

**4th National Pharmacy
Conference (2026)**



REQUESTS FOR PROPOSALS (RFP)

RFP NUMBER: 01/2025

RFP DESCRIPTION:

CONFERENCE/EVENT MANAGEMENT COMPANIES ARE INVITED TO SUBMIT PROPOSALS TO PLAN, MANAGE, MARKET AND MEASURE SUCCESS OF THE 4TH NATIONAL PHARMACY CONFERENCE ENVISAGED TO BE HELD IN SEPTEMBER 2026.

CLOSING DATE: 28 FEBRUARY 2025 TIME: 16:00



**South African
Pharmacy Council**

Table of Contents

1.	INTRODUCTION	4
2.	PROJECT PURPOSE	4
3.	SAPC BACKGROUND	4
4.	PURPOSE OF THE TERMS OF REFERENCE	5
5.	PROJECT OVERVIEW	5
6.	Project Profile: 4 th National Pharmacy Conference 2026 (4 days)	7
7.	Marketing and Branding	8
8.	Exhibition management	9
9.	Sponsorship management	10
10.	Professional Conference Organising.....	10
11.	Conference Venue	12
12.	Media and Promotion.....	14
13.	Costing Model	16
14.	SAPC to be responsible for the following:	17
15.	Contract Period.....	17
16.	Service provider organisation duties and responsibilities	18
17.	Desired confidentiality terms and conditions.....	18
18.	Content of the proposal	18
19.	Enquiries and submission	19
20.	EVALUATION OF PROPOSALS.....	20

Sunday Times Advert: 02 February 2025

REQUEST FOR PROPOSALS: CONFERENCE/EVENT MANAGEMENT COMPANIES

The South African Pharmacy Council (SAPC) is a regulatory health authority established in terms of the Pharmacy Act, 53 of 1974, with offices in Pretoria (Arcadia and Hatfield). Conference/Event Management companies are invited to submit proposals to plan, manage, market and measure the success of the 4th National Pharmacy Conference envisaged to be held in September 2026.

Areas to be covered in your proposal should include all aspects pertaining to: •Sponsorship sourcing and management •Exhibition space selling and management •All aspects pertaining to professional conference organising, marketing and branding, management and implementation including securing a venue on the envisaged date, etc. Experience in managing conferences in the health sector will be an added advantage. The proposal must be submitted together with company profiles, latest financial statements, tax clearance certificates, SAPC Risk Assessment Audit Form and BEE rating scorecards.

A compulsory briefing session will be held virtually via Microsoft Teams on 18 February 2025 (09h00-11h00). Login details of the briefing session and RFP documents are on the Tender Page found on the home page of our website (<https://www.sapc.za.org/tenders>).

The SAPC subscribes to the Department of Trade, Industry and Competition's (DTIC) B-BBEE Balanced Scorecard for the accreditation of all proposals, in accordance with the latest DTIC Codes of Good Practice.

Proposals should be submitted in soft copy to Ms Refilwe Mutlane at tenders@sapc.za.org, or on a USB stick in a sealed envelope at the SAPC Building 591 Belvedere Street, Arcadia, 0083.

South African Pharmacy Council reserves the right to accept or reject any service provider or part of their services.

The SAPC is not bound to accept any tender and reserves the right to cancel, withdraw or decline services/tenders in respect of the tenders received, as well as to re-advertise at its sole discretion.

If you have failed to submit the required documents by the closing date your proposal will be unsuccessful, and no company will be allowed to submit documents after the closing date.

Closing date: 28 February 2025 at 16:00

1. INTRODUCTION

South African Pharmacy Council (SAPC) is a regulatory health authority established in terms of the Pharmacy Act, 53 of 1974 with offices in Pretoria (Arcadia and Hatfield). Conference/Event Management companies are hereby invited to submit proposals to plan, manage, market and measure the success of the 4th National Pharmacy Conference (NPC) envisaged to be held in September 2026. Experience in managing conference conferences in the health sector will be an added advantage.

2. PROJECT PURPOSE

SAPC wishes to host the 4th NPC and appoint a suitable Conference/Event Management service provider to plan, manage, market and measure the success of the 4th National Pharmacy Conference envisaged to be held in September 2026.

3. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objectives of the are-

- (a) To assist in the promotion of the health of the population of South Africa;
- (b) To advise the Minister of Health or any other person on any matter relating to pharmacy;
- (c) To promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of South Africans;
- (d) To uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- (e) To establish, develop, maintain and control universally acceptable standards:
 - (i) in pharmaceutical education and training;
 - (ii) for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
 - (iii) of the practice of the various categories of persons required to be registered in terms of the Act;
 - (iv) of professional conduct required of persons to be registered in terms of the Act;
 - (v) of control over persons registered in terms of the Act by investigating, in accordance with the Act, complaints or accusations relating to the conduct of registered persons.

- (f) To promote transparency to the profession and the general public in line with good corporate governance principles; and
- (g) To maintain and enhance the dignity of the pharmacy profession.

4. PURPOSE OF THE TERMS OF REFERENCE

It is the intention of SAPC to enter into a formal Service Level Agreement (SLA) with the successful Service Provider to provide the services described hereunder.

The Terms of Reference (TOR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between SAPC's requirements and the knowledge and experience of the service provider.

These TORs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

5. PROJECT OVERVIEW

Following three successful conferences in 2013, 2016 and 2019, the South African Pharmacy Council (SAPC) is proud to once again plan for the 4th NPC; which has established itself as the premier multi-stakeholder conference for the pharmacy profession in South Africa. The conference is envisaged to be held in September 2026. Over the years, the conference has managed to attract a growing number of professionals in all sectors of pharmacy, and other pharmacy-related stakeholders (i.e. community, institutional, wholesale, manufacturing, academia, consultant, etc.). And for 2026 a total number of 2000-3000 delegates are envisioned.

While the conference continues to be a unified platform for the advancement of the pharmacy profession, each instalment has allowed for a healthy dose of recreation, networking and relaxation. The 4th NPC would continue this spirit. The conference will also include the 4th NPC Golf Day, Fun Run and the 2026 National Pharmacy Pioneer Professional and Facility Awards Ceremony envisioned on the last day of the conference – which will honour pharmacy professionals and pharmacies who have delivered exceptional service and made a difference in their communities.

The pharmacy industry and pharmacists, central in the provision of pharmaceutical care, find themselves facing a changing operating environment, brought about by changes in patient needs and preferences as well as technological innovations that seek to disrupt the status quo. To ensure that the profession continues to be at the forefront of delivering meaningful quality pharmaceutical care for all, a concerted effort through dialogue, collective advocacy, professional development, and skills transfer among pharmacy professionals nationwide is necessary. The 4th NPC aims to be the platform that enables this kind of collaboration.

This conference will not only address the role of pharmacy in an information and digital society but will also attend to topical issues such as the transformation of the pharmacy industry, increasing access to pharmaceutical services and ensuring universal access by 2030 in line with the NDP. This conference will be building on the dialogues and success of the 1st NPC (2013) held in Sun City, the 2nd NPC (2016) held in Durban and the 3rd NPC (2019) held in Sun City.

The 4th NPC presents another opportunity to gather all the sectors of pharmacy and pharmacy-related stakeholders to come together to tackle, debate and attempt to resolve issues that are common to all in pharmacy and to reflect on the recommendations that were made in 2013, 2016 and 2019.

The South African Pharmacy Council, on behalf of all pharmacy professionals, expresses gratitude for the support received from the profession which ensured that the 1st NPC (2013), 2nd NPC (2016) and 3rd NPC (2019) conferences were world-class gatherings that ensured meaningful dialogues for the advancement of the profession.

5.1 Areas to be covered in your proposal should include:

(a) Sponsorship management

- (i) Sponsorship sourcing,
- (ii) Sponsorship management,
- (iii) Drawing up sponsorship opportunities prospectus,
- (iv) Potential collaboration with Council to compile a list of potential sponsors,
- (v) Sponsorship contract drafting and issuing of invoices,
- (vi) Payment follow-ups,
- (vii) Ensure that benefits promised to the sponsors are fulfilled, and
- (viii) Any other aspect(s) pertaining to sponsorship management.

