

Brooklyn Medpark,  
1148 Jan Shoba Street,  
Brooklyn, Pretoria 0001

Tel: 012 346 4430

E-mail: admin@eapasa.co.za

Website: www.eapasa.co.za

P.O Box: 11167, Hatfield, Pretoria 0028

Company reg number: 201000022108



**Title:** EAPA-SA Conference and Events Management from 2019 to 2023

**Issue Date:** 29 November 2018

**Closing Date:** 30 December 2018 @ 16:00

**Region:** Gauteng

**Tender Description:** Annual Conference and Events Management

EAPA-SA is looking to appoint an event management company to organize, manage and coordinate the annual EAPA-SA Eduweek event on behalf of the Association. This tender document outlines the range of services that the Company will need to undertake and specifies what information needs to be submitted for tendering purposes.

Quotations are hereby invited from qualifying parties to submit quotations for the EAPA-SA Conference and Events Management Tender based on registration of 200 delegates.

The EAPA-SA Annual Eduweek is held during the 3<sup>rd</sup> week of September each year. Specifications are attached and are also available on the EAPA-SA Website: [www.eapasa.co.za](http://www.eapasa.co.za)

The closing time for receipt of quotations is 16:00hrs on 30/12/2018.

The applications must be emailed to [officemanager@eapasa.co.za](mailto:officemanager@eapasa.co.za)

Telephonic, incomplete, and late quotations will under no circumstances be considered and accepted.

Any technical enquiries relating to the quotation document may be directed to the Office Manager, Ms. Theresa Vika on 012 346 4430.

EAPA-SA reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. EAPA-SA does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

*Ensuring excellence in Employee Assistance Programmes*

## **OVERVIEW OF RESPONSIBILITIES OF THE EVENT COMPANY Broadly:**

The Event Company will undertake the following: (This list is by no means conclusive).

1. Conceptualize the events;
2. Undertake detailed planning of the events, ensuring that it complies with safety and security requirements;
3. Develop detailed designs and layouts for the events;
4. Source and manage sponsorship for the events;
5. Manage and implement the communications and marketing for the event in consultation with EAPA-SA Conference Management Portfolio holder
6. Take out public liability insurance for the events;
7. Appoint and oversee food and beverage concessions;
8. Develop specifications for resources, infrastructure, services and other requirements and procure these requirements using procurement methods that are in line with EAPA-SA procedures.
9. Manage the range of suppliers, sponsors, speakers and exhibitors for each event;
10. Manage the entertainment at the events
11. Manage the implementation and running of the event, including staffing, cleaning and security;
12. Ensure that after the events, all infrastructures are removed, and where relevant, properly and effectively disposed of.

The submissions required for this tender do not require the Event Company to develop detailed planning or budgeting, but rather to submit a methodology, approach, fee model and estimated costing for the events. Only once appointed, would the winning company begin the process of doing detailed planning and costing for the events.

The tender submissions should take the following format:

COPIES OF AN A4 DOCUMENT WHICH INCLUDES THE APPROACH PAPER AS OUTLINED BELOW AS WELL AS THE FULL RANGE OF ATTACHMENTS SPECIFIED.

THE APPROACH PAPER MUST INCLUDE THE FOLLOWING SECTIONS AND ATTACHMENTS

#### SECTION ONE: APPROACH AND METHODOLOGY

This should cover:

1. The Event Company's understanding of the scope of work, highlighting issues of importance;
2. The proposed methodology to be adopted;

#### SECTION TWO:

##### PROGRAMME AND TIMEFRAME

An outline of the key dates, deadlines and range of activities to be undertaken.

#### SECTION THREE:

##### ORGANISATION AND STAFFING

Please provide the following:

1. An organogram showing how the Event Company will be structured;
2. An indication of the experience of the Event Company (or company members thereof) has had in organising similar scale events.
3. The executive resumes of key individuals (Maximum of two pages. Each must outline the main areas and years of experience of the individuals and two contactable Referees);

4. Letters of commitment from key individuals confirming their ability to allocate the specified time to the project;

#### SECTION FOUR:

#### BUDGET AND FINANCIAL MODEL

The following is to be provided:

1. Estimated Budget: - Although a precise costed budget for the event is not required at this stage, it is important that the Event Company is basing their fees on a realistic budget.
2. Overview of a Sponsorship Plan: - The Event Company should demonstrate their ability to manage the sponsorships raised by the Portfolio holder and effect agreed upon terms of MOU.

#### **Remuneration Model:**

Outline of the fee model proposed by the Event Company: - This could range from a flat fee option to a percentage fee or could include a monthly retainer and top-ups. Using the estimated budget above, please provide an example of how fees would be charged. In addition, for evaluation purposes, please provide an indication of what the Event Company's fee would be for a total event cost (including VAT)

#### TIMEFRAME

The anticipated timeframe for this tender process is as follows:

29 November 2018 Tender Advertised

30 December 2018 Tender Closes

Presentations may be requested from shortlisted teams in February 2019.

## **ISSUES TO NOTE**

The Event Company will report to and work closely together with the Conference and Events Management Portfolio Holder, who has overall responsibility for the execution of the event. The successful tenderer will be required to interact with the Conference and Events Management Portfolio Holder at regular meetings, as well as the EAPA-SA Conference Organising Committee as and when required.

## **EVALUATION CRITERIA & SCORING**

Submissions will be evaluated using the attached scoping document: