

## DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO)

### SADC: EVENTS MANAGEMENT NON-COMPULSORY BRIEFING SESSION

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DIRCO 02-2026/2027:

INVITATION FOR BIDDERS TO SUBMIT PROPOSALS TO PROVIDE AN ALL INCLUSIVE EVENT MANAGEMENT SERVICE FOR : BRANDING MATERIAL, MEDIA BUYING SERVICES, CONFERENCE PACKS, PROMOTIONAL MATERIAL, AND EVENT LOGISTICAL REQUIREMENTS (GOODS AND SERVICES) FOR THE SADC SENIOR OFFICIALS, COUNCIL OF MINISTERS MEETING AND LEADERS SUMMIT UNDER THE SOUTH AFRICA'S SCHEDULED TO TAKE PLACE FROM 03- 18 AUGUST 2026 IN KWAZULU NATAL.

Briefing Session Date: 5 June 2026. Closing Date: 12 June 2026, 11:00

#### QUESTION AND ANSWERS SESSION: SCOPE OF WORK

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##### Billboard Artwork and Duration

**Q1: For the eight-month billboard campaign, will the artwork be required to change after August 2026, or does it remain the same throughout the period?**

Digital billboard artwork is likely to change as and when required during the campaign. For static (physical) billboards, bidders should include provision in their costing for potential artwork changes, although only digital artwork changes are confirmed at this stage. The campaign runs from 1 July 2026 to 31 March 2027, which constitutes the eight-month period.

**Q2: Can bidders submit a proposal for only one category, or must they quote for all categories?**

This is an all-inclusive tender. Bidders are required to quote for all five categories (A to E). Quoting for only one or a few categories is not permitted. If a company does not offer services across all categories, it must enter into a joint venture arrangement with other companies to collectively cover all categories before submitting a proposal.

##### Airport Branding – Fencing

**Q3: What are the dimensions of the airport fencing Wrangler wrap? The question relates to the length of the fencing that needs to be branded at the tarmac area at King Shaka International Airport.**

The specification as provided in the terms of reference is 4,000 metres by 5 metres high. Bidders must quote strictly according to this specification. The fence structure at the airport tarmac already exists; bidders are only required to provide the branding material for it.

**Q4: Regarding the crowd barrier fencing with branding – is there an existing fence, and if so, where is it located? Additionally, two crowd barrier fences are required on rental. What is the purpose and location of these?**

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The two crowd barrier fences on rental are separate from the airport fence. These are required at the park-and-ride area in Durban, near the ICC venue. Security authorities will close off some roads around the ICC during the SADC event, and fencing will be erected in those areas. Bidders are required to supply this fencing and ensure it is branded. The exact placement and road closures will be communicated to the successful bidder. The airport Wrangler fence is an existing structure; bidders only brand it as per the specification.

#### Billboard Placement in Provinces

**Q5: Regarding billboards in the eight provinces outside KwaZulu-Natal, provinces are geographically large. How should bidders determine where to place the billboards within each province?**

Bidders must quote for prime spot billboards in each province – that is, the most prominent and high-traffic billboard location available in that province. For example, the entrance to the main city in a province. The terms of reference specify 'prime spots,' and bidders should identify and quote accordingly. The final placement will be discussed with the successful bidder. Bidders must not quote for small, low-visibility billboard sites; only prime locations will be acceptable.

#### Conference Packs – Local Production Requirements

**Q6: Are there any local production percentage requirements for the branded conference packs, bags, and other promotional items – that is, must a certain percentage of items be locally manufactured and not imported?**

There is no specific 'proudly South African' or minimum local production percentage requirement stated in this tender. However, DIRCO strongly encourages bidders to source proudly South African products wherever possible. The department's expectation is that South African branding is upheld at a South African-hosted international event.

#### Artwork Submission with Proposal

**Q7: Is there a requirement to submit artwork as part of the tender proposal, or are bidders only required to submit pricing quotations at this stage?**

Bidders are not required to submit artwork designs as part of their tender submission. Quotations and costing only are required at this stage. For categories such as media buying, where design work will be needed, DIRCO will provide source material and work hand-in-hand with the successful bidder's design team. All artwork must be approved by DIRCO before going to print or being broadcast. Design costs should, however, be included in the pricing submitted.

