



KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA



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REQUEST FOR QUOTATION (RFQ)

The Department of Sport and Recreation in the Province of KwaZulu Natal hereby invites suitably qualified suppliers/and or services providers to submit quotations for the following bid(s):

| | | | |
|---------------------------------------|---|----------------|---|
| Description of Goods /Services: | REQUEST FOR QUOTATION: PRODUCTION SERVICES OF 2022 KZN SPORT AWARDS: 07 – 08 NOVEMBER 2022 | | |
| Quotation Number: | DSAC758/2223 | | |
| Project Number: | CSPD/ HO/2223/10/01 | | |
| Evaluation Criteria | Price Points: 80 | BEE Points: 20 | Functionality: N/A |
| Briefing Meeting | Date: 07 September 2022 | Time: 10h00 | Venue: Coastlands Hotel, Ridge Road |
| Closing Date & Time: | 13 September 2022 at 11H00 | | |
| Service Required at/Delivery Address: | INKOSI CHIEF ALBERT LUTHULI ICC, ETHEKWINI METRO 07 – 08 SEPTEMBER 2022 | | |
| Technical enquiries: | Contact Name: Mr. Manqoba Bhengu Contact no. +27 72 125 6787 | | |
| General/SCM enquiries: | Contact Name: Mr. Nhlanhla Ngubane Contact No. +27 82 966 4199 | | |



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TERMS AND CONDITION

1. The Department of Sport and Recreation requires the item(s)/service(s) described as per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations.
2. Request for Quotation (RFQ) documents are attached.
3. The KZN Department of Sports & Recreation reserves the right to award the quotation in whole or in parts to multiple suppliers. Quoted prices may be further negotiated with the lowest suppliers.
4. Completed quotation document(s) must be faxed to: **086 458 8033** or e-mailed to: minibids@kzndsr.gov.za or deposited in the quotations box situated at 135 Pietermaritz Street, Pietermaritzburg 3201.
5. The closing date of the bid will be on **13 September 2022 at 11h00** and will be valid for a period of 30 days after the closing date.
6. The validity of the above quotation is thirty (30) days from the closing date.
7. The invitation is opened to suppliers registered on the Central supplier database with KZN Provincial Treasury and the KZN Department of Sports and Recreation.
8. The Department of Sport and Recreation reserves the right not to make any appointment. The department is not compelled to accept the lowest or any quotation.
9. Late quotations will not be considered, faxing time and posting date of quotations will not be considered as valid proof of submitting before the closing date.
10. It is the responsibility of the supplier to ensure that quotations are submitted to the correct address, fax and e-mail before the closing date and time.
11. **With regards the following goods and services:** Furniture and Sport Equipment/Attire, Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where applicable:
 - 11.1. An original Valid Tax Clearance Certificate, if the department is in the possession of the suppliers' original valid Tax Clearance Certificate in the Suppliers' Database Profile, the supplier must verify with the department and will need not submit another original certificate.
 - 11.2. Original and valid B-BBEE status level verification or a certified copy or a letter issued by the accountants as contemplated in the CCA or a verification agency accredited by SANAS or a registered auditor.
 - 11.3. Transport Service – Roadworthy Certificates, PDPs and Proof of Liability Cover;
 - 11.4. Medical Service – Registration Certificate and Practice Number including certificates for ambulances/vehicles;
 - 11.5. Insurance Cover – Certificate issued by the Financial Services Board with FSP number; and
 - 11.6. Security Service – PSIRA Registration Certificate for the Company and Owner.

