



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION WITH
TALETSO TVET COLLEGE**

**REQUEST POTENTIAL BIDDERS FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A
SERVICE PROVIDER TO CONDUCT EVENTS MANAGEMENT SERVICES FOR A PERIOD
OF THIRTY-SIX (36) MONTHS**

TENDER NO: PU8014/003

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**. The closing time and date for receipt for online tender **PU801416/003** is at 11h00 AM on **Friday, 10 October 2025**.

Tender number	PU801416/003		
Date issued	09 September 2025		
Tender closing date	10 October 2025	Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	15 September 2025	Time:10h00 AM An online non-compulsory briefing session will be facilitated via MS Teams	

Company Name			
Address			
Contact person	Mr/Mrs/Ms/Dr/Prof.		
Contact numbers	(w)		(cell)
Email address			

Description of Appendix	Requirement	Circle yes if submitted	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank	Yes	No
Company registration documents	Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	A copy of the Notice of VAT Registration document	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
SAACI (Soth African Association for the Conference industry)	Submit valid proof of accreditation with SAACI (Soth African Association for the Conference Industry)	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Previous Experience (3 Contactable reference letters where similar projects have been executed in higher education, communities, etc regarding GBVF awareness campaigns (not older than 5 years)) <ul style="list-style-type: none"> • 3 reference Letters = 40 Points • 2 reference Letters = 30 Points • 1 reference Letter = 20 Points 	40
Experience of Key Personnels Detailed Resume or CV and Qualifications of key staff clearly indicating their relevant experience. <ul style="list-style-type: none"> • Project Leader = 30 Points • Support staff = 20 Points with minimum of 5 years' post experience	30
Submit statement methodology Comprehensive Methodology that covers the scope of work, highlights techniques that will be employed for the project, this must include the approach and alignment to best practice. <ul style="list-style-type: none"> • Methodology addressing the entire scope of work =30 Points • Methodology not addressing the entire scope of work =15 Points 	30
Total points	100

APPENDIX B - Specification & Pricing Schedule

1. TALETSO TVET COLLEGE EVENTS MANAGEMENT SPECIFICATION REQUIREMENTS

Section	Requirement	Tick (✓/X)
1.Logistical Requirements	Sound system	<input type="checkbox"/>
	Audio-visual screens	<input type="checkbox"/>
	Live streaming & virtual connection	<input type="checkbox"/>
	Staging (as per technical riders)	<input type="checkbox"/>
	Tents / marquees	<input type="checkbox"/>
	Shaded stages / raised platforms	<input type="checkbox"/>
	Lecterns	<input type="checkbox"/>
	Chairs	<input type="checkbox"/>
	Tables	<input type="checkbox"/>
	Branded water (bottles/sachets)	<input type="checkbox"/>
	Public Address (PA) system	<input type="checkbox"/>
	Standby technical assistance	<input type="checkbox"/>
	Power generator(s)	<input type="checkbox"/>
	Climate control (heating/cooling)	<input type="checkbox"/>
	Portable chemical toilets	<input type="checkbox"/>
	Cleaning before & after events	<input type="checkbox"/>
	Signage (with Marketing Unit)	<input type="checkbox"/>
	Safe parking facilities	<input type="checkbox"/>
	Exhibition facilities	<input type="checkbox"/>
	Catering (as per requirements)	<input type="checkbox"/>
	Site plan / layout	<input type="checkbox"/>
	Crowd control barriers	<input type="checkbox"/>

	Venue sourcing & booking	<input type="checkbox"/>
	Artist contracts, bookings & payments	<input type="checkbox"/>
	Final line-up approval by College	<input type="checkbox"/>
	Submit pictures of logistics after event	<input type="checkbox"/>
	Activate Joint Operations Centre (JOC)	<input type="checkbox"/>
	Provide safety certification	<input type="checkbox"/>
	Include royalty costs for performances	<input type="checkbox"/>
2. Catering – VIP	Buffet / plated / cocktail meals	<input type="checkbox"/>
	Coordinate VIP catering	<input type="checkbox"/>
2. Catering – Public	Food packs / buffet for staff, students, media, public	<input type="checkbox"/>
	Provide catering during rehearsals	<input type="checkbox"/>
	Plan for on-site food distribution	<input type="checkbox"/>
	Option to use fast-food outlets	<input type="checkbox"/>
	Adhere to Dept. of Health food safety	<input type="checkbox"/>
	Cater for dietary requirements	<input type="checkbox"/>
2. Catering Refreshments	Bottled water/soft drinks for guests	<input type="checkbox"/>
	Drinks for all meals (VIP + public)	<input type="checkbox"/>
	Refreshments service at each event	<input type="checkbox"/>
2. Catering Equipment	Provide catering equipment (if no kitchen)	<input type="checkbox"/>
	Backup generators for catering equipment	<input type="checkbox"/>
3. Branding	Event branding (banners, backdrops, signage, scrims, A-frames)	<input type="checkbox"/>
	Assist with branding nationally & internationally	<input type="checkbox"/>

