



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Arts and Culture

Domus Building Office no. 016
57 kasteel Road | Lynwood Glen | P.O Box 74097
Lynwood Ridge South Africa | 0040
T: +27 12 348 1663/8223 | F: +27 12 348 2833

www.nhc.org.za

Events Management: Golden Shield Heritage Awards

Additional information for service providers who attended the briefing session on 13 June 2019 at NHC Offices, Pretoria

Following the briefing session that was held as stated above, the following questions arose for the NHC to provide further clarity. The responses are in red.

Q: For how many years should the costing be done?

A: The budget should therefore be for a period of three years with relevant justifiable adjustments. Reference is made to section 7.5.1 read together 7.5 of the terms of reference which outlines price adjustment.

Q: What is the final number of certificates?

A: 35

Q: For how many days prior to the event have we reserved at Meropa Casino for setting up and rehearsals?

A: The 19th of September from 7 am will be for set up and the 21st will be for strikedown and clearing the venue.

Q: How will the years of experience be counted in the case of a joint venture?

A: The average of the total years will be counted.

Q: The venue for the awards is already reserved at Meropa Casino in Polokwane. The aspects/services/goods/supplies that will be included in the venue pack are as follows:

Services/Goods provided by the venue		Comments for the bidder
1.	Food and beverages <ul style="list-style-type: none"> • Arrival drinks • Starters • Buffet dinner • Assorted soft drinks • Red and white wines • Jugs of juice 	Do not include in your bid
2.	Venue Hire <ul style="list-style-type: none"> • Main hall (500 pax) • Holding rooms x3 • Packing 	Do not include in your bid
3.	Equipment Hire <ul style="list-style-type: none"> • Sound system with 4 mics • Technician • DJ • Lighting and stage with a digital backdrop • Data projector • Screens • Wi – Fi 	Quoted by the venue, however, the bidder should include in the bid with detailed costing
4.	<ul style="list-style-type: none"> • Full decoration with fresh flowers (500 pax) • Drapping • 	Quoted by the venue, however, the bidder should include in the bid with detailed costing
5.	<ul style="list-style-type: none"> • Ushers and Hostess (35) 	Quoted by the venue, however, the bidder should include in the bid with detailed costing
6.	<ul style="list-style-type: none"> • Staffing 	Do not include in your bid
7.	<ul style="list-style-type: none"> • Accommodation (60 rooms) 	Do not include in your bid

If you still have further questions, please feel free to email: procurement@nhc.org.za