Mr. M.N Ngubane
Director: Supply Chain Management
Date: 02/09/2022



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QUOTATION FOR SUPPLY OF GOODS/SERVICES

DIRECTORATE/OFFICE: COMMUNITY SPORT PROMOTION AND DEVELOPMENT

QUOTATION/REQUISITION NO: DSAC758/2223 PROJECT NO: CSPD/HO/2223/10/01

CLOSING DATE: 13 September 2022 at 11h00

PRACTICE NO. (Medical/Insurance): N/A

COMPANY NAME: _____ CSD NO. _____ PSIRA NO.: _____

CONTACT PERSON: _____ CONTACT NUMBER: _____

| NO | DESCRIPTION OF SPECIFICATION (Refer to attached specification) | QTY | UNIT PRICE | VAT | TOTAL PRICE |
|----|--|-----|---------------|-----|-------------|
| 1 | Provision of Trophies and Medals for the 2022 KZN Sport Awards on 07- 08 October 2022 as per Specification): | | | | |
| 2 | Trophies: a) +/- 320mm High, Clear Perspex "L" Bracket to fix Logo to Base, b) Double Tiered Black Marble Base, c) Black Perspex 10mm thick at Base (Shield) – 15mm thick, (Moon and hand) d) Gold Stars and Brass Plaques X 2 Note: As per photo | | | | |
| 3 | Medals: 0 | | | | |
| 4 | Closing Date – Tuesday, 13 September 2022 at 11h00 | | | | |
| 5 | Screening of Received bids for Compliance (14 September 2022) | | | | |
| 6 | Presentation by Short-listed Bidders – 16 September 2022 | | | | |
| 7 | Award of service to successful bidder – 19 September 2022 | | | | |
| 8 | NB: Potential Bidders must attach proof of experience in similar projects | | | | |
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SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED

CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER: _____

DELIVERY DATE: _____

VALIDITY PERIOD OF QUOTATION: _____

PLEASE TICK ✓ THE RELEVANT FIELD

| | | | |
|---|-----|----|--|
| ARE PRICES QUOTED FIRM: | YES | NO | |
| SUBMISSION OF B-BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT: | YES | NO | |
| VALID TAX CLEARANCE CERTIFICATE: | YES | NO | |
| ENTITY BAS REGISTRATION: | YES | NO | |

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

| | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

| | | | |
|---|-----|----|--|
| IS THIS OFFER STRICTLY TO SPECIFICATION? IF NOT, GIVE VARIATION | YES | NO | |
|---|-----|----|--|

VARIATION:

IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER)

SECTION C: QUOTATIONS FOR SERVICES (courses/workshops etc.)

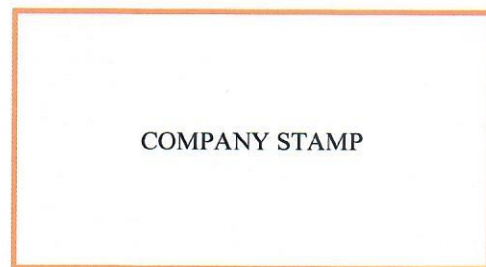
The following information must be submitted on a separate schedule

- (a) Operational plan/methodology/approach;
- (b) Breakdown of costing;
- (c) Curriculum Vitae of course/workshop facilitators; and
- (d) References - work experience

SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION D: KINDLY USE COMPANY STAMP AND SIGN

Name and Surname (*Please print*):

Delivery address: _____



Signature: _____

Capacity: _____

SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:

Email or Fax documents strictly and specifically to: minibids@kzndsr.gov.za or 086 458 8033



2.2 (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The valid original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

COMPANY OFFICIAL STAMP



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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Names | Identity Number | Name of State institution |
|------------|-----------------|---------------------------|
| | | |
| | | |
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| | | |
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| | | |
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| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

NB! Only print the annexures that you require

ANNEXURE L: GENERAL SPECIFICATION

2022 KZN SPORT AWARDS - Production

TERMS OF REFERENCE

BACKGROUND

The Department of Sport, Arts and Culture in KwaZulu-Natal, as part of its mandate, promotes sport and recreation across the province. Publicising some of these programmes is important in ensuring that they have the desired impact in changing the lives of communities.

The Annual KZN Sport Awards is a premier event on the KZN sporting community calendar. The awards, which recognize and acknowledge the successes and commitment of athletes, coaches, administrators and sport and recreation bodies, during the previous year, are aligned to the National Sport and Recreation Plan (NSRP). The awards ceremony is a very prestigious function and to be chosen as a finalist is a very sought-after accolade. The awards act as a very strong motivator to teams and individuals to perform at the highest level of not only local, but national and international sport. The awards are held each year in September, prior to the National Sport Awards, so that the local winners can progress to the national awards.

