



TERMS OF REFERENCE TO APPOINT AN EVENTS MANAGEMENT SERVICE PROVIDER TO OVERSEE THE PLANNING AND EXECUTION OF THE MINING QUALIFICATIONS AUTHORITY'S MINING SKILLS LEKGOTLA EVENT TAKING PLACE ON 26 AND 27 FEBRUARY 2026 IN THE GAUTENG PROVINCE

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

At the 2026 Mining Skills Lekgotla Event taking place on 26 and 27 February 2026, in addition to the engagement with stakeholders in the sector, the MQA will also be celebrating its 30-year anniversary, an important milestone of the MQA since its establishment in 1996. All promotional materials will ensure this is showcased. The Mining Skills Lekgotla Event will be one of the events that will kick off the celebrations that will continue throughout the year. Additionally, the MQA will also welcome the new Minister of Higher Education and Training and newly appointed MQA Board Members. These milestones will be highlighted throughout the two-day activities.

The Mining Skills Lekgotla Event has proven to be a flagship event of the MQA attracting a broad range of stakeholders such as employers, labour, institutions in the PSET system, who are willing to contribute to

engagements about the sector as well as the important role that the MQA plays as a Sector Education and Training Authority (SETA).

2. PURPOSE OF THE REQUEST FOR PROPOSALS

- 2.1 The objective of these terms of reference of the Mining Qualifications Authority is to source a qualified events management service provider to oversee the organisation of the MQA's two-day Mining Skills Lekgotla event, scheduled to take place on 26 and 27 February 2026 in the Gauteng province.
- 2.2 The 2026 Mining Skills Lekgotla Event will be a consultative conference hosted over two days, that also includes career guidance exhibitions and a Mining and Minerals Sector Recognition Awards Gala Dinner. This is one of the MQA's key strategic events that is widely well received by the sector stakeholders as demonstrated by the high number of delegates who respond positively each year by attending the event.
- 2.3 A career guidance exhibition is intended to attract 1 000 high school learners from identified areas within the Gauteng province will also part of this flagship event.
- 2.4 The magnitude and significance of the Lekgotla event requires thorough, professionally coordinated events management planning to ensure that the event fulfils its objective of promoting face-to-face communication between the MQA and its stakeholders.
- 2.5 The event is aimed at creating a suitable platform that will allow the MQA and its stakeholders to rigorously discuss current changes affecting the sector in order to gain effective, efficient, and improved methods of conducting business that will benefit all stakeholders that participate in the sector.
- 2.6 The event will also serve as an occasion where the MQA will engage with its stakeholders in discussing concerning the manner in which the MQA is addressing the skills development and training needs of the mining and minerals sector.
- 2.7 Furthermore, it will provide an opportunity to position the MQA as a strategic partner in ensuring transformation and sustainable development in the mining and minerals sector.
- 2.8 The event will be streamed via the MQA's YouTube account, to ensure that stakeholders who are unable to attend the

3. SCOPE AND DEFINITION OF WORK

The appointed service provider/consultant/consultants/experts will be required to do the provide the following services:

NO	SCOPE OF WORK OF THE SERVICE PROVIDER
3.1.	Source, book and manage a conferencing venue in Gauteng that offers the following facilities:
3.1.1.	Main plenary venue
3.1.2.	Banqueting venue for Gala Dinner
3.1.3.	Exhibiting venue with shell schemes
3.1.4.	Career guidance forum / exhibition
3.1.5.	Holding room for government dignitaries
3.1.6.	A number of Panel Discussions inside Main Venue
3.1.7.	Storage venue
3.1.8.	Secretariat services venue
3.2.	Arrange and ensure adequate signage for the various conferencing venues
3.3.	Source, book, and manage service providers for:
3.3.1.	Audio-visual technical requirements and recording for the main conference over the two days
3.3.2.	Audio-visual technical requirements and recording for the Gala Dinner Event on 26 February 2026
3.3.3.	Hybrid requirements for main conference over the two days
3.3.4.	Drone recording and still images photography for the main conference over the two-days
3.3.5.	Sound system for all the venues over the two-days
3.3.6.	Digital LED stage screen for the main conference over the two-days
3.3.7.	Digital LED stage screen for the Gala Dinner Event on 26 February 2026
3.4.	Source an event registration platform that allows for pre-registration of delegates attending the Gala Dinner Event, and also allow delegates to print a booking confirmation, QR code, or similar. The Events registration platform is for registration of the following delegate groups:
3.4.1.	Group 1: Main plenary event delegates
3.4.2.	Group 2: VIPs
3.4.3.	Group 3: Organisers
3.4.4.	Group 4: Speakers
3.4.5.	Group 5: Gala Dinner Event delegates
3.4.6.	Group 6: Exhibiting delegates
3.4.7.	Group 7: Logistics delegates
3.4.8.	Group 8: Career guidance exhibition learners
3.5	Design, layout and editing invitations for the:
3.5.1.	Main plenary event
3.5.2.	Gala Dinner Event
3.5.3.	Exhibiting companies
3.5.4.	Grade 10, 11 and 12 high schools that will be attending the career guidance exhibition
3.6.	Distribution of invitations, RSVP, response handling and of delegates attending
3.6.1.	Main plenary event
3.6.2.	Gala Dinner Event
3.6.3.	Exhibiting companies

