

## ENGINEERING COUNCIL OF SOUTH AFRICA

### REQUEST FOR PROPOSAL

### APPOINTMENT OF AN EVENT MANAGEMENT COMPANY TO ORGANISE 3<sup>rd</sup> ENGINEERING INDUSTRY AWARDS CEREMONY

#### RFP NO: ECSA/RFP05/2024

The Engineering Council of South Africa (ECSA) in collaboration with the Purchasing Consortium of Southern Africa (PURCO SA) requests proposals from Service Providers for the abovementioned services. Qualified and experienced service providers are invited to submit their proposals for the above services and to note the following:

Tender documents will be available on the PURCO SA website from 08<sup>th</sup> July 2024 and may be purchased from PURCO SA at a non-refundable fee of R1 150, 00 (including VAT).

**In order to download the tender document, the steps below should be followed:**

- Visit [purcosa.co.za](http://purcosa.co.za) and login to the website.
- If you have not yet registered your Company on the PURCO SA website, do so now.
- Select the required RFP on [purcosa.co.za/tenders](http://purcosa.co.za/tenders) and click on the BUY button.
- Complete the online payment. The system will make the tender documentation available for downloading immediately after payment is concluded.

#### **Non-Compulsory Information Session**

An online non-compulsory Information Session will be facilitated via **Microsoft Teams** on **Monday, 15th July 2024 from 13:00 – 14:00.**

All potential tenderers who wish to attend the non - compulsory online information session will be required to register at [purcosa.co.za/tenders](http://purcosa.co.za/tenders) by no later than **16h00** on **Friday , 12th July 2024.** A confirmation email will be sent to tenderers with the online meeting details.

The closing date and time for electronic submissions for this bid is **Monday, 29<sup>th</sup> July 2024 at 23:59:00.**

**NB: Shortlisted bidders may be subjected to a diligence vetting process.**

ECSA reserves its right to proceed with this request for proposal in full, in parts or not at all and call for a new RFP in the event of an unsatisfactory response to this RFP invitation. The conditions of the RFP, instructions, details about the scope of work are contained in the RFP Documents.

Shortlisted respondents may be given the opportunity to make presentations to ECSA and will be advised of the date and time.

Queries relating to this RFP must be addressed to Ms. Rosina Moota at [Rosina.Moota@purcosa.co.za](mailto:Rosina.Moota@purcosa.co.za) and copied to Ms. Nthabiseng Somoro, [nthabiseng@ecsa.co.za](mailto:nthabiseng@ecsa.co.za).