

## **REQUEST FOR PROPOSAL – EVENT MANAGEMENT COMPANY HOSTING OF THE NATIONAL TOURISM DAY CELEBRATION**

### **REQUEST**

The Free State Tourism Authority (FSTA) in conjunction with the National Department of Tourism (NDT) is looking for Event Management Company who will propose an excellent event management for celebration of the National Tourism Day that will be hosted in the Free State during September 2011.

### **BACKGROUND**

The National Tourism Day is celebrated in South Africa to raise awareness on the importance of tourism as an economic sector and integral part of integrating diverse communities. The event is hosted by NDT in provinces that are less visited to raise profile of these provinces and draw attention of the country on their tourism potential. The celebrations are twofold – firstly are to raise awareness and secondly to profile the tourism attraction(s) of the province.

### **SCOPE OF WORK**

To propose to the FSTA how best they could achieve the two mandates in an inclusive manner (according to the diverse community of the Free State). To provide a platform for a memorable celebration that will make guests to require for more and return and to see more of the Free State. The event should include the following:

- (i) Community Awareness Programme – 24 September
- (ii) Golf Day – 25 September
- (iii) Free State Gala Dinner – 26 September
- (iv) Celebrations of the World Tourism Day – 27 September

The proposal should take into consideration that the celebrations will be taking place in and around Clarence, Golden Gate National Parks and the Basotho Cultural Village with surrounding towns (40 kilometers radius) leveraging from the proceeds of these celebrations taking place in their area.

### **DELIVERABLES**

The following are key deliverables:

- (i) Secure and confirm venues
- (ii) Cater for VVIPs and communities
- (iii) Mobilise local community to be part and leverage from hosting of the event

Board Members: E. Mahabane (Acting-Chairperson), J. Mthembu, B. McKay, Ms B. Khethelo, Ms T. Morule, T. Lioma, M. Sefantsi (CEO)

(iv) Arrange the celebrations to spillage into MACUFE

## **TIMELINE**

The successful bidder will have to provide a final project plan by 25 August 2011.

## **KEY PERSONNEL**

The service provider will work closely with the Office of the CEO and its staff in reaching a final project plan.

## **REQUIREMENT FOR SUCCESSFUL BIDDER(S)**

The service provider must demonstrate knowledge, experience and background in the field of event management to demonstrate ability to undertake the task at hand.

## **REQUIRED SUBMITTALS**

The following documents should be attached and completed and submitted SBD1, SBD4, SBD6.1, SBD8, SBD9 and General Conditions of Contract.

## **PROPOSED STRUCTURE**

Short listed companies will be requested to provide their proposal on a power point presentation.

## **EVALUATION CRITERIA**

### **PHASE ONE**

The FSTA does not bind itself to accept the lowest or any proposal. The right is reserved to accept any proposal in whole or in part.

The bid evaluation committee will determine the total points scored for functionality based on the following criteria

- Experience
- Capacity
- Programme

Potential Service Provider is required to obtain a minimum of 70 points on functionality in order to qualify for further evaluation. Bidders who have obtained less than 40 points will be regarded as non-responsive.

**PHASE TWO** – 90/10 preferential point system as specified in the Preferential Procurement Policy Framework Act, No 5 of 2000, wherein Price will have 90 points, and

**HDI will have 10 points broken as follows**

No franchise in election before 1983	=6
Woman equity	=2
Disability	=2
Total points for Price	<u>100</u>

**PRICE (VAT INCLUDED)**

Separate amounts must be provided for each of the required project components, Points for price will be awarded with reference to the total bid amount.

**HISTORICALLY DISADVANTAGE INDIVIDUAL (HDIs)**

The 10 points of the 90/10 points system will be allocated for the equity ownership of HDIs and or contracting with an HDI in accordance with requirements of the preference procurement policy framework Act, No. 5 of 2000 and its associated regulations.

**SUBMITTALS**

The closing time for all proposals is Monday 25 July 2011 at 11h00 – no negotiations will be entered into if proposals are submitted after the closing deadline.

Proposals should be submitted to:

**NTDC (FSTA 1-7/11)**

Free State Tourism Authority  
131 Mimosa Mall  
2<sup>nd</sup> Floor Office Tower  
Kellner Street  
Brandwag  
Bloemfontein

Attention: Mr Thato Kolobe

**CONTACT PERSON**

Enquiries can be forwarded to:

**Tshediso Lerumo @ 051 411 4300 / [tshediso@freestatetourism.org](mailto:tshediso@freestatetourism.org) /  
082 092 3896**