#### Event Logistics – Catering and Venue for Morning Live Breakfast

**Q8: For the Morning Live Broadcast breakfast event (Category E), is the food catering service part of the venue to be provided, or must the bidder procure catering separately? Does the bidder also need to provide the venue?**

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The Morning Live Broadcast event will take place at the ICC in Durban. DIRCO will not be procuring the venue separately – the ICC is the confirmed venue. However, the catering (food, waiters, decor) is the responsibility of the successful bidder, not DIRCO. The bidder will need to engage directly with the ICC regarding in-house catering arrangements, rules, and possibilities. DIRCO will issue a formal written response to be posted on the National Treasury website clarifying the position on whether bidders must use the ICC's in-house caterers or can bring their own external catering. In the interim, bidders should include catering in their proposals and ensure they hold a valid Halal certificate and municipal certificate of acceptability from their food supplier.

**Q9: Does the catering requirement extend to the state protocol lounges at King Shaka International Airport as well?**

No. Catering for the state protocol lounges at the airport is a separate procurement process and is not part of this tender. The catering requirement under Category E relates only to the Morning Live Broadcast breakfast event for 300 guests at the ICC. Bidders should not include airport protocol lounge catering in their proposals.

#### Duplication in Tender Document

**Q10: There appears to be a duplication of requirements in the tender document. From approximately page 53 onwards, the item specifications appear to be repeated. Should bidders submit the document as-is, or remove the duplications?**

What appears from page 53 onwards (from SBD 3.1A onwards) is not a duplication of the scope of work but rather the pricing schedule templates (SP forms). These are separate tables designed specifically for bidders to complete their costing. Each SBD form corresponds to a specific category: SBD 3.1A for Branding, 3.1B for Media Buying, 3.1C for Conference Packs, 3.1D for Promotional Material, 3.1E for Events Logistics, and 3.1F for the consolidated total across all categories. Bidders must complete all SBD 3.1 forms in full. Failure to submit a completed SBD 3.1 form will result in automatic disqualification.

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## QUESTIONS AND ANSWERS: EVALUATION METHODOLOGY

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#### Joint Venture Submissions

**Q1: Where companies submit as a joint venture, must each company in the JV submit a complete separate documentation pack, or is one consolidated submission sufficient? Specifically, how are BEE certificates, reference letters, SP forms, and compliance documents handled?**

A signed joint venture agreement must be submitted, clearly indicating the percentage share arrangement between the parties. In terms of mandatory compliance documents, both companies must individually submit: proof of registration on the Central Supplier Database (CSD) tax clearance status (verified through CSD), SBD 4 (declaration of interest), and SBD 6.1 (preferential points claim). Documents that may be submitted on a joint basis (not duplicated per company) include: the Invitation to Bid (SBD 1; the municipal certificate of acceptability, the

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commitment letter for subcontracting to QSEs/EMEs, and the public liability insurance certificate. Regarding BEE certificates, if the joint venture has a consolidated BEE certificate, that may be submitted; alternatively, each company may submit its own BEE certificate separately. The allocation of preferential points will be based on what is declared in SBD 6.1 and cross-referenced with the CSD, applying the share percentage from the joint venture agreement.

#### Reference Letters

**Q2: Are bidders compelled to use the reference letter template provided in the tender document, or can they use their own format?**

Bidders are not compelled to use the DIRCO template. They may submit reference letters in their own format or obtain them from clients in any format, provided all required elements are present. The template is provided as a convenience to ensure completeness. A valid reference letter must include: the client's company letterhead, company name, brief description of the project, contact person's name, contact person's designation, physical address, and contact details. Letters missing any of these elements may not be scored. Bidders are strongly advised to verify their reference letters against these requirements before submission.

**Q3: Can bidders use DIRCO itself as a reference client if they have previously rendered services to the department?**

Yes. If a company has previously provided services to DIRCO and DIRCO can be contacted as a reference, that reference letter is valid and may be submitted as part of the five required reference letters.

**Q4: The terms of reference require a case study demonstrating experience in executing an event at head-of-state level. Is ministerial-level experience acceptable as an equivalent?**

No. The terms of reference specifically require demonstrated experience at head-of-state level event execution. Ministerial-level experience does not substitute for head-of-state level experience as the requirements are stated. Bidders who do not have head-of-state level experience should take note of this requirement before submitting.

