


ENGINEERING COUNCIL OF SOUTH AFRICA		
REQUEST FOR PROPOSALS FOR AN EVENTS MANAGEMENT COMPANY		
T.O.R		
Unique Identifier: RFP01/2020	Date: 28 January 2020	

RFQ number: **RFP 01/2020**

Issue date: **28 January 2020**

Submission closing/due date: **25 February 2020**

Time: **12H00**

BRIEFING DOCUMENT FOR AN EVENTS MANAGEMENT COMPANY
JANUARY 2020
ABOUT ECOSA
<p>The Engineering Council of South Africa (ECOSA) is a statutory body established in terms of the Engineering Profession Act (EPA), 46 of 2000. The ECOSA's primary role is the regulation of the engineering profession in terms of this Act. Its core functions are the accreditation of engineering programmes, registration of persons as professionals in specified categories, and the regulation of the practice of registered persons.</p> <p>Consequently, the ECOSA is the only body in South Africa that is authorised to register engineering professionals and bestow the use of engineering titles, such as Pr Eng, Pr Tech Eng, Pr Techni Eng, Pr Cert Eng, on persons who have met the requisite professional registration criteria.</p> <p>The ECOSA is under the leadership of Cyril Gamede, Pr Eng, President; and Keith Jacobs, Pr Eng, Vice President.</p> <p>FOR MORE INFORMATION GO TO WWW.ECOSA.CO.ZA/ABOUT/SITEPAGES/WHAT%20IS%20ECOSA.ASPX</p>
1 BACKGROUND INFORMATION

In 2019, South Africa represented by the Engineering Council of South Africa (ECSA) won the bid to host the 2020 International Engineering Alliance Meetings (IEAM). The IEAM 2020 will take place in June 2020, Cape Town.

The IEA meetings are hosted annually in different countries each year and under the umbrella of the International Engineering Alliance (IEA). The meetings are an opportunity for organisations that make up the alliance to meet and deliberate on strategic issues relating to best practice in accreditation, policies and procedures. The meetings also facilitate decisions on applications for membership.

IEAM 2020 is expected to attract well over 200 delegates across the world including IEA members from 41 jurisdictions within 29 countries / regions.

The following meetings will take place:

- IEA Forum
- Competence Agreements Forum
- Combined Accords
- Combined Agreements Meeting
- Education Forum
- Education Forum
- Washington Accord Meeting
- APEC Meeting
- Sydney Accord meeting
- Dublin Accord meeting
- Train the Trainer sessions
- Seoul Accord Meetings

The following spouse activities will take place:

- South African Wine lands Half Day Tour and Tasting

It is envisaged that the following social programmes will take place:

- Welcome reception
- Formal Gala dinner

OBJECTIVES

The International Engineering Alliance Meetings (IEAM 2020), is a week-long event that is aimed at facilitating discussions among the International Engineering Alliance (IEA) members in order to equip them to reach the international bench-marked standards for engineering education and expected competence for engineering practice through the serial of Educational Accords and Competence Agreements.

1. Perception of general awareness of the council
2. The perception of ECSA overall among stakeholders
3. Reason for joining / not joining ECSA
4. Perception of ECSA and services offered
5. Perception of fees payable to ECSA
6. Degree to which awareness of ECSA contribute to successfully obtaining tenders and contracts
7. Possible ways new members can be attracted and existing members retained

TASK DESCRIPTION

The Events Management Company will be required to undertake the following activities, in close consultation with the Marketing and Stakeholder Relations Team at ECSA, as well as arrange for the supply of all goods and services specified in a detailed Statement of Requirements.

Bidders must indicate compliance or non-compliance on a paragraph basis to all specifications, contractual conditions, schedules and appendixes included in this bid. Indicate compliance with the relevant bid requirements by marking the YES and non-compliance by marking NO in the box. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in this manner may be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, ECSA will assume that the bid is not in compliance or agreement with the statement(s) or specification(s) as specified in this bid.

The bid must therefore either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Bidders strictly to specification are preferred. Offers exceeding the minimum requirements of the specification are acceptable. Minor deviations may be considered.

This document will be a binding contract between the successful bidder and the Engineering Council of South Africa once the bid has been accepted.

