

REQUEST FOR EVENTS PROPOSALS



Gauteng Tourism Authority (GTA) invites submission of proposals for the 2018/19 financial year. GTA seeks to invest in the events listed below that generate significant immediate and long-term economic benefits and align with wider government objectives through leverage and legacy opportunities. The proposals must be within the following categories:

1. Iconic/Mega Event

An event that attracts overseas, regional and domestic visitors to Gauteng and generates significant economic benefits for the province. The event attracts global media coverage, appeals to a wide-range of people, creates vibrancy across the province and is able to sustain legacy in the province.

2. Major Events

An event that generates significant economic benefits for the province, but may be limited to specific interest groups. Generates significant global media coverage but restricted to specific interest groups. Will attract special interest overseas, regional and domestic visitors to Gauteng.

3. Signature Events

Generally, has wide appeal, generates vibrancy but does not attract significant number of overseas, regional and domestic visitors to the province. Has wide appeal to local residents across the province and visitors from neighboring province.

4. Local Events

An event that typically only attracts attendees from Gauteng, but still generates significant media coverage (national and/ or local) and attracts a significant number of attendees and hence generates a good economic impact for the province.

5. Township Events

Typically localized to one community, attracts local residents and results in localized economic impact.

6. MICE Events

National or International meetings, incentives, conferences and exhibitions that rotate at least 3 different countries and attracts a minimum 300 participants/delegates/exhibitors

RFP Guidelines with: the following documents to be included in your submission:

- Company Information Form
- Sole provider letter
- Certified Copies of ID of members or shareholders
- Detailed Company Profile with references
- Bank Confirmation Letter of Account

The certified copies of the following:

- Proof of Company Registration (CK1/2)
- Original Tax Clearance Certificate and Pin code (Certified copy of a Tax Exemption letter where applicable)
- Proof of Registration with the Central Supplier Database with CSD Number
- BBBEE Certificate
- SBD Forms 4, 6.1, 6.2, 8 & 9 to be completed.

PLEASE NOTE THAT THERE WILL BE NO BRIEFING FOR THIS RFP

Organizers can download RFP Guidelines from the following website www.gauteng.net. Submit your proposals in a sealed envelope directly to our physical address at No 124 Main Street, Ground Floor, Box Marked GTA Events Proposals 2018/19, by the **28th February 2018**, closing at 13h00. Please note that only hard copies will be accepted, and that no electronic submissions will be accepted or considered. If you do not get a reply from GTA within 60 days from closing date of submissions, you must consider your submission unsuccessful.

- NB:**
- **Proposals will be approved in line with allocated annual budgets.**
 - **Consideration for funding will be at the discretion of the adjudication committee.**

For more information on clarification please contact Mabel Sambo and Zanele Maqeba during office hours (011) 085 2500 or email at events@gauteng.net