	Provide electronic accreditation & marketing (with Marketing Unit)	<input type="checkbox"/>
4. Liaison	Contact & liaise with stakeholders	<input type="checkbox"/>
	Liaise with service providers on event days	<input type="checkbox"/>
	Keep College representative informed	<input type="checkbox"/>
	Provide progress presentations when required	<input type="checkbox"/>
	Only College representative approves/direction	<input type="checkbox"/>
5. Media Coverage	Provide photographers & videographers	<input type="checkbox"/>
	Align media with PR & branding plan	<input type="checkbox"/>
6. Interpreters & Translation	Provide interpreters (consecutive/simultaneous)	<input type="checkbox"/>
	Include sign language interpreters	<input type="checkbox"/>
	Use accredited interpreters (proof required)	<input type="checkbox"/>
	Two interpreters per language	<input type="checkbox"/>
	Provide interpreting equipment (mics, booths, headsets)	<input type="checkbox"/>
	Translate documents/programmes when required	<input type="checkbox"/>
	Provide rapporteurs & note-taking if required	<input type="checkbox"/>
7. Transport & Mobilisation	Arrange buses/taxis for delegates/communities	<input type="checkbox"/>
	Coordinate parking	<input type="checkbox"/>
	Manage mobilisation (leaflets, posters, loud hailing)	<input type="checkbox"/>
	Recommend creative mobilisation strategies	<input type="checkbox"/>

	Ensure mobilisation supports social cohesion & nation building	<input type="checkbox"/>
8. Tour Operator	Appoint tour operator for social excursions	<input type="checkbox"/>
	Consult communities at sites to be visited	<input type="checkbox"/>
	Manage all tour logistics	<input type="checkbox"/>
9. Security	Appoint private security	<input type="checkbox"/>
	Appoint safety officer to activate JOC	<input type="checkbox"/>
	Liaise with SAPS, EMS, Fire, SSA, VIP Protection	<input type="checkbox"/>
	Submit security plan in advance	<input type="checkbox"/>
	Recruit, train & pay marshals	<input type="checkbox"/>
10. Invitations & Accreditation	Manage guest invitations & RSVPs	<input type="checkbox"/>
	Usher & seat invited guests	<input type="checkbox"/>
	Control invitation & RSVP process strictly	<input type="checkbox"/>
	Use live/online accreditation system	<input type="checkbox"/>
	Support protocol arrangements	<input type="checkbox"/>
11. Promotional Items	Design & produce promotional items (College CI)	<input type="checkbox"/>
	Deliver items on time	<input type="checkbox"/>
	Return unused items to college	<input type="checkbox"/>
	Ensure College logo is used only for sanctioned events	<input type="checkbox"/>
12. Décor & Flowers	Provide décor & flowers	<input type="checkbox"/>
	Align décor with College CI manual	<input type="checkbox"/>
13. Task Directive (Evaluation)	Submit graduation concept proposal	<input type="checkbox"/>
	Proposal must be creative & inclusive	<input type="checkbox"/>

	Reflect South African identity	<input type="checkbox"/>
	Include College branding	<input type="checkbox"/>
	Ensure cost-effectiveness & value-for-money	<input type="checkbox"/>

Pricing Schedule

Item	Resource	QTY	Rate per hour (including VAT)
1	Project leader	1	R
2	Support staff	1	R
3	Driver	1	R
4	Total Bid Price (incl. VAT)		R

Disbursements

Item	Description	QTY	Rate
1	Travel within North-West Province	1	SARS rate will be applied
2	Accommodation	1	In line with the college policy

Cost Plus

The supplier will be re-imbursed on all procurement of goods and services approved by the college on a 'cost-plus' bases capped at 20%.

Item	Cost plus % (including VAT)
1	%