

Block A, Riviera
Office Park
6-10 Riviera Road
Killarney,
Johannesburg
South,Africa
2041



REQUEST FOR PROPOSALS

EVENT MANAGEMENT FOR HOUSING DEVELOPMENT AGENCY WOMEN APPRECIATION DAY

RFQ/JHB/2021/009

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

WEDNESDAY AT 11H00

3rd SEPTEMBER 2021

TERMS OF REFERENCE

EVENT MANAGEMENT FOR HDA WOMEN APPRECIATION DAY

RFQ/JHB/2021/009

1. INTRODUCTION

1.1 The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. Additionally, HDA provides project delivery support services to organs of state at local, provincial and national level. The project management of Informal settlements upgrading, Mining Towns upgrading, Social, Student and Emergency Accommodation services are some of the focus areas of the organisation

1.2 As part of its employee wellness and transformation agenda to retain skilled female employees, the HDA needs to pay special attention the needs and well-being of this important stakeholder group.

1.3 The needs for the female cohort of employees of the HDA necessitates the need to pay special attention by hosing a day of appreciation for the women at the Agency with the envisaged outcomes of engaged and creating an environment which encourages high performance and equips managers with the wherewithal to be supportive and empathetic management of our women employees.

1.4 Furthermore, these women at the HDA need to feel appreciated and recognised for the critical role they play in the strategic implementation of the business of the organisation. **The event is scheduled for FRIDAY 10TH SEPTEMBER 2021.**

2. OVERVIEW

2.1 The HDA requires services of a reputable and professional company to provide event management services for the planned HDA Women Appreciation Day as part of the Women's Month commemorations.

3. SPECIFICATIONS

3.1. Virtual HDA Women Appreciation Day should include the following services;

3.1.1 Proposals for a **half-day virtual event** that drives home the message as to the important role women play at the HDA.

3.1.2 Branding of the Women's Appreciation Day virtual event.

3.1.3 Pre and Post event Survey conducted to glean insights on areas of focus for women at the HDA with the view of developing content for the event day. The survey should also act as a benchmark to gauge the satisfaction levels for HDA Women with the event to inform improvements in the future.

3.1.4 Procuring and distribution of **+/- 150 Care Packs** which indicates the organisation's appreciation for its women employees delivered to each female employee. **The care pack should not exceed R1000 p.p in cost**, to include, but not limited to,

- a. Book: *Becoming / Unbecoming to Become* by Ayanda Borotho OR *We Need More Tables* by Norma Young
- b. A personalised journal
- c. Pack of 4X Cans of BNG MCC OR Non – Alcoholic Beverages
- d. HDA branded Handbag table holder
- e. Rooibos Skincare incl. Facewash, Toner, Vanishing Cream.
- f. Artisanal Chocolate by "Honest Chocolates".

3.1.5 Design and manage the invitation and RSVP process for all HDA women countrywide.

3.1.6 Source a relevant musical entertainment and poet as part of the Day's festivities.

3.1.7 The HDA recommends a combination of the following: Thandiswa Mazwai / Busiswa Gqulu AND Lebo Mashile / Koleka Putuma.

3.2 Post the virtual event, the HDA seeks to establish a Women's Forum to further enhance the support and mentoring of women at the Agency

In addition to the letter of appointment, the appointed contractor shall be required to enter into a Professional Services Level Agreement with the HDA.

4. Evaluation Process

4.2 Preference will be given suppliers:

4.2.1 having a Level 1 – 2 statuses as a minimum B-BBEE Level of Contributor.

4.2.2 Preference will be given to companies that have 51% women ownership and persons with disabilities.

The following **Table 3** will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **70 points** on functionality will be set aside.

Table 3 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Experience (Minimum of three (3) year’s event management) experience	<p>Bidding company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company.</p> <ul style="list-style-type: none"> • No company profile – 0 points • Profile not related to event management services– 5 points • Profile related to event management services, but under three (3) years – 8 points • Profile related to event management services, with three (3) years or more – 10 points 	10
Customised Virtual Event Management Concept on Powerpoint.	<ul style="list-style-type: none"> • No customised event management concept – 0 points • Event invitation proposed design – 5 points • Proposed running – order of event and event timing – 5 points • Overall Project plan with timelines – 5 points • Proposed branding of the webinar – 5 points • Detailed -proposed female Programme Director – 5 points 	30
Pre and Post Staff Surveys	<ul style="list-style-type: none"> • Survey monkey or similar survey PRE-EVENT SURVEY to glean insights on areas of focus for women at the HDA with the view of developing content for the event day (minimum 5 questions) – 10 points • POST EVENT SURVEY – This survey should provide a gauge the satisfaction with the event (minimum 3 questions - 10 points 	20
Reputable and relevant female motivational speaker / facilitator Proposal to select from.	<ul style="list-style-type: none"> • No proposal for female motivational speaker – 0 points • Profile of reputable female motivational speaker not related to the event to show appreciation for HAD women– 5 points • Profile of reputable female motivational speaker related to the event to show appreciation for HAD women – 10 points 	10

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Relevant female entertainer and poet: Proposal to select from.	<ul style="list-style-type: none"> No proposal for female entertainer speaker – 0 points Profiles of female entertainers / poets is not relevant to the event to show appreciation for HAD women (please provide at least 2 options) – one poet 2 points, one entertainer 2 points (total 4 points) Profiles of female entertainers / poets is relevant to the event to show appreciation for HAD women (please provide at least 2 options) – two poets 5 points, two entertainers 5 points (total 10 points) 	10
Procuring and distribution of +/- 150 Care Packs	<ul style="list-style-type: none"> No care packs catered-for – 0 points Care packs includes: <ul style="list-style-type: none"> a. Book: <i>Becoming / Unbecoming to Become</i> by Ayanda Borotho OR <i>We Need More Tables</i> by Norma Young b. A personalised journal c. Pack of 4X Cans of BNG MCC OR Non – Alcoholic Beverages d. HDA branded Handbag table holder e. Rooibos Skincare incl. Facewash, Toner, Vanishing Cream. f. Artisanal Chocolate by “Honest Chocolates”. – 10 points 	10
Recording of the Event for sharing, archiving and use for PR purposes	<ul style="list-style-type: none"> No recording of event provided - 0 points Recording provided for and costed - 10 points 	10
TOTAL		100

5. Price and BEE Evaluation

5.1 To facilitate a transparent selection process that allows equal opportunity to all event management companies, the HDA has a policy for the appointment of bidders that will be adhered to. Quotations will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.

5.2 The following criteria will be used for point’s allocation for price and B-BBEE compliance on an 80/20-point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level	20
TOTAL		100

6. General

6.1 It is important to note that companies quote for the correct item listed on the attached schedule.

6.2 Kindly submit the following documents:

- Registration with the National Treasury **Central Supplier Database (CSD Report)**, if not yet registered use the following link to register: <https://secure.csd.gov.za/>
- **SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.**
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA.**

6.3 Further information regarding supply chain matter and queries can be sent via email to: Jennifer.Monareng@thehda.co.za or at tell: 011 544 1000

7. Term and Conditions

7.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

7.2 No payment will be made where there is an outstanding information/work by the service provider/s.

8. Submission of Quotation

8.1 Proposals should be submitted on or before **Friday** the 3rd September **2021** by no later than **11h00** to the following address:

The Procurement Officer

The Housing Development Agency

Block A, Riviera Office Park

6-10 Riviera Road, Killarney,

Johannesburg

2193

8.2 The selection of the qualifying bidder will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the suppliers.