(b) Exhibition management

- (i) Exhibitor sourcing,
- (ii) Selling of exhibition space,
- (iii) Drawing up exhibition opportunities prospectus,
- (iv) Appointment of stand builder and liaison with regards to floor plans,
- (v) Potential collaboration with Council to compile a list of potential exhibitors,
- (vi) Exhibition contract drafting and issuing of invoices,
- (vii) Payment follow-ups,
- (viii) Ensure that benefits promised to the exhibitor are fulfilled, and
- (ix) Any other aspect(s) pertaining to exhibition management.

(c) All aspects pertaining to professional conference organising, management and implementation

- (i) Registration platform and management of registration
- (ii) Management of attendees,
- (iii) All correspondence and phone calls with the delegates relating to their participation,
- (iv) Issuing of invoices,
- (v) Following up on payments,
- (vi) Distribution of confirmation letters,
- (vii) Reconciling of payments on bank statements,
- (viii) Receipting of payments,
- (ix) Processing of credit card payments,
- (x) Handing of all incoming queries and phone calls regarding participation in the conference,
- (xi) Financial planning and budget,

- (xii) Overall project management,
- (xiii) Promotional and marketing/communication plan,
- (xiv) Securing of venue,
- (xv) Venue costs,
- (xvi) Exhibition costs,
- (xvii) Social events organising,
- (xviii) Conference collateral,
- (xix) Marketing and Public Relations,
- (xx) Accommodation and flights,
- (xxi) Any other aspect(s) pertaining to professional conference organising, management and implementation.

Proposals in this regard are invited from interested parties and the invitation will close by 28 February 2025 at 16:00. Companies must provide details of experience in carrying out similar work (*experience in managing a conference in the health sector will be an added advantage*), brief CVs of key personnel to be utilised, profiles, latest financial statements, tax clearance certificates, BEE rating scorecards and with representation in South Africa.

It is further requested that you cost and group your costing modules and line items as per Modules 7 – 12. (p9 –p18 in this document). If your company does not provide a service as per a line item, please just indicate it with a “0” in the amount column and add at the beginning of your proposal a summary list of line items not provided.

Alternatively, if your company only provide a particular service, e.g. Module 7: Marketing and Branding, please specify exactly what each line item includes.

6. Project Profile: 4th National Pharmacy Conference 2026 (4 days)

- 6.1 Hosted by the South African Pharmacy Council
- 6.2 Sunday, 1st day of the conference (*date can vary subject to venue availability*),

6.3 Venue Requirements:

- 6.3.1 Fully functional conference facility with overflow rooms;
- 6.3.2 A prestige golf course on-site/close by for a Golf Day on the morning of Day 1 of the conference
- 6.3.3 Accommodation on-site/very close by
- 6.3.4 5km fun run/power walk route on-site/very close by
- 6.3.5 Functions on-site/very close by
- 6.3.6 The ideal venue will be able to host all of the above on-site

6.4 Event Locations and Venues to be considered:

- 6.4.1 KwaZulu-Natal – Durban ICC;
- 6.4.2 Gauteng – Sandton ICC

6.5 Expected attendance: 2000-3000 delegates
6.6 Demographic: Mostly national, with some international participants

6.7 Target audience:

- (a) Responsible pharmacists in all sectors
- (b) Heads of pharmaceutical services
- (c) Further education & training providers
- (d) Academics
- (e) Policymakers
- (f) Pharmacy students
- (g) Pharmacy support personnel
- (h) Regulators (SAPC, MCC, SANC, HPCSA)
- (i) Pharmacists involved in clinical trials
- (j) Pharmacy Professional Associations
- (k) Every pharmacy visionary or veteran
- (l) Everyone passionate about pharmacy as a profession
- (m) Etc.,

6.8 Admittance: Registration fees on invoice

6.9 Programme: Invited speakers

6.10 Ancillary:

- (a) Pre-Conference: Exhibition Set up and Golf Day and awards;
- (b) Day 1: Welcome Cocktail (evening);
- (c) Day 2: Casual Theme Dinner (evening);
- (d) Day 3: 5 km Fun Run/Walk (morning);
- (e) Day 3: Formal Gala dinner and National Pioneer Pharmacy Professional and Facility Awards (evening);
- (e) Day 4: Exhibition Breakdown.