**Q5: Of the five required reference letters, must all five cover events management, or can they cover different service categories?**

Out of the minimum five reference letters required, at least two must specifically cover media buying services, inclusive of print media, online or traditional media, national/regional/community media, social/digital media, radio (online or traditional), and outdoor media. The remaining three reference letters may cover the other service categories individually, namely branding material, conference packs, promotional material, and events logistics. Bidders who submit ten testimonials but none covering media buying will forfeit the media buying capability points.

#### Presentation and Mock Setup

**Q6: Will the physical presentation (Part 2 of the Functionality Criteria) take place in Pretoria or in Durban? Engaging the ICC for presentation purposes could be difficult since they may not allow all prospective bidders access.**

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The physical presentation and mock setup will take place in Pretoria, at the DIRCO offices or a venue communicated to qualifying service providers. It will not take place at the ICC in Durban. DIRCO will notify companies that have met the Phase 1 (desktop) requirements of the presentation venue in due course. The food tasting and mock table setup will also take place in Pretoria, not in Durban.

**Q7: In the uniform assessment during the presentation, whose uniform will be evaluated – that of the bidding company's staff, or the venue/hotel's in-house staff?**

Bidders must present the uniform of their own company's personnel. The uniform requirement is for the bidding company's service staff (not the venue's in-house staff). Bidders must bring two or three staff members dressed in their company uniform to the presentation – one female and one male at minimum – so that the evaluation team can assess whether the uniform is formal, neat, and appropriate for a ministerial-level event.

#### Compliance Documents

**Q8: Can the bid documents be completed electronically, or must they be handwritten?**

Bid documents may be completed electronically. However, the final submission must be printed and physically delivered to DIRCO's tender box. Electronic or email submissions are not accepted. All documents must be in hard copy, properly bound and signed, and submitted in a sealed envelope with the tender reference and description clearly marked on the outside of the envelope.

**Q9: For the certificate of acceptability (municipal health certificate), must it specifically be from the eThekweni Municipality (Durban), or will a certificate from any South African municipality be accepted?**

A certificate of acceptability from any South African municipality will be accepted. The department does not require it to be specifically from the eThekweni Municipality. If the bidding company does not hold a certificate under its own name, it may submit a signed agreement with a third-party food supplier who holds a valid certificate, together with proof of that agreement.

**Q10: If a company employs its own in-house electrician who holds an Electrical Compliance Certificate, is this acceptable, or must the electrical compliance come from an external provider?**

**A:** Having an in-house electrician is fully acceptable. The bidder must provide a letter confirming the employment relationship (confirming the person is an employee of the company), their role, and attach a copy of their valid Electrical Compliance Certificate. An agreement with an external provider is an alternative – not a requirement. Either approach satisfies the compliance criterion.

**Q11: Regarding the commitment letter for subcontracting at least 30% of the contract to QSE/EME companies – does DIRCO provide a list of approved subcontractors, or can bidders choose any qualifying company?**

DIRCO does not provide a list of subcontractors. Bidders nominate their own chosen subcontracting companies, provided those companies qualify as QSE (Qualifying Small Enterprises) or EME (Exempt Micro Enterprises) as defined under the B-BBEE framework. The commitment letter is a declaration of intent to subcontract at least 30% of the contract value; the nominated subcontractor details are included by the bidder. The requirement is a commitment letter at submission stage – the actual subcontracting arrangement will be enforced once the contract is awarded.

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**Q12: Must the Halal certificate be in the name of the bidding company, or can it be from the food supplier?**

The Halal certificate does not need to be in the name of the bidding company. Since many bidders will source their halal food from a third-party supplier, the certificate from that supplier is acceptable. However, bidders must also submit a signed agreement between their company and the halal food supplier as proof of the sourcing relationship. DIRCO will issue further clarity on the Halal requirement as it relates specifically to the ICC venue's catering arrangements, as a formal response will be published on the National Treasury website by Monday.

#### Preferential Points – 80/20 vs 90/10 System

**Q: If a bid is valued below R50 million, should bidders complete the 80/20 preferential points form? And if above R50 million, the 90/10 form? Or must bidders complete both?**

Bidders complete only one form, based on their total quoted price. If the total proposal is R50 million or below, the 80/20 system applies (80 points for price, 20 points for preferential goals). If the total proposal exceeds R50 million, the 90/10 system applies (90 points for price, 10 points for preferential goals). Bidders do not complete both forms; only the form applicable to their pricing threshold.

END OF SESSION.