3.6.4.	Grade 10, 11 and 12 high schools that will be attending the career guidance exhibition
3.7.	Arrange facilities for pre-registration of exhibiting delegates so there are no delays at exhibition points
3.8.	Digital printing of delegate badges attending
3.8.1.	Main plenary event on both day
3.8.2.	Gala Dinner Event
3.9.	Apply for a compliance certificate on behalf of the MQA for Disaster Management
3.10.	Secure Emergency Medical Services for 26 and 27 February 2026
3.11.	Arrange dry runs for the various venues with the venue banqueting department

4. DELIVERABLES

4.1. Secure, book, and manage one venue with the capacity to offer inside venues for the conference, career guidance forum, exhibition, and Gala Dinner event.

Provide the Mining Qualifications Authority with a detailed proposal, to source suitable venues to host the Mining Skills Lekgotla event and its related activities within the Gauteng province.

Events registration platform for the registration of the following delegate groups:

4.1.1. Group 1: Main plenary event delegates

4.1.2. Group 2: VIPs

4.1.3. Group 3: Organisers

4.1.4. Group 4: Speakers

4.1.5. Group 5: Gala dinner delegates

4.1.6. Group 6: Exhibiting delegates

4.2. MAIN PLENARY VENUE

Dates: Thursday, 26 February 2026– Friday, 27 February 2026

Event: Mining Skills Lekgotla Event

DAY 1

Time: 08H30 – 16H30 on Day 1

Capacity: 500 Pax on Day 1

DAY 2

Time: 08H30 – 15H30 on Day 2

Capacity: 500 Pax on Day 2

4.2.1. DAY 1: Hybrid Conferencing Requirements

- Full-day conference x 500 in-person delegates
- Full-day conference x 200 virtual delegates
- Classroom seating x 500 delegates.

- 9m x 6m white gloss stage with hard fascia.
- 2 x large flower arrangements for the main stage.
- Water, mints, notepads, and pens on tables.
- 8 x tub chairs/occasional chairs to seat x 8 people, with small table for water and drinking glasses.
- Enough plug points for delegates to charge technical equipment (laptops, phones, etc.)
- Wi-Fi access for delegates

4.2.2. Refreshments for 500 Delegates

- Arrival tea: tea, coffee, juice with sweet and savoury pastries / sandwiches (menu to include sufficient vegetarian options and Halaal x 10).
- Mid-morning tea: tea, coffee, juice with sweet and savoury pastries / biscuits (menu to include sufficient vegetarian options and Halaal x 10).
- Lunch: buffet lunch with x 1 soft drink per person (menu to include sufficient vegetarian options and Halaal x 10).
- Afternoon tea: tea, coffee juice with biscuits (menu to include vegetarian options and Halaal x 10).

DAY 2 : Friday, 27 February 2026

Time : 08H30 – 15H30

4.2.2.1. Conferencing Requirements as per 26 February 2026

4.2.2.2. Refreshments for 500

- Arrival tea: tea, coffee, juice with sweet and savoury pastries / sandwiches (menu to include sufficient vegetarian options and Halaal x 10).
- Mid-morning tea: tea, coffee, juice with sweet and savoury pastries / biscuits (menu to include sufficient vegetarian options and Halaal x 10).
- Lunch: buffet lunch with x 1 soft drink per person (menu to include sufficient vegetarian options and Halaal x 10).

4.3. Audio-Visual Requirements for Main Plenary Venue

The requirements are listed under point 5.