7. Marketing and Branding

- (a) Device responsive webpage design update of www.sapconference.za.org, maintenance and hosting online registrations and abstracts;
- (b) Corporate identity development of the Conference in association with SAPC;
- (c) Building on the existing Logo, theme and concept development and design;

- (d) Conference announcements (electronic and print);
- (e) Conference management on the www.sapc.za.org web portal with additional development costs;
- (f) Effective communication and marketing strategy;
- (g) Design and printing of all exhibition printed material, e.g. registration forms, programmes, ID tags etc;
- (h) Branding on site and guidance in procuring conference gift bags and speakers gifts;
- (i) Post-conference survey and analysis;
- (j) Online registration form;
- (k) Mobile App application;
- (l) Mini agenda;
- (m) Roll up banners;
- (n) Signage and branding ;
- (o) Advertisements - design and placement fees;
- (p) Letterhead – design;
- (q) PowerPoint slide templates – design (Conference and Pioneer Pharmacy Awards);
- (r) Sponsorship Breakfast/Lunches;
- (s) Social Media Elements – design;
- (t) Hard Copy / PDF Downloadable registration form;
- (u) Flyers - design and print;
- (v) A3 Posters;
- (w) Photographer/Videographer;
- (x) Photographer – Accommodation; and
- (y) Marketing electronic announcements design & e-mail distribution

8. Exhibition management

- 8.1 Sourcing exhibitors inclusive of full sales on all exhibition stands
- 8.2 Venue hire – set up
- 8.3 Venue hire – show days
- 8.4 Exhibition management including but not limited to:
 - 8.4.1 Develop, design and manage the exhibition solution and benefit matrix
 - 8.4.2 Contract and co-ordinate all exhibition-related suppliers
 - 8.4.3 Manage floor plan changes and regular updates
 - 8.4.4 Administer booth bookings, contracting the exhibitor, ensuring payment is processed, allocated and receipted
 - 8.4.5 Manage on-site exhibition build-up, staffing, security and breakdown
 - 8.4.6 Ensuring the venue is cleaned and secured each evening
 - 8.4.7 Facilitate freight forwarding and shipping needs
 - 8.4.8 Ensure adequate storage and security facilities are available for exhibitors

- 8.4.9 Ensure porters and trolleys are booked to assist exhibitors with onsite movement.
- 8.4.10 Waste management
- 8.4.11 Cleaning

- 8.5 Tech A/V PA for background music & announcements
- 8.6 Security for the exhibition area
- 8.7 Carpeting
- 8.8 Electrical
- 8.9 Exhibition shell scheme stands (estimated cost) – includes 3m x 3m shell scheme fascia board, electrical supply, spotlights, 2 chairs, table and tablecloth (targeted number of stands estimated at 60)

9. Sponsorship management

- 9.1 Sourcing sponsorships
- 9.2 Sponsorship management including but not limited to:
 - 9.2.1 Primary Sponsorship as determined in consultation with SAPC
 - 9.2.2 Additional sponsorships (bags, pens, etc.) as determined in consultation with SAPC
 - 9.2.3 Speaker sponsorship as determined with SAPC
 - 9.2.4 Other sponsorships to be determined by the sponsorship benefit matrix as determined in consultation with SAPC
- 9.3 Developing the sponsorship prospectus document and benefit matrix
- 9.4 Assisting in the initial assessment of entitlements and contribution levels and the production of the proposal document
- 9.5 Develop and design a sponsorship brochure and pack
- 9.6 Draft a contract with the sponsor and liaise with them to ensure a close and mutually beneficial working relationship with the committee, right up to and during the event
- 9.7 Provide support to key committee fundraisers
- 9.8 Contract sponsors
- 9.9 Draft and delivery of invoices
- 9.10 Manage payment terms
- 9.11 Ensure fulfilment of obligations to sponsors to ensure they receive a return on investment
- 9.12 Manage sponsor branding rights on-site

