

## CONFIDENTIAL

Date: 01 February 2012

### **REQUEST FOR QUALIFICATION & INTEREST (RFQ&I) FOR THE 2012 PROUDLY SOUTH AFRICAN HOME-GROWN AWARDS' OVERALL EVENT MANAGEMENT, MEDIA AND PUBLIC RELATIONS SERVICES ISSUED BY PROUDLY SOUTH AFRICAN:**

Proudly South African ("PSA") is engaged in a process of attracting high calibre service providers for the provision of overall Event Management, Media and Public Relation services for the 2012 Proudly South African Awards. The Proudly South African Home-Grown Award and associated programme of events will be held in Johannesburg in September 2012.

Interested parties are invited to make submissions to indicate their interest to be considered for this project and to be considered for the pre-qualification process. PSA intends to finalise the short listing process by the 29<sup>th</sup> February 2012.

The detailed scope of work will be made available to short listed service providers and a briefing session will be held where the program for the week long series of events, specifications and plans relating to the 2012 Proudly South African Home-Grown Awards will be made available. At this stage, the approximate value of the work to be undertaken is yet to be determined. The scope of work will include television production and event management services.

Shortlisted bidders will then be invited to submit a Request for Proposal and in so doing, develop and price a detailed proposal for the 2012 Proudly South African Home-Grown Awards' Overall Event Management, Media and Public Relations.

It is also pointed out that the scope of work is fairly wide and detailed and will need to be carried out in all its dimensions. In this regard, potential service providers are advised to consider the imperatives inter alia, time, resource and scale that will drive the process and ensure that potential service providers have adequate capacity to deliver. Service providers are urged to consider partnerships in order to deliver the scope and scale of the work and this will enable PSA to ensure that the work is spread amongst a range of suppliers. Should this route be opted for, a prime contractor must be clearly identified for accountability purposes and to assume leadership of the consortium.

1. The Request for Qualification and Interest Proposal (RFQ&I) should be submitted in hard (5 Copies) and soft copy which shall include, without any limitations thereof, supporting documentation together with a Business Profile, which should be completed in all respects and signed by the person duly authorised to contract on behalf of the business;

Given the nature of the service being procured, potential service providers are required to submit:

- 1.1 A comprehensive portfolio of work undertaken by all components of the entity,
- 1.2 Value, scope and scale of work undertaken, complexity for each component of the consortium/entity
- 1.3 Motivation of the entity's suitability to execute this project
- 1.4 A list of clients and client references should also be submitted.
- 1.5 An indication of project programmes reflecting timelines and actual delivery which can be verified is required. In this regard, contact persons or client representative details are also required.

2. The RFQ&I should be delivered in a sealed envelope addressed to:

**Eustace Mashimbye  
Chief Financial Officer  
Proudly South African  
14A Jellicoe Avenue  
Rosebank  
Johannesburg**

**To be delivered by no later than 16h00 on Wednesday the 15<sup>th</sup> February 2012.**

3. No attempt should be made, whether directly or indirectly, to canvass the support of any member of PSA staff before the award of the contract. Any queries must be directed to [eustace@proudlysa.co.za](mailto:eustace@proudlysa.co.za).
4. PSA will evaluate the RFQ&I and all documentation attached thereto against the evaluation criteria. Based on the results of the evaluation, a shortlist of service providers will be prepared and they will be requested to further develop detailed proposals for the 2012 Proudly South African Home-Grown Awards' Overall Event Management, Media and Public Relations. PSA reserves the right to split the services sought after in terms of this RFQ&I and subsequent RFP in this regard.
5. The shortlist compiled from the RFQ&I submissions will be based on full compliance with all governance requirements (e.g. Tax clearance, VAT registration), capacity/ability to deliver based on the service provider's/entity's track record and capacity, previous work done within the scope and scale of this project and BEE profile.
6. PSA will consider the request for proposal taking into account the following criteria in determining the final selection of a supplier:
  - 6.1 Equity focus (including BEE & SMME)
  - 6.2 Reliability of supplier
  - 6.3 Financial stability of supplier
  - 6.4 Capacity of supplier
  - 6.5 References
  - 6.6 Capacity/capability to deliver a project of this scale and scope
7. Please note that this is an invitation for information and under no circumstances whatsoever shall it be construed as an 'offer' giving rise to any contractual obligations on the part of PSA. PSA shall not be bound to accept the proposal submitted and reserves the right to negotiate the final terms and conditions before awarding the contract and unless and until a formal written agreement is signed by the PSA and a successful service provider, no person or entity shall claim any existence of an agreement with the PSA.
8. The scope of work to be covered by the final RFP will include the provision of Media, Public Relations and Event Management Services for the 2012 Proudly South African Home-Grown Awards. PSA reserves the right to amend the Terms and Conditions of the RFP and utilise its own Service Level Agreement should it choose to do so.
9. All costs incurred in the submission of the application shall be for the account of the service provider.
10. All documents submitted as part of this process shall thereby become and remain the property of PSA. All technical and confidential information issued by PSA to potential service providers in this process (RFQ&I and RFP) may not be divulged to any person or any business except its advisors, in respect of whom the service provider undertakes to ensure that PSA confidentiality is maintained.

