
TERMS OF REFERENCE FOR THE APPOINTMENT OF A HOST CITY THAT CAN OFFER THE SERVICES OF A CONFERENCE VENUE, INCLUDING A PROFESSIONAL CONFERENCE ORGANIZER, FOR THE HOSTING OF THE 17TH MEETING OF THE CONFERENCE OF PARTIES (COP17) TO THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA (CITES) IN 2016
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1. PURPOSE

1.1 The purpose of this request for a proposal is to appoint a host city, which will also offer the services of a conference venue with a professional conference organizer for the hosting of the 17th Meeting of the Conference of Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES CoP17) to take place during the first half of October 2016.

2. INTRODUCTION AND BACKGROUND

2.1 The Department of Environmental Affairs offered to host CITES CoP17 and its associated meetings (CITES Standing Committee and meetings of the Parties on a regional basis) for a duration of approximately 13 days in October 2016. Approximately 2 000 delegates from 180 countries, non-governmental organisations and civil society will attended CITES CoP17, deliberating on matters relating to the effective implementation of the Convention, including the amendment of the Appendices containing the species regulated in terms of the Convention. CoP17 should be characterised by dynamic debate on issues related to the conservation and protection of plant and animal species for future generations, among others, rhinoceros and elephants.

The organization of CITES CoP17 will be coordinated by the Department of Environmental Affairs in cooperation with various government departments and a local organizing committee will be established to coordinate logistical arrangements.

3. OBJECTIVES

3.1 The objective of this request is to appoint a host city that can offer the services of a conference venue, including a professional conference organizer for the 17th Meeting of the Conference of Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES COP17) and its associated meetings (CITES Standing Committee and meetings of the Parties on a regional basis), which will take place during the first half of October 2016.
4. **SCOPE AND EXTENT OF WORK**

4.1 South Africa will be hosting the 17th Conference of Parties to CITES (and the associated meetings: CITES Standing Committee and meetings of the Parties on a regional basis) in October 2016. The Host City should be able to offer a conference venue and a variety of services that can meet the needs as specified in the attached **Statement of Requirements of the CITES Secretariat and attached as Annexure 1**; a range of accommodation types close to the Conference venue; and public transport to transport participants to and from the venue as well as around the city.

4.2 South Africa wants to showcase its biodiversity and conservation successes to the rest of the world before, during and after the 17th Meeting of the Conference of Parties to CITES. Participants in the Conference and other visitors should thus have easy access to national parks and provincial nature reserves, botanical gardens and other biodiversity hotspots. Participants usually wish to take the opportunity of the CITES meeting to learn more about the country where the Conference is held. The participants should thus be able to book one-day or two-day tours for the mid-meeting break or longer tours for after the meeting. These should include city tours, tours to local wildlife and historical areas and trips to research centres, zoological and botanical gardens, museums, etc.

4.3 The Host City, through its conference organizer will be responsible to organize the logistical arrangements relating to CITES CoP17 and its associated meetings and work in close co-operation with the DEA, the Local Organizing Committee, the CITES Secretariat, the management of the Conference venue, and the Conference Centre Coordinator.

4.4 The Host City and the conference venue should make the services of a conference centre coordinator available for the duration of the Conference. This should preferably be a senior person who has good knowledge of the conference centre, who can respond promptly to requests for assistance and who can ensure that all other staff are available at the required time and place. The conference organizer could also fulfill this role if an additional person is not available. The conference venue should also appoint a second person that act in the place of the conference centre coordinator/conference
organizer if the person is not available or becomes ill.

4.5 The Host City, in collaboration with the conference venue should also provide the services as set out in the **Statement of Requirement document in Annexure 1** (or appoint service providers to provide these services), which includes:

- Computers
- Printers
- Photocopiers and fax machines as well as technicians to repair any faulty machines
- Simultaneous interpretation equipment, including a microphone management system
- Electronic voting system
- Audio mult-boxes
- Technicians for the above should always be available for repair of equipment in case of breakdown during the normal working hours as well as after hours as required
- Catering
- Host City ceremony
- Stationery
- Audio recordings and webcasting and podcasting
- Wireless internet access for 2000 participants
- Information Technology support (24 hours as per the Statement of Requirements in Annexure 1)

4.6 The representative of the Host City shall submit a proposal that includes all the services required as well as a preliminary budget. Additional services that can be supplied should also be included.