4.4. BANQUETING VENUE – GALA DINNER EVENT

Date: Thursday, 26 February 2026

Event: Gala Dinner Event

Time: 18:00 – 22:00

Capacity: 200 Pax

4.4.1. Decor and Seating

- Venue to host a Gala Dinner Event to accommodate x 200 guests.
- 20 x round glass / Perspex tables to accommodate 10 delegates per table.
- 200 x phoenix / tiffany chairs.
- 20x overlays (white / cream / gold / black) for each table.
- Stage intelligent LED moving head spot beams with changing colours.

4.4.2. Refreshments and Dinner for Guests

- Welcome mocktails (non-alcoholic drinks) x 200 guests
- Finger foods and sweet meats menu x 200 guests
- Starter finger foods x 200 delegates (menu to include sufficient options for vegetarian and Halaal x 10)
 - Main Buffet Menu x 200 delegates (menu to include sufficient options for vegetarian and Halaal x 10)
 - 2 x soft drinks p/person with 2 x soft drinks p/person
 - Desserts x 200 delegates (menu to include sufficient options for vegetarian and Halaal x 10)

4.4.3. Audio-Visual Requirements for Banqueting Venue

Stage intelligent LED moving head spot beams with changing colours.

4.4.4. Accommodation

The Gala Dinner Event ends at 22:00 on 26 February 2026. Accommodation will be block booked with the venue or close to the venue, for MQA task team members with clearly defined roles, so that they can prepare for the next day to ensure the success of the event. For financial considerations, the bookings of accommodation will be limited to 10 rooms block booked for the task team members only.

4.5. EXHIBITING VENUE

Dates : 26 and 27 February 2026

Event : Mining Skills Lekgotla Exhibition

Time : 08H30 – 15H30

Capacity :

- **One (1) large shell scheme for the Mining Qualifications Authority**
- **Ten (10) shell schemes for invited companies**

Number of learners : 500 learners per day over the two days

4.5.1. MINING QUALIFICATIONS AUTHORITY:

- Conceptualise, design and source 9m x 9m exhibition stand for the main MQA exhibition stand
- **The stand should comprise:**
 - 2 x couches
 - 2 x glass tables
 - 6 x tables
 - 6 x chairs
 - LED screens to display audio-visual material
- Provide two stand design concepts.
- Design, layout and print the artwork for the stand

4.5.2. SHELL SCHEMES FOR TEN (10) EXHIBITING COMPANIES

- Shell schemes for ten (10) exhibiting companies: 2m x 2m
- Fascia board with company name
- 1 x trestle table and two chairs per exhibitor (total = 10 tables, 20 chairs)
- Exhibition furniture for shell schemes
- Decorative plants for each stand
- Storage and Display cabinet per each stand
- Brochure stand display per stand
- Small bin
- Wi-Fi access for delegates

4.5.3. CO-ORDINATION AND USHERING OF TRANSPORT FOR LEARNERS FROM THE VARIOUS SCHOOLS VISITING THE EXHIBITIONS

- 4.5.3.1. The MQA will only provide a nominal sponsorship amount for the schools attending.
- 4.5.3.2. The sponsorship amount will be for the schools to arrange transport for the learners so that they can attend the exhibitions.
- 4.5.3.3. The sponsorship amount will be based on the distance of each school to the event.
- 4.5.3.4. The sponsorship amount will be co-ordinated by the appointed Events Management Company (Service Provider).

- 4.5.3.5. Schools will be required to take full accountability of making transport arrangements for their learners.
- 4.5.3.6. Any organisation appointed by the service provider to transport the learners to the exhibition must ensure that they are compliant with all regulations related to the transporting of learners such as the roadworthy certificate (RWC), the Professional Driving Permits (PrDP) and any other rules to ensure the safety of learners. The service provider will be fully responsible and accountable for the service provider transporting learners.
- 4.5.3.7. The service provider will be required to ensure resources for the coordination and ushering of the transport of learners arriving at the exhibitions over the two days.
- 4.5.3.8. The service provider will also be required to ensure the management of the influx of learners ensuring order at all times over the two days.
- 4.5.3.9. The service provider together with the MQA and the event banqueting team will assist with the distribution of meal packs for the learners ensuring all learners complete a register over the two days.
- 4.5.3.10. At the end of each day at the exhibitions, the service provider ushers as well as the MQA staff will assist to ensure that the learners will return and are collected from the exhibition venue to their agreed drop-off and pick-up point.
- 4.5.3.11. A total of 1 000 learners will be received at the exhibitions over the two days in grades 10, 11 and 12.**

26 February 2026 - 500 learners

27 February 2026 - 500 learners

The learners will from grades 10-12 will come from the following areas:

