



RFP 10/2022: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EVENT MANAGEMENT SERVICES FOR SARS' 25th ANNIVERSARY

Non-Compulsory (Virtual) Briefing Session Question & Answers

Last updated: 03/08/2022

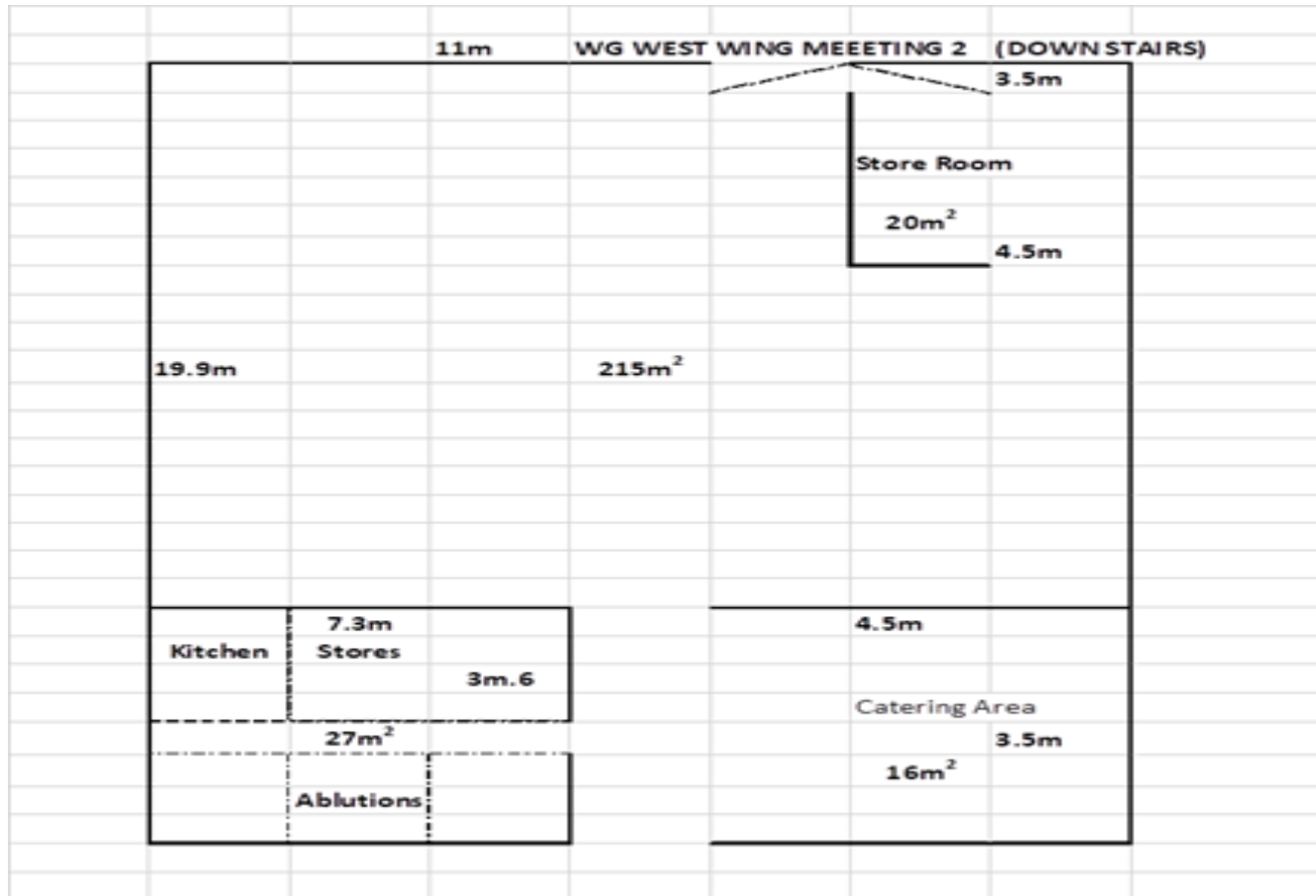
#	QUESTION	SARS RESPONSE
Questions during the Briefing Session		
1.	Do you require costing for all 9 provinces, or only the main event	<p>The successful Bidder will be expected to submit a concept and action plan of how the regional events will be rolled out across nine (9) SARS regions (Gauteng North, Gauteng South, Free State, Northern Cape Limpopo, North West, Eastern Cape, Mpumalanga, KwaZulu-Natal and Western Cape).</p> <p>The regional events will be executed internally, and the costing should not include its execution and a series of regional events are to be implemented as a build-up prior to the main event. Please refer to the pricing template line number 10. Concept and Action plan for Regional Events across all nine (9) SARS regions</p>
2.	Do you require livestreaming at all 9 regions or only the main event?	No, Only the main event.
3.	Should we cost on the venue or will SARS manage that separately?	Venue has been secured by SARS for the main event and it will be handed over to the successful bidder for further liaison. The main event will be in Gauteng Province at the Constitutional Hill on 14 October 2022, at 8h00 am. Refer to paragraph 10.4 of the main RFP document.