	TASKS	
	The service provider will be expected to plan, organise, implement and manage the event with respect to the following tasks and categories:	
4.1	EVENT COORDINATION	
4.1.1	<p>Manage and coordinate general event logistics namely but not limited to:</p> <ul style="list-style-type: none"> • Event layout; • Staffing; • Management of event sponsorship packages; • Management of registration system; • Procuring delegate gifts; • Design, layout and issuing of name tags. 	
4.1.2	Design, layout and issuing of welcome packs to delegates.	
	TASKS	YES/NO
4.1.3	Offer an event registration software that is uncomplicated and allows for effortless registration, such Cevent software, evolve software, etc.	
4.1.5	<p>Onsite management of:</p> <ul style="list-style-type: none"> • Technical systems; • Table set-up; • Seating arrangement; • Entertainment for the formal gala dinner. 	
	Manage build up and strike for the event.	
	Be the first point of contact for delegates at the venue on all onsite requirements.	
	Conduct daily debriefs with the marketing and stakeholder relations team.	

4.2	REGISTRATION AND INFORMATION	
4.2.1	Provide equipment and personnel to manage onsite registrations and crowd management.	
4.2.2	Manage the dietary requirements of delegates and communicate these with the venue.	
4.2.3	Coordinate and attend the International Engineering Alliance Meetings.	
4.2.5	Registration area: <ul style="list-style-type: none"> To handle registration of 160 to 200 delegates. 	
4.2.6	An information desk should operate for the duration of the IEA meetings. To be situated close to the plenary room.	
4.2.7	Oversight of all venue and registration activities.	
4.3	LIAISON AND MANAGEMENT	
4.3.1	Meet regularly with and report regularly to the Marketing and Stakeholder Relations Team.	
4.3.2	Prepare a detailed implementation plan, showing deadlines, logistics and allocation of responsibilities for all tasks.	
4.3.3	Update and oversee the implementation plan and provide monthly written reports against this plan.	
4.3.4	Meet regularly with the different teams handling all the areas of responsibilities.	
4.3.5	Liaise with all the travel and accommodation team on site during the planning phase and during the IEA meetings.	
4.3.6	Manage suppliers onsite.	
4.3.7	Recruit, administer and co-ordinate local staff to provide support: As far as possible volunteers (students) should be recruited to assist.	
4.4	MEDICAL FACILITIES	
4.4.1	Work closely with the venue to create and locate a Medical Operations Centre.	

4.4.2	Ensure that the venue provides a medical personnel and equipment.	
4.5	ADMINISTRATION	
4.5.1	Management of records and documentation control.	
4.5.2	Gift collateral management.	
4.5.3	Management of all other administrative services.	
4.5.4	Personnel management, recruitment and training.	
4.5.6	Tape recordings of the discussions and final verbatim report.	
4.7	FINANCIAL MATTERS	
4.7.1	Provide a detail cost breakdown of all services and all aspects around it.	
4.7.2	Keep record of all expenditure and ensure tight control of expenditure.	
4.7.3	Handle all financial payments and report monthly on expenditure (starting from date of appointment till the expiring of the contract).	
4.7.4	Ensure that proper financial procedures are followed.	
4.7.5	All payments will be done as agreed by both ECSA and Service provider.	
4.7.6	Cost effectiveness and efficiency are critical factors in the evaluation of this tender.	
4.8	INFORMATION TECHNOLOGY	
4.8.1	Manage the dedicated Wi-Fi line procured by ECSA.	
4.9	FORMAL AND WELCOME DINNER	
4.9.1	Oversight on the welcome reception and formal gala dinner.	
4.9.2	Identify, book and liaise with the band for the formal gala dinner. Although it will be required of the successful tenderer to suggest names of possible performers, ECSA needs to endorse the performers.	
4.9.3	Handle the seating arrangements for VIPs.	
4.9.4	It will be required of the successful bidder to include the band in their budget.	
4.9.5	It will be expected of the successful bidder to provide all technical requirements for the band to the venue as per their	

	technical riders in all cases.	
5.1	TRANSPORT	
5.1.1	Provide personnel to manage the crowd movement from the hotel to social events.	
5.1.2	Manage all transport schedules for the welcome reception and formal gala dinner.	
5.2	SECURITY	
5.2.1	Liaise with security forces (SAPS, Ambulance Services and Fire Departments).	
5.3	INFORMATION / DOCUMENTATION TO BE PROVIDED BY BIDDERS	
5.3.1	Bidders should provide a business plan of the event that will include the following:	
5.3.2	The work procedures that will be followed and a rollout plan of tasks (how the appointed company will manage the project).	
5.3.3	A detailed implementation strategy that will allow ECSA to determine the ability of the tenderer to implement the project successfully.	
5.3.4	Company profile and portfolio of similar work done previously.	
5.4	TIMEFRAMES	
5.4.1	<p>The successful tenderer should attend a meeting at the ECSA offices within a week of his/her appointment. All future meetings will be in the offices of ECSA: Waterview Corner Building, 2 Ernest Oppenheimer Avenue, Bruma Lake Office Park, Bruma, 2198, Johannesburg.</p> <p>Competencies of the successful bidder</p> <p>The Engineering Council of South Africa (ECSA) reserves the right, and the bidder gives permission that previous organisations where the bidders have rendered the service, be contacted to obtain reference regarding the expertise and</p>	