No	Proposed total number of learners	Area	Number of learners per school
1.	75	Soweto and Noordgesig,	(x15 learners per school from x5 schools)
2	50	Kagiso	(x10 learners per school from x5 schools)
3	75	Alexander	(x15 learners per school from x5 schools)
4	50	Vosloorus	(x10 learners per school from x5 schools)
5	50	Katlehong	(x10 learners per school from x5 schools)
6	75	Tembisa	(x15 learners per school from x5 schools)
7	75	Reiger Park, Boksburg	(x15 learners per school from x5 schools)
8	75	Actonville, Boksburg	(x15 learners per school from x5 schools)
9	50	Mabopane / G-Rankuwa	(x10 learners per school from x5 schools)
10	50	Mamelodi / Atteridgeville	(x10 learners per school from x5 schools)
11	75	Lenasia and Orange Farm	(x15 learners per school from x5 schools)
12	75	Eersterust, Pretoria	(x15 learners per school from x5 schools)
13	75	Laudium Pretoria	(x15 learners per school from x5 schools)
14	75	Ennerdale	(x15 learners per school from x5 schools)
15	75	Eldorado Park	(x15 learners per school from x5 schools)
	1 000		

4.5.3.12. Meal Packs and Refreshments for Learners

- On 26 February 2026, 500 meal packs and refreshments
- On 27 February 2026, 500 meal packs and refreshments
- The meals shall comprise the following:
 - Brown and white sandwiches filled with various fillings:
 - Examples of the fillings can include chicken mayonnaise; cheese, lettuce and tomato; ham and cheese; egg salad, etc.
 - 1 x fresh seasonal fruit
 - 1 x 500 ml bottle still water
 - 1 x 100% fruit juice in assorted flavours such as Berry, Orange, Fruit, etc.
 - Snacks:
 - 50 g chocolate bar and 50 g crisps

4.6. HOLDING ROOM

Dates: 26 February 2026

Time: 08H30 – 16H30

Capacity: 30 Pax

Dates: 27 February 2026

Time: 08H30 – 15H30

Capacity: 30 Pax

- To host a government minister, dignitaries, and entourage.
- To also accommodate the MQA CEO, Executives and Board Members.
- X 30 pax
- Wi-fi access for delegates

4.6.1. Refreshments

- Morning refreshments for 30 individuals:
fresh cut fruit, tea, coffee, water, juice, sweet and savoury pastries / sandwiches
- Afternoon refreshments for 30 individuals:
fresh cut fruit, tea, coffee, water, juice, pastries and cookies

4.6.2. STORAGE ROOM

- Dates required: **26 and 27 February 2026**
- To be utilised as storage for MQA marketing material to be utilised during the event.

4.6.3. SECRETARIAT ROOM

- Dates required: **26 and 27 February 2026**
- To be utilised by the MQA reporting team to compile documents, reports, etc. during the duration of the event.
- Large conference table with chairs to accommodate 15 persons.
- Enough plug points for technical equipment to charge/plug laptops, printer, phones, etc.
- Wi-Fi access for delegates.

4.7. SIGNAGE FOR THE VARIOUS VENUES

- Ensure enough, visible signage is erected throughout the premises to guide the delegates to the various MQA event venues.

5. AUDIO-VISUAL REQUIREMENTS FOR THE MAIN VENUE

5.1. SOUND

- 1 x podium microphone
- 8 x headset microphones
- 6 x roving microphones
- 2 x large LED screens to accommodate 650 venue capacity.
- 2 x overhead data projectors.
- Sound system (including mixer) with on-site technician.

5.2. CAMERAS AND LIGHTING

- Cameras: PD170 or equivalent, with tripods.
- 4 x camera(s) with live feed, sound, and operator(s) to project event proceedings onto two screens (screens to be provided by the venue).
- 4 x camera operators to record and project event proceedings.
- Sound cable must be included.
- Provide extra lighting.
- Clear spotlights for cameras.
- Provide edited footage to the MQA.
- Provide x 4 monitors for stage.

5.3. STREAMING REQUIREMENTS FOR MAIN VENUE

- Setting up of a Webinar platform (which is the Microsoft teams' platform) on the day with technical team at the venue.
- Stream the proceedings in the main event venue and the proceedings from the **Gala Dinner Event** on the MQA's YouTube channel.
- Record, store all footage of events proceedings for the property of the MQA.
- Develop a running order for speakers, facilitator, and technician, etc.
- Audio and visual: 1080p HD Quality visual camera for the crystal-clear video and sound.
- Provide adequate lighting for all events, and where extra lighting for recording purposes should be provided.
- Ensure onsite moderator/show caller and tech support.
- Review slides for speakers and ensure they are consistent with the MQA corporate identity (CI).

