

REQUEST FOR PROPOSALS

SAMA HEALTH SUMMIT 2026



The South African Medical Association NPC

a non-profit company duly registered in terms of the Companies Act, 71 of 2008

Registration Number 1927/000136/08

(Hereinafter referred to as “**SAMA**”)

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1. INTRODUCTION

SAMA is a non-statutory, professional association for public and private sector medical practitioners. SAMA is registered as a non-profit company in terms of the Companies Act. SAMA is a voluntary membership association, existing to serve the best interests and needs of its members in any and all healthcare-related matters.

SAMA is planning a Health Summit in 2026. This SAMA Health Summit will be running at a venue to be decided in 2025. It is a meeting of health professionals that is planned to run for 3 days. It is intended to be bigger than the recently held conference in February 2024. It presents a significant opportunity for industry stakeholders to engage and influence health policies in the healthcare sector.

2. REQUEST FOR PROPOSALS

SAMA invites applications from eligible and reputable event management agency/ companies for the SAMA Health Summit. Bidders must note the following:

- a) This Request for Proposals would not be binding on SAMA in any form.
- b) Bidders are advised to study all instructions, forms, requirements, and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- c) The bidder may, at their discretion, submit their suggestions on the objectives and scope of the work or service, timelines projected in the enquiry along with their interest. Suggestions and inputs so received in the RFP may not form part of evaluation and shortlisting criteria. However, SAMA reserves the right to accept/ reject any or all suggestions/ inputs. The bidders/ shortlisted bidders shall have no right or claim in this regard.
- d) This shall in no way guarantee allotment of work to the shortlisted organisations. SAMA reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- e) The Applicants must submit their applications in accordance with the requirements contained in this RFP document.
- f) This RFP does not bind SAMA to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of the award or for preparing this RFP.
- g) SAMA reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

3. APPLICATION SUBMISSIONS:

No	Information	Details
1	Addressee and the address at which the application is to be submitted	Creditors Department SA Medical Association Block F, Castle Walk Corporate OfficePark, Kuisseb Street ErasmuskloofPretoria 0001 creditors@samedical.org

Date of issue of this Request for Proposal	10 April 2024
Last date and time for submission of applications	28 May 2024 by 4pm
Contact person for technical specifications	Ms M Süßmann HOD – Corporate Affairs marcomm@samedical.org (012) 481 2000

4. SCOPE OF WORK:

- 1.1 The purpose of this RFP is to invite proposals from established and reputed Event Management Agencies for managing conceptualisation, implementation, and execution of the SA Health Summit.
- 1.2 The Shortlisted Agency will be responsible for project management of the various suppliers mentioned under bid 2-8. The agency will be responsible for the event design, execution and other related and required aspects such as permissions from various authorities and stakeholders, safety and security arrangements, insurance etc. As part of this, the agency may be required to engage in-house or any specialist service providers such as research, film production house, event venues, travel agents, etc. or other relevant service providers to deliver holistic solutions.
- 1.3 The event management agency would be responsible to perform the following within specified project timelines:
 - a) Preparation for the event from July 2024 onwards (activities as described under scope of services).
 - b) Organising the event for +600 delegates locally and globally (activities as described under scope of Services).
 - c) Post event activities (as described under scope of work).
- 1.4 The event management company will be responsible to organise the SAMA Health Summit event for activities at a city in South Africa which will include pre- summit activities, activities during and after the summit.
- 1.5 The event management company will be responsible for the project management of the vendors that are contributing to the success of this event.

The scope of work of the event management company shall include and not limited to the following activities:

Bid 1: Event Management Company:

- Review and finalisation of a venue for the event, flights, hotel accommodation and any other land arrangements options for delegates at competitive rates.
- Supervision of the entire activities related to the health Summit.
- Management of post event activities related to preparation of reports, uploading final papers and photographs, coordinating such activities with participants.
- Any other feature or facilities which the successful bidder can provide if SAMA feels necessary.

Bid 2: Digital content supplier:

- Website designing, maintenance and management including preparation of reports and sharing back-end information on regular basis as prescribed.
- Website management would also include activities such as immediate resolution of complaints / issues faced by the delegates and sharing of interim reports.
- Online registration and management of foreign exchange through payment gateway (registration for event and hotel booking).
- Summit on-site registration management.
- Development and management of Mobile applications for the event.
- Wi-Fi arrangements at the venue.
- Timed delegate badges for CPD points.

