



Matthew Goniwe School of
Leadership and Governance
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MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)
REQUEST FOR PROPOSALS
MGSLG 2024 ANNUAL MEMORIAL LECTURE.
BID NO: MGSLG/AL/10/2024

1. BACKGROUND

The Matthew Goniwe School of Leadership and Governance (MGSLG) is a Not for Profit Company established in 2002 to research, develop and deliver cutting-edge capacity-building programmes in **school management & leadership, school governance and teacher development**. Its mandate is capacity building of School Management Teams (SMT), School Governing Bodies (SGB), Representative Council of Learners (RCL), Teachers and other stakeholders in education.

The Mathew Goniwe School of Leadership and Governance (MGSLG) will be hosting the 11th Annual Memorial lecture in honour of the late legendary education activist, Matthew Goniwe on the 10 October 2024.

2. PURPOSE

MGSLG wishes to source the services of a suitably qualified and experienced events management company to host and manage the 11th Annual Matthew Goniwe Memorial Lecture. MGSLG would like to invite prospective service providers to submit proposals in response to the scope of services as detailed below.

BOARD OF DIRECTORS:

Board Chairperson - Mr Tséliso Ledimo; Deputy Chairperson: Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

EDUCATE. EMPOWER. INNOVATE

3. SCOPE OF SERVICES

3.1 Proposals must respond to the following scope of services:

- 3.1.1 Conference venue to accommodate 300 guests, with conference equipment and furniture.
- 3.1.2 Decor and MGSLG branding,
- 3.1.3 Photography and videography services,
- 3.1.4 Corporate gifts for delegates, guests of honour and speakers, with MGSLG branding,
- 3.1.5 Travel arrangements for the keynote speaker,
- 3.1.6 Arrange live performances as indicated in the event programme, inclusive of transportation and meals,
- 3.1.7 Secure an event co-host to work along with the MGSLG identified MC.

4. OUTPUTS AND DELIVERABLES

DELIVERABLES AND TIMEFRAMES

Items	Specification
VENUE to Host The 11 th Annual Matthew Goniwe Memorial Lecture	<p>Must accommodate 300 Pax</p> <ul style="list-style-type: none"> • Full day conference package inclusive of: <ul style="list-style-type: none"> ○ Catering for 300 Pax, with ushers and waiters. ○ Full day parking • Onsite digital LED screens to display MGSLG's branding • Stage design to accommodate proceedings of the event. • PA System • Lectern Podium with microphone • Venue Technical team onsite for the event and setup
Venue: 3x Holding Rooms	<ul style="list-style-type: none"> • 1x Briefing Room 15 Pax • 1x VIP Holding Room 30 Pax • 1x VVIP Holding Room 50 Pax • 50 CM Digital screens on all holding rooms.
Holding Rooms Furniture	<ul style="list-style-type: none"> • Briefing room couches and tables for 15 pax

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Items	Specification
	<ul style="list-style-type: none"> • Couches and tables for 50 x VVIP pax • Tables and chairs for 30X pax VIP room
Equipment	<ul style="list-style-type: none"> • LED Screen - 5.5m x 3m • 1x V800 Vision Mixer • LED Support • 1 x Laptop to load clients PPPs • 1 x 60KVA generator with cabling • Fuel and transportation
Streaming Equipment	<ul style="list-style-type: none"> • V- Mix Laptop • Capture card • 2 x Cameras and Stands (1 x Static and 1 x Roaming) • 1 x Internet Bonding solution with DATA • Crew to setup the day before and test equipment • Delivery and collection of equipment
Photography & Videography	<ul style="list-style-type: none"> • Photographer • Videographer • Vision Mixer • Editing of footage
Décor and Branding	<ul style="list-style-type: none"> • Provide décor at the venue • Supply the following branding items: <ul style="list-style-type: none"> a. Sharkfin banner with stand and case X3 (3 x2M, double sided print) b. Telescopic banner with stand and case X3 (3 x2M, double sided print) c. Freestanding banner with frame x 3 (1.5X2M, single sided)
Travel Arrangements Keynote Speaker	<ul style="list-style-type: none"> • Shuttle service to/from the venue
Co-host	<ul style="list-style-type: none"> • Identify a suitable co-host from the education sector, Gauteng. • Shuttle service to/from the venue
Live Performances	<ul style="list-style-type: none"> • Secure bookings of live performances • Provide transport and catering

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Items	Specification
Corporate gifts	<ul style="list-style-type: none"> • Leather Laptop bag, laser engraved with MGLG logo. 500 of each of the following: <ul style="list-style-type: none"> • Conference bags • Mousepad • Pen • Wireless Mouse • Mug • A5 Notebook • USB 32GB stick with MGSLG Annual Report loaded. All items must be branded.

5. PRICING

Price inclusive of VAT will be evaluated as indicated below:

In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by MGSLG on the 80/20 – preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to bidders on the basis of:

5.1 The bid price (maximum 80 points)

5.2 Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

5.3 Proof of Specific goals on Ownership will be confirmed using the following documents namely:

- i. CIPC documents,
- ii. Certified copy of valid B-BBEE certificate,
- iii. Copy of Identity document

Points will be allocated as per tables below:

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	Black Ownership	Black Woman	Black Youth	Township
100% Ownership	8	4	4	4
51% - 99%	4	2	2	2
50% - 31%	2	0	0	0
Below 31%	0	0	0	0

NB. MGSLG is not obliged to accept the lowest quotation.

6. BRIEFING SESSION

The will be no briefing session, however, enquiries can be sent to procurement@mgsi.co.za.

7. COMMUNICATION

Supply Chain Management (SCM) Unit will communicate with service providers for, among others, to seek clarity or to obtain information. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of MGSLG in respect of this request for proposal/quotation between the closing date and the awarding is prohibited.

MGSLG reserves the right to arrange contracts with more than one contractor. MGSLG reserves a right to withdraw, cancel or not to award this request for proposals.

8. CONTACT DETAILS

MGSLG Supply Chain Management, Physical Address: 40 Hull Street, Vrededorp, Johannesburg. For general and technical enquiries: procurement@mgsi.co.za

9. SUBMISSION OF PROPOSAL/QUOTATION

Submission deadline: 4 October 2024, 13h00.

Quotation must be submitted with the following documents:

Central Supplier summary report printed in October 2024

Valid tax clearance certificate with PIN

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