- Create a custom background for the webinar including the MQA logo.
- Ensure availability of the technical team, who will be technically managing the streaming, managing speaker presentations, connections, and stability, etc., of the event stream.
- Content for the digital backdrop will be shared with the appointed service provider.
- A dry run for the streaming requirements should be scheduled for **25 February 2026**.

5.4. DIGITAL BACKDROP SPECIFICATIONS

5.4.1. LED STRINGS

- High-quality RGB LEDs
- Additive colour mixing
- Intelligent LED sockets connected via thin cables
- 64 LEDs on a cable run

5.4.2. CONFIGURATION

- Custom designed software
- No pixel mapping required
- Hands on configuration of each curtain

5.4.3. CONTROLLER

- Max.1024 RGB LEDs per controller
- 19"rack mountable
- Ethernet connection
- Dimensions: 482 x 135 x 85mm
- Weight: 3.54 kg

5.4.4 V-BOX

- Media server/video software compatible
- No additional video controllers or converters required.
- Plug and Play: upload the configuration file and start projecting, should support Composite, VGA, and S-Video signal.

5.4.5 MOLTON CS

- Width: 300 cm.
- Length: 60 m
- Weight: 320 g/m2..
- Composition: 100% PES.
- FR standard: NFP-M1 / BS-2B / DIN-B1 / NFPA 701 / GB-B1 / AS 1530.3 / AS 1530.2

5.4.6 DEKO TAFT

- Width: 310 cm.
- Length: 100 m.
- Weight: 66 g/m2.
- Composition: 100% PES FR.
- FR standard: NFP-M1.

• EVENTS REGISTRATION PLATFORM TO REGISTER THE FOLLOWING GROUPS OF DELEGATES:

6.1. Identified Groups

- Group 1: Main plenary event delegates
- Group 2: VIPs
- Group 3: Organisers
- Group 4: Speakers
- Group 5: **Gala Event** delegates
- Group 6: Exhibiting delegates
- Group 7: Logistics delegates



The event registration platform requirements must include the following:

6.1.1. Event registration page

Mobile responsive and branded online event RSVP landing page.

6.1.2. RSVP management

Manage and update the attendee responses/ registrations in real time.

6.1.3. Event communication

Send event confirmation emails / SMS updates and reminders.

6.1.4. Add to calendar

Add to calendar widgets for the attendees to save the events on their calendar.

6.1.5. QR codes

Send confirmation emails/ tickets with QR codes for check-in.

6.1.6. QR code scanners

QR code tickets scanner to scan/valid the attendee registrations.

6.1.7. Report and analytics

Provide event feedback report, data and analytics.

7. DISASTER MANAGEMENT

Due to the number of delegates that will be attending the Mining Skills Lekgotla, which is 650, the occasion will be classified as an “Event”. Therefore, it is a requirement under South African Government law that

consent is obtained from the relevant municipality under the Disaster Management Act No. 57 of 2002, which governs the safety compliance of events, to host the event. Therefore, the conferencing venue must ensure the availability of a Compliance Officer to assist the Mining Qualifications Authority with the application process for this.

8. GENERAL REQUIREMENTS

- Facility use plan must align with conference plan and floor map provided.
- Ensure that all required audio-visual equipment is available in all the rooms as required and that sessions run smoothly.
- Set up a place where presenters can upload and amend their presentations.
- Ensure all presentations are uploaded in advance of each session and notify the MQA staff if presentations are missing.
- Ensure that service maintenance/technicians are promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
- Ensure catering (i.e., coffee breaks and lunches each day) is available for all delegates.
- Ensure all the venues have available high-speed internet access for conference delegates, and adequate plug points.
- Ensure on-site emergency services are available to mitigate any health and safety related issues.
- Ensure there are contingency measures in place to ensure an uninterrupted power supply.
- The successful service provider must also have skilled human resources to undertake the requirements to host an event of this magnitude.
- General logistical arrangements and management
 - Set up a secretariat room on site.
 - Prepare the space, furniture and equipment required for presentations and exhibition area.
 - Plan and organise all meals and coffee breaks during the conference and Gala Dinner Event
 - Print / provide signage with MQA logo / writing for the main venue and other venues.
 - Arrange pens and writing pads for delegates.

