

## ANNEXURE 1 SARS BUSINESS REQUIREMENTS

Bidders must respond to all the information required in this paragraph in their bid proposals. Bidders should also refer to the SARS requirements, which details the scope of service and technical requirements.

Bidders may submit proposals in respect of anyone (1) or more of the two (2) categories listed below.

- Category A – African Tax Administration Forum
- Category B – 2023 TAX BRICS

Bidders must complete Annexure A2 and clearly indicate the categories they are bidding for.

Bidders must submit all the required information for each category they are bidding for. Each category will be evaluated independent of each other, and it is therefore important that Bidders respond to all the required information separately should they be submitting proposals in more than one category.

### 1. CATEGORY A - AFRICAN TAX ADMINISTRATION FORUM

#### 1.1 SCOPE OF WORK FOR AFRICAN TAX ADMINISTRATION FORUM (ATAF) ANNUAL MEETINGS

#### 1.2 VISUAL CONCEPT

Developing and producing a visual concept for ATAF Annual Meetings based on the Conference theme – “Africa rising: Mitigating illicit financial flows for sustainable growth through taxation & revenue mobilisation”.

#### 1.3 PRODUCTION AND VENUE SET-UP

- 1.3.1 Provision of the event décor and table décor settings;
- 1.3.2 Event production including design elements and production equipment, and related items;
- 1.3.3 Provision of Stage furniture for Panellists in the main plenary room, VVIP holding room/s;
- 1.3.4 The bidder will be required to dismantle the set-up at the venue immediately after the event and only one day is available for set-up;
- 1.3.5 Set up marketing exhibition stand/s (**SARS to provide**) or partitioning walls; and

- 1.3.6 Flowers arrangements for all meeting rooms including registration/arrival area/s e.g., greenery, fresh flowers, proteas etc.

## 1.4 PHOTOGRAPHY AND VIDEOGRAPHY BRIEF

The ATAF meetings are indeed a prestigious occasion. The photography brief specification includes but is not limited to:

### 1.4.1 Event Photography

Event photos are required for **everyday** of all meetings. The functions are divided into the following elements:

- 1.4.1.1 Venue shots of setup / décor before the event;
- 1.4.1.2 Photos of guests on arrival;
- 1.4.1.3 Social pictures of the delegates in the main reception area before the event, inside the main venue and during the conference and meetings;
- 1.4.1.4 Speakers at the podium;
- 1.4.1.5 Social pictures at all interactions, including social events (Welcome Cocktail and Gala Dinners) and excursions; and
- 1.4.1.6 Group photos of main delegates (250) and must be packaged (Conference-branded package) for each country. The specific requirement is a group photo of all Delegates. The group photos must be handed to delegates before they leave South Africa and packaging must be suitable for air travel.

### 1.4.2 Event Videography

- 1.4.2.1 Developing and producing raw footage of the recording, as well as a 30-minute edited video of each event's highlights;
- 1.4.2.2 Short video snippets of key highlights from each day of meeting;
- 1.4.2.3 Providing audio-visual services: such as videos and videography. Services will also include editing of content, script writing for the event, pre-production, production and post-production. Cameras must be connected by way of a live feed to projectors;
- 1.4.2.4 Short interview videos (1-2 minutes) with selected delegates;
- 1.4.2.5 An all-encompassing documentary video of all meetings (approximately 15 minutes) to be delivered on 10 November; and

1.4.2.6 Video-related content must integrate with the SARS PADS video scheduling software.

## 1.5 INTERPRETATION SERVICES

1.5.1 Translators and United Nations-style Translation devices / equipment including screens need to be sourced covering interpreters as following:

1.5.1.1 Ten (10) French/ English;

1.5.1.2 Six (6) Portuguese/ English; and

1.5.1.3 The Sign language(Sign language interpreters will be provided by SARS).

1.5.2 Interpretation booths with power charging cables (AV company will provide headphones for all Delegates);

1.5.3 Concealed separate language booths are required at the rear of the meeting rooms for interpreters (2 persons per booth). Sign Language booth to accommodate one (1) person and one (1) person for a camera.

1.5.4 Interpreters' resumes with five years' experience and above, well-versed with tax technical terminology;

1.5.5 SARS needs to approve CV's before appointment for the translators/interpreters; and

1.5.6 Bidders can provide this service in-house or outsource this function to a local supplier.

The table below illustrates the setup and requirements for the interpreters.