10. Professional Conference Organising

- 10.1 Provide a detailed conference report to each sponsor post-event
- 10.2 Bank charges estimate

- 10.3 Credit Card Levy
- 10.4 Per Delegate Registration fee structure (full financial software system deployment):
 - (a) Option A: registration fee is inclusive of all social events (charged at a higher rate)
 - (b) Option B: conference only (charged at a lower rate)
- 10.5 Telephone calls, photostats, meeting packs, mail
- 10.6 Site inspections for pre-conference meetings
- 10.7 On-site Safety Critical Elements (SCE) charges & per diem (Safety and Travel)
- 10.8 Management and implementation fee
- 10.9 Accommodation Professional Conference Organiser (PCO) and Crew
- 10.10 Flights
- 10.11 Car hire/transfers
- 10.12 Discounts to exhibitors
- 10.13 Meetings attendance
- 10.14 Consultancy and coordination
- 10.15 Venue selection and site inspections
- 10.16 Planning and project management
- 10.17 Online registration conference and event management software
- 10.18 Delegate registration and management
- 10.19 Financial administration
- 10.20 Conduit between all sub-contractors
- 10.21 Complete technical, audio-visual and lighting solution
- 10.22 Complete virtual/hybrid conference solution;
- 10.23 On-site registrations;
- 10.24 On-site management;
- 10.25 Comprehensive transfer and logistics management;
- 10.26 Social events management;
- 10.27 Pre and post-conference tours;
- 10.28 Conference reports – daily summaries and comprehensive session reports;
- 10.29 Staff/Human Resource;
- 10.30 Enrol pharmacy student helpers from the nearest university to assist where needed provided they are thoroughly briefed ahead of time;
- 10.31 Developing and managing the project plan;
- 10.32 Drafting the conference budget;
- 10.33 Sourcing appropriate specialist suppliers (AV, IT, Health & Safety etc.);
- 10.34 Briefing of suppliers and obtaining service fee quotations;
- 10.35 Drafting the conference floor plans and set-up instructions;
- 10.36 Developing the Event Specification Guide and Function Sheets;
- 10.37 Confirming speaker attendance and programme briefing;
- 10.38 Developing the Order of Precedence & podium book;

- 10.39 Drafting and managing the conference risk indicator tool;
- 10.40 Assist SAPC with the coordination of the exhibition;
- 10.41 Arrange and manage the venue pre-conference briefing;
- 10.42 Arrange temporary staff for registration and hosting;
- 10.43 Facilitate accommodation booking procedure;
- 10.44 Booking accommodation for SAPC staff and speakers if required;
- 10.45 On-site management of conference;
- 10.46 Streaming of all sessions;
- 10.47 Management of the complete registration process including:
 - (a) Setting up of database.
- 10.48 Design the **online** registration form and create a series of demographic tick boxes on the registration form.
- 10.49 Design Invoice;
- 10.50 Draft confirmation letters;
- 10.51 Receive online registration applications;
- 10.52 Capture demographic information of delegates;
- 10.53 Register delegates according to pre-set criteria;
- 10.54 Produce invoices;
- 10.55 Disseminate invoices with payment advice (postage charges for the account of the client);
- 10.56 Reconcile database with payment received in conference bank account;
- 10.57 Disseminate registration confirmations;
- 10.58 Produce registration update reports and provisional registration lists;
- 10.59 Debtors & Creditors;
- 10.60 Record special dietary requirements;
- 10.61 Print on-site registration envelopes & ID Tags;
- 10.62 Print duplicate invoices/statements for registration envelopes
- 10.63 Bulk reminder e-mail to delegates (can advise on the latest information, road works etc.);
- 10.64 Final delegate list; and
- 10.65 Close event and draft acknowledgements and thank you letters.