Bid 3: Promotion management supplier:

- Signage design, printing, entire arrangements/management at the summit venue.
- Delegate kits, souvenirs and printing (as desired).

Bid 4: Audio-visual management supplier:

- Audio-visual management (arrangements of microphone systems, LCD projectors, screens, laptops, audio-video recording of the proceeding along with requisite technical manpower).
- Please note that the event will have parallel meetings.
- Videography / Photography coverage.
- Empanelment with medical hospitals during summit days.
- On-site manpower management.

Bid 5: Event Logistics supplier:

- Transport arrangements and management.
- Airport / venue reception and transfers where required.
- Catering arrangements and monitoring.
- Meeting auditorium management.
- Spouse programmes where applicable.
- Organising half day City Excursions, Pre-event tours (where applicable).
- Organising entertainment during the gala dinner (where applicable).

Bid 6: Legal, Risks and Other (International Delegates)

- Support in seeking all statutory compliances and approval from Department of Home affairs for international delegates.
- Support for visa management which would also include organising invitation letters for delegates, and coordination with Home Affairs/ DIRCO and embassy/ or other departments.
- Seeking approval from relevant authorities, for the management and handling of foreign currency and exchange (where applicable).
- Management of all risks and compliance clearance related to the event, which include but not limited to fire, security protocols, and occupational and health requirements.

- Event insurance.

Bid 7: Exhibition Design and Installation:

- To design and install exhibition stands such as shell schemes and customised stands.
- To design and install 150 exhibition stands (3 x 3 shell schemes) or customised stands that fully occupy the exhibition space. These may be adjusted as and when deemed necessary closer to the event.
- The exhibition stand/s must be as environmentally friendly as possible.
- The exhibition stand/s must be modern and of the highest technology possible.
- The exhibition proposals should include proposed ground floor outlays (plans) and allocated stands for exhibitors.
- To enlist, promote and sell the exhibition space – with an expected success rate exceeding 90%.
- To ensure compliance with the accredited exhibition standards as it relates to occupational health and safety.
- To source and manage exhibition equipment and materials in line with the appointed venue.

Bid 8: Public Relations Agency

- To promote the SAMA Health Summit to meet the registration numbers of delegates.
- To promote the event in all media houses, to all health professionals (SAMA and non-SAMA members), allied stakeholders and interested parties.
- To promote the event in all SAMA social media platforms.
- To prepare and organise a media briefing and/or any other event that will bring media interest to the event.
- Media management, writing articles, editorials and event management as it relates to media houses.

5. PRE-QUALIFICATION CRITERIA

Bidders are expected to meet the following pre-qualification criteria. Applications failing to either meet these criteria or not furnishing the requisite supporting documents or documentary evidence is liable to be summarily rejected. SAMA shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

Pre-qualification or mandatory requirements to qualify for the functionality evaluation.

No	Eligibility Criteria	Supporting documents required	Yes or no deviation, if any
1.	Bidder/s should be a partnership company, or a company registered in South Africa and should be in existence for at least 5 years.	CIPC registration or Memorandum of Association/ Partnership Deed.	Mandatory
2.	The bidder/s must be registered in South Africa with tax compliance and other administrative authorities related to event and exhibition management.	SARS compliance certificate CEPA SAIPCO SACIA PRISA EXSA	Mandatory

3.	The Bidder should not have been black- listed by any of its clients during the last three years.	The bidder shall give a declaration to this effect that they have not been blacklisted by any of its clients as on date of submission of the bid	Mandatory
4.	BEE Status – should be Level 4 or below	BEE certificate	Mandatory
5.	The bidder/s should have a minimum average annual turnover of R500k in the last three financial years.	Audited or independently reviewed Financial Statements for last three (3) years	Mandatory
6.	Bidder/s should be ASATA accredited, for making travel related arrangements or have an MoU with an ASATA accredited partner.	Valid ASATA registration and other relevant documents	Mandatory
7.	Bidder/s should have organised at least two National or International Events in South Africa during the years 2021 to 2024 for the capacity of at least 500 delegates with activities similar to those described in the scope of work. The bidders would have also coordinated State level or National level events and company-wide or multinational companies.	Letter of recommendation of actual/ completed event/s	Mandatory
8.	At least three references of the clients with their contact details to whom satisfactory services have been provided.	Copy of the appreciation letters; testimonials may also be attached	Mandatory
9.	The bidder should have organised at least two health and scientific related conferences in the last three years.		Mandatory
10.	The bidder/s should have no pending cases or violation of any statutory` laws related to illegal activities or financial fraud.	Must Submit a declaration	Mandatory
Desirable requirements which will aid the bidders' scores in the functionality evaluation			
11.	The bidder/s may provide relevant National/ International awards that are related to event management and related project management.	Documentary proof	Desirable
12.	At least three references of the clients with their contact details to whom satisfactory services have been provided.	Copy of the appreciation letters; testimonials may also be attached	Desirable
13.	Bidder/s shall preferably have an in-house IT and E-commerce team for providing the necessary support for this international level Meetings / Summit.	Organisation Chart or Partner organisation chart	Desirable