4.7 Host cities may be invited to give presentation as and when required.

5. **PERIOD / DURATION OF PROJECT / ASSIGNMENT**

5.1 The appointment of the host city, conference venue and conference organizer will be done once a successful bid has been confirmed. The organizing of CITES CoP17 is to be carried out in accordance with a time schedule to be agreed with the Programme...
manager / Director but will most probably commence at least 18 months before the start of the Conference, thus April 2015.

6. **COSTING / COMPREHENSIVE BUDGET**

6.1 A comprehensive budget must be provided inclusive of all disbursement costs, expenses and VAT.

7. **SPECIAL CONDITIONS OF CONTRACT**

7.1 The Service Provider/s will submit monthly reports to the Programme manager / Director responsible for the project in the Department of Environmental Affairs, within 4 days after the end of each month for the duration of the project.

7.2 The Service Provider/s must guarantee the presence of the senior official in charge of the organization of the Conference throughout the duration of the contract. If the senior official has to leave the project, a period of at least a month is required in which the senior official must work parallel with his/her successor (senior manager with similar expertise and equal years of experience) to enable the transfer of skills and knowledge.

7.3 The Curriculum Vitae of the senior staff who will be available for the duration of the work must be submitted with the bid proposals; NOTE: Failure to submit the CV's will invalidate your bid proposal.

7.4 Portfolio, references and a comprehensive list of other conferences organized and held at conference venue.

7.5 The bid proposals should be submitted with all required information containing technical information as well as price information (NB: DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).
Only bidders who score at least 75 points for the technical information will be preferred.

DEA reserves the right to invite short listed suppliers/companies to present their bid proposals for final decision.

Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

DEA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.

Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the preferred applicant.

Traveling costs and time spent or incurred between home and office of consultants and DEA head office will not be for the account of DEA.

The proposal should include, amongst other, the following:

- A proposed plan of action to provide the services referred to in the scope of work to enable South Africa to host CITES CoP 17;
- A list of references and
- Ability to ensure continuing of staff on the project.

Host Cities would be required to follow their own procurement processes. Sub-Contracting will not be considered at this stage.

A briefing session will be held at the Department of Environmental Affairs.
8. PAYMENT TERMS
8.1 DEA undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

9. TECHNICAL ENQUIRIES
9.1 Technical requirements are set out in the Statement of Requirements of the CITES Secretariat and attached as Annexure 1.

10. EVALUATION CRITERIA
All bid proposals submitted will be evaluated in accordance with the 90/10 principle and the evaluation criteria should be as follows:

Values: 0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Stage 1 evaluation criteria: The bidder must score a minimum of 75% during Stage 1 (functionality / technical) of the evaluation to qualify for Stage 2 of the evaluation where only points for price and B-BBEE will be considered.

<table>
<thead>
<tr>
<th>STAGE 1</th>
<th>No.</th>
<th>Category</th>
<th>Weight/Value</th>
<th>Score</th>
<th>Total (Weight X Value awarded)</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
<td>FUNCTIONALITY (To be determine by project managers in line with scope of work)</td>
<td>100</td>
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<tr>
<td>1.</td>
<td></td>
<td>The Bid for the Host City fulfills all the requirements as stipulated in the Statement of Requirements for the 17th Meeting of the Conference of Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (Annexure 1 to the bid)</td>
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2. The Host City should have reliable **suppliers** to supply equipment as well as 24 hours support in case of breakdowns as described in the Statement of Requirements, if the venue does not provide these themselves.

3. National parks and provincial nature reserves, botanical gardens and other biodiversity hotspots in and / or near the Host City

4. A variety/range of accommodation for the anticipated number of participants close to the Conference venue; and public transport to transport participants to and from the venue as well as around the city.

5. Work plan or Action Plan / timeframes to achieve and complete the project (project work flow) with clear indication of understanding the purpose and scope of the work and the respective parties’ roles and functions in this project.


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<th>STAGE 2</th>
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<td>B. PRICE</td>
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IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- **Bidder’s understanding of the brief** – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.

- **Capability and experience** – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.

- **Track Record** – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.