



4th National Pharmacy
Conference (2026)



REQUEST FOR PROPOSALS: CONFERENCE/EVENT MANAGEMENT COMPANIES

The South African Pharmacy Council (SAPC) invites Conference/Event Management companies 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 the professional conference organising, 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 a company profile, the latest financial statements, tax clearance certificate, SAPC Risk Assessment Audit Form and BEE rating scorecard.

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.

Closing date: 28 February 2025 at 16:00