Table 1 A - Conference and Meeting Rooms Requirements

MEETING NAME	MEETING DATE(S) & TIME(S)	NUMBER OF PARTICIPANTS	INTERPRETATION REQUIREMENTS	ROOM TYPE
<b>Plenary Room</b>	Setup on Mon, 30 Oct  Tues – Thurs  31 Oct to 2 Nov,	250 pax	French/ English and Portuguese / English,	<ul style="list-style-type: none"> <li>Classroom setup</li> <li>Stage with a podium</li> <li>Leather Tub Chairs for Panellists (up to 6) with lapel mics</li> <li>Desk mics</li> </ul>

MEETING NAME	MEETING DATE(S) & TIME(S)	NUMBER OF PARTICIPANTS	INTERPRETATION REQUIREMENTS	ROOM TYPE
	09:00 – 17:00			<ul style="list-style-type: none"> <li>The room should have 3 screens for English French, Portuguese presentations.</li> <li>Interpretation booth and technicians' table.</li> <li>Extension power cables for charging devices.</li> </ul> <p>AV equipment for hybrid streaming of 3-day event.</p>
<b>Seminar Room (x1)</b>	Setup on Mon, 30 Oct  Tues – Thurs, 31 Oct-2 Nov  09:00 – 17:00	50 Pax	French/ English and Portuguese/ English,	<ul style="list-style-type: none"> <li>Classroom setup</li> <li>Small stage with podium and mics</li> <li>Screen for projects</li> <li>Interpretation booth and technicians' table.</li> <li>Roving microphone.</li> </ul> <p>Extension power cables for charging devices.</p>
<b>Ordinary Council Meeting</b>	Setup on Sun, 29 Oct	30 Pax Including the Secretariat	French Interpretation/ English, is required. There are no	<ul style="list-style-type: none"> <li>Conference room to accommodate 30 Pax on a double-U table set</li> </ul>

MEETING NAME	MEETING DATE(S) & TIME(S)	NUMBER OF PARTICIPANTS	INTERPRETATION REQUIREMENTS	ROOM TYPE
	Mon 30 Oct 2023, 09:00 – 13:00		Lusophone countries on the current Council	up. <ul style="list-style-type: none"> <li>• Desk mics</li> <li>• The room should have 2 screens for English and French presentations.</li> <li>• Interpretation booth and technicians' table.</li> </ul>
<b>50 pax venue</b> for  DTWG, ATO and JTC meetings on different days	Setup on Sun, 29 Oct  Mon – Thurs 30 Oct - 2 Nov, 09:00 – 17:00	50 Pax	French/ English, & Portuguese/ English,	<ul style="list-style-type: none"> <li>• Classroom setup</li> <li>• Screen for projects</li> <li>• Roving mics</li> <li>• Interpretation booth and technicians' table.</li> </ul>
<b>15 pax venue</b> for  CBT and EOI Technical Committee meetings	Setup on Sun, 29 Oct  Mon – Thurs 30 Oct - 2 Nov, 09:00 – 17:00	15 Pax	French/ English,	<ul style="list-style-type: none"> <li>• Boardroom style</li> <li>• Desk mics</li> <li>• The room should have 2 screens for English and French presentations.</li> <li>• Interpretation booth and technicians' table.</li> </ul>

MEETING NAME	MEETING DATE(S) & TIME(S)	NUMBER OF PARTICIPANTS	INTERPRETATION REQUIREMENTS	ROOM TYPE

## 1.6 EVENT COLLATERAL

- 1.6.1 All marketing material, including videos, brochures, banners (electronic, indoor and outdoor), branded stationery, corporate gifts for delegates, flags (**SARS to provide**) and more, must be incorporated. Costs and planning should incorporate writing, editing, printing and delivery when / where applicable;
- 1.6.2 Branding of arrival check-in stands / plinths at the meetings and welcome/registration area;
- 1.6.3 Branding at airports (meet and greet table) and venue kiosks; and
- 1.6.4 Branding of general event and technology elements such as welcome booths, interpretation booths etc. as and when required.