11. Conference Venue

- 11.1. Venue Hire – 1 x Plenary venue (incl. set-up)
- 11.2. Venue Hire – 3 x Breakaways (incl. set-up)
- 11.3. Day Conference package (arrival, morning and afternoon coffee and lunch included)
- 11.4. Lunches (3 days)
- 11.5. Morning tea and afternoon coffee (6 x breaks)

- 11.6. 2 x Water Coolers refills
- 11.7. Lunch soft drinks
- 11.8. Shell scheme for registration area with separate speed registration desk for VIPs, Speakers, Council, staff and inspectors
- 11.9. Equipment & computers for onsite registration
- 11.10. Speakers prep room, office equipment
- 11.11. VIP Holding room including furniture
- 11.12. Internet café
- 11.13. PCO Office
- 11.14. SAPC Office
- 11.15. Media Room
- 11.16. Bag packers
- 11.17. Risk Analysis and Disaster Management
- 11.18. Safety Officer Accommodation
- 11.19. Paramedics (provision)
- 11.20. Technical Audio Visual - provision for plenary and break-aways
- 11.21. Technical crew accommodation
- 11.22. Speaker costs: Flights
- 11.23. Speaker costs: Accommodation
- 11.24. Speaker costs: Transfers
- 11.25. Council members – accommodation (50 members x 3 nights)
- 11.26. Media consultant - accommodation (3 x nights)

11.27. Social Events

- (a) **Golf Day – first day of conference (morning)**
- (b) **Welcome Cocktail (evening) in Exhibition Hall – first day of conference**

The purpose of the welcome cocktail party is to create an opportunity for the exhibitors to mingle with the delegates for a lengthy period of time and for delegates to network.

- (i) Cocktail snacks
 - (ii) Venue Hire
 - (iii) Tech/AV
 - (iv) Background music on PA
 - (v) Beverages – wine, beer & soft drinks only
 - (vi) Décor
- (c) **Casual Theme Dinner (evening) – Day 2**
 - (i) Menu
 - (ii) Venue Hire

- (iii) Tech/AV
 - (iv) Entertainment
 - (v) Beverages – wine, beer & soft drinks only
 - (vi) Décor
 - (vii) Menus (printed for the table)
- (d) **Fun Run/Walk (morning) – Day 3**
- (e) **Pioneer Pharmacy Awards Formal Gala Dinner (evening) – Day 3**
- (i) Menu: Three-course plated meal
 - (ii) Venue Hire
 - (iii) Tech/AV
 - (iv) Master of Ceremonies (MC)
 - (v) Entertainment
 - (vi) Entertainment Accommodation
 - (vii) Beverages – wine, beer & soft drinks only
 - (viii) Décor
 - (ix) Carpeting
 - (x) Menus (printed for the table)

12. Media and Promotion

South African Pharmacy Council requests that awareness of this event is created, not only to attract delegates but also to help position the conference as the premier pharmacy conference in SA (and help position SAPC as a thought leader in the industry).

In addition, to increase the awareness of the importance of pharmacy, as well as highlighting the discussions and presentations at the conference, as we move closer to the conference.

12.1 Pre-conference build-up

The following services are requested, but any additional input or ideas may also be considered:

- (a) Comprehensive media and promotion strategy;
- (b) Comprehensive social media strategy and the management thereof;
- (c) Submit to SAPC an extensive list of national trade, health and news media, invite them as a courtesy to the event and manage RSVPs

with a concerted effort on local media in the chosen province to minimise cost.

- (d) Write a media release announcing the final programme and speakers and with SAPC host a media meet and greet.

12.1.1 Social media:

- (a) Drafting of a social media strategy to get the word out. You are to work with SAPC to design an effective strategy for our existing Facebook page, Instagram, X account and other social media platforms you may recommend and to implement it. This effective social media campaign needs to start as soon as possible so that there is time to build up the following.
- (b) The social media strategy is to achieve the following goals:
 - (i) To increase awareness among our target audience;
 - (ii) To boost delegate registrations;
 - (iii) To make our work more understandable and more accessible to the general public;
 - (iv) To increase the profile of SAPC and ensure that key spokespeople are quoted in relevant news stories;
 - (v) To target the right audience and use the right platforms. You are to work with SAPC to craft relevant messaging for each of our target audiences and maintain and manage our social media presence wherever that audience may be whatever time zone they are in.