9. DURATION OF THE CONTRACT

- 9.1. The successful bidder will be appointed to render the requisite service portfolio from the point of signing the Service Level Agreement with the MQA and the contract will end two weeks after the 27 February 2026.
- 9.2. Although the exact scheduling of inputs and allocation of days will be agreed upon between the MQA and the consulting team, it is envisaged that the assignment will be carried out in eleven missions as outlined in the table below:

No	Broad Tasks	Envisaged number of Working Days
1	Source and secure the various event venues based on the requirements listed under Scope and Definition of Work for 26 and 27 February 2026: • Main plenary venue • Gala dinner venue • Exhibition venue • Secretariat venue • Storage room • Holding room	5 days
2	Source and secure Emergency Medical Services for 26 and 27 February 2026	5 days
3	Source the service provider for the events registration platform based on the requirements listed under Scope and Definition of Work for the following groups: • Group 1: Main plenary event delegates • Group 2: VIPs • Group 3: Organisers • Group 4: Speakers • Group 5: Gala dinner delegates • Group 6: Exhibiting delegates • Group 7: Logistics delegates	5 days
4	Source a service provider that will design and build and dismantle MQA exhibition stand and x10 shell schemes for exhibition.	10 days
5.	Engage with the Gauteng Province Department of Education and co-ordinate the invitation of the high schools from the identified schools. Ensure that the learners confirmed attendance. (the learners should be accompanied with at least three educators per region) Source the service provider to transport 2 000 high school learners to and from the venue on both days based on the requirements listed under Scope and Definition of Work: • 500 high school learners on 26 February 2026 • 500 high school learners on 27 February 2026	10 days

6	Source the service provider to provide meal packs and refreshments for 1 000 high school learners attending the exhibitions based on the requirements listed under Scope and Definition of Work: • 500 meal packs and refreshments on 26 February 2026 • 500 meal packs and refreshments on 27 February 2026	5 days
7.	Source the service provider to provide audio-visual services based on the requirements listed under Scope and Definition of Work for 26 and 27 February 2026: • Streaming services • Sound • Camera and lighting • Digital backdrop	5 days
9.	Send out invitations to the different attendee groups based on the lists provided by the Customer Service and Communication Unit	5 days
10.	RSVP and response handling	60 days
11.	Provide event feedback report, data and analytics based on attendee statistics	2 days (post event)

10. INTERGRITY AND CONFLICT OF INTEREST

- 10.1. The service provider shall, always, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.
- 10.2. The successful service provider is required to conduct the assignment and compile the required reports and or information with the utmost integrity and honesty and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

11. PROJECT MANAGEMENT

The service provider appointed shall be given instructions by the Customer Service and Communication Unit.

12. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

- a. A short profile of the bidder
- b. All the documents required as per the evaluation criteria.
- c. Details of the cost/fee breakdown for the services to be rendered.

13. PROJECT PLAN

- 13.1. The service provider must submit a comprehensive project outline with deliverables and milestones for consideration and approval by the MQA. The project should be implemented as per scope and definition of work of this TORs or specification.
- 13.2. The successful bidder must submit a project execution plan with deliverables and timelines which the prospective service provider deems suitable for the delivery of the proposed project.
- 13.3. The MQA will consider and approve of the project plan before commencement of the project.

14. PROJECT PRICING

- 14.1. The amount quoted must be denominated in South African Rand, and should include VAT.
- 14.2. The quoted price should be as per the scope of work.
- 14.3. The MQA may subject the award of the proposal to price negotiation with the preferred service provider. This will, however, be exercised subject to the following principles.
- 14.4. Negotiation may not allow any preferred service provider a second or unfair opportunity.
- 14.5. Is not detriment of any other prominent service provider; and
- 14.6. Does not lead to higher price than the proposal as submitted.

15. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in four (4) phases.

The first phase will be compliance, the second phase will be mandatory requirements, the third phase will be functionality, and the fourth phase will be pricing and specific goals in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

15.1. PHASE ONE (1): COMPLIANCE

RETURNABLE DOCUMENTS TO BE SUBMITTED

- 15.1.1 Proof of registration on Central Supplier Database System (CSD)
- 15.1.2. Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- 15.1.3. B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

- 15.1.4. SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- 15.1.5. SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;
- 15.1.6 Non- compulsory briefing session will be held on **7 November 2025 at 10:00 am** and it is important for the potential bidders to attend.

NB: Prominent Service providers who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, Prominent Service providers will be contacted to address outstanding information within 7 days after the closing date as determined by the MQA. The request for such outstanding information will not be information that affects the substance of the proposal or that gives a Prominent Service provider unfair advantage to the other bidders.

