



SOUTH AFRICAN TOURISM

PART C: - SCOPE OF WORK - SAT TENDER 349/26- INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER FOR SOUTH AFRICAN TOURISM

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 Administrative and Mandatory bid requirements	Phase 2 Functional Technical Evaluation (Desktop and Presentation)	Phase 3 Price
Bidders' responses will be evaluated based on Table 2 below.	Technical functional evaluation (functionality) is divided into two (2) phases (Desktop technical functional evaluation and Presentation (Innovative & Expertise) technical functional evaluation with total points of 70% or 70 points out of 100 points. Phase 2. A: Desktop technical functional evaluation = 60 points: - A bidder must meet a minimum threshold of 40 points of desktop technical functional evaluation to be considered for the next phase of evaluation, Phase 2B (Presentation). - Failure to meet the minimum points threshold will result in disqualification in this phase. Phase 2. B Presentation (Expertise and Innovation) = 40: - A bidder must meet the minimum threshold of 30 points of Phase 2 B functional evaluation to be considered for the next phase of evaluation, Phase 3 (Price). NB: Failure to meet the minimum threshold of 70% or 70 points will result in disqualification in this phase and a bidder will be disqualified for not meeting both of the	The tender will be evaluated on pricing evaluation Up to a maximum of three (3) top-ranked bidders in phase three (3) will be appointed to the panel; however, should only one (1) or two (2) bidders successfully qualify, appointments will proceed with the qualifying bidder(s) without invalidating the tender process.

	phases (A or B) minimum threshold irrespective of meeting the combined minimum threshold of 70% or points	
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Phase 1: Administrative bid requirements

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 bid requirements. If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.

Table 2: Phase 1 Evaluation

The documents that must be submitted	YES/NO	Non-submission may result in disqualification.
Annexure A- Bid Invitation form (SBD 1)		Complete and sign where applicable. If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.
Annexure D-Declaration of Interest - SBD 4)		

Phase 2: Desktop Functional Technical Evaluation = 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% or 70 points** to proceed to Phase 3 for the Price level of contribution evaluations.

The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A: will measure the responsiveness of the proposal in terms of the capability and capacity in delivering the services.

Phase 2 B: will comprise of the presentation and live demo (Expertise and Innovation).

Phase 2 A: Desktop technical functional evaluation- A bidder will be evaluated out of 60 points and is required to score a minimum threshold of 40 points out of 60 points to qualify for presentation and live demo in Phase 2 B.

Phase 2 B: Presentation and live demo - Bidders will be evaluated out of 40 points and are required to score a minimum threshold of 30 points out of 40 points to be evaluated further on the next phase of evaluation (Price).

Table 3: Phase 2 A Desktop Functional Evaluation

Phase 2 A- Desktop Technical Evaluation Criteria Deliverables / Performance Indicators	Weight Allocated	Reference pages in the bidder's proposal.
Evaluation criteria		
Experience in International Exhibition Stand Design and Build: The bidder must demonstrate experience in the successful design, manufacture, project management and installation of exhibition stands for internationally recognised exhibitions and trade shows that are comparable in scope, complexity and quality to the requirements of this tender. Experience will be evaluated based on the relevance of the executed projects and the supporting favourable client reference letters. The bidders will be assessed based on the number of stands designed, built and executed within the period of five (5) years (Please note that the five-year period will be evaluated starting from 2021 up to the tender's closing date). The bidder's assessment on stand execution will be linked to the applicable relevant reference letter. • 5 number of stands executed = 1 • 6-9 number of stands executed= 2 • 10 number of stands executed= 3 Non-Scoring Factors: Less than 5 number of stands executed Submission of irrelevant reference letters Reference letters that are less than three and older than five (5) years Provide a minimum of three (3) contactable client references linked to the stands executed in the form of a written letter, not older than five (5) years (Please note that the five-year period will be evaluated starting from 2021 up to the tender's closing date). The reference letters must be signed and on the client's letterhead. No appointment letters from clients will be accepted as reference letters. References must be included for the bidders, partners, and	25	

sub-contractors. If the company has appointed a subcontractor, the subcontractor must also submit the reference letters. NB: An internationally recognised exhibition or trade show is an event that: • attracts exhibitors and buyers from multiple countries; • is recognised within its industry as a major international business or leisure or trade platform; • provides international market access or business networking opportunities; and • is comparable in scale, complexity and operational requirements to South African Tourism's international exhibition platform (Africa's Travel Indaba and Meetings Africa equivalent) All reference letters and executed projects submitted must relate to the legal entity submitting the bid. Experience of parent companies, subsidiaries, affiliated entities, related companies, or strategic partners will not be considered unless they form part of a declared joint venture, consortium, or subcontracting arrangement. Failure to comply with this requirement will render the submission non-responsive and it will be regarded as a non-submission.		
Experience of Service Team: Stand lead Constructor Please provide us with a detailed CV regarding the expertise and experience of the proposed resource, including a minimum of 5 years of experience within the international stand build and design. Evaluation Matrix: Less than five (5) years in stand construction = 0 Five (5) years in stand construction = 1 point Six (6) to ten (10) years in stand construction = 2 points More than 10 years in stand construction = 3 points Failure to provide a dedicated resource will be deemed as non-compliance with this requirement and will render the submission non-responsive and it will be regarded as a non-submission	10	