The purpose of the project is to produce, televise and stream the Sport Awards event to highlight the exceptional achievements and give due recognition to all KZN sport and recreation athletes, officials, administrators, and volunteers over the past sporting year.

The awards are jointly hosted by the MEC for Sport, Arts and Culture and the KZN Sport Confederation

The awards follow the national norms as set out by the National Department of Sport, Arts and Culture. The awards cover **nineteen (19) adjudicated categories** and **three (3) Special Award categories**.

The finalists in the adjudicated categories are selected by an independent adjudication panel following a formal nomination and entry process. There will be **two finalists per category**. Six finalists will be nominated in the category, "Sport Personality of the Year". Finalists in this category will be nominated by a panel of media personnel and the winner chosen by a public vote. All categories will be adjudicated, and an award made on the night of the event.

ANTICIPATED OUTCOME

The awards must continue the very high standard that the KZN sporting public are accustomed to and must be a catalyst to inspire, motivate and lift the mood of the citizens of the province.

AWARDS CEREMONY

The event is due to be held at ICC on **Friday, 7 October 2022** from 18h00

| | | | | | |
|----------------|---------------------------|----------------------|---------------|----------------|-----|
| Project Number | CSPD/HO/2223/10/01 | | | | |
| Initial | District Head | Component Head (D/D) | Resg. Manager | Chief Director | HOD |

The Awards will have a theme running through the event. Ideally the theme will be one of upliftment and hope following several disasters affecting the province such as Covid-19 and the floods of April 2022. The theme is to be proposed by the production company. The theme will run through all marketing programmes and décor.

The plan for the awards ceremony is:

- The awards venue will be held at the ICC (Main Hall)
- The awards evening will take the form of a Gala Dinner event.
- The ceremony will include speeches, awards, and live music/entertainment
- There will be 22 awards in total (19 + 3)
- It is anticipated that the Awards component of the ceremony would have a duration of 2 hours.
- The dinner will follow the awards ceremony

The event will be televised "delayed Live" and streamed on social media platforms. A highlights package will be screened at a later stage.

SCOPE OF WORK

The department requires the services of a production company to provide the **complete** pre-production and production management functions to deliver the 2022 KZN Sport Awards. The department is looking to contract with one company to coordinate and deliver the awards ceremony. The selected service provider will be encouraged to sub-contract some of the services to other companies, with an emphasis on sub-contracting to and empowering HDI companies, while not sacrificing on the quality of delivery. KZN owned companies must be targeted and a motivation provided for the use of any sub-contractor based out of KZN.

Due to the financial impact on the economy, government has not escaped the budgetary impacts either and as such budgets of the department have been severely curtailed. As such, the submitted proposals must look at achieving the best value for money on a tight budget.

The awards ceremony will be televised on SuperSport and streamed through as many platforms as possible to get maximum exposure.

To deliver the desired ceremony, the following key areas would need to be addressed.

| | SERVICE | COMMENTS/SPECIFICATIONS |
|----|--|---|
| 1. | Concept and design of the entire awards function | Develop a theme, concept, and design, to run through all production, marketing and décor to have a coordinated look and feel |
| 2. | Project Manager | A project manager to coordinate the whole event including coordination of all service providers and stakeholders. |
| 3 | Provision of stage to be utilized as the main awards hosting area. | <ul style="list-style-type: none"> • Stage size to accommodate presentation area and podium. Size (X x X m) – Size to be determined with service provider • All back and side draping to be provided |

| | | | | | |
|-----------------------|---------------------------|----------------------|---------------------|----------------|-----|
| Project Number | CSPD/HO/2223/10/01 | | | | |
| Initial | District Head | Component Head (D/D) | Responsible Manager | Chief Director | HOD |