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4.	Do you require entertainment for all the 9 regions or only the main event?	No. We require entertainment for the main event.
5.	Do you require gift ideas for guests?	No.
	Please advise if we maybe able to participate in the events tender stated below as we missed the briefing,	Yes. The briefing session was non-compulsory.
6.	Thank you for the presentation that was delivered on Thursday. We, however, require a little bit more clarity regarding the submission. Our understanding is that it's digital, with the entire submission broken down into 3 exhibitions. What is the maximum submission size permitted(Mb)?	Bids must be properly packaged and deposited in the below mentioned tender box on or before Closing Date and time at the SARS Tender Office situated at: Lehae La SARS Pretoria Head Office 299 Bronkhorst Street Nieuw Muckleneuk Pretoria 0181 For a more detail, refer to Paragraph 13 of the main RFP document.
7.	The invitations should they be digital or hard copy?	We prefer digital invites.
8.	What is the size and dimensions of the venue for formal banquet setting and VIP holding room?	Please see attached dimensions and below for the main venue and VIP holding rooms.
9.	How many hours will the event take? Duration of the Main Event (i.e., how many hours) this will determine the costing for the live streaming services, catering (menu) etc.	Approximately 5 to 6 hours – from 07:00 to 13:00. The successful bidder will be required to cater meals and beverages for all crew and the SARS support team as from set-up day one until the event except the main event.
10.	In terms of catering meals are there special specifications?	We will need to cater for Vegetarians, Halaal and Kosher.

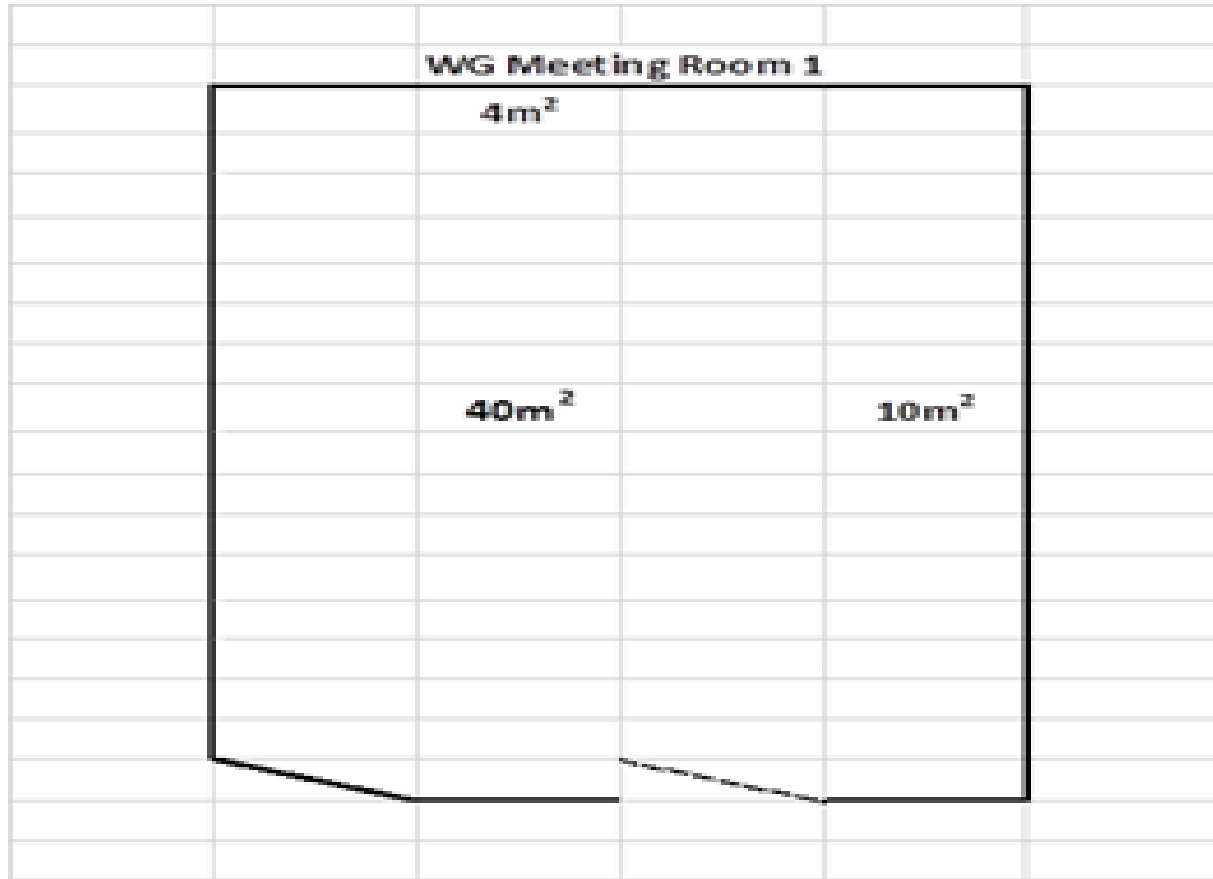
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		NB: The bidder must manage the cost implications of all special requirements, in line with the National Treasury Instruction No.3 of 2017/2018 - Cost Containment Measures;
11.	Should the bidder provide their own catering company or the venue will provide venue.	SARS will provide venue and catering requirements. The Bidder will work with Constitution Hill approved Caterers. They don't permit external service providers.
12.	Event collateral branding sizes for the backdrops and banners.	Bidder will need to visit Constitutional Hill and look at the space where social photos can be taken in order to determine the sizes for the backdrops. Also they need to decide where our branding should be placed in order to determine the size of the banners.
13.	Floor plan of the VIP holding room (dimensions etc)	As per the building layout drawing.
14.	Floor plan of the venue (dimensions etc)	Please see attached Site Plan for the main venue.
15.	Can you please advise what are the colour schemes you are going for	We do have a particular colour schemes for the event, we will rely on the successful bidder to come up with options of different look and feel for the event of cause taking into consideration SARS corporate colours and the event theme which is "Yesterday builds our future – 25 years of progress".
	Please note that the closing date for the abovementioned bid has been extended to Monday, the 08th August 2022 at 11H00.	
16.	Bidders are advised to regularly visit the SARS website for any updates.	

OUTSIDE VENUE (WOMENS JAIL LAWN): 40x24 / 960 m² (Please see attached floorplan)

MAIN VENUE:



HOLDING ROOM 1



HOLDING ROOM 2