## 1.7 DELEGATES TRANSFERS

- 1.7.1 Facilitation of all delegates transfers from Airport to Hotels and Cape Town International Convention Centre and back to the Airport (on departure day/s). The facilitation will include the transport for the excursion on the 03 October 2023.
- 1.7.2 Two hundred and fifty (250) delegates to be transported from Airport to Hotels and Cape Town International Convention Centre and back to the Airport (on departure day/s).
- 1.7.3 The delegates will arrive in South Africa from Sunday 29 October 2023 at different times and expected to depart from the 03 October 2023.
- 1.7.4 The delegates will arrive at different times and dates through the International and Domestic arrivals.
- 1.7.5 The bidders are expected to make available 10 x 9-seater minibuses with the drivers however SARS will pay based on usage.
- 1.7.6 Sars will provide security personnel to escort all minibuses.

## **1.8 GALA DINNER AND EXCURSIONS**

The bidders to provide a proposal for social excursions including programme of activities and venues relevant for each set of meetings around Cape Town. The requirements are to host a formal Gala Dinner evening (providing entertainment with a cultural experience) and an informal excursion for approximately 3 hours on Friday, the 3<sup>rd</sup> of November 2023 . The informal excursions are to be characterised by the local area and the catering to incorporate flavours from the African Continent.

- 1.8.1 Provision of the event décor and table décor settings for the Gala Dinner;
- 1.8.2 Event production including design elements and production equipment, and related items;
- 1.8.3 Provision of furniture for Gala Dinner;
- 1.8.4 Provision of entertainment for the Gala Dinner, including costumes, makeup, tech riders catering and all related requirements; and
- 1.8.5 Proposal and provision of three-hour informal excursion in Cape Town, including transportation and all related requirements.

## **2. CATEGORY B - 2023 TAX BRICS**

### **2.1 VISUAL CONCEPT**

Developing and producing a visual concept based on the broad theme “People, data and technology”.

BRICS and Africa: Partnership for Mutually Accelerated Growth, Sustainable Development and Inclusive Multilateralism, together with the following five priorities:

- a) Developing a partnership towards an Equitable Just Transition;
- b) Transforming Education and Skills Development for the Future;
- c) Unlocking Opportunities through the African Continental Free Trade Agreement;
- d) Strengthening Post-Pandemic Socio-Economic Recovery and the Attainment of the 2030 Agenda on Sustainable Development; and
- e) Strengthening Multilateralism, including Working Toward Real Reform of Global Governance Institutions and Strengthening the Meaningful Participation of Women in Peace Processes.

### **2.2 PRODUCTION AND VENUE SET-UP**

- 2.2.1 Provision of the event décor and table décor settings;
- 2.2.2 Event production including design elements and production equipment, and related items;

- 2.2.3 Provision of Stage furniture for Panellists in the main plenary room, VVIP holding room/s;
- 2.2.4 The bidder will be required to dismantle the set-up at the venue immediately after the event and only one day is available for set-up; and
- 2.2.5 Flowers to be arranged at the centre of the 5xLCDs to be filled with flower decorations e.g., greenery, flowers, proteas (pictures will be provided of anticipated venue setup in the Technology detailed specification).

## 2.3 DAILY PUBLICATIONS

- 2.3.1 As is the tradition with previous meetings, individual days of the meetings need to be 'covered' and a daily newspaper-style publication needs to be prepared immediately covering the current day's activities and progress. This must be available the next morning before the meetings resume;
- 2.3.2 The same principles involved in producing a daily newspaper will need to be adhered to;
- 2.3.3 One (1) printed publication would be required in total to be available on the morning of 09 November 2023. An electronic publication will be required to be ready on 10 November 2023;
- 2.3.4 Two (2) publications will be required in total to be available on 9 and 10 November 2023, one printed and one digital;
- 2.3.5 The publication dimensions are: 4-pager colour tabloid size;
- 2.3.6 The publications must entail seasoned Writers/Journalists who are well-versed in Tax and Finance Terminology covering the event in real-time, photography, editing, layout and design, printing, and distribution to the venue; and
- 2.3.7 Bidders can provide this service in-house or outsource this function to a local newspaper or supplier. SARS needs to approve content of the publications before printing commences.

