

TECHNICAL EVALUATION CRITERIA			CATEGORY B - 2023 TAX BRICS	
RFP 15/2023: Appointment of a service provider for the provision of events management service for African Tax Administration Forum 2023 and BRICS 2023.				
No.	Technical Measure	Weight	Rating Scale	
		100.00		
1	Company Profile	8.00		0.00
1.1	The Bidder must have a minimum of eight (8) years' experience in organising large-scale events.	3.00	Demonstrate with the company profile experience that indicates number of years. • If number of years is 8 years and above = 3 points • If number of years is less than 8 years = 0	
1.2	Provide a portfolio of similar high-profile events previously managed, which includes international delegates.	3.00	• Provide a portfolio of similar high-profile events previously managed, which includes international delegates = 3 Points • No information provided or Irrelevant information or International delegates = 0	
1.3	The Bidder must demonstrate its experience in hosting online webinars and conferences and live streaming the events. E.g. YouTube and Zoom	2.00	Demonstrate experience of hosting online webinars and conferences that indicates: • Examples of hosted on-line webinars and conferences = 2 points • Experience in hosting hybrid conferences = 1point • No examples of hosting on-line webinars and hybrid conferences = 0	
2	Company Resources	6.00		0.00
2.1	The Bidder must provide CVs of the Team Leader and Team Member with proof of qualifications attached. The Team Leader must have a minimum of eight 8 years' experience in events management and the Team member must have a minimum of 5 years experience in events management.	3.00	Provide CVs of the Team Leader with a minimum of eight 8 years' experience and The proof of qualification must be attached = 3 points • Team Leader has a minimum of eight (8) years experience = 1 point • Team member has a minimum of five (5) years experience = 1 point • The proof of a post matric qualification is attached for both Team Leader and Team member = 1 point • Number of years of experience is less the 8 for the Team Leader and less than 5 years for the Team member and no qualification attached or no information provided = 0	
2.2	The Bidder must provide a Team Leader and a Team Member who have experience in organizing events that include international delegates. CVs of the Team Leader and Team Member must be attached to the technical proposal as evidence.	3.00	Provide CVs of the Team Leader and Team member that show experience in organizing events that include international delegates = 3 points • CV of the Team Leader show experience of organizing events that include international delegates = 2 points • CV of the Team Leader show experience of organizing events that include international delegates = 1 point • No experience of organizing events that include international delegates or No Information = 0	
3	Company Experience	13.00		0.00
3.1	The Bidder must demonstrate capability in: • Concept development • Event and project management • Full Technical and Production of the event management The PoE to be in the form of a presentation with at least three (3) slides per account outlining the work done.	5.00	• Concept development proposal = 5 points • No information provided or Irrelevant information = 0	
		4.00	• Event and project management = 4 points • No information provided or Irrelevant information = 0	
		4.00	• Full Technical and Production of an event managed (visual presentation of technical and production to be supplied) = 4 points • No information provided or Irrelevant information = 0	
4	Visual Concept design	10.00		0.00
The Bidder has provided:				
4.1	A visual concept for the BRICS event based on the theme "BRICS and Africa: Partnership for Mutually Accelerated Growth, Sustainable Development and Inclusive Multilateralism".	10.00	The Bidder has provided the following visual concept: • A visual concept for the BRICS event based on the theme = 10 points • No information provided or Irrelevant information = 0	
5	Venue set-up and production	14.00		0.00
The Bidder has provided information on venue set-up and production including but not limited to:				
5.1	The Bidder must provide a mood board for the venue set-up and production but not limited to: event décor, including stage and table décor setting, design elements and production equipment, and flower arrangement and decorations.		The Bidder has provided mood board for the venue set-up and production	
		4.00	• Event décor = 4 points • No information not provided or Irrelevant information = 0	
		2.00	• Stage décor = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Table Décor setting = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Design elements = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Production equipment and related items = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Flower arrangements and decorations = 2 points • No information not provided or Irrelevant information = 0	
6	Event Collateral	16.00		0.00
6.1	The Bidder has provided information on event collateral including but not limited to: -All marketing material, including videos, brochures, banners (electronic, indoor and outdoor), branded stationery, corporate gifts for delegates, flags and more, must be incorporated. Costs and planning should incorporate writing, editing, printing and delivery when / where applicable; - Branding of arrival check-in stands at the meetings and welcome area; - Branding at airports (meet and greet table) and venue kiosks; and - Branding of general event and technology elements such as welcome booths, interpretation booths etc. as and when required.		The Bidder has provided the following:	
		4.00	•The Bidder must provide an example (a minimum of 5 clear photographs per event) of previously produced or developed photos of all marketing material, brochures, banners (electronic, indoor and outdoor), branded stationery, corporate gifts for delegates, flags = 4 points • No information not provided or Irrelevant information = 0	
		4.00	•The Bidder must provide an example (a minimum of 2) of previously produced or developed marketing material videos = 4 points • No information not provided or Irrelevant information = 0	
		4.00	•The Bidder must provide an example (a minimum of 5 clear photographs per event) of previously produced or developed photos of branding on arrival check-in stands at the meetings and welcome area (minimum of 2 projects) = 4 points • No information not provided or Irrelevant information = 0	
		4.00	•The Bidder must demonstrate an example (a minimum of 5 clear photographs per event) of previously produced or developed photos of branding of general event and technology elements such as welcome booths, interpretation booths = 4 points • No information not provided or Irrelevant information = 0	
7	Videography	6.00		0.00
7.1	The Bidder has provided a one-page CV of each Videographer, including number of years of experience in videography, with proof of qualifications (copy of certificates).		The Bidder has provided:	
		2.00	• A one-page CV of each videographer = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• 5 Years or more experience = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Relevant qualifications (copy of certificates) = 2 points • No information not provided or Irrelevant information = 0	
8	Event Photography	6.00		0.00
8.1	Bidder has provided a one-page CV of each photographer, including number of years of experience in photography with proof of qualifications (copy of certificates).			