16.2 PHASE TWO (2) MANDATORY REQUIREMENTS

16.2.1. The conferencing venue must be located within the Gauteng province.

16.2.2. The venue must have been in existence for a minimum of five (5) years.

16.2.3. For a venue classified as a hotel establishment or conference venue:

- The venue must have acquired a minimum of a four-star grading status from the Tourism Grading Council of South Africa and must submit a valid certificate in good standing indicating this status (four-grade status).
- The venue must submit a minimum of a four-grading status from the Tourism Grading Council of South Africa for MESE (Meetings, Exhibitions, and Special Events) and must submit a valid certificate in good standing indicating this status (four-grade status).

Bidders who fail to meet the mandatory requirements will be disqualified and will not be evaluated further on price and specific goals.

16.3 PHASE THREE (3) FUNCTIONALITY

The proposal will be evaluated on a five-point scale as follows:

0 = Required documents not submitted

1 = Poor, does not meet the criteria

2 = Fair, less acceptable. Not sufficient for performance requirements

3 = Satisfactory, adequate for the performance requirements

4 = Very good, above the average compliance to the requirements

5 = Excellent, exceptional mastery of the requirements

KPA	ELEMENT	WEIGHT	Scoring Matrix
KPA	FUNCTIONAL	100	
1. Reference letters from different clients in terms of providing events management services	To provide from different clients a minimum of three (3) reference letters relating to the provision of similar magnitude of events management services, provided over a period of five (5) years, stating the services undertaken to offer to events management services and the successful conclusion of the events management services undertaken. For the reference letter to comply it must have the following: • Be on the client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), regarding events management work done within five (5) years prior to the	20	0 = No compliant reference letter submitted. 1 = One (1) compliant reference letter from different clients submitted for providing events management services within the five-year period prior to the submission of a quotation to the MQA. 2 = Two (2) compliant reference letters from different clients submitted for providing events management services within the five-year period prior to the submission of a quotation to the MQA. 3. = Three (3) compliant reference letters from different clients submitted for providing events management services within the five-year period prior to the submission of a quotation to the MQA. 4 = Four (4) compliant reference letters from different clients for providing events management services within the five-year period

	closing date of request for proposal, detailing the nature of the events management services. • The letters must state that the work was carried out successfully. • The letters must be from different clients.		prior to the submission of a quotation to the MQA. 5 = Five (5) or more compliant reference letters from different clients submitted for providing events management services within the five-year period prior to the submission of a quotation to the MQA.
2. Capacity and experience: Project Manager:	2.1 Experience Provide the CV of a project manager that will be assigned to work on the MQA's events management account, detailing at least five (5) years'/60 months experience in project management within the event hosting field. The CV must also indicate the company and the period where the experience was acquired. NB: The proposal must indicate the name of the individual to be evaluated as a project manager for	25	0= No compliant CV submitted 1 = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing 12 to less than 36 months' experience in events management. 2 = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing 36 to less than 60 months' experience in events management. 3. = One (1) compliant CV submitted of a qualified project manager that will be assigned to the MQA's account, detailing 60 to less than 72 months' experience in events management.

	experience in project management within field of events management, failure to do so will result in a score of zero (0) being awarded.		4 = A compliant CV provided of a qualified project manager with 72 to less than 84 months' relevant experience in events management. 5 = A compliant CV provided of a qualified project manager with 84 or more months' relevant experience in events management.
	2.2 Qualifications Provide certified copies of qualifications (certificate/National Diploma/Degree in project management or equivalent qualification) of the individual to be evaluated as the Project Manager. Qualifications can include the following: Practitioner Certification in Project Management/ Project Management Professional Certificate/ Bachelor of Commerce in Project Management. The qualification must at least be pitched at NQF level 7.	5	0 = No compliant qualification submitted. 1 = A relevant qualification in project management or equivalent, pitched at NQF level 5. 2 = A relevant qualification in project management or equivalent, pitched at NQF level 6. 3= A relevant qualification in project management or equivalent, pitched at NQF level 7. 4 = A relevant qualification in project management or equivalent, pitched at NQF level 8. 5 = A qualification in project management or equivalent, pitched at NQF level 9 or higher.