11. Please note that certain information referred to above, will be extracted from the completed 'Business Information' as part of the evaluation process therefore kindly furnish full particulars an respect of the information required in the 'Business Profile'.
12. Failure to comply with any of the conditions as set out above and / or failure to provide the information requested may, in the PSA's sole discretion result in the application not being considered.
13. PSA and its employees and partners have many ideas of their own for the development of the Concept plan for the Home-Grown Awards which may be similar to yours. An idea which may be new to a service provider may be old to PSA and or similar. It is possible that identical ideas may be conceived independently and accordingly all service providers recognise that some of the ideas may have already been conceived by PSA and or its employees and partners.
14. PSA shall use its reasonable endeavours to keep all information submitted to PSA and stated explicitly by the service provider in its completed application form to be confidential. All confidential information will not be divulged to any third parties other than advisors, employees, directors, agents and representatives of PSA who require the information in order to perform functions mandated by PSA.
15. Please ensure that the declaration indicating if your organisation is a related party to any employee, director or member of PSA is completed.
16. Copies of all supporting documents including original tax clearance certificates, VAT registration certificates, company profiles, and other supporting documentation required to be provided in accordance with the Request for Qualification and Interest form must be submitted with the completed application form.

**PSA fully approves and supports the government's Broad Based Black Economic Empowerment programme. PSA is strongly of the opinion that all the business enterprises within South Africa have an obligation to redress the imbalances of the past and will therefore prefer to do business with local business enterprises that share these values and are members of PSA. PSA will give preference, when evaluating potential suppliers in relation to a particular procurement process to business enterprises which have a shareholding by historically disadvantaged individuals/groups, or who are prepared to channel a portion of the contract value to such BEE businesses by means of legitimate sub-contracting or Joint Venture agreements in accordance with the DTI codes.**

Yours Faithfully

**EUSTACE MASHIMBYE**  
**CHIEF FINANCIAL OFFICER**

**Given the nature of the service being procured, potential service providers are required to submit:**

1. A comprehensive portfolio of work undertaken by all components of the entity,
2. Value, scope and scale of work undertaken, complexity for each component of the consortium/entity
3. Motivation of the entity's suitability to execute this project
4. A list of clients and client references should also be submitted.
5. An indication of project programmes reflecting timelines and actual delivery which can be verified is required. In this regard, contact persons or client representative details are also required.

**FORM: REQUEST FOR QUALIFICATION & INTEREST (RFQ&I) FOR THE 2012 PROUDLY SOUTH AFRICAN HOME-GROWN AWARDS' OVERALL EVENT MANAGEMENT, MEDIA AND PUBLIC RELATIONS.**

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of \_\_\_\_\_ (the "business"), being duly authorised thereto, hereby acknowledge that I have read and acquainted myself with this Request for Qualification and Interest document, and fully agree and accept the terms and conditions stipulated herein. I also confirm that all the information provided regarding the business is comprehensive, up-to-date and accurate.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2012

**BUSINESS INFORMATION:**

**1. DETAILS OF THE BUSINESS (COPY OF REGISTRATION CERTIFICATE TO BE ATTACHED, (WHERE APPLICABLE)**

Name: (Registered name if applicable and if different, trading name)

---

Postal Address:

---

---

Postal code: \_\_\_\_\_

Physical Address:

---

---

Postal code: \_\_\_\_\_

Telephone number:

---

Fax Number:

---

E-mail:

---

Authorised signatory (full name & position)

---

Contact Person: (if different from authorised signatory)

---

Tax Clearance Number: (Attach certificate):

---

VAT Registration Number: (Attach certificate):

---

Company/Close Corporation Registration number:

---

Country of registration (if applicable):

---

Insert personal income tax number if a sole proprietor and personal income tax number of all partners if a partnership:

---

**2. FORM OF BUSINESS (TICK BOX)**

COMPANY

SOLE-PROPRIETOR

PARTNERSHIP

CLOSE CORPORATION

**3. PRINCIPAL BUSINESS ACTIVITIES:**

---

---

---

**4. TOTAL NUMBER OF MONTHS THE BUSINESS HAS BEEN OPERATING:**

\_\_\_\_\_

**5. STREET ADDRESS OF ALL REGIONAL/BRANCH OFFICES (WHERE APPLICABLE)**

5.1. \_\_\_\_\_

5.2. \_\_\_\_\_

5.3. \_\_\_\_\_

5.4. \_\_\_\_\_

**6. DETAIL ALL TRADE ASSOCIATIONS/PROFESSIONAL BODIES IN WHICH THE BUSINESS (OR, IF THE BUSINESS IS A SOLE PROPRIETOR, THE PROPRIETOR) HAS MEMBERSHIP:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. DID THE BUSINESS EXIST UNDER A PREVIOUS NAME (TRADING OR REGISTERED) WITHIN THE LAST FIVE (5) YEARS? (Y/N):**

a. If yes state the previous name: (both trading names and registered names) \_\_\_\_\_

b. Names of previous owners/partners/directors within the last five (5) years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. SHAREHOLDING BY INDIVIDUALS (COPY OF I.D. REQUIRED) (NOTE: This question need not be completed by companies listed on a stock exchange)**

**HDI (HISTORICALLY DISADVANTAGED INDIVIDUALS) being defined as** “black people” means African, Coloured or Indian persons who are natural persons and : ( a) are citizens of the Republic of South Africa by birth or descent; or

(b) are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of the Republic of South Africa Act of 1993; or

(c) became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, but for the Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalisation prior to that date.

(In accordance with the DTI codes)









**12. WHAT IS THE BUSINESS'S ANNUAL TURNOVER EACH YEAR FOR THE PAST FIVE (5)**

**YEARS:**

**YEAR 1:** \_\_\_\_\_

**YEAR 2:** \_\_\_\_\_

**YEAR 3:** \_\_\_\_\_

**YEAR 4:** \_\_\_\_\_

**YEAR 5:** \_\_\_\_\_

**13. LIST PERSONNEL OR BUSINESSES WHICH PROVIDE THE BUSINESS WITH THE FOLLOWING SERVICES:**

SERVICES	NAME	CONTACT PERSON	CONTACT NUMBER
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			
OTHER (PLEASE SPECIFY)			

**14. IDENTIFY, IF APPLICABLE, ANY AMOUNTS OF MONEY LOANED TO YOUR BUSINESS, INDICATING THE LOAN SOURCE, DATE AND AMOUNT OVER THE LAST FIVE (5)**

**YEARS:**

LOAN SOURCE	ADDRESS	DATE OF LOAN	LOAN AMOUNT

**15. LIST THE SUB-CONTRACTORS GENERALLY USED OR TO BE USED BY THE SUPPLIER**  
**(IF APPLICABLE) AND ASSUMING THE NATURE AND SCOPE OF PSA'S**  
**REQUIREMENTS JUSTIFY THE PARTICIPATION OF SUB-CONTRACTORS:**

**15.1 Name of subcontractor:**

Address:

Contact Person:

Telephone No:

Fax:

Service/Product to be  
provided:

Approximate value of work to  
be undertaken: R

Percentage ownership by  
historically disadvantaged  
individuals as defined in  
question 8 above and/or  
entities that have in excess  
50% HDI ownership:

**15.2 Name of subcontractor:**

Address:

Contact Person:

Telephone No:

Fax:

Service/Product to be  
provided:

Approximate value of work to  
be undertaken: R

Percentage ownership by  
historically disadvantaged  
individuals as defined in  
question 8 above and/or  
entities that have in excess  
50% HDI ownership:

**15.3 Name of subcontractor:**

Address:

---

---

---

Contact Person:

---

Telephone No:

---

Fax:

---

Service/Product to be provided:

---

Approximate value of work to be undertaken: R

---

Percentage ownership by historically disadvantaged individuals as defined in question 8 above and/or entities that have in excess 50% HDI ownership:

---

**15.4 Name of subcontractor:**

Address:

---

---

---

Contact Person:

---

Telephone No:

---

Fax:

---

Service/Product to be provided:

---

Approximate value of work to be undertaken: R

---

Percentage ownership by historically disadvantaged individuals as defined in question 8 above and/or entities that have in excess 50% HDI ownership:

---

**16. COPY OF BEE VERIFICATION STATUS CERTIFICATE ATTACHED (Y/N) \_\_\_\_\_(if available)**

**17. THE FOLLOWING TERMS AND CONDITIONS WILL APPLY TO THIS REQUEST FOR QUALIFICATION AND INTEREST APPLICATIONS**

- a. By making a Qualification And Interest Application, I/ we accept the terms and conditions set out below and agree that those terms and conditions are binding on me/us for purposes of Qualification And Interest Application and in addition for purposes of evaluation by PSA of a bid submitted by me/us in response to a Request for Proposals issued by PSA in the future for the service sought.
- b. Any Qualification And Interest Application will be liable for disqualification should any attempt be made by a service provider either directly or indirectly to canvass PSA or any of its officers or employees in respect of PSA procurement process, between the date for submission by service providers of a response to a Request For Proposals issued by PSA, and the date of the award by PSA.
- c. The laws of the Republic of South Africa shall govern this Request for Qualification And Interest Application and any contract that may arise as a result of a tender award made by PSA in favour of the service provider.
- d. The ***domicilium citandi et executandi*** of the service provider making this Qualification And Interest Application shall be the address in the Republic of South Africa to be specified by the service provider in question 1 of this Request for Qualification And Interest Application form, at which all correspondence, notices and legal documents may be served on the service provider.
- e. The service provider making this Qualification And Interest Application agrees to submit to the jurisdiction of the courts of the Republic of South Africa in relation to all matters arising from such Application or any contract that may ultimately be concluded between PSA and the service provider.
- f. PSA reserves the right to request additional information and/or documentary proof of any information provided in response to this Request for Qualification And Interest Application, including as regards the service provider's black economic empowerment (BEE) credentials and endeavours. PSA further reserves the right, in the event that any contract is concluded between PSA and a service provider, to continually verify and monitor that such credentials are maintained and such endeavours in fact materialise into real development and upliftment of HDIs.
- g. The service provider making this Qualification And Interest Application shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of such Application, and any other costs and expenses incurred by such service provider in connection with or arising out

of any procurement process in which PSA may invite the service provider to participate, including but not limited to the costs of negotiating and concluding any contract that may ultimately be concluded between PSA and the service provider.

- h. Neither the service provider nor any of its directors, employees, agents or advisors shall directly or indirectly offer or give to any person in the employment PSA any gift or consideration of any kind as an inducement or reward for accrediting the service provider as a supplier on the PSA supplier database, or for showing or omitting to show favour or disfavour to the service provider or any of its proposed sub-contractors in relation to any PSA procurement process.
- i. In the event that any of the prohibited practices contemplated under paragraph (f) above is committed, PSA shall be entitled to exclude the service provider from its supplier database and to prohibit such service provider and all its proposed sub-contractors and their agents and advisors from participating in any further PSA procurement process.
- j. This Request for Qualification And Interest Application does not constitute an offer to enter into a contractual relationship with any service provider, but is merely a solicitation for a Qualification process and of Interest Applications in order to facilitate the selection of suppliers for the service for PSA, from which PSA shall be entitled to invite pre-qualified suppliers to participate in a further Request for Proposal process, in this regard PSA reserves the right to cancel, withdraw, postpone and or suspend this RFQ&I.
- k. No Qualification And Interest Application made by a service provider shall constitute an offer to enter into any contractual relationship with PSA, but each Qualification And Interest Application shall constitute an offer of interest and a request for qualification as a supplier for the service sought by PSA.
- l. Any failure on the part of a service provider to provide the information or documentation required in terms of this Request Qualification And Interest Application, may result in its Qualification And Interest Application being treated as non-compliant.
- m. PSA reserves the right to reject any non-compliant Qualification And Interest Application without further evaluation, provided that if PSA believes, in its sole and absolute discretion, that the non-compliance is of a minor nature, it may either continue to evaluate the Qualification And Interest Application, or seek clarification thereon, or reject the Qualification And Interest Application.
- n. I/ we confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Qualification And Interest Application and the information provided therein. I/ we acknowledge and agree that PSA is entitled to use the information provided herein not only for purposes of

Qualification And Interest Application but also in order to evaluate the business, including the BEE status, of any service provider that participates in any future OC procurement process.

**18. DECLARATION OF INTEREST:**

I \_\_\_\_\_ in my capacity

as \_\_\_\_\_ being duly authorised

There to confirm that

**NAME OF BUSINESS ENTITY:** \_\_\_\_\_,

neither its principles, directors, shareholders.....

**Are in any way related to or have relationships with members of the PSA Board or PSA Employees which in any way could unduly influence the awarding of bids or tenders directly or indirectly.**

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
2012.