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BID NO: SCMU: 04 - 2017/18

TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO PROVIDE EVENT MANAGEMENT SERVICES FOR THE HOSTING OF MANDELA DAY CAREER DEVELOPMENT FESTIVAL 2017

1. INTRODUCTION

In 2010 Parliament mandated all Ministers to embark on annual events in commemoration of the Nelson Mandela International Day (18 July). The Ministry of Higher Education and Training (MHET) responded to this by establishing the annual Mandela Day Career Development Festival. The aim of this festival is to create opportunities for learners from rural and disadvantaged backgrounds to access post school education and training through the provision of quality career related information and related services.

The festival targets primarily Grade 9-12 learners, educators and young people from the hosting district. The festival has a deliberate rural bias and a specific focus on disadvantaged communities. This is important given the need redress and provision of information in those areas.

THE DETAILS OF THE EVENT

DATE	VENUE	NO OF PARTICIPANTS
26 – 27 September 2017	Military Base, Kimberley, Northern Cape	A total of 7400 people will participate in this event, with the following breakdown: <ul style="list-style-type: none"> • 6 000 learners and unemployed youth • 800 guests (Ministers, Premiers, MECs, Executive Mayor, Councillors, Officials, Guests, etc.) • 600 exhibitors and marshalls

2. SCOPE OF WORK

A successful service provider will sign a Service Level Agreement with ETDP SETA. The service provider must render the following services;

2.1. TRANSPORT FOR LEARNERS AND UNEMPLOYED YOUTH

The service provider must provide transport services for learners and unemployed youth to attend the event at the Military Base in Kimberley. The breakdown of numbers is as follows:

- 2.1.1.** Transport 5500 grade 9-12 learners from 44 high schools and 500 unemployed youth in the Frances Baard District. **92** busses (estimated) will be required to transport them to the venue. They will come from the following areas:

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	Distance	No of Learners/Youth	No of Buses
Jankemp-Dorp	110 KMs	430	6
Pampierstad	130 KMs	1050	15
Hartswater	120 KMs	374	6
Warrenton	90 KMs	241	4
Ritchie	60 KMs	250	4
Greater Kimberley area	20 KMs	2550	38
Platfontein	70 KMs	204	4
Barkly-West	50 KMs	240	4
Mataleng	50 KMs	192	3
Delportshoop	80 KMs	154	3
Handisonpark	25 KMs	125	2
Widsinton	25 KMs	190	3
			92

- 2.1.2. A detailed breakdown of bus routes, pick up points and number of learners/youth per pick-up point will be made available to the service provider. The above breakdown is subject to change and should be used for quotation purposes only.
- 2.1.3. The service provider must ensure that learners/youth are picked up and dropped off times as indicated in transport plan.
- 2.1.4. The service provider will appoint a transport coordinator who will ensure that all transport related matters that arise are dealt with expeditiously.
- 2.1.5. The service provider will further ensure that all subcontracted transport providers meet all applicable public transport safety standards.
- 2.1.6. The service provider will provide proof and copies of vehicles roadworthy certificates, public drivers permit (**PDPs**) and public liability insurances to the organisers.
- 2.1.7. All compliance documentation to be provided prior to the event.

2.2. ERECTION OF MARQUEES

Purpose	Number	Size	Seating Capacity	Other specs	Comments
Main event marquee	1	30m X 135m	4000	Lighting, Sound, Audio Visuals (Screens), Stage, 4000 chairs, flooring, stage with draping, 4 roving mics, plants, videographer.	Certification required for marquees Crew
Registration Marquee for VIP	1	6m X 10m		2 tables and 6 chairs	Exact location still to be made Certification required for marquees

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Registration Marquee for learners	2	6m X 10m		6 trestle tables (1,8m X 0.8 m)	Exact location still to be made Certification required for marquees
Joint Operations Committee and Emergency Medical Services Marquees	1	6m X 10m		2 tables and 6 chairs (1,8m X 0.8 m)	Exact location still to be made Certification required for marquees