12.1.2 Media Releases, Newsletters and Newsflashes

- (a) Design and write newsletters and news flashes which would be sent to potential delegates as well as those who have registered;
- (b) Writing of frequent media releases over three (3) months starting in May, July and September 2026 (to be distributed by you. SAPC will approve the content prior to distribution.
- (c) Not less than four (4) radio interviews with the SAPC Registrar
- (d) Six (6) x 3-5 minute (2x 2025 and 2026) TV interviews with the SAPC Registrar will be a bonus
- (e) Suggest other media avenues we can explore

12.1.3 Advise on or recommend any other comprehensive media services related to a conference you could possibly provide.

12.2 Media coverage onsite at the conference

- (a) Ensure media presence at/coverage of the following events:
 - (i) Opening of the conference by VIPs or Programme Directors as per final programme;
 - (ii) Media coverage of the keynote speakers throughout the conference in plenary and different commissions;
 - (iii) Golf Day, Sunday, Day 1 of the conference (Venue TBA)
 - (iv) Welcome Cocktail Party: Day 1 (evening) (Venue TBA)
 - (v) Casual Dinner: Day 2
 - (vi) Fun Run: Day 3 (morning) (Venue TBA)
 - (vii) National Pioneer Pharmacy Awards Formal Gala Dinner: Day 3.
- (b) This includes, but is not limited to:
 - (i) Create media awareness
 - (ii) Manage media at conferences and social events
 - (iii) Ensure media registration
 - (iv) Host media at the event
 - (v) Coordinate media centre
 - (vi) Disseminate media kits, including press releases and copies of speakers' presentations.
 - (vii) Arrange media interviews with key SAPC spokespeople and speakers in the media room
 - (viii) Write and disseminate 2-3 leading stories per day to the media.

12.3 Post-conference

- (a) You will produce an official conference report derived from every aspect of the programme, exhibition, media etc which will primarily be disseminated to registered delegates post-conference and will serve as the official 2026 NATIONAL PHARMACY CONFERENCE REPORT.
- (b) This will be based on the content provided by SAPC, but you will be responsible for consolidation of input, compilation and writing of the final conference report to be approved by SAPC.
- (c) In addition, you will write, distribute and follow up a wrap-up conference release.

13. Costing Model

Indicate cost for conference/ event management (all costs payable for services rendered by the event management company), that is, including which fees are fixed or variable. A specific section itemising the costs should be included as below.

Description	Variable/Fixed	Rate/percentage (%)	Amount (VAT Inclusive)
Marketing and branding			
Exhibition management			
Sponsorship Sourcing			
Sponsorship management			
Professional Conference Organising			
Media and promotion			
Other			
Total cost			

14. SAPC to be responsible for the following:

- 14.1 Final decision on dates and venue
- 14.2 Approval of corporate identity development of the conference
- 14.3 Drafting the conference programme
- 14.4 Selecting the speakers and speaker topics
- 14.5 Establishing the availability of the speakers to participate in the programme
- 14.6 Assisting the service provider with the promotion of conference to persons registered with the SAPC and non-registered persons, and other pharmacy-related stakeholders through all mediums of communication, electronic and printed
- 14.7 Approval of sponsorship and exhibition benefit matrix
- 14.8 Assisting in sourcing sponsorships and exhibitors
- 14.9 Procurement of conference folders/bags
- 14.10 Procurement of speaker's gifts
- 14.11 Final sign-off on vendor payments

15. Contract Period

SAPC is looking to enter into a contract with a reputable Conference/Event Management company. This contract shall remain in full force and effect until the conclusion of the conference, including the completion of all post-conference deliverables, such as final reporting. The parties may, by mutual written agreement, extend the term of this contract to include additional related services that further the objectives of the conference.

16. Service provider organisation duties and responsibilities

The service provider will be required to fully comply with all requirements/deliverables as stipulated in section(s) 6-12 of this document.

