

ENGINEERING COUNCIL OF SOUTH AFRICA		 ECSA <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
REQUEST FOR PROPOSALS FOR AN EVENTS MANAGEMENT COMPANY		
Unique Identifier: ECSA/RFP02/2022	Date: 01/08/2022	

RFP number: **ECSA/RFP02/2022**

Issue date: 01/08/2022

Submission closing/due date: 31/08/2022

Time: 12:00 PM

BRIEFING DOCUMENT FOR AN EVENTS MANAGEMENT COMPANY
1. ABOUT ECSA
<p>The Engineering Council of South Africa (ECSA) is a statutory body established in terms of the Engineering Profession Act (EPA), 46 of 2000. The ECSA'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, ECSA 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>For more information on ECSA: https://www.ecsa.co.za/about/SitePages/What%20Is%20ECSA.aspx</p>
2. BACKGROUND INFORMATION

Throughout the years, there are men and women who have consistently toiled in the business of ECSA on a voluntary basis, sharing their expertise and time to plough back through educating and assisting in the regulation of the profession. The contribution made by these professionals has been unparalleled when it comes to training sessions, peer reviews, moderations and assessments in the regulation of the profession. As a result, there are a vast number of people who have made outstanding contributions in the industry which have elevated ECSA to where it is today as the only member of the International Engineering Alliance in Africa. The example lead by these great individuals in the progression of the profession has not gone unnoticed and cannot be forgotten. The Engineering Awards has been planned to remember such great work.

The purpose of hosting the awards is to acknowledge the outstanding industry contribution shown through the years in the regulation of engineering. This means honouring individuals who have volunteered, working for ECSA in different roles as, but not limited to assessors, moderators, evaluators or training facilitators. These are men and women in the engineering profession who have dedicated their time and expertise in furthering the skills development agenda for greater good.

This year's awards are more special as they will incorporate the official introduction of the newly elected President of the Sixth Term Council. The Ceremony will be attended by approximately 700 local and international stakeholders comprising of industry role players, government, Voluntary Associations, ECSA council members, ECSA staff, Registered Persons and academia.

3. OBJECTIVES


The ceremony seeks to achieve the following:

- To foster relations with ECSA's local and international stakeholders
- To acknowledge individuals who have contributed to the mandate of the Council
- To acknowledge individuals that have demonstrated a sustained commitment to organisational development and organisational effectiveness
- To foster and create an environment of networking with like-minded individuals
- To cast a spotlight on the local engineering fraternity
- To officially introduce the sixth term ECSA President

4. Scope of Work

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

Potential service providers must indicate compliance or non-compliance on a paragraph basis to all specifications, contractual conditions, schedules and appendixes included in this Request For Proposal (RFP). Indicate compliance with the relevant RFP 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 RFP. Proposals not completed in this manner may be considered incomplete and rejected. Should potential service providers fail to indicate agreement/compliance or otherwise, ECSA will assume that the proposal is not in compliance or agreement with the statement(s) or specification(s) as specified in this RFP.

ORGANISING THE EVENT		
	The service provider will be expected to plan, organise, implement and manage the event with respect to the following tasks and categories:	
	EVENT COORDINATION	
	<p>Manage and coordinate general event logistics namely but not limited to, event layout, staffing, sourcing of programme director, management of registrations, management of entertainment, and any other relevant tasks as required</p> <ul style="list-style-type: none"> • Design, layout and issuing of electronic invitation to identified guests • Offer an event registration software that is uncomplicated and allows for effortless registration. • RSVP management: Sending out electronic invitations & manage online RSVPs • Onsite third-party management of technicalities, decor, entertainment, etc. • Be the first point of contact for guests at the venue on all onsite requirements • Manage build up and strike 	
	STAGE, LIGHTING AND SOUND	
	<p>Sound Description:</p> <p></p> <ul style="list-style-type: none"> • Sound system for 700 guests • 12" Mid-high DB tech array • 18" Double base bin • Crown T1 2000 • 32 channel mixer • Dual RadioMic Kit – 2x Hand or 2x Lapel and 4x Hand held 	

	<p>Lighting Description:</p> <ul style="list-style-type: none"> • LED Washers • 330 beam spot washer moving head • 230 beam moving head • Smoke machine • Digital lighting controller • Gobos 	
	<p>Stage Description:</p> <ul style="list-style-type: none"> • 15m X 6m with white vinyl • Steps onto stage 	
	<p>Screens:</p> <ul style="list-style-type: none"> • 5.3m x 3m LED Screen • 5.3 x 3m LED Screen • Roadster HD14k-M 3 Chip DLP HD for Main Screen • Medium Throw Lens 2.89-4.6:1 • Podium with plasma screen • Live Video feed from evening displayed on screens 	
	LIVE STREAMING	
	Live streaming of the ceremony on selected ECSA social media platforms: YouTube, LinkedIn and Facebook	

