



PART C: TENDER EVALUATION PROCESS SAT TENDER 006/22- EVENTS MANAGEMENT AGENCY FOR SOUTH AFRICAN TOURISM AUSTRALIA OFFICE

South African Tourism has set minimum standards (Phases) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Please note that all B-BBEE requirements and references only apply to South African registered businesses (i.e. B-BBEE is not applicable to Australian and/ or New Zealand registered businesses).

Phases -Table 1:

Phase 1 Evaluation Requirements	Phase 2 Technical Evaluation Criteria	Phase 3 Price and B-BBEE Evaluation
Bidders to submit all documents as outlined under Phase 1:Evaluation Requirements	Bidder(s) are required to achieve a minimum threshold of 70% to proceed to Phase 3	The tender will be evaluated on either the 80/20 or 90/10 preference point system. Once a tender is received, the lowest acceptable tender will be used to determine the preference point system to be used for the evaluation. Where the lowest acceptable tender is below R50 million (approx. AUD 5 million), the 80/20 preference point system must be used and If the lowest acceptable tender is above R50 million, the 90/10 preference point system must be used.

Phase 1: Evaluation Requirements

Without limiting the generality of South African Tourism's other critical requirements for this Bid, bidder(s) must submit all the documents required.

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.

Administrative and Mandatory Requirements - Table 2:

Document that must be submitted	YES/NO	Non-submission may result in disqualification?
Confirmation of valid Tax Status		Written confirmation that the government's authorised tax authority (e.g. ATO, SARS, etc.) may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status.
B - BBEE Certificate 1		B - BBEE Certificate or, for companies that have less than R10 million turnover, a sworn affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit sworn affidavit will result in non-compliance on preference points system). This is a requirement for South African registered companies only.
Annexure A-Invitation (SBD 1)		Complete and sign the supplied pro forma document
Annexure B-Registration on Central Supplier Database (CSD)		All agencies including proposed partner/subcontractor agencies must be registered as a service provider on National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. (South African Companies only)
Annexure E-Declaration of Interest - (SBD 4)		Complete and sign the supplied pro forma document
Annexure D-Preferential Procurement SBD 6.1		Complete and sign the supplied pro forma document

Phase 2: Technical Evaluation Criteria = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders will be required to achieve a minimum threshold of 70% in order to proceed to Phase 3 for Price and BBBEE level of contribution evaluations.

Evaluation Criteria - Table 3:

Deliverables / Performance Indicators Evaluating against the evaluation criteria given in Part B, 5.4 - SUBMISSION DOCUMENTS	Reference to the Scope of Work (Part B)	Weight	Reference Page in Bidder's Proposal
SERVICING TEAM CREDENTIALS: EXPERIENCE - Established full-service events agency with a proficient servicing team that has the capacity, skills, and tools to run successful events. - Experience in both tourism and non-tourism industry clients. Please provide detailed CVs for each member of the servicing team - noting that CVs should largely reflect people's ability relating to events management to keep the CVs relevant to this bid.	5.4.1 B	10	
AGENCY CREDENTIALS: PORTFOLIO OF PRIOR EVENTS/ACTIVATIONS - Proven success in planning and executing events that deliver on clients' objectives. - Innovative concept and relevance to the clients identified segments. - Thorough execution plan illustrating some of the functional deliverables. - Demonstrate an end-to-end solution with quantifiable measures of success. Please note: Portfolio of prior events/activations must be linked with the submitted contactable reference letters. The bidder will be evaluated in line with table 4.	5.4.1 A	30	
AGENCY CREDENTIALS: REFERENCE LETTERS - Three (3) positive contactable references - Testimonial must reflect delivery against objectives and KPIs and delivering full service. - References should be presented in the form of a written letter on an official letterhead from clients and should be related to the portfolio of prior events/activations stating clearly what work was done for them. - Service provider should not be older than four 48 months (4 years) from the closing date of this RFP. No appointment letters from clients will be accepted as reference letters. - No reference letters submitted = 0 points - One (1) reference letters = 3 points - Two (2) or more reference letters =4 points - Three (3) reference letters = 5 points	5.4.1 A	5	
PROPOSED SOLUTION - STRATEGY AND CREATIVE CONCEPT	5.4.2 A	30	