| | SERVICE | COMMENTS/SPECIFICATIONS |
|----|------------------------|---|
| | | <ul style="list-style-type: none"> • Access ramp for people with disabilities or the aged must be catered for. • Side stairways for access to stage • Podium for speeches • All issues related to rigging and breakdown must be allowed for, including all required safety certification. |
| 3 | Lighting | Provision and operation, including lighting engineers, of all lighting for the stage, considering lighting conducive for live streaming and television broadcast and "mood" lighting for the hall. Inclusive of "spotter" for roving TV interviews <ul style="list-style-type: none"> • All trusses and equipment for rigging to be supplied SPECIFICATIONS OF EQUIPMENT TO BE PROVIDED IN THE PROPOSAL |
| 4. | Sound | Audio will be split 3 ways, FOH – monitor – broadcast Provision and operation, of all sound equipment for the stage considering conducive sound for live streaming and television broadcast and including sound engineers, <ul style="list-style-type: none"> • All necessary speakers incl. line array boxes, subwoofers, delay speakers • Audio control equipment including Digital Mixers, FOH Console, Monitor Console, Broadcast Console, Racks, and splitters • Microphones including standard stage microphones, handheld wireless, and podium microphones SPECIFICATIONS OF EQUIPMENT TO BE PROVIDED IN THE PROPOSAL |
| 5 | Visual Equipment | Equipment may include <ul style="list-style-type: none"> • Large Screen for all audio-visual content specked to suitable size of stage and hall (LED Back screen - with all associated switches, processors, convertors etc.,) OR truss screen and HD data projector Specify if side screens will also be used • LED Flying frames SPECIFICATIONS OF VISUAL EQUIPMENT TO BE PROVIDED IN THE PROPOSAL |
| 6 | Filming and television | To be provided by broadcasting company. |



| | | | | | |
|----------------|---------------------------|----------------------|---------------|----------------|-----|
| Project Number | CSPD/HO/2223/10/01 | | | | |
| Initial | District Head | Component Head (D/D) | Resp. Manager | Chief Director | HOD |

| | SERVICE | COMMENTS/SPECIFICATIONS |
|---|--|--|
| | | The production company to work with the broadcasting company to ensure lighting and sound is compatible |
| 7 | <p>Entertainment</p> <p>NOTE: The department promotes and supports up-and-coming and emerging artists.</p> <p>All artists must preferably be registered with CCIFSA (Cultural & Creative Industries Federation of South Africa)</p> <p>All proposed entertainers must be approved by the department prior to contracting</p> <p>(Request to include some Gospel and Maskandi in the programme)</p> | <ul style="list-style-type: none"> • Pre-awards - Foyer – 30 mins Live, light contemporary ensemble/busker. Option of live entertainers • Pre-awards – main hall. 30 mins light music • Event – National Anthem – soloist or choir • Event – Opening act (7-8 mins) <p>(Audio Visual montage with multi-cultural dance, music)</p> <ul style="list-style-type: none"> • 2 X Entertainment (4-5 mins) (Singers, acrobats, laser show, etc.) • Headline artist (7-8 mins) (Preferable KZN born or based) • Post Awards – 45 mins light music during dinner • Pyrotechnics <p>**Producer/Director to cover any copyright, or broadcast matters, artist management, direction, rehearsals, costumes, props, musical instruments, travel, and accommodation, if applicable)</p> |
| 8 | <p>Awards Content production</p> <p>Pre-production will inevitably require visits to some finalists for filming or interviews</p> | <ul style="list-style-type: none"> • Create AV production theme and templates. • 3D Graphics and animation. (HD) • Pre-production • Create AV visuals for 38 finalists and AV citations for 19 winners, Winners Announcement with AV clip (approx. 25 secs) • Create citations for MEC Special Awards • Voice over for finalists and winners • MC scripts • Auto Que |
| 9 | Presenters | <ul style="list-style-type: none"> • MC's x 2 (1M + 1F). Local KZN based celebrities/personalities. (Names of proposed MC's to be submitted to Department for final approval) <p>MC's to be knowledgeable about sport and the possible winners and be competent at interviewing for post event interviews</p> <ul style="list-style-type: none"> • Hostesses to be provided by the department • Prize presenters to be organized by the department |

