

**PRICING SCHEDULE**

**PROJ/LPD/2021/22/02- APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENTS MANAGEMENT SERVICES FOR THE MANAGEMENT OF INSETA INSURANCE CAREER INDABA**

<b>NAME OF BIDDER:</b> ..... <b>BID NO.:</b> PROJ/LPD/2021/22/02 <b>CLOSING TIME 11:00 CLOSING DATE 08<sup>th</sup> March 2022</b>
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**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

**Bid pricing should be in RSA currency and INCLUSIVE of applicable taxes.**

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.		
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3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
6.	Period required for commencement with project after acceptance of bid	.....	
7.	Estimated man-days for completion of project	.....	
8.	Are the rates quoted firm for the full period of contract?		*YES/NO
9.	If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.	.....	

Bid No.: .....

Name of Bidder: .....

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**\*[DELETE IF NOT APPLICABLE]**

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Any enquiries regarding bidding procedures may be directed to the –

INSETA

Email: [Bids@inseta.org.za](mailto:Bids@inseta.org.za)

Or for technical information –

SCM

Working together for a skilled tomorrow

**Bidders must complete the pricing template listed below.**

**Annexure A – SBD3.3 - Pricing Schedule / Proposal** - All prices should include VAT.

- a. Pricing schedule should be submitted in a separate sealed envelope.
- b. Pricing should not be reflected in any other part of the proposal or cover thereof.

The following values should be used to provide a price. The final values will be negotiated during the contracting stage.

Section / Category	Price per item	Total
<b>Hosting of event</b> <ul style="list-style-type: none"> <li>• Co-ordination and Management of the Career Guidance Exhibition</li> <li>• Convention and Career Guidance exhibition marketing materials</li> </ul>		
<b>Facilitation of event programme and breakaway sessions</b>		
<b>Event Promotions</b> <ul style="list-style-type: none"> <li>• Coordinate all marketing efforts to promote the event to the required target audience via, Mass Media Platforms (TV-Radio-Billboards-Print), social media platforms and INSETA marketing platforms.</li> </ul>		
<b>Project Management and Design</b> <ul style="list-style-type: none"> <li>• Preparation of detailed event project plan with timelines and branding</li> <li>• Setting goals and objectives with client</li> <li>• Execution and management</li> <li>• Risk management and contingency plans</li> </ul>		
<b>Pre-Event Registration</b> <ul style="list-style-type: none"> <li>• Delegate Management</li> <li>• Includes preparation and sending of invitations, managing RSVP's, sending reminders and thank you notes, etc.</li> <li>• On-line registration processing and regular reporting</li> </ul>		
<b>Audio Visual Equipment Production</b> <ul style="list-style-type: none"> <li>• Microphones</li> </ul>		
<b>Marketing of event</b> <ul style="list-style-type: none"> <li>• Prepare electronic materials design and coordination (programme, etc.</li> <li>• Email campaign planning and execution</li> <li>• Preparation of event overview, speaker bios, etc.</li> </ul>		

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<p><b>Graphic Design</b></p> <ul style="list-style-type: none"> <li>• For conference (on presentations, speaker images, invitations, programme, etc).</li> </ul>		
<p><b>Electrical &amp; Lighting</b></p> <ul style="list-style-type: none"> <li>• Required for day of live broadcast to ensure high quality production</li> <li>• Lighting</li> <li>• Sound System</li> <li>• Projectors • Microphones (lapel and handheld)</li> <li>• Podium</li> <li>• Teleprompter</li> </ul>		
<p><b>MC, Entertainment &amp; Guest Speaker Management</b></p> <ul style="list-style-type: none"> <li>• Sourcing and coordination of MC, Entertainment &amp; Guest Speaker</li> <li>• Briefing of Speaker with Client</li> </ul>		
<p><b>Furniture Hire Required for day of live broadcast (chairs, plants, backdrops)</b></p>		
<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>• Venue sourcing, contract negotiation and management</li> <li>• Venue logistics and coordination</li> <li>• Food and beverage management</li> <li>• Signage management and coordination</li> <li>• Ensure venue has number of breakout rooms for hosting of Ministerial guests, exhibitions, etc.</li> <li>• Adequate Parking</li> </ul>		
<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Waiters</li> <li>• On-site support staff for event and registration purposes</li> <li>• Event Manager</li> </ul>		
<p><b>Decor</b></p> <ul style="list-style-type: none"> <li>• Flower arrangements and placement</li> <li>• Table and chair covers/cloths</li> <li>• Cutlery &amp; Crockery • Seating Plan</li> <li>• Nameplates • Glassware</li> <li>• Red carpet Development Bank of Southern Africa</li> <li>• Queuing system</li> </ul>		
<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Ensure adequate security at event due to Ministerial and other dignitaries present</li> <li>• OHS - Sourcing &amp; Hiring of Paramedics for event</li> </ul>		
<p><b>Catering (Convention and Holding Room)</b></p> <ul style="list-style-type: none"> <li>• 2 Day Catering for convention and holding room VIP delegates. Cater for any Special dietary Meals Requirements (Halaal, vegetarian)</li> </ul>		

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<ul style="list-style-type: none"> <li>• Arrange catering for approximately 240 stakeholders/exhibitors for 2 days. – based on confirmation of RSVP             <ul style="list-style-type: none"> <li>▪ VIP Breakfast estimated maximum number 50 (price range breakfast 150 and lunch 250)</li> <li>▪ Stakeholders, exhibitors maximum number 190 (price range breakfast R100 and lunch R 150)</li> </ul> </li> <li>• Provide x 2000 500ml Still bottled water (for the duration of the event)</li> </ul> <p><b>4.1 Catering (Career Guidance Exhibition)</b></p> <ul style="list-style-type: none"> <li>• Provide to an estimated 1000 lunch packs for the learners comprising at a cost of R100 per learner – based on confirmation of RSVP.</li> <li>• The food packs must adhere to Health Regulations standard. Lunch pack to consist of the following:             <ul style="list-style-type: none"> <li>▪ 100% pure fruit Juice (250ml)</li> <li>▪ Fruit</li> <li>▪ Hotdog roll</li> <li>▪ Packet if chips 80g</li> </ul> </li> </ul>		
<b>Management Fee</b>		
<b>Sub-Total</b>		
<b>VAT (15%)</b>		
<b>Total</b>		

All instructions regarding the format of the proposal should be followed; otherwise, Bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all requirements set out in the tender document terms of reference. Bidder to include all applicable discounts or increases as part of the total cost of the bid.