## 2.4 PHOTOGRAPHY BRIEF

The BRICS meetings are indeed a prestigious occasion. The photography brief specification includes but is not limited to:

### 2.4.1 Event Photography

Event photos are required for **everyday** of all meetings. The functions are divided into the following elements:



- 2.4.1.1 Venue shots of décor before the event;
- 2.4.1.2 Photos of guests on arrival;
- 2.4.1.3 Social pictures of the delegates in the main reception area before the event, inside the main venue and during the conferences;
- 2.4.1.4 Speakers at the podium;
- 2.4.1.5 Social pictures at all interactions; and
- 2.4.1.6 Group photos of main delegates and must be packaged for each country. The specific requirement is a group photo of Heads of Tax Administrations and a separate one of Tax Experts. The group photos must be handed to delegates before they leave South Africa and must be suitably packaged (Conference-branded) for air travel.

#### **2.4.2 Videography**

- 2.4.2.1 Developing and producing raw footage of the recording, as well as a 30-minute edited video of each event's highlights;
- 2.4.2.2 Short video snippets of key highlights from each day of meeting;
- 2.4.2.3 Providing audio-visual services: such as videos and videography. Services will also include editing of content, script writing for the event, pre-production, and post-production. Cameras must be connected by way of a live feed to projectors;
- 2.4.2.4 Short interview videos (1 - 2 minutes) with each Head of Administration and selected Tax Experts;
- 2.4.2.5 An all-encompassing documentary video of all meetings (approximately 15 minutes) to be delivered on 17 November 2023;
- 2.4.2.6 Video-related content must integrate with the SARS PADS video scheduling software. and

### **2.5 EVENT COLLATERAL**

- 2.5.1 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;
- 2.5.2 Branding of arrival check-in stands at the meetings and welcome area;
- 2.5.3 Branding at airports (meet and greet table) and venue kiosks; and

- 2.5.4 Branding of general event and technology elements such as welcome booths, interpretation booths etc. as and when required.

## **2.6 INTERPRETATION SERVICES**

- 2.6.1 Interpreters/translators and United Nations-style Translation devices / equipment including screens need to be sourced covering the following:
  - 2.6.1.1 Two (2) Mandarin / English;
  - 2.6.1.2 Two (2) Russian / English; and
  - 2.6.1.3 Two (2) Brazilian Portuguese / English.
- 2.6.2 Interpretation booths with power charging cables (AV company will provide headphones for all Delegates);
- 2.6.3 Interpreters' resumes with five years' experience and above, in tax technical terminology;
- 2.6.4 SARS needs to approve CV's before appointment for the translators; and
- 2.6.5 Bidders can provide this service in-house or outsource this function to a local supplier.

## **2.7 SUPPORT STAFF TRANSFERS**

- 2.7.1 Facilitation of all support staff transfers from Cape Town International Airport to Hotels (Venue to be confirmed ) and back to the Airport (on departure day/s).
- 2.7.2 Fifty (50) support staff to be transported from Airport to Hotels and Cape Town International Conference Centre and back to the Airport (on departure day/s).
- 2.7.3 The support staff will arrive in South Africa from Tuesday, 06 November 2023 at different times and expected to depart from the 10<sup>th</sup> of November 2023.
- 2.7.4 The support staff will arrive at different times and dates through the International and Domestic arrivals.
- 2.7.5 The bidders are expected to make available 4 x 9-seater minibuses with the drivers however SARS will pay based on usage.

## **2.8 GALA DINNER**

The bidders must provide a proposal for a social event including programme of activities and venues relevant for each set of meetings around Cape Town. The requirements are to host a formal Gala Dinner evening (providing entertainment with a cultural experience). The Gala Dinner should be characterised by the local area and the catering to incorporate flavours from

the African Continent.

- 2.8.1 Provision of the event décor and table décor settings for the Gala Dinner;
- 2.8.2 Event production including design elements and production equipment, and related items;
- 2.8.3 Provision of furniture for Gala Dinner; and
- 2.8.4 Provision of entertainment for the Gala Dinner, including costumes, makeup, tech riders catering and all related requirements.

## **2.9 PROJECT PLAN**

The bidder must provide a detailed project plan with the proposal, which includes but is not limited to activities / deliverables, milestones, timelines, and resources. Event material must be delivered by the successful bidder, as per the agreed project plan.

## **2.10 REPORTING**

- 2.10.1 The successful bidder will be required to provide a detailed closing report with all creatives, at the conclusion of the project; and
- 2.10.2 The successful bidder will report to the Senior Manager: Communication on their deliverables.

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