6. BID EVALUATION AND SELECTION PROCEDURE

- i. The Bidder/s shall be short listed after the evaluation of their Technical or functional Bids, with bidders scoring 80% or more proceeding to the next stage of reviewing the financial bids.
- ii. Financial bids from only such shortlisted bidders will be considered.

- iii. The final selection of the bidder/s shall be done on Quality Cost Based System (QCBS) with 70% weighted to the technical or functional parameters and 30% weighted to the financial parameters.
- iv. Contract shall be awarded to the bidder with the highest QCBS Score i.e., the highest Bidder.

7. STAGE 2: FUNCTIONALITY EVALUATION (TOTAL OF 26 POINTS)

Eligibility Criteria	Supporting documents required	Score Guide
MANDATORY CRITERIA		
Bidder/s should be a partnership company, or a company registered in South Africa and should be in existence for at least 5 years.	CIPC registration or Memorandum of Association/ Partnership Deed	1 or 0
The bidder/s must be registered in South Africa with tax compliance and other administrative authorities related to event and exhibition management.	SARS compliance certificate CEPA SAIPCO SACIA PRISA EXSA	1 - 6
The Bidder should not have been black- listed by any of its clients during the last three years.	Affidavit	1 or 0
BEE Status should be Level 4 or below	BEE Certificate	1 - 4
The bidder/s should have a minimum average annual turnover of R500k in the last three financial years.	Audited or independently reviewed Financial Statements for last three (3) years	1 or 0
Bidder/s should be ASATA accredited, for making travel related arrangements or have an MoU with an ASATA accredited partner.	Valid ASATA registration and other relevant documents	1 or 0
Bidder/s should have organised at least two National or International Events in South Africa during the years 2021 to 2024 for the capacity of at least 500 delegates with activities similar to those described in the scope of work. The bidders would have also coordinated State level or National level events and company-wide or multinational companies.	Letter of recommendation of actual/ completed event/s	Tot = 3
At least three references of the clients with their contact details to whom satisfactory services have been provided.	Copy of the appreciation letters; testimonials may also be attached	1-3
The bidder/s should have no pending cases or violation of any statutory` laws related to illegal activities or financial fraud.	Must Submit a declaration	1 or 0
Desirable requirements which will aid the bidders' scores in the functionality evaluation		
The bidder/s may provide relevant National/ International awards that are related to event management and related project management.	Documentary proof	1 or 0
At least three references of the clients with their contact details to whom satisfactory services have been provided.	Copy of the appreciation letters; testimonials may also be attached	1-3
Bidder/s shall preferably have an in-house IT and E-commerce team for providing the	Organisation Chart or Partner organisation chart	1 or 0

necessary support for this international level Meetings / Summit.		
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8. PAYMENT TERMS

Payment terms	Billing will be done according to key project milestones, with the project plan and key milestones finalised with the successful bidder. The first key milestone will be finalising the Project Plan.
Project Management Fee	Bid 1 – Event management company will be paid a maximum of 10% project management fee for managing the Bid 2 to Bid 8 outputs. A bidder may bid for all outputs if they so wish, provided there is sufficient capacity to perform the scope of required work.

9. OTHER TERMS AND CONDITIONS

Last date of submission: Last date of receipt of sealed applications is 28 May 2024 up to 4pm or via email. No application shall be entertained after the expiry of the due date and time.

- **Superscription:** The envelope containing the application must be sealed properly and must be superscribed as “Application for Selection for SAMA HEALTH SUMMIT 2026 – BID #”. Creditors Department, SA Medical Association, Block F, Castle Walk Corporate OfficePark, Kuiseb Street, Erasmuskloof, Pretoria, 0001.
- **Authorised Signatory:** The application must be signed by the authorised signatory and their contact details must be mentioned on the cover page of the application.
- **Applications sent by post/courier:** The applications may be sent by post/courier to reach before the scheduled date and time as indicated above.
- **Applications sent by email:** The applications may be sent by email to creditors@samedical.org before the scheduled date and time as indicated above.
- The subject line should be **SAMA HEALTH SUMMIT 2026 APPLICATION FOR EVENT MANAGEMENT – BID 1, BID 2, BID 3, BID 4, BID 5, BID 6, BID 7, BID 8.**

10. PRESENTATION

As a part of the evaluation of proposals submitted by the applicants, SAMA shall seek further information or a presentation from the Organisations for evaluation purposes. SAMA may call for such information/presentation at a short notice. SAMA may also call for a briefing either in person, virtual or hybrid to all bidders.

