

	<p><b>Ditholwana Ts`a Rena Trust</b></p> <p>IT 003925/2016(G)</p> <p>124 Silverfern Office Park Suite 5 Thabo Mbeki drive Mokopane 0600</p>
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**DITHOLWANA TS`A RENA TRUST FRQ:008/2026**

**REQUEST FOR QUATATION (RFQ): Appoint an experienced Events Management Company Request for Proposal (RFP) for Annual General Meeting (AGM):**

<b>RFQ NUMBER</b>	<b>REF 008/2026</b>
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Appoint an experienced Events Management Company to provide comprehensive event management services for a period of 2 months- for Annual General Meeting (AGM)</b>
<b>CLOSING DATE</b>	<b>18<sup>th</sup> of May 2026</b>
<b>ENQUIRIES</b>	All enquiries should be submitted via email to: <a href="mailto:Jane.bodiba@ditholwanatrust.co.za">Jane.bodiba@ditholwanatrust.co.za</a>
<b>SUBMISSION</b>	All completed documents should be submitted electronically to: <a href="mailto:procurement@ditholwanatrust.co.za">procurement@ditholwanatrust.co.za</a> <b>(NO WALK -IN ALLOWED)</b>
<b>NOTE</b>	<b>Organisation/Companies who fail to submit all the compliance documents will NOT be legible to receive opportunities from Ditholwana Ts`a Rena Trust</b>

The Ditholwana Ts`a Rena Community Development Trust has been setup as part of the implementation community empowerment transaction by Anglo American Platinum (Valterra Platinum). The purpose of this role in question is to execute the mandate from the Board of Trustees in meeting the objectives of the Board. The Ditholwana Ts`a Rena Community Development Trust seek experienced service provider/entity for the service provider to appoint an experienced Events Management Company to provide comprehensive event management services for a period of 2 months for Annual General Meeting (AGM).

**3.THE OBJECTIVE OF THIS PROJECT**

The primary objective of this tender is to appoint an experienced Events Management Company to provide comprehensive event management services for a period of two(02) Months for Annual General Meeting (AGM). The goal is to ensure professional planning, coordination, and execution of events aligned with the organization's requirements and standards.

With regards to attendance, it is expected that the event will be attended by a total of 700 – 1000 attendance for the duration of the event. The below table indicates the high-level scope for the event.

#### 4. SCOPE

- Planning, organizing, and executing the AGM (e.g., venue sourcing, catering, decor).
- Technical Services: Live streaming, audio-visual (AV) setup, and virtual conferencing platforms for hybrid meetings.
- Registration Management: Secure, often paperless registration systems with QR code capabilities.
- Stakeholder Management: Managing attendee invitations, RSVP tracking, and communication.
- Compliance and Safety: Adherence to organizational policies, safety regulations, and legal requirements for AGMs.
- Provision of on-site support, supervision, and post-event evaluation.
- Compliance with all applicable legal, safety, and health regulation.
- Secure and set up an Operations Centre
- JOC application and health and safety approval
- Management of logistics including travel and accommodation for speakers and VIP
- Management of logistics including travel for delegates from the 62 villages utilising the local service providers
- Social media and campaign management (Facebook, Instagram, LinkedIn, X) Content creation (graphics, posts, videos)
- Coordination of Event photography & videography for promotion
- **Event Theme and invite** - Design and layout for HTML invitation Virtual registration - Design of virtual registration landing page Web banners - Design and layout of web banners Backdrop-stage backdrop with print - Design and layout of stage backdrop AV Slides - Design and layout of AV slides.
- **Logistics and Operations** -Venue identification and procurement Catering Staffing and Volunteer Coordination Schedule Coordination
- Livestreaming, video recording and audiovisual and Technology and digital solutions for events Livestreaming, video recording and audiovisual procurement and coordination Procurement of technology and digital solutions for events
- Post-Event Evaluation and Reporting Event feedback survey Post event report

#### Requisite experience

- Hybrid Experience: Ensuring seamless interaction between physical and virtual attendees.
- Technical Reliability: Providing stable, secure live feeds for virtual participants.
- Demonstrated experience in managing similar events within the last eight (8) years, supported by at least three (3) contactable references.
- Provision of a detailed technical and functionality response, including OEM or OSM accreditation where applicable.
- Adherence to health and safety standards, including occupational health coverage for employees.
- Provision of a comprehensive event management plan outlining methodologies, resources, and timelines.

- Availability of qualified personnel with relevant skills and experience in event management.

## **5. METHODOLOGY**

The Service Provider must clearly outline and explain the methodology that will be used for the management the event for the Ditholwana Ts`a Rena Trust contract employees by outlining the approach and providing a step-by-step explanation of the proposed process.