SCOPE EXCLUSIONS

The following items are EXCLUDED from the scope

1. ICC venue

| | | | | | |
|----------------|---------------|---------------------------|--|---|-----|
| Project Number | | CSPD/HO/2223/10/01 | | | |
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2. Television
3. Catering
4. Décor
5. Social Media Services
6. Marketing
7. Invitations and accreditation
8. Trophies

SUBMISSION OF PROPOSALS

As stated in the Scope of Work above, the department requires the services of an event production company to provide the **complete** production and production management functions to deliver the 2022 KZN Sport Awards. The department is looking to contract with one company to coordinate and deliver the event.

A briefing session will be held with interested service providers prior to the finalization of the specifications and submission of proposals.

Potential service providers will be requested to provide a detailed proposal to the department on the delivery of such an event. The proposal must indicate a clear understanding of the brief and should include *inter alia*:

1. The concept and theme of the event
2. Artist Impression of stage set up
3. Details of proposed technical equipment to be provided for all sound, lighting, and AV
4. Experience and evidence of producing and delivering a large awards ceremony
5. CV of the Project Manager, detailing experience and evidence of project managing similar type events
6. List of sub-contractors and their BEE certification
7. Proposed artists and entertainment
8. Proposed MC's
9. Source of archive material for AV content

A copy of the proposal must deliver with the quotation documents. Shortlisted companies will be asked to deliver a presentation (20mins max) to an evaluation committee.


EVALUATION PROCESS

The evaluation process will be in 3 phases and be adjudicated on the 80:20 principle.

The phases are

- a. Compliance with and submission of all compulsory documents and annexures (as per the RFQ documents)
- b. Functionality – as presented in the proposal to address the ToR
- c. Price – Only companies that have passed functionality will be evaluated on price on the 80:20 principle

FUNCTIONALITY EVALUATION CRITERIA

| | | | | | |
|----------------|---------------|---------------------------|--|----------------|-----|
| Project Number | | CSPD/HO/2223/10/01 | | | |
| Initial | District Head | Component Head (D/D) |  Risk Manager | Chief Director | HOD |

Bidders will be evaluated in functionality.
 Only bidders achieving 70%+ will qualify to be evaluated on price

Bidders must submit a detailed proposal and shortlisted bidders may be asked to present their proposal to an evaluation committee.

Proposals to include and be evaluated on

| EVALUATION CRITERIA | | POINTS | EVIDENCE |
|-----------------------|---|--|--|
| 1 | Concept | Max 10 points | Detailed proposal outlining product offering, including <ul style="list-style-type: none"> • Theme • Artist's impression of layout |
| 2. | Experience of company in a project of a similar nature | 5 points per completed project of a similar nature Max 30 points | a) Schedule of completed projects listing <ul style="list-style-type: none"> • Client • Client contact details • Date of event • Venue of event • Value of project b) Company profile with photographic evidence of projects listed above |
| 3. | Experience of Project Manager in delivering projects of a similar nature | 5 points per completed project of a similar nature Max 30 points | CV of project manager, detailing experience of project managing similar events listing <ul style="list-style-type: none"> • Client • Client contact details • Date of event • Venue of event |
| 4. | Sub-contractors <ul style="list-style-type: none"> o Details and scope of work to be subcontracted o Proposal to indicate any subcontracting to BEE/HDI suppliers. o | 5 points for profile/experience of subcontractors 10 points for BEE Level of subcontractors Max 15 points | Experience/ profile of sub-contractors BEE Level of sub-contractors |
| 5. | Artists and entertainment | 5 points for MC's 10 points for entertainers Max 15 points | Profile of proposed MC's Profile of proposed entertainers |
| Maximum Points | | 100 points | |

| | | | | | |
|----------------|---------------------------|----------------------|---------------|----------------|-----|
| Project Number | CSPD/HO/2223/10/01 | | | | |
| Initial | District Head | Component Head (D/D) | Resd. Manager | Chief Director | HOD |