



Ditholwana Ts`a Rena Trust

IT 003925/2016(G)

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0600

# DITHOLWANA TS`A RENA TRUST

## FRQ:007/2026

**REQUEST FOR QUATATION (RFQ): Appoint an experienced Events Management Company to provide comprehensive event management services Stakeholder Update Meeting 2026.**

<b>RFQ NUMBER</b>	<b>REF 007/2026</b>
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Appoint an experienced Events Management Company to provide comprehensive event management services for DTRT</b>
<b>CLOSING DATE</b>	<b>18<sup>th</sup> of May 2026</b>
<b>ENQUIRIES</b>	All enquiries should be submitted via email to: <a href="mailto:Jane.bodiba@ditholwanatrust.co.za">Jane.bodiba@ditholwanatrust.co.za</a>
<b>SUBMISSION</b>	All completed documents should be submitted electronically to: <a href="mailto:procurement@ditholwanatrust.co.za">procurement@ditholwanatrust.co.za</a> <b>(NO WALK -IN ALLOWED)</b>
<b>NOTE</b>	<b>Organisation/Companies who fail to submit all the compliance documents will NOT be legible to receive opportunities from Ditholwana Ts`a Rena Trust</b>

The Ditholwana Ts`a Rena Community Development Trust has been setup as part of the implementation community empowerment transaction by Anglo American Platinum (Valterra Platinum). The purpose of this role in question is to execute the mandate from the Board of Trustees in meeting the objectives of the Board. The Ditholwana Ts`a Rena Community Development Trust seek experienced service provider/entity for the service provider to appoint an experienced Events Management Company to provide comprehensive event management services for stakeholder update Meeting for a period of 2 months.

### **3. THE OBJECTIVE OF THIS PROJECT**

The primary objective of this tender is to appoint an experienced Events Management Company to provide comprehensive event management services for a period of two (02) Months. The goal is to ensure professional planning, coordination, and execution of events aligned with the organization's requirements and standards.

### **4. Scope**

#### **The scope of work includes:**

- ✓ Provision of end-to-end event management services for DTRT stakeholder update meeting event.
- ✓ Coordination of logistics, venue arrangements, catering, and technical support.
- ✓ Provision of on-site support, supervision, and post-event evaluation.
- ✓ Compliance with all applicable legal, safety, and health regulation.

### **5. Technical Requirements**

The technical requirements for the bid include:

- ✓ Demonstrated experience in managing similar events within the last eight (5) years, supported by at least two (2) contactable references.
- ✓ Provision of a detailed technical and functionality response, including OEM or OSM accreditation where applicable.
- ✓ Adherence to health and safety standards, including occupational health coverage for employees.
- ✓ Provision of a comprehensive event management plan outlining methodologies, resources, and timelines.
- ✓ Availability of qualified personnel with relevant skills and experience in event management.

### **6. Skills Requirements**

The successful service provider must possess the following skills:

- ✓ Strong project, events management and organizational skills.
- ✓ Excellent communication and interpersonal skills.
- ✓ Proficiency in event planning, logistics, and coordination.
- ✓ Technical expertise in event technology, audiovisuals, and staging.
- ✓ Ability to manage budgets, timelines, and stakeholder expectations effectively.
- ✓ Capacity to deliver innovative and high-quality event experiences

### **7. METHODOLOGY**

The Service Provider must clearly outline and explain the methodology that will be used for the management the event for the Ditholwana Ts`a Rena Trust contract employees by outlining the approach and providing a step-by-step explanation of the proposed process.

### **8. Evaluation Criteria**

- ✓ Experience: Evidence of previous projects of a similar nature appointment letter

- ✓ Functionality: Assessment of the technical ability to execute the event, including a project-specific organogram and CVs of key staff.
- ✓ Compliance: Failure to submit mandatory documents will result in disqualification.
- ✓ Experience in the same or similar roles, relevant industry, references
- ✓ Broad Based Black Economic Empowerment (BBBEE);
- ✓ Financial viability of the tenderer.
- ✓ Capacity to execute the assignment
- ✓ Registration with relevant body

**9. DURATION OF THE PROJECT**

The expected duration of the project is for a period of two (2) months from the date of signing of the service level agreement (SLA)/ appointment letter.

**10. Submission & Supporting documents to be included in the RFP:**

- ✓ Technical Proposal: Detailed approach and Methodology to deliver the scope
- ✓ Financial Proposal: Detailed pricing structure, including professional fees
- ✓ Company Profile: Background and overview of the organisation
- ✓ Proof of registration and Compliance
- ✓ ÇIPC Company Registration documents
- ✓ Valid Tax Clearance Certificate or PIN
- ✓ Valid B-BBEE Certificate
- ✓ Qualifications and Experience -Demonstrated track record of similar assignments with NPO`s, Trusts and related governance environmentoetc.CV/s of resources/to be allocated to the Trust
- ✓ 3 References: Current /previous clients confirming successful delivery of similar services

**CLOSING DATE :18<sup>th</sup> May 2026**

Please direct all enquiries to: [jane.bodiba@ditholwanatrust.co.za](mailto:jane.bodiba@ditholwanatrust.co.za)

Submissions: [Procurement@ditholwanatrust.co.za](mailto:Procurement@ditholwanatrust.co.za)

**NB: THE DITHOLWANA TS`A RENA TRUST RESERVES THE RIGHT TO VET ALL DOCUMENTATION AND INFORMATION PROVIDED BY BIDDERS TO PROVE THEIR RELEVANT EXPERIENCE AND ABILITY TO PERFORM THE SERVICE.**

**DTRT RESERVE THE RIGHT TO APPOINT OR READVERTISE SHOULD THE CIRCUMSTANCES ALLOW!!!**