

**23 MAY 2024**

**REQUEST FOR QUOTATIONS FOR  
ONLINE REGISTRATION SYSTEM FOR  
THE ANNUAL RAIL SAFETY  
CONFERENCE 2024**

## 1. Purpose

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- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to online registration system for the Annual Rail Safety Conference 2024

## 2. Considerations/background

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- 2.1. The RSR will be hosting the Annual Rail Safety Conference on 29 September-02 October 2024 in the Western Cape. In light of this, a tender process has been embarked on, to appoint a service provider to assist with the management of the conference. Given the timelines anticipated for the appointment of the service provider, the registration process has to be a parallel process, as it cannot wait for the appointment of the service provider.

## 3. Scope of work / Specification

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Specifications are as follows: -

### **Specifications for Online Registration system for Annual Rail Safety Conference**

Setting up of an electronic registration system, to be integrated with the ARSC webpage. The following features should be included:

**ARSC (250 delegates)**

**Venue – Hazendal Wine Estate (Stellenbosch)**

**Date – 29 September to 02 October 2024**

- Online system to be up and running by 01 July 2024 and integrated onto the ARSC website
- Onsite registration to be set up for 2 days (30 September to 1 October)
- Onsite Registration Management (fully digital process). This is to include the registration counters, equipment, branded backdrops, and accreditation badges (personalised name tags). Lanyards are to be excluded.
- Provide a registration manager and 4 additional resources to manage guest registration onsite.
- Build a comprehensive registration form.
- Disseminate invitation mailer.
- Monitoring registrations from delegates.
- Integrate the RSR payment gateway for credit card payments which is linked to an Absa bank account.
- Generate proforma and tax invoices, which will be distributed by email.
- The service provider should update the system in the back end with payment information provided to the finance team at RSR.
- The online system should include detailed reports on each module included in the registration form. (An estimate of 6 modules for separate reports including the following)
  - o Accommodation
  - o Registration package selected.
  - o Badge category
  - o Payment status
  - o Activities chosen
- The reports should be accessible to the RSR at any given time.
- The service provider will be required to provide feedback on the registration status to the Organising Committee.
- Printing and collation of delegate name tags prior and during the conference.
- The Service provider should also design and send delegate communications in the run-up to the conference and thank you communications post-conference. (The mailer allowance should be the following)
  - o Invitation x 1
  - o Reminder to register x 4.
  - o Adhoc communication x 4
  - o Thank you mailer and feedback survey x 1

- The service provider should include a detailed description of the online registration system; the onsite registration process, when submitting a proposal.
- Invitation artwork and other digital banners will be provided according to the system's specifications.

**NB: Travel and accommodation will be covered by the RSR.**

#### **4. Administrative / Compliance Requirements**

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

#### **5. Evaluation 80/20 Preference Point System**

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- 5.1. The price quotations will be evaluated in accordance with the pre-scripts of the

Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

5.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

5.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by black people</i></b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> </ul>

	Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>		<ul style="list-style-type: none"> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by youth</b>	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned</b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> </ul>

	by person(s) with disabilities	<ul style="list-style-type: none"> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> <li>• Valid South African Social Security Agency (SASSA) registration</li> <li><b>(Where applicable)</b></li> <li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)</li> </ul>
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5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

## 6. Technical Enquiries

6.1. SCM: Lesego Dire

[lesegod@rsr.org.za/087](mailto:lesegod@rsr.org.za/087) 284 6655

6.2. Project Manager: Godwill Malete

[godwillm@rsr.org.za /087](mailto:godwillm@rsr.org.za/087) 284 6666

## 7. Closing Date and Time for responses to this request for quotation

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- 7.1. The request will be **closed on 30 May 2024 at 16h00**. Responses may be emailed to [lesegod@rsr.org.za](mailto:lesegod@rsr.org.za)