• SA Tourism is looking for events that inspire and sell South Africa. • The strategy must demonstrate an understanding of the current environment and research data provided by SA Tourism and provide a strategic event idea for consumer, trade and MICE audiences. • South African Tourism often works with partners (traditional and non-traditional) and part of the strategy needs to indicate how partners can be incorporated in the events. • Due to the uncertain times around the pandemic, the strategy must address the volatile environment we operate in and contingency plans to mitigate any associated risk in that regard. • Based on the current COVID-19 crisis, please demonstrate your understanding of consumers' concerns and how SA Tourism should address them. • The concept needs to be innovative and relevant to identified segments. • Longevity - how can the event live beyond the event. The bidder will be evaluated in line with table 4.			
PROPOSED SOLUTION - EXECUTION AND LOGISTICS • Risk management (including medical insurance, safety & security, disaster management, COVID-related risks, etc.) • The agency must demonstrate a very clear execution plan for the events, especially considering safety protocols. • Events and activations can be virtual or face-to-face, depending on COVID-19 protocols. The agency must demonstrate both aspects and must reach all audiences i.e. business and leisure consumers, trade, corporates and all relevant stakeholders. • Promotion of the event e.g. media / PR recommendations. • Ensure complete compliance to SA Tourism brand and corporate identity guidelines for all activations and collateral. • Facilitate and oversee all associated logistics. The bidder will be evaluated in line with table 4.	5.4.2 B	10	
PROPOSED SOLUTION - MEASUREMENT AND REPORTING Provide a sample report inclusive of but not limited to: • Interval reporting (this will be decided on per project) must be provided. • Post-report activation results must include full decks of data (including questions asked) and the accompanying insights. • Budget reporting. • Database collection will form an integral part of reporting and must be delivered into the SA Tourism CRM system. Management of data protection compliance rules and regulations will be handled by the events agency.	5.4.2 C	15	

The bidder will be evaluated in line with table 4.			
TOTAL		100	

South African Tourism will reserve its rights to request bidders for goods and/or services presentations and/or product demonstrations where these demonstrations will provide an opportunity for the Bid Evaluation Committee (BEC) to look more closely at the proposals and identify gaps between how the bidder indicated that their proposed solution met the business requirements and what the Bid Evaluation Committee is able to discern regarding how closely it actually meets the needs of the business.

The presentations and/or demonstrations, if required, will be at a high level where key functions will be identified that the BEC might be interested in looking more closely at. During these presentations and/or demonstrations, the BEC will ask questions and make note of what they consider to be gaps in the proposals compared with how well the business requirements are satisfied.

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supporting documentation for all functional requirements as indicated in the Terms of Reference. The BEC responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the Request for Proposals (RFP) and the subsequent presentations and/or demonstrations if applicable.

The score for functionality will be calculated in terms of the table below where each member of the BEC will rate each individual criterion on the score sheet using the following value scale:

Evaluation Matrix - Table 4:

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services. Response identifies factors that will offer potential value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits . Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services. Response identifies factors that will offer potential required services, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	2

Serious Reservations	Satisfies the requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20) = 100 points

Only bidder(s) who meets the minimum threshold of 70% for the pitch presentation during Phase 3 will be further evaluated for comparative price and BBBEE level of contribution.

The total points for price evaluation (out of 80/90) and the total points for BBBEE evaluation (out of 20/10) will be consolidated. The bidder who scores the highest points for comparative pricing and B-BBEE status level of contributor after the consolidation of points will normally be considered as the preferred bidder who South African Tourism will enter into further negotiations with.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder all other bidders will be considered as unsuccessful.

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

Non-compliant contributor	0	0
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Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder all other bidders will be considered as unsuccessful.

END.