible for the registration, general administration, design and confirmation systems of all participants (both physical and hybrid)

Venue Preparation

- Co-ordinate with the NLSA the layout, setup, and decor for the event.
- Arrange the furniture layout, including the stage and chair set-ups inside and outside the venue for lunch/refreshment purposes.
- Preparation of the exhibition space.

Catering Services

- Provide catering service and beverage selection aligned with the nature of the Idaba.
- Ensure all catering meets health and safety standards, including dietary options.

Audiovisual & Technical Requirements

- Supply and operate all audiovisual equipment, including sound, microphones, projectors, and speakers.
- Provide trained staff for technical support throughout the Expo.
- Provide and operate livestreaming equipment and virtual platform for 2 days

Entertainment

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

Promotional Material

- Supply promotional material branded with the NLSA.
- Bidders provide proposed conference promotional materials where availability and production timelines are confirmed to coincide with conference date.

- Source, design and procure promotional material.

Décor

- Confirm décor for the venue with the NLSA.

BRANDING

The service provider will:

- Develop and produce National Reading Al Expo branding and promotional materials in full colour.

WATER COOLERS

The service provider to provide:

- Three floor-standing water dispensers to provide cold water for the Indaba attendees.

Ablution Facilities VIP Portable Toilets (3 double trailers) NB: This will **only** be required in case of emergency.

- Flushing
- Hand sanitizer/soap dispenser
- Sink (in the case of soap)
- Bins
- Wheelchair Ramps and spacious layout

Ambulance services

- 1 ambulance with 4 medics (2 Basic life support and 2 Intermediate life support)
- NB: The service provider must provide events operating license, malpractice liability, valid copies of the HPCSA registration cards for medics and the driver's license and a valid PDP for the ambulance driver

Bidders are to include a contingency fee of R20 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 **sixty (60)** 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 corporate 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 = 20 points	20	

2.	Bidders Experience Provide reference letters on official letterhead for conferences/corporate events successfully rendered in the last ten 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 experience = 0 points • Less than five years of event management experience = 10 points • Five, or more, years of event management experience = 30 points	30	
TOTAL			100

Bidders must score 60 points in the technical evaluation to move to the next stage of evaluation.

6. PRICING

Provide detailed quotation as per the following:

SPECIFICATION	PRICE IN RANDS
Catering (Day 1 and 2= 150 people, and Day 3 = 50 people)	
Promotional material (delegates and speakers)	
Live streaming (2 days)	
Furniture (tables - lunch and exhibitors, chairs - lunch and exhibitors, umbrellas - lunch tables, water coolers - 3 coolers for three days)	
PA system	
Ambulance	
Vip toilets for rental (upon request)	
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

$P_{\min}$ = 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 report.

7. ENQUIRIES

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

For any RFQ related enquiries please sent 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) 402 3017