2.3. CATERING

The service provider must provide catering for 7 400 people, which include the following;

Group	Number of People	Menu	Comment
Learners	5500 (Day 1= 2500 Day 2= 3000)	Breakfast: A hot vegetable soup, including a roll is to be provided for all learners.	Breakfast and lunch packs to be available from 06h30 Meals must be served in disposable, recyclable containers where possible.
Unemployed Youth	500 (Day 1= 250 Day 2= 250)	Lunch: to a bread roll, a piece of chicken, 2 fruits, a bottle of juice and a bottle of water.	
Exhibitors and Marshalls	600 (Day 1= 300 Day 2= 300)	Breakfast: Coffee/Tea and Sandwich to be provided Lunch: 2 vegetables, 1 starch and 1 (Halaal) meat. 1 Juice/Cold Drink, 500 bottles of water and a desert must be provided. Tables and Chairs must be provided. All table covering and setting must be provided. Staff are required to refresh tables to allow for a rotation of participants to take their meals. Water, fruit juice, tea and coffee is to be provided during the event on each of the 2 days.	Breakfast to be available from 7h30-11h00. Lunch to be provided from 12h30-14h00.

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VIP and Guests	800 (Day 1= 400 Day 2= 400)	2 vegetables, 1 starch and 1 (Halaal) meat. 1 Juice/Cold Drink, 500 bottles of water and a desert must be provided. Tables and Chairs must be provided. All table covering and setting must be provided. Staff are required to refresh tables to allow for a rotation of participants to take their meals.	Lunch to be provided from 12h00-14h00.
Total	7400		

2.4. Power Supply & Electrical Reticulation

The following power supply and electrical reticulation is required: 1 X 110KVA Generator

- The generator shall be of the “silent type” completely sealed and soundproofed and have change-over switches, in order to connect additional/extra generators.
- Sufficient fuel shall be supplied to operate the 110KVA generator. The generator shall be able to operate at least 24 hours at a time without interruptions.
- The generator shall have sufficient electrical outlets to accommodate all the electrical requirements. Extensions and distribution boards will be required to provide additional power to catering areas.
- An on-site technician shall be on stand-by for the duration of the event.
- Only qualified electricians shall be allowed to work on electrical installations and a Certificate of Compliance (C.O.C) shall be issued for all completed electrical installations prior to the event. All work shall be in accordance with the S.A.B.S Standard Wireman’s Code. Where indicated double-type standard 1-single phase power socket outlets boxes shall be provided.
- No more than 2 outlets shall be connecting to 1 circuit.
- Each distribution board shall consist of at least 3 X 32, a 3-Phase outlets and 4 X 220V single phase outlets. The distribution boards shall be evenly distributed throughout the various venues and main marquee.
- Where indicated, SABS extensions leads of the required length with a multi-plug socket outlet shall be provided.

2.5. SAFETY AND ENVIRONMENTAL RELATED SERVICES

2.5.1. ABLUTION SERVICES

The following is required for Ablution Facilities: 42 portable toilets must be provided at convenient locations onsite:

- 30 regular
- 6 VIP toilets
- 6 Paraplegic toilets

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The equipment must be maintained, cleaned and provided with toilet paper and clean water for washing of hands throughout the day of the event.

2.5.2. SAFETY AND SECURITY

- Day and night security is required from the 25-27 September 2017.
- 1 personnel is required in the day and 1 overnight from the 25-27 September 2017.
- 3 personnel are required on the days of the event 26-27 September 2017.
- 4 two-way radios.
- Security Officers must be linked to a control room.

2.5.2.1. CROWD MANAGEMENT FENCING

- A combination of crowd management fencing and bunting tape with poles is required to assist the security personnel to manage the flow of people.
- It is estimated that the following will be required:
 - 500 metres of crowd control fencing;
 - 1000 metres of bunting and poles.
- The awarded service provider must erect and remove the fencing and bunting.

