

TECHNICAL EVALUATION CRITERIA		CATEGORY A - AFRICAN TAX ADMINSTRATION FORUM		
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	9.00		0.00
1.1	The company must have a minimum of eight years’ experience in managing 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	• Provided a portfolio of similar high-profile events previously managed, with a minimum of 250 delegates which includes international delegates = 3 Points • Evidence of a high profile event =1 • Minimum of 250 delegates = 1 • Includes international delegates = 1 • No information provided or Irrelevant information = 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	3.00	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 = 1point • 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 Member 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 a 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 plan = 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 information on:				
4.1	A visual concept for the ATAF event based on the conference theme. Africa Rising: Mitigating illicit financial flows for sustainable growth through taxation and revenue mobilisation.	10.00	The Bidder has provided the following visual concept: • A visual concept for the ATAF event based on the conference theme = 10 points • Provided a visual concept not aligned to the conference theme or 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 a mood board for the venue set-up and production:	
		4.00	• Event décor = 4 points • Information provided or Irrelevant information = 0	
		2.00	• Stage décor = 2 points • Information provided or Irrelevant information = 0	
		2.00	• Table Décor setting = 2 points • Information provided or Irrelevant information = 0	
		2.00	• Design elements = 2 points • Information provided or Irrelevant information = 0	
		2.00	• Production equipment, and related items = 2 points • Information provided or Irrelevant information = 0	
		2.00	• Flower arrangements and decorations = 2 points • Information 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: This would include the following : - 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 • 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 • 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 of general event and technology elements such as welcome booths, interpretation booths) = 4 points • 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 • Information not provided or Irrelevant information = 0	
		2.00	• 5 Years or more experience = 2 points • Information not provided or Irrelevant information = 0	
		2.00	• Relevant qualifications (copy of certificate) = 2 points • 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 • Information provided or Irrelevant information = 0	
		2.00	• 5 Years and above experience = 2 points • Information not provided or Irrelevant information = 0	
		2.00	• Relevant qualification (copy of certificate) = 2 points • Information notprovided or Irrelevant information = 0	
9	Interpreters and interpreting infrastructure	7.00		0.00
9.1	The Bidder must provide a one page CV of each Interpreter, including the number of years of experience in interpreting, and containing his/her qualifications (copy of certificates) for the following languages: • French / English •Portuguese / English	7.00	The Bidder has provided a CV for each language interpreter, including years of experience in interpreting • Provided 2 sets of interpreters: 10 for French / English, and 6 for Portuguese / English = 7 points • Provided less than 10 for French / English, and less than 6 for Portuguese / English and or No Information = 0	
10	Project Plan	10.00		0.00
The Bidder has provided a detailed project plan, which includes but is not limited to:				
10.1	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	
11	References	3.00		0.00
The Bidder has provided:				
11.1	Reference letters from at least three (3) contactable clients to whom similar services have been provided to in the past eight (8) years. Each reference letter must include but not be limited to: • Company name • Contact person name • Designation • Phone number • Email address • Duration of the contract • Good and or Excellent Quality of service • Good and or Excellent Performance	3.00	NB: Although not evaluated, the following should be provided: company name, contact person's 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	