

<b>Name of Institution</b>	SOUTH AFRICAN LIBRARY FOR THE BLIND (SALB)
<b>Bid Number</b>	SALB 2018/08/01 A
<b>Description</b>	SALB CENTENARY CELEBRATION EVENT MANAGEMENT
<b>Date Published</b>	13/09/2018
<b>Closing Date</b>	05/10/2018
<b>Compulsory Briefing Session</b>	A compulsory briefing session will be held on: Date: 26/09/2018 Time: 11:00am Venue: 112B High Street, Makhanda (Grahamstown) (SALB Lecture Room)
<b>Contact</b>	Natasha Agnew: natasha.agnew@salb.org.za Tel: 27 46 622 7226
<b>Note</b>	<ol style="list-style-type: none"> <li>1. Failure to attend the compulsory site meeting will result in disqualification.</li> <li>2. Only responses received from bidders who attended the compulsory site meeting will be considered.</li> <li>3. This is a re-advertisement of the tender and refer to the terms and conditions contained in the document.</li> </ol>
<b>Scoring</b>	80/20 preference point system



**SOUTH AFRICAN  
LIBRARY FOR THE BLIND**

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An agency of the  
Department of Arts and Culture

**SALB CENTENARY CELEBRATION  
EVENT MANAGEMENT**

**SEPTEMBER 2018**

## TECHNICAL SPECIFICATION

### 1. BACKGROUND

The South African Library for the Blind (“SALB”) is a Schedule 3A public entity. SALB is based in Makhanda (Grahamstown) in the Eastern Cape Province and provides Library services throughout South Africa to blind and visually impaired people.

#### SALB Mission

To render a library and information service to blind and visually impaired people through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information. More Information about SALB can be found on our website, [www.salb.org.za](http://www.salb.org.za)

The SALB is the only library for the Blind on the African continent and was initiated by Josephine Wood in Grahamstown in 1919. Over the years the library developed into a recognised South African National Library for the Blind with more than 7 000 members, a book collection of more than 12 000 titles and a circulation of more than 125 000 items per annum.

The Library serves a very particular constituency and in this regard is socially committed to strive, by its own efforts and in co-operation with other role players on International, National and Local level for the removal, as far as possible, of barriers to information and reading material. It is also the focus and purpose of the SALB to provide a quality service to meet, as fully as practicable, the information and reading needs of all South Africans who are blind or print-handicapped.

The SALB will be celebrating 100 years of the above-mentioned service delivery during 2019. This remarkable achievement requires to be celebrated on a National level with the highest visibility possible.

### 2. REQUIREMENTS

The SALB requires interested event management companies to submit a bid/proposal to manage the various events planned for the Centenary Celebration.

Bids/Proposals will only be considered from suppliers whom are registered on the Treasury Centralised Supplier Database (CSD) and whom are fully compliant.

A compulsory briefing session will be held on the 26<sup>th</sup> of September 2018 at 11:00 at SALB premises; 112b, High Street, Makhanda (Grahamstown). Failure to attend will disqualify acceptance of bids.

All bids submitted by interested Event Management Companies will be evaluated on the 80/20 preference scoring system. Preference will be given to Local Eastern Cape Suppliers.

## **South African Library for the Blind Centenary details**

### Host

South African Library for the Blind (SALB)

### Centenary event dates

- a) March 2019: Gala Dinner in Makhanda (Grahamstown) - launch event
- b) March 2019: Launch of SALB Centenary Publication
  
- c) June/July 2019: National Arts Festival: Variety concert by blind and visually impaired amateur artists and performers
  
- d) June/July 2019: National Arts Festival: Arts & Crafts Exhibition by blind and visually impaired people

### Centenary event location

Makhanda (Grahamstown), Eastern Cape Province. Two venues will be utilized, i.e. the 1820 Settlers National Monument (<http://www.foundation.org.za/>) for the Gala Dinner and the premises of the SALB ([www.salb.org.za](http://www.salb.org.za)) for the launch of the Centenary publication.

### Key Elements

- 1) Gala dinner with programme for 200 invited guests ranging from the President of South Africa and a host of other Senior people and representatives from various organisations.
- 2) Launch event and programme of the Commemorative Centenary Publication of the SALB (150 guests)
- 3) Organise, host and present a variety concert during the annual National Arts Festival 2019 in Makhanda (Grahamstown) where all the artist on the programme will be first-time performers who are blind or visually impaired.
- 4) Organise and present an exhibition of arts and crafts items during the National Arts Festival 2019 produced by blind or visually impaired people.
- 5) Electronic and Print Media coverage of the events and the Centenary of the SALB in general, i.e. before, during and after all the events.

## **WHAT DO WE WANT TO ACHIEVE?**

The appointed events management company responsible for the 5 key focus areas of the SALB Centenary celebration must familiarizes themselves with the history, work, role and function of the SALB. The company must understand the history of the library and the importance of celebrating the SALB's 100 years of service delivery to a unique target market. Based on this knowledge and understanding the company must plan, coordinate and ensure the smooth hosting of the four events planned in Makhanda (Grahamstown).

In addition, the company must communicate the historic centenary celebration through a variety of platforms to ensure that the wider South African society takes note of the SALB and its long service record. The successful company will have extensive knowledge and experience of events management. It will also have a proven track record on the different aspects required, as set out below.

## SCOPE OF WORK

**Note:** The items listed in the table below are not meant to be exhaustive but serve as an indication of the broad scope of requirements.