11. AMENDMENT TO RFP

At any time prior to the last date for receipt of applications, SAMA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, SAMA may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.

The applicant is required to visit the Tenders Section of SAMA website for any changes or amendments in the RFP before submitting their Applications.

12. REJECTION OF APPLICATION

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Emails or envelopes received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal.

13. DOCUMENTS REQUIRED:

The proposal should contain the following information:

- a) The Supporting documents mentioned above in the pre-qualification or mandatory section and desired requirements.
- b) Any other details that the bidder may wish to provide.

14. DISCLAIMER

SAMA shall not be responsible for any late receipt of applications for any reasons whatsoever. Applications received late will not be considered and returned unopened to the applicant.

SAMA reserves the right:

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the SAMA without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

15. FORMAT FOR TECHNICAL OR FUNCTIONAL BID

The proposal shall include the following requirements which are detailed in the application form for submission of bid.

- a) Bid Number
- b) Name of Organisation
- c) Address/Contact Information
- d) Contact Person of the Organisation
- e) Turnover of the organisation for the last three years
- f) Details w.r.t registration of the organisation and SARS registration
- g) Details of National and International events managed kindly attached work orders.
- h) Organisation Chart
- i) Scope of activities performed by the organisation with details of performance and events
- j) Details of awards received if any
- k) Key Achievement of the organisation (e.g., Any major event organised, or special appreciation or acknowledgement for an event)
- l) References (At least 3) with details.
- m) Any other information as needed to comply the aforementioned requirements.



16.SUBMISSION DETAILS:

Kindly arrange to send your proposal including the Technical/Functional Proposal and other details along with the financial proposal in two separately sealed envelopes inside an envelope to SA Medical Association, Creditors Department, Block F, Castle Walk Corporate Office Park, Kuiseb Street, Erasmuskloof, Pretoria, 0001 by 28 May 2024, 4pm with the title "Proposal for Selection of Event Management Agency for SAMA Health Summit 2026".

Alternatively, bids may be emailed to creditors@samedical.org

For any queries please contact:

- Monde Süßmann - marcomm@samedical.org



17.ADDENDUM 1: APPLICATION

Date:

SAMA Creditors Department
SA Medical Association
Block F, Castle Walk Corporate Office Park, Kuiseb Street,
Erasmuskloof,
Pretoria
0001

marcom@samedical.org

RE: Proposal for Selection of Event Management Agency for SAMA HEALTH SUMMIT 2026

Dear Sir/ Madam,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents forepanelment with The SA Medical Association for the Selection of Event Management Agency for the **SAMA HEALTH SUMMIT 2026 – BID #.**

The proposal is made by me/us on behalf of
..... (Company/Business/Association of individuals) in
the capacity of.....duly authorised to submit the proposal.

I/We understand that SAMA reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of shortlisted companies.

AUTHORISED SIGNATORY

(Name and Designation) Name of Company:

Address: e-mail id:

Contact details:

18.ADDENDUM 2: COMPANY PROFILE

1	Name of Company	
2	Ownership (Government/ Private)	
3	Type of Organisation: Partnership company/ Pvt. Limited Company/ Limited Liability Partnership/ Society/ Other (please specify and attach proof)	
4	a. CIPC number b. VAT number c. BEE certificate	
5	Name and Designation of Key Management Person(s)	
6	Date & Year of establishment of company	
7	Number of years of experience in Event Management Services	
8	Any other important information about the organisation	
9	Details of the similar assignments with client details and value of the project	

19.ADDENDUM 3: FINANCIAL INFORMATION

Details	Financial Year 1	Financial Year 2	Financial Year 3
Revenue			
Profit Before Tax			
Revenue from Event Management Services			
Other relevant information			
Mandatory supporting documents	Audited certified financial statements for the last three financial years (Please include only the sections on P&L, revenue and the assets, not statements). Unaudited financial statements certified by the company auditor for the current financial year.		