

RFI NUMBER	RFI/MICT/01/2023
RFI DESCRIPTION	REQUEST FOR INFORMATION (RFI) INTERACTIVE, CUSTOMISABLE STAGE BACKDROP FOR CORPORATE EVENTS
RFI ISSUE DATE	07 September 2023
BRIEFING SESSION	N/A
CLOSING DATE & TIME	15 September 2023 @ 16:00PM- LATE SUBMISSIONS WILL NOT BE CONSIDERED.
EMAIL FOR SUBMISSIONS	bidqueries@mict.org.za

Submissions must be emailed to bidqueries@mict.org.za before closing date of this RFQ.

The MICT SETA requests your information on the services listed above. Please furnish us with all the information as requested and return your submission on the date and time stipulated above. **Late and incomplete submissions will invalidate the information submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE: _____

REQUEST FOR INFORMATION

Statement of needs

The MICT SETA has built a strong brand image. Therefore, it is important for the SETA to maintain its brand image. As part of its communication and stakeholder engagement approach, the MICT SETA consults and shares information with targeted and broader audiences through events. It is important for all the events hosted by the SETA to be in line with the brand image of the organisation. Therefore, the MICT SETA intends to have an **interactive, customisable stage backdrop** for high-end events for the upcoming Annual General Meeting (AGM). The AGM is a highly sought-after event in the MICT SETA calendar.

The request for information details the background and main requirements to allow prospective suppliers to provide the MICT SETA with a detailed specification on their respective products relating to interactive stage backdrop for high-end events.

MICT SETA Background

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

Requirements

The MICT SETA will host its AGM in October 2023. To maintain the brand image of the organisation, the MICT SETA intends to host a cost-effective high-end event with an **interactive, customisable stage backdrop**. Therefore, prospective service providers with corporate event production experience are hereby invited to respond to this request. The rationale for this request is to gather detailed specifications for an **interactive, customisable stage backdrop** that the MICT SETA can use for the AGM. Therefore, respondents must provide clear technical specifications for the required backdrop. The respondents are not restricted to suggesting other innovative stage backdrops for high-end events. **Figure 1** depicts the type or the kind of backdrop that the SETA intends to have at the AGM.

Figure 1: Stage Backdrop Required



Project Scope

Prospective service providers will be expected to:

- Supply, and set-up the stage backdrop.
- Supply stage backdrop that can be customisable to meet the MICT SETA branding requirements.
- Supply stage backdrop that is big enough to cover 6m x 3m stage.
- Provide technical assistance during the event.

Vendor Questionnaire

Question	Response
Vendor name	
Parent company	
Vendor address	
Name of person responsible for the information contained in this RFI	
Telephone number	
Email address	
Web page	
Years in operations	

RFI Response Process and Deliverables

The four primary goals of this RFI include receipt of the following:

1. Overview of service provider product relative to MICT SETA's requirements and project scope
2. Budgetary cost estimates*

*MICT SETA acknowledges that any initial high level budgetary estimates provided cannot be guaranteed and are subject to fluctuations as scope and specific deliverables are refined, and in that spirit, MICT SETA understands that any ballpark estimates provided are subject to change.

3. Personal information protection (adherence with the POPI Act).
4. Service Level Agreements
 - a. Provide details related to percentage of uptime.
 - b. Support response times
 - c. Define any tiered support offerings and provide details.

MICT SETA is encouraging a competitive response process amongst all potential suppliers. After reviewing information from a completed RFI, if MICT SETA determines to move forward with the proposed project, suppliers may be chosen to proceed to the next step in the process which is a formal invitation to submit a competitive Request for Proposal/Request for Quotation.

RFI Response Participation

Service providers interested in participating in this RFI are requested to please confirm their intent by 12th of September 2023 at 16:00pm. An email expressing your intent to participate should be addressed to bidqueries@mict.org.za. Please include "Intent to Respond to supply the interactive, customisable stage backdrop" in the subject line of your email, or if you received this RFI via email, you may simply reply to that email directly.

RFI Schedule

RFI responses are due no later than **15 September 2023 @ 16: 00.**

RFI RELATED questions / clarifications / submission

All questions, notices, or other communications related to this RFI, as well as the final response, should be directed via email to bidqueries@mict.org.za.

RFI terms & conditions

This RFI is only a request for information about potential products/services and no contractual obligation on behalf of MICT SETA whatsoever shall arise from the RFI process.

Liabilities of MICT SETA

This RFI does not commit MICT SETA to pay any costs incurred in the preparation or submission of any response to the RFI.

Confidentiality & RFI Ownership

Information contained within this document is confidential and is provided only to give service provider a sufficient understanding of MICT SETA's requirements. Under no circumstances should information be disclosed to any third party.

This RFI is both confidential and proprietary to MICT SETA, and MICT SETA reserves the right to recall the RFI in its entirety or in part. Service provider cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of MICT SETA.