All proposals are to be submitted in a format specified in this enquiry However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

### **5.1. Technical Proposal**

The following must be submitted as part of the technical proposal:

a. Company profile that demonstrates the following;

- Experience and Track record: Provide detailed CVs of the team inclusive of but not limited to project manager(s)/project lead(s), coordinators (programme, venue, logistics and registration), finance manager/administrator, marketing manager, creative lead and audio-visual and virtual event specialists.
- Please ensure that the CV clearly demonstrates years of experience in providing end-to-end event organising services.

### **5.2 Portfolio of Evidence Experience in the execution of similar events:**

Provide a comprehensive portfolio of evidence which clearly demonstrates a number of events executed in the past 5 years. This should include a full list of the events and end-to-end services provided for each event. c. Detailed Technical Proposal which covers the scope of services to be evaluated with the relevant supporting documentation.

### **5.3 Project Proposal:**

The bidder must provide a detailed proposal, which illustrates the management approach, processes and methodology that the company uses in managing conferences or events. as stipulated in this scope of services relating to end-to- end event management services required. It should cover the following elements:

- Approach followed for event and conference design planning and execution
- Marketing and communication services offered
- Guest Relations support relating to delegate check-in, VIP concierge service, information desk services and VIP protocols
- Financial Management of projects - including budget & cashflow management
- Technology and digital solutions for events
- Programme development including coordination of speaker requirements etc.
- Investor and business match-making services during a conference
- Event logistics including venue & logistics coordination, room setup, expo, catering, security, transport etc

## 6. EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No ELEMENT	WEIGHT
<p><b>Experience &amp; Track Record:</b>            Demonstrated experience in managing events (corporate, conferences, exhibitions, gala dinners, etc.) - number of years Evidence through the company profile</p>	30
<p><b>Experience in the execution of similar events:</b>            provision of end-to-end services – number of similar events. Evidence through company profile, agreements or portfolio of evidence.</p>	30
<p><b>Project Proposal /Technical Proposal /Financial proposal</b></p>	30
<p><b>Client testimonial or Contactable reference letters</b></p> <ul style="list-style-type: none"> <li>• Three Reference/recommendation letters</li> <li>• Three appointment letters for similar events</li> </ul> <p>Client Testimonials Bidder must submit statements from clients highlighting the quality, impact, and success of the end-to-end event management services provided. These must not be older than 5 years, add contactable details of the client, it must be signed, dated and have the client's letterhead)</p>	10
<p><b>TOTAL</b></p>	<b>(%) 100</b>

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than 60% on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

**Note:**

1. Where the service provider uses partnerships or subcontracting, the proposal must state the nature and length of the partnership/contracts and how the services are integrated as part of the scope of work that may be requested by the organising committee.

**2. Financial Proposal**

The following must be submitted as part of the financial proposal:

- Cover Letter.
- Completed Pricing Schedule.

**7. DURATION OF THE PROJECT**

The expected duration of the project is for a period of three (2) months from the date of signing of the service level agreement (SLA)/ appointment letter.

**8. SUBMISSION & SUPPORTING DOCUMENTS TO BE INCLUDED IN THE RFP:**

- ✓ Technical Proposal: Detailed approach and Methodology to deliver the scope
- ✓ Financial Proposal: Detailed pricing structure, including professional fees
- ✓ Company Profile: Background and overview of the organisation
- ✓ Proof of registration and Compliance
- ✓ ÇIPC Company Registration documents
- ✓ Valid Tax Clearance Certificate or PIN
- ✓ Valid B-BBEE Certificate
- ✓ Qualifications and Experience -Demonstrated track record of similar assignments with NPO's, Trusts and related governance environmentoetc.CV/s of resources/to be allocated to the Trust
- ✓ 3 References: Current /previous clients confirming successful delivery of similar services

Please direct all enquiries to: [jane.bodiba@ditholwanatrust.co.za](mailto:jane.bodiba@ditholwanatrust.co.za)

Submissions: [Procurement@ditholwanatrust.co.za](mailto:Procurement@ditholwanatrust.co.za)

**NB: THE DITHOLWANA TS`A RENA TRUST RESERVES THE RIGHT TO VET ALL DOCUMENTATION AND INFORMATION PROVIDED BY BIDDERS TO PROVE THEIR RELEVANT EXPERIENCE AND ABILITY TO PERFORM THE SERVICE.**

**DTRT RESERVE THE RIGHT TO APPOINT OR READVERTISE SHOULD THE CIRCUMSTANCES ALLOW!!!**