	DÉCOR	
	<p>Pre-event:</p> <p>Supply and style ECSA ceremony for 700 guests</p> <ul style="list-style-type: none"> • Present different options and innovative bespoke event styling ideas, aligned to the following themes: Black and Gold (Night of the stars/Red carpet) • Sourcing the products needed to accomplish the approved proposal <p>Setting up of all décor, including:</p> <ul style="list-style-type: none"> • Table linen (cloths and napkins) • Sets of crockery (serving plate, side plate and dessert plate) • 2 sets glassware (wine and champagne) • Table numbers • Floral centrepieces, vases and stands • U- shape long rectangular table set up (covid protocol observed) • Persons per table (6-8 pax) • Table décor accessories • 4 sets of moon cutlery (form, knife, spoon and teaspoon) • Special carpeting and dance floor slabs - disco ball on the dance floor • Welcome drinks set up in Cocktail lounge (awaiting room) <ul style="list-style-type: none"> - Cocktail chairs and tables - Couches 	
	PHOTOGRAPHY AND VIDEOGRAPHY	
	<ul style="list-style-type: none"> • 100 digital pictures for the event (Pictures saved on USB) • 400 branded pictures (onsite prints) • Video recording of the ECSA ceremony • 360 degrees video booth • Creative backdrop for photography purposes 	

	ENTERTAINMENT	
	<ul style="list-style-type: none"> • Ballet dancers (4) • Live band • Praise Singer • DJ with all the equipment • Programme Director 	
	ANIMATED GRAPHIC DESIGNER	
	<ul style="list-style-type: none"> • The design of a high quality animated welcome screen/background using the ECSA logo • The short, animated segment should be of a downloadable video format that can be projected • The design of the animation to be aligned to the ECSA Corporate Identity and look and feel of the ceremony • Usage of ECSA corporate colours • Provide five (5) sample designs prior to final approval • Service provider to provide suitable editing services for the design • Dimensions of the screen should be suitable for both digital (web and mobile view) platforms • Graphics and elements for the design to be provided by the service provider • Provide voiceover services for the announcement of winners 	
	AWARDS CEREMONY ACCOLADES	
	<ul style="list-style-type: none"> • Design, printing and framing of 25 certificates (metal frame A4 size). • Award plaques (25), Perseverance award; material - acrylic; size – 180 (w) 158 (h) • Gifts for the awards recipients (Personalised bath robes and gift cards R1000) • Provide 1 presidential plaque with engraved details of the recipient 	

	ADDITIONAL SERVICES	
	<ul style="list-style-type: none"> • Design, layout and printing of the programme/running order for the awards ceremony • Manage and execute event debrief including analysing post-awards evaluations and recommended improvements • Manage the dietary requirements of attendees and communicate these with the venue • Provide equipment and personnel to manage online registrations and crowd management at the awards ceremony 	
	LIAISON AND MANAGEMENT	
	<ul style="list-style-type: none"> • Meet regularly with and report regularly to the ECSA team 	
	<ul style="list-style-type: none"> • Prepare a detailed implementation plan, showing deadlines, logistics and allocation of responsibilities for all tasks 	
	<ul style="list-style-type: none"> • Coordinate all the service providers on site during the planning phase and during the ceremony 	
	MEDICAL FACILITIES	
	<ul style="list-style-type: none"> • Work closely with the venue to create and locate a Medical Operations Centre 	

	ADMINISTRATION	
	<ul style="list-style-type: none"> • Management of records and documentation control 	
	<ul style="list-style-type: none"> • Gift collateral management 	
	<ul style="list-style-type: none"> • Management of all other administrative services 	
	<ul style="list-style-type: none"> • Personnel management, recruitment and training 	
	INFORMATION / DOCUMENTATION TO BE PROVIDED BY BIDDERS	
	Bidders should provide a project plan of the event that will include the following:	
	A detailed implementation strategy that will allow ECSA to determine the ability of the tenderer to implement the project successfully.	
	Company profile and portfolio of similar work done previously (3).	

PROPOSAL EVALUATION

- **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.

- **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 less 50 points 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 <ul style="list-style-type: none">• 5 or more projects• 3 or more years of experience	20 Points	10 Points
2	Expertise of the Project Team: Qualifications/ experience and competency- – demonstrate capacity to deliver <ul style="list-style-type: none">• Events management qualifications• Graphic design• Sound engineer• Project management	10 Points	05 Points
3	Comprehensive proposed methodology: understanding of ECSA's technical requirement, <ul style="list-style-type: none">• Their understanding of the specification• Proposed delivery for each element of the scope of work	40 Points	20 Points
4	Deliverables and work programme: plan to execute the work & timelines <ul style="list-style-type: none">• Project plan with milestones	30 Points	15 Points
5	TOTAL	100 Points	50 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 point

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 attached hereto 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 above-mentioned special requirements may be disqualified.

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 WEEKLY AND SOMETIMES ON A DAILY BASIS; AND**
- **A POST EVENT REPORT AND EVALUATION WILL TAKE PLACE WITHIN TWO WEEKS AFTER THE EVENT.**

ENQUIRIES

Technical Enquiries

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