



QUESTIONS AND ANSWERS

REQUEST FOR AN APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO MANAGE THE PREPARATION AND HOSTING OF A PROFESSIONAL HYBRID INVESTMENT CONFERENCE – RFQ00066/2025

QUESTION	ANSWER
How many days does the conference run?	The conference is ONE DAY
Do delegates have to pay to attend the conference?	Delegates do not have to pay to attend the conference
In terms of submitting the bid, the RFQ states that we must submit the Quotation by delivering a hardcopy of the bid in the Bid Box in East London. It also states that we may submit the Quotation via email to these two email addresses - quotations@ecdc.co.za and kfrance@ecdc.co.za. Please advise whether if we submit our quotation via email to these two email addresses do we still need to submit a hard copy via the tinderbox in East London or can we just email it?	If you submit via email, there is no need to send a hardcopy to the tender box
We note that this conference is expected to attract 400 attendees – please advise how many of the attendees are anticipated to be online and how many will be present in person?	Present in person-400, we do not have an estimation of the online attendees
Does ECDC have a preferred venue and/or region in the Eastern Cape where you would prefer the conference to take place? If so, please could you provide us with this Info?	The conference will take place in East London, at the EL ICC
Do you have an anticipated / draft programme for the event that can be shared with us? In addition, will you require breakaway rooms and the ability to provide live streaming?	<ul style="list-style-type: none">• There is no draft programme yet• Yes, we will require break away rooms (don't have the number yet)• Yes, we require the service provider to provide live streaming
I hope this email finds you well. I am seeking clarity on document RFQ00066/2025- REQUEST FOR AN APPOINTMENT OF A COMPETENT SERVICE PROVIDER TO MANAGE THE PREPARATION AND HOSTING OF A PROFESSIONAL HYBRID INVESTMENT CONFERENCE. You mentioned an estimated 400 delegates. Could you please confirm if this number includes both	400 is the expected number of physical attendees

Head office: EAST LONDON T: (+27) 043 704 5646 • GQEBERHA T: (+27) 041 373 8260 • KOMANI T: (+27) 045 838 1910
MTHATHA T: (+27) 047 501 2200 • BUTTERWORTH T: (+27) 047 401 2700 Satellite offices: ZWELITSHA T: (+27) 063 501 0920
• MOUNT AYLIF T: (+27) 039 254 6500 • MALETSWAI T: (+27) 064 751 8105 • GRAAFF-REINET: (+27) 071 859 6520

Board Members: V Jarana (Chairperson) • A Wakaba (CEO) • T Cumming • B Mhlubulwana • M Makamba • N Pietersen • S Siko • X Titus • Z Thomas (Company Secretary)



physical and virtual attendees? I would like to know the expected number of physical attendees, as this will impact our venue bookings.	
Does below highlighted section refers to the person appointed to complete the bid document or director of the company? In our case there is one director, and he has appointed someone to complete and sign documents i.e. there is a letter of authority)	Yes, it refers to the individual that will complete and sign the document, if the appointed individual is not the director, a letter of authority must be attached to this document when submitting your proposal
Is the representative the director of the company or the person appointed to complete the bid document?	It can be either the director or the individual that has been duly authorized by means of a letter of authority or a board resolution.
Point 2 of the scope says "Provision of an event app" , would we require to have an app written or would we use the website we wrote in 2023 where the event was livestreamed as well as the complete event livestream broken into days loaded on the said website?	An app is required to register, loading the programme, and manage any polls on the day. The live streaming can be enabled on the app to the website.
I presume even though the service provider procure the venue the venue is paid for by ECDC.	ECDC has a contract for venue hire and will pay.
Under Event Management the app is once again noted ??	as per above response
As per 2023 the OTP did the disaster management plan and approvals from the Police and disaster management, is this the same or is the service provider to do such.	No, the ECDC team will manage this process but service provider may be required to be part of the meetings for co-ordination purposes.
Will ECDC through the venue have the venue supply all the audio video material and the service provider will just ensure all is in place. Once again, as per 2023 we were requested to bring in a large digital screen. will a large digital screen be requested. The venue provider will be requested to have the audio visual equipment that would be appropriate for that event. Again, this also depends on whether the contract ECDC has scope for this	The venue provider will be requested to have the audio-visual equipment that would be appropriate for the event.
Likewise, must we request translation/communication facilities for the blind and deaf.	Yes, these will be required
Will the service provider source and pay for the event goodie bag, gift and marketing collateral that goes with this, ie event booklet and if so, size, pager and quantity.	The marketing material will be sourced by the ECDC.

Head office: EAST LONDON T: (+27) 043 704 5646 • GQEBERHA T: (+27) 041 373 8260 • KOMANI T: (+27) 045 838 1910
MTHATHA T: (+27) 047 501 2200 • BUTTERWORTH T: (+27) 047 401 2700 Satellite offices: ZWELITSHA T: (+27) 063 501 0920
• MOUNT AYLIFF T: (+27) 039 254 6500 • MALETSWAI T: (+27) 064 751 8105 • GRAAFF-REINET: (+27) 071 859 6520

Board Members: V Jarana (Chairperson) • A Wakaba (CEO) • T Cumming • B Mhlubulwana • M Makamba • N Pietersen • S Siko • X Titus • Z Thomas
(Company Secretary)