17. Desired confidentiality terms and conditions

- 17.1 The successful service provider must strictly treat all SAPC's information with a high degree of confidentiality.
- 17.2 The SAPC's information must not be provided by any means to a third party.
- 17.3 The successful service provider must be compliant with the requirements of the POPI Act.
- 17.4 SAPC undertake to maintain confidentiality relating to any unpublished information you supply to us as part of this RFP and will only use any information provided for the purposes of evaluating this RFP.
- 17.5 SAPC reserves the right:
- (a) To negotiate with one or more preferred service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other service provider (s) who has not been awarded the status of the preferred service provider,
 - (b) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the service provider (s), whether before or after adjudication of the RFP,
 - (c) To correct any mistake at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process, and
 - (d) To cancel and/or terminate the RFP process at any stage, including after the closing date and/or after presentations have been made, and/or after proposals have been evaluated and/or after the preferred service provider has been notified of their status as such.

18. Content of the proposal

The proposal must include the following:

- 18.1 Company profile and relevant experience.
- 18.2 BBBEE Rating scorecard.
- 18.3 Valid tax compliance status certificate.

- 18.4 Company registration documents.
- 18.5 At least three contactable references.
- 18.6 Complete pricing/ costing
- 18.7 Pricing must be inclusive of VAT.

Other important conditions:

- 18.8 The prospective service provider/ firm is responsible for all costs incurred in the preparation and submission of the proposal.
- 18.9 By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, not to disclose it to third parties and not to use it for purposes other than the proposal.
- 18.10 The SAPC reserves the right not to award this contract.
- 18.11 The SAPC reserves the right to disregard a firm's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last five (5) years.
- 18.12 Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- 18.13 It is the responsibility of prospective service providers to ensure that their proposal is submitted before the closing date and time of the RFP and to ensure that the proposal is received by the SAPC.

19. Enquiries and submission

- 19.1 All enquiries must be made in writing and will be responded to during office hours 08:00 to 15:00, Monday to Friday.

Refilwe Mutlane

E-mail: tenders@sapc.za.org
--

- 19.2 Proposals should be submitted by **28 February 2025 at 16:00** in soft copy format to tenders@sapc.za.org or on a USB in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia 0083.
- 19.3 Proposals not meeting the submission requirements or submitted after the due date will be disqualified.
- 19.4 If you do not hear from us within 90 days after the closing date, please accept that your proposal was unsuccessful.

20. EVALUATION OF PROPOSALS

20.1 The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000/ (PPPFA) to this proposal.

20.2 The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-

- (a) Pre-qualifications.
- (b) Functionality.
- (c) Pricing.
- (d) BBBEE.

20.3 Phase 1- Pre-qualification Evaluation

Proposals will be disqualified or excluded under any of the conditions listed below by the Adjudicating Committee:

- (a) Submission after the deadline.
- (b) Proposals submitted at an incorrect location.
- (c) Proposals submitted in the wrong format; other than via email or soft copy on a USB dropped at designated location per Paragraph 5.2 above.
- (d) Service providers whose tax matters/ statuses are not in good standing with the South African Revenue Service (SARS).
- (e) Proposal not fully completed.
- (f) BBBEE Original Certificate/ Affidavit (not older than 3 Months) not submitted or an expired certificate is submitted.
- (g) No company profile, company registration documents and IDs of registered directors are submitted.
- (h) Proposals or document/s submitted after the closing date.
- (i) References

20.4 Phase 2 - Functionality Evaluation

- (a) A total of 27 points (30% of 90) is allocated for the functionality score. A minimum score of 70% on functionality will be required to qualify for Phase 3 evaluation.
- (b) A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the committee.

20.5 Phase 3: Pricing and Black Economic Empowerment (BEE)

- (a) A maximum of 63 points is allocated for price on the following basis/formula.

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where -

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of the lowest acceptable bid

- (b) A maximum of 10 points is allocated to BBBEE on the following sliding scale.

BBBEE Status	BBBEE Scorecard rating	BBBEE Points
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	5
Level 5 Contributor	Between 55 and 65 points	4
Level 6 Contributor	Between 45 and 55 points	3
Level 7 Contributor	Between 40 and 45 points	2
Level 8 Contributor	Between 30 and 40 points	1
Non-Compliant Contributor	Less than 30	0

20.6 The overall aggregate score for firms qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

Description	Maximum points
Functionality	27
Pricing	63
BBBEE	10
Total Points	100