<p><b>1. Events planning and design</b></p>	<ul style="list-style-type: none"> <li>• Plan venue layout and decoration (Gala Dinner; Book Launch and Exhibition)</li> <li>• Plan programme for events (Gala dinner and Book Launch)</li> <li>• Plan and organise catering and all other requirements needed (Gala Dinner and Book Launch)</li> <li>• Plan and organise entertainment items for the Gala Dinner and Book Launch</li> <li>• Organise sound and light requirements (Gala Dinner; Book Launch and Exhibition)</li> <li>• Prepare dress rehearsal and choreography of Variety Concert</li> <li>• Communicate with artists and exhibitors</li> <li>• Coordinate travel and accommodation arrangements of artists/exhibitors where applicable. (SALB to pay related cost)</li> <li>• Coordinate invitations to Gala Dinner and Book Launch</li> <li>• Arrange for a Master of Ceremonies during the Gala Dinner; Book Launch and Variety Concert</li> </ul>
<p><b>2. Venue management and logistics</b></p>	<ul style="list-style-type: none"> <li>• Preparation and management of all venues and spaces</li> <li>• Reception of guests</li> <li>• Cleaning and waste management</li> <li>• Attend to catering requirements of artists of the variety concert</li> <li>• Attend to technical requirements for all programme activities, light, sound and stage management</li> </ul>
<p><b>3. General administration</b></p>	<ul style="list-style-type: none"> <li>• Providing regular reports leading up to/during/post the events</li> <li>• Providing on-site services during Gala Dinner and Launch of Publication and Variety Concert</li> <li>• Arrange for gifts for main speakers on the Gala Dinner and Book Launch Program</li> <li>• Liaise with Management of the Library and or the Marketing Agency on all matters related to the 4 events</li> </ul>
<p><b>4. Operations</b></p>	<ul style="list-style-type: none"> <li>• Notify authorities and follow required processes and protocols, disaster management, traffic and parking management and any related requirements where applicable</li> </ul>

<b>5. Security</b>	<ul style="list-style-type: none"> <li>• Address safety matters as it relates to the exhibit items.</li> </ul>
<b>6. Health and safety</b>	<ul style="list-style-type: none"> <li>• Ensure all Health &amp; Safety Regulations are met</li> </ul>
<b>7. Protocol and VIP management</b>	<ul style="list-style-type: none"> <li>• Ensure all protocol and VIP requirements are met</li> </ul>
<b>8. Exhibition management</b>	<ul style="list-style-type: none"> <li>• Receive exhibit items and set-up exhibit</li> <li>• Set up display of exhibit items</li> <li>• Address all communication matters with exhibitors</li> <li>• Arrange for dismantling of exhibit</li> </ul>
<b>9. Hospitality</b>	<ul style="list-style-type: none"> <li>• Manage all catering requirements for public, guests and staff during Gala Dinner and Book Launch</li> </ul>
<b>10. Branding, signage and decor</b>	<ul style="list-style-type: none"> <li>• Indoor and outdoor branding – Adhere to requirements and obtain permissions as applicable</li> <li>• Set up indoor and outdoor signage in cooperation with SALB Marketing Agency</li> <li>• Adhere to partnership/sponsor requirements where applicable</li> </ul>
<b>11. Staffing</b>	<ul style="list-style-type: none"> <li>• Arrange and manage all supporting staff required for above Note: SALB staff members are available to assist where appropriate</li> </ul>
<b>12. Service providers</b>	<ul style="list-style-type: none"> <li>• Obtain three quotations for all external services related to the events</li> <li>• Ensure clear processes for, and clear communication lines with, SALB Management, SALB Marketing Agency and relevant service providers</li> </ul>
<b>13. Meetings</b>	<ul style="list-style-type: none"> <li>• Attend all required meetings with SALB to plan the 4 events</li> <li>• Arrange meetings as and when required with relevant stakeholders (telephonic or in person)</li> </ul>
<b>14. Reporting</b>	<ul style="list-style-type: none"> <li>• Submit reports as required</li> </ul>

## **BUDGET**

Budget parameters will be will be raised at the compulsory briefing session on the 26<sup>th</sup> of September 2018. The SALB works with limited resources. The SALB is benevolent in nature and therefore requests interested event managing companies to include pro bono elements in their proposal.

## **ADDITIONAL REQUIREMENTS**

- Contact details of referees and summary portfolio for at least 3 events.
- Completion of bidding documentation.
- Holistic proposal covering all event costing and including event management fees; all of which must be individually broken down for budget and other consideration aspects.

### 3. TERMS & CONDITIONS

- a) The Management of the South African Library for the Blind reserves the right not to accept any bid or proposal or to sign any Agreement related to this request.
- b) This a re-advertisement of the tender due to various technical reasons and all previous tenderers must resubmit if they want to be considered and will also be required to re-attend the compulsory briefing session.
- c) A non-refundable R200.00 Tender Admin fee must be paid, and proof of payment should accompany all submitted bids. If a previous tender administration fee was paid, then a further fee need not be paid.
- d) As the requirement is for each event to be specifically broken down into their various elements; consideration may be made to award one contract for all events or multiple contract/s on each/combined events; based on cost consideration and available budget. The tenderers are thus required to ensure detailed submissions are made and as much information provided as possible. A further consideration may be that the top three submissions received following the procurement processes may be called for further clarification from their proposed concept and elements contained in their submission, before a final decision/award/non-award can be made.
- e) All bids/proposals received will be acknowledged in writing. Unsuccessful applicants will be informed in writing after the Adjudication process. SALB Library Management will not engage in any further communication after this notification.

### 4. SUBMISSION PROCESS

Bids/Proposals must be submitted for attention to Natasha Agnew via email at [admin@salb.org.za](mailto:admin@salb.org.za) or hand-delivered to the SA Library for the Blind 112B High Street Makhanda (Grahamstown) by 05 October 2018 at 12:00. No late submissions will be considered. The sender is responsible to confirm delivery and SALB will confirm receipt only.



**Francois Hendrikz**  
Director