	NB: The qualifications certifying date stamp must be valid, validity period must be 6 months prior to the closing date of this request for proposal.		
3.Capacity and experience: Assistant Project Manager:	3.1 Experience Provide the CV of an assistant project manager that will be assigned to work on the MQA's events management account, detailing at least three (3) years' (36 months) experience in project management within the event hosting field. The CV must also indicate the company and the period where the experience was acquired. NB: The proposal must indicate the name of the individual to be evaluated as an Assistant Project Manager with experience in project management within field the of events management, failure to do so will result in a score of zero (0) being awarded.	20	0= No compliant CV submitted 1 = One (1) compliant CV submitted of a qualified Assistant Project Manager that will be assigned to the MQA's account, detailing 12 to less than 24 months' experience in events management. 2 = One (1) compliant CV submitted of a qualified Assistant Project Manager that will be assigned to the MQA's account, detailing 24 to less than 36 months' experience in events management. 3 = One (1) compliant CV submitted of a qualified Assistant Project Manager that will be assigned to the MQA's account, detailing 36 to less than 48 months' experience in events management. 4. = One (1) compliant CV submitted of a qualified Assistant Project Manager that will be assigned to the MQA's account, detailing 48 to less than 60 months'

			experience in events management. 5 = A compliant CV provided of a qualified Assistant Project Manager with 60 or more months' relevant experience in events management.
	3.2 Qualifications Provide certified copies of qualifications (certificate/National Diploma/Degree in project management or equivalent qualification) of the individual to be evaluated as the Project Manager. Qualifications can include the following: Practitioner Certification in Project Management/ Project Management Professional Certificate/ Bachelor of Commerce in Project Management. The qualification must be pitched at NQF level 6. NB: The copies of the qualifications must be certified with valid stamp and the validity period must be 6 months prior to	5	0 = No compliant qualification submitted. 1 = A relevant qualification in project management or equivalent, pitched at NQF level 4. 2 = A relevant qualification in project management or equivalent, pitched at NQF level 5. 3= A relevant qualification in project management or equivalent, pitched at NQF level 6. 4 = A relevant qualification in project management or equivalent, pitched at NQF level 7. 5 = A qualification in project management or equivalent, pitched at NQF level 8 or higher.

	the closing date of this request for proposal.		
4. Proposal for events management services for a client outlining the organisational focus areas of events management.	Provide an events management proposal for a corporate client (excluding confidential, POPIA related, intellectual and proprietary information) indicating specific approaches adopted with regards to the elements or focus areas highlighted under Scope of Work to host the event. To be compliant, the proposal should also indicate clear timeframes regarding the commencement of the planning and implementation phases of the event, and the human resources involved.	25	0 = No compliant events management proposal submitted. 1 = Compliant events management proposal submitted but without indicating specific approaches adopted with regards to the elements or focus areas highlighted under Scope of Work to host the event. 2 = Compliant events management proposal submitted indicating specific approaches adopted with regards to the elements or focus areas highlighted under Scope of Work to host the event only. 3 = Compliant events management proposal submitted indicating specific approaches adopted with regards to the elements or focus areas highlighted under Scope of Work to host the event, as well as clear timeframes regarding the commencement of the planning and implementation phases of the event, and the human resources involved. 4 = Compliant events management proposal submitted indicating specific approaches adopted with regards to the elements or focus areas

			highlighted under Scope of Work to host the event, as well as clear timeframes regarding the commencement of the planning and implementation phases of the event, and the human resources involved. Additionally, the proposal includes at least one (1) relevant risk of hosting a large capacity event and proposing a mitigating plan. 5 = Compliant events management proposal submitted indicating specific approaches adopted with regards to the elements or focus areas highlighted under Scope of Work to host the event, as well as clear timeframes regarding the commencement of the planning and implementation phases of the event, and the human resources involved. Additionally, the proposal includes more than one (1) relevant risk of hosting a large capacity event and proposing a mitigating plan.
Total		100	

All service providers who will score less than 70 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-compliant proposal.

A site inspection of the proposed venue will be conducted prior to the award.

Tick box

16.4 PHASE FOUR (4): PRICING AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status Level of Contributor		
Maximum Points	15	
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/ Disable/Rural Area	5	Documents for verification
Maximum Points		
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit

Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

17. TERMS AND CONDITIONS OF THE BID

17.1. Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

17.2. The MQA will conduct a site inspection of the facilities of the short-listed bidders who meet the functionality threshold, that is who score 70 and above out of 100 points.

17.3. The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.

17.4. MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).

17.5. Payment will only be made for acceptable work completed and timeously delivered.

17.6. The MQA may undertake due diligence to qualifying service provider to ascertain functionality.

17.7. Mining Qualifications Authority reserves the right not to award the bid to service providers.

17.8. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

18. TECHNICAL ENQUIRIES

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Name and Surname: Tsholo Dilape

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