Experience of Service Team: Project Manager Please provide us with a detailed CV regarding the expertise and experience of the proposed resource, including a minimum of 5 years of experience within the international stand build and design. Evaluation Matrix: Less than five (5) years in project management = 0 Five (5) years in project management = 1 points Six (6) to ten (10) years in project management = 2 points More than 10 years in project management = 3 points Failure to provide a dedicated resource will be deemed as noncompliance with this requirement and will render the submission non-responsive and it will be regarded as a non-submission	10	
Experience of Service Team: Technical Support Please provide us with a detailed CV regarding the expertise and experience of the proposed resource, including a minimum of 5 years of experience within the international stand build and design. Evaluation Matrix: Less than five (5) years as a technician= 0 Five (5) years as a technician = 1 points Six (6) to ten (10) years as a technician = 2 points More than 10 years as a technician = 3 points Failure to provide a dedicated resource will be deemed as noncompliance with this requirement and will render the submission non-responsive and it will be regarded as a non-submission	5	
Quality and Environmentally Friendly Material Demonstrate to which extent the proposed stand has incorporated environmentally sustainable principles in the material selection for both the stand structure and branding substrates. The demonstration should include the following elements: 1. Sustainability requirements: recyclability, reusability, and sourcing from environmentally responsible suppliers. 2. Durability requirements: Resistance to wear and tear, durability, and lifespan 3. Safety requirements: Fire resistance, toxicity, and potential health hazards	5	

Evaluation Matrix: 3 = Will be allocated to the bidder who addressed all (3) the above elements and applicable requirements in detail as defined per line item. 2 = Will be allocated to the bidder who addressed any of the two above elements and applicable requirements in detail as defined per line item. 1 = Will be allocated to the bidder who addressed only one of the above requirements and applicable requirements in detail as defined per line item. NB: If the bidder does not address all line-item requirements, the provided information will be considered incomplete and not considered for evaluation.		
Platforms Execution Methodology: Provide proof of application of the CI for a business events and leisure platforms through a customised exhibition stand design . - Supply a detailed annual project plan with phases, timelines, and milestones - Supply a stand mock-up with a fair understanding of CI and graphic application for the business and leisure tradeshow as per CI provided Evaluation Matrix; 3 = Exceeds the requirements, submit the mock up incorporating the supplied CI for a business platform and leisure, including a detailed annual detailed project plan with phases, timelines, and milestones 2 = Satisfies the requirements, submit the mock up incorporating the supplied CI for a business platform and leisure, with a detailed project plan including two of the listed requirements phases, timelines and milestones 1 = Submission meets the minimum requirements with major reservations. If you provide a mock up incorporating the supplied CI for a business platform and leisure, with a detailed project plan including either phases or timelines or milestones 0 = Does not meet the requirement. Does not comply and/or insufficient information provided. The bidder did not provide a mock up incorporating the supplied CI for a business platform and leisure, with a detailed project plan including phases, timelines and milestones	5	
PHASE 2 A TOTAL	60	

PHASE 2 B Evaluation criteria inclusive of presentation and Live Demo	40	
Demo presentation of a Business Events and Leisure The following are the requirements for evaluation: • Demonstrate a stand design depicting a CI relevant to leisure and business events shows • Showcase a conceptualised unique iconic South African feature capable of becoming a signature element across international exhibitions for all platforms • Back-to-front stand outlook incorporating render depicting the CI. Evaluation Matrix: 3 = If the bidder addressed all three (3) requirements above 2 = If the bidder addressed two (2) requirements above 1= If the bidder addressed one (1) requirements above A score of 0 will apply where the bidder fails to participate in the compulsory demo presentation and/or fails to submit sufficient visual and supporting information to demonstrate the required CI application for business events and leisure platforms, conceptualised iconic South African feature, and front-to-back stand outlook incorporating the South African Tourism CI, resulting in the submission being non-responsive to the stated minimum requirements	40	
TOTAL FOR PHASE 2 (A+B)	100	

Phase 3: Price Evaluation

Only bidders who met the minimum threshold of 70% on Phase 2 will be evaluated on this phase. Three bidders with the highest points in price will be appointed in this phase.

- 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 supportive documentation for all functional requirements as indicated in the terms of reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.