2.5.3. HIRING OF LOCKABLE STORAGE CONTAINERS

- Supply and delivery of 2 6 X 6 metres (20 feet) shipping container for secure storage is required.
- Containers must be clean and empty, with lockable doors and provided with locks and keys, to be utilized as temporary storage rooms.
- Containers to be placed onsite by the 21 September 2017 and removed on the 27 September 2017.

2.5.4. CLEANING SERVICES, SUPPLY AND MAINTENANCE OF RUBBISH BINS

- Supplier is required to provide 20 rubbish/wheelie bins to be utilised by visitors during the days of the event (26-27 September 2017).
- Bins must be delivered by midday 25 September 2017.
- Bins must be emptied twice a day and removed on 27 September 2017.
- A cleaning service is required to maintain the cleanliness of the overall event site and the marquees from the 26-27 September 2017.
- The entire site must be cleaned when the last equipment is removed.

3. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

3.1. STAGE 1

Entails the evaluation based on **Pre-qualification criteria**.

3.1.1. PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

The ETDP SETA will only consider bids from the following designated groups/companies:

- a. A tenderer having a minimum of Level 1 B-BBEE status level of contribution,
Or
- b. An Exempted Micro Enterprise (**EME**) or Qualifying Small Business Enterprise (**QSE**) in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

NB: Any Bid which fail to meet a pre-qualification criteria will be disqualified and cannot be evaluated in the second stage.

3.2. STAGE 2

Entails the evaluation of **mandatory documents**

NB: ONLY ONE SET OF MANDATORY DOCUMENTS SHOULD BE SUBMITTED FOR ALL BIDS/PROVINCES

3.2.1 MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS* – **SBD 2**
2. Declaration of Interest – **SBD 4**
3. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
4. Certificate of Independent Bid Determination – **SBD 9**
5. CIPC registration documents
6. Central Supplier Database Registration Report

NB: Failure to submit any of the above documents will lead to disqualification.

3.3. STAGE 3

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- Only bids that achieved the minimum qualifying score / percentage for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in **Preferential Procurement Regulations 6 and 7 of 2017**

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Points
1.	Proof of similar projects and references to be provided. The success rate and a maximum of three contactable references. <ul style="list-style-type: none"> a. Contactable references <ul style="list-style-type: none"> o 3 Contactable references = 15 o 2 Contactable references = 10 o 1 Contactable reference = 5 b. Experience in business doing similar projects <ul style="list-style-type: none"> o 5 years Plus = 10 o 3 - 4years = 6 o 1- 2 years = 3 	25
2.	Project plan detailing approach in the provision of the services required. The project plan must include the following: <ul style="list-style-type: none"> • catering plan = 15 • security plan = 5 • cleaning services plan = 5 • transportation plan = 15 • plan for erection of marquees = 5 	45
3.	Profile of key staff and project manager to be attached. <ul style="list-style-type: none"> a. Project Management experience = 30 <ul style="list-style-type: none"> • 5 years Plus = 30 • 3 - 4years = 20 • 1- 2 years = 10 	30
TOTAL		100

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria. Points will be awarded on a sliding scale.

3.4. STAGE 4

The ETDP SETA will evaluate the Bid. Please take note of the value and scoring point system of your proposed bid.

80/20 preference point system shall be applicable in all the bids:

- Price

80

- Completed and Signed Invitation to Bid - **SBD1**
- Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

4. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
8. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
9. Bids submitted are to hold good for a period of 90 days.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
12. All bids must first meet the pre-qualification criteria to be considered for evaluation
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.

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5. SUBMISSION OF BIDS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from 12h00 on **21 August 2017**.

All Bids/Proposals (completed in [(x4) Hard Copy, (1x Original and 3x copies)]) should be posted or hand delivered to:

ETDP SETA Gauteng Provincial Office
33 Hoofd Street
Forum 4, 2nd Floor
Braampark Office Park
Braamfontein
Johannesburg, 2091

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday prior the closing date of **12 September 2017**.

NB: The financial proposal will only be opened should the technical proposal be found acceptable.

6. CLOSING DATE AND TIME

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 12 September 2017**

7. ENQUIRIES AND CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management Unit: Email: SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.