		2.00	• A one-page CV of each photographer = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• 5 Years or more experience = 2 points • No information not provided or Irrelevant information = 0	
		2.00	• Relevant qualifications (copy of certificates) = 2 points • No information not provided or Irrelevant information = 0	
9	Interpreters and interpreting infrastructure	4.00		0.00
9.2	The Bidder must provide a one page CV of each Interpreter, including number of years in interpreting, and containing his/her qualifications (copy of certificates) for the following languages: • Mandarin / English • Russian / English • Brazilian Portuguese / English	4.00	The Bidder has provided a CV of each language interpreter, including years of experience in interpreting • Provided 3 sets of interpreters: 2 for Mandarin / English, 2 for Russian / English and 2 for Brazilian Portuguese / English = 4 points • Provided less than 2 for Mandarin / English, less than 2 for Russian / English and less than 2 for Brazilian Portuguese / English and or No Information = 0	
10	Daily Publications	4.00		0.00
10.1	The Bidder has provided information on daily publications including but not limited to: - Producing a daily newspaper covering current days activities and progress; and - Producing two publications on a 4-pager colour tabloid size including: writers covering the event in real-time, photography, editing, layout and design, printing and distribution to the venue. The PoE to be in the form of previous experience of daily newspaper covering and two publications.	2.00	The Bidder has provided a PoE for the following: • Producing a daily newspaper, covering the current days activities and progress = 2 points • No information not provided or Irrelevant information = 0	
10.2		2.00	The Bidder has provided a PoE for the following: • Producing two publications on a 4-pager colour tabloid size including: writers covering the event in real-time, photography, editing, layout and design, printing and distribution to the venue = 2 points • No information not provided or Irrelevant information = 0No information and/or less than two publications= 0	
11	Project Plan	10.00		0.00
The Bidder has provided a detailed project plan which includes but is not limited to:				
11.1	The Bidder has provided- • Activities • Milestones • Deliverables • Timelines • resources in the planning and implementation of an event.		Bidder has provided a detailed project plan which includes but is not limited to:	
		2.00	• Activities = 2 points • No information and/or irrelevant project plan = 0	
		2.00	• Milestones = 2 points • No information and/or irrelevant project plan = 0	
		2.00	• Deliverables = 2 points • No information and/or irrelevant project plan = 0	
		2.00	• Timelines = 2 points • No information and/or irrelevant project plan = 0	
		2.00	• Resources = 2 points • No information and/or irrelevant project plan = 0	
12	References	3.00		0.00
The Bidder has provided references, which include but are not limited to:				
12.1	Reference letters from at least three (3) contactable clients, to whom similar services have been provided to in the past eight (8) years. The reference letter must include but not be limited to: • Company name • Contact person's name • Designation • Phone number • Email address • Duration of the contract • Good and or Excellent Quality of service • Good and or Excellent Performance NB* The identified reference should complete Annexure D and authenticate it with a company stamp or transfer the information onto their companies' letterhead.	3.00	NB: Although not evaluated, the following should be provided: company name, contact person name and designation, phone number, email address and duration of contract. The points per reference letter will be distributed as follows: • Good Quality of service (.50 point) per each letter • Poor Quality of service and no letter provided= 0 • Good Performance (.50 point) per each letter • Poor Performance and no letter provided= 0	