	<p>general standard of work of the bidders.</p> <p>ECSA reserves the right to award the bid to one or more bidders.</p> <p>Regarding the recruiting of staff, bidders should make use of volunteers (students). However, ECSA is not responsible for costs relating to the further training of any personnel of the successful bidder.</p> <p>ECSA reserves the right not accept the lowest or any bid.</p> <p>Note: value for money must be realized.</p> <p><u>Please note that due to the location of the IEA meetings, preference will be given to bidding entities based in the Cape Town region.</u></p> <p>Submission of bids</p> <p>Bidders are required to submit 1 original and two copies of bid documents.</p> <p>ECSA may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours after the request has been made; otherwise they may be disqualified.</p> <p>No late submissions will be accepted.</p>	
--	--	--

6. PROPOSAL EVALUATION

6.1 Broad based black economic empowerment (BBBEE)

ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantaged individuals. To claim for BBBEE preference points a valid BEE certificate needs to be submitted.

6.2 Evaluation process

This proposal will be evaluated in two stages. A separate envelope for quality/technical proposal and another envelope for pricing & BBBEE status should be submitted:

Stage 1: Quality/Technical

Bidders that score 60 or less out of 100 points for functionality will be considered as submitting a non-responsive bid and will be disqualified.

	Description of functional/quality area	Maximum Weight	Minimum Weight
1	Relevant experience on similar projects	20 Points	10 Points
2	Expertise of the Project Team: Qualifications and competency— demonstrate capacity to deliver (certified copies of qualifications)	20 Points	10 Points
3	Comprehensive proposed methodology: understanding of ECSA's technical requirement	40 Points	30 Points
4	Deliverables and work programme: plan to execute the work & timelines	20 Points	10 Points
5	TOTAL	100 Points	60 Points

Stage 2: Price & BBBEE Preference points

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework:

Price	80 points
Preference (BBBEE)	20 points
Total	100 points

7. SPECIAL CONDITIONS

- **All prices quoted must be VAT inclusive.**
- **ECSA will not provide upfront payments.**
- **The successful Service Provider shall provide the service required based on the agreed set timelines with ECSA. ECSA may request clarification or further information regarding any aspect of the Service Provider.**
- **The validity period for the quotation is to be 60 days.**
- **ECSA reserves the right to not proceed with the project or to not appoint any of the Service Providers invited to submit proposals.**
- **Service Providers will not be remunerated for submitting proposals and proposals remain the property of the authors.**
- **A Valid Tax clearance certificate must be submitted with the proposal.**
- **The SBD forms hereto attached must be completed and submitted with the proposal.**
- **A comprehensive company profile of the bidder shall be attached as an addendum to the response. The profile shall contain at least the following:**
 - **Company size and structure**
 - **Submission of a list of contactable references of corporate clients, (listing contact name, address, telephone, fax and email address) where the bidder has rendered a service in the last 60 months (either as individual firms or as the bidding consortium).**

Note: Service Providers that fail to comply with the abovementioned special requirements may be disqualified.

8. **ADMINISTRATION OF THE CONTRACT**

Before the appointed company commences with its work, the following procedures will be followed:

- The appointed company will be requested to come for a briefing meeting with the Engineering Council of South Africa, where after the appointed company can brainstorm on the implementation strategies for the event
 - Continuous liaison between the Engineering Council of South Africa and the appointed company will take place on weekly and sometimes daily basis; and
 - A post event report and evaluation will take place within two weeks after the event.
- **COMPULSORY BRIEFING SESSION @ ECSA OFFICE, 11TH FLOOR, ATTERBURY HOUSE BUILDING, RIEBEECK STREET, CAPE TOWN (18 FEBRUARY 2020 @ 12:00)**

ENQUIRIES

Technical Enquiries

Telephone number: Millicent Kabwe on 011 607 9542

Email address: millicentk@ecsa.co.za

Supply Chain Management

Telephone number: Victor Leshiba on 011 607 9559

Email address: victor@ecsa.co.za