



REQUEST FOR PROPOSAL TO HOST DIAMONDS AND DORINGS MUSIC FESTIVAL 2024

The Northern Cape Arts and Culture Council invites companies/agencies to submit proposals to host Diamonds and Dorings Music Festival 2024. Only companies that are able to self-fund for the hosting of the festival are eligible to apply.

CLOSING DATE: 20 FEBRUARY 2024

TIME: 15:00 AM

TERMS OF REFERENCE:

- Proposal reference number: NCACC-001-2024
- All requested documentation must be submitted with the proposal;
- Applications must be submitted on or before 20 FEBRUARY 2024 at 15:00 AM;
- The hosting of the festival and all related costs will be funded by the bidding company/agency;
- In support of the festival DSAC will contribute R 1 500 000.00 through the Flagship Funding Programme and Sol Plaatje Municipality will contribute R 750 000.00 towards the hosting of the festival;
- A detailed proposal with proposed budget and risk management strategy should accompany the submission. Any additional proposed activities should be clearly stipulated.

- The festival must be hosted at Langley Resort on 31 March 2024 - 01 April 2024 and the venue will be made available;
- A minimum of 3-5 years management experience on similar music festivals;
- Pictures/posters/social media posts of previous events hosted by the company/agency;
- Supply a minimum of 2 names and contacts of client referees who can comment on your company/agency ability and competency to undertake this event;
- At least a minimum of 2 reports of past similar events must also be submitted;
- The successful company/agency will be responsible for development of detailed festival plan including branding packages for stakeholders/

corporates supporting the event, this will be determined by the value of sponsorship.

PROJECT SCOPE

- Providing the overall project management and event management of the D&D;
- The company/agency will be covering only the main Music festival.
- Procurement of artists that will perform at the festival.
- The company/agency must provide a detailed plan on how the local/informal traders i.e. Vendors, SMME's including arts, culture and creative industries sector will benefit from the festival.
- Identification of technical skills required for enhanced quality of local artists participating at the festival.
- Rigorous marketing of the event through various platforms, (clear indication of all the marketing platforms should form part of submission). This must include website update pre-, during and post event.
- Provide detailed methodology to be used to ensure that D&D is not only provincial but national event.
- After D&D the company/agency must provide comprehensive close-out report.
- Depict growth potential and the ability to improve on the domestic tourism patterns within our destination and the host municipality.

FUNCTIONALITY

Criteria	SCORE	COMMENTS
<p>1. Number of projects undertaken (20) Number of projects implemented/completed by the service provider within events management or related environment (20), breakdown as follows: Bidders are required to provide appointment letters to obtain points</p>		
<ul style="list-style-type: none"> • 10 points = (2) appointment letters from the clients with letterheads 		
<ul style="list-style-type: none"> • 15 points = (3) appointment letters from the clients with letterheads 		
<ul style="list-style-type: none"> • 20 points = (4) appointment letters from the clients with letterhead 		
<p>2. Value of contracts awarded (20) The value of relevant contracts awarded. Attached proof</p>		
<ul style="list-style-type: none"> • Less than R1m (10 points) 		
<ul style="list-style-type: none"> • R1m and above (20 points) 		

3. <u>Locality (20)</u>		
• Offices within the vicinity of Sol Plaatje	20	
• Offices within the vicinity of Frances Baard	15	
• Offices within the Northern Cape	10	
• Offices within the Republic of South Africa	5	
4. <u>Subcontracting to local SMME (20)</u> Capacity Building and Empowerment: Number of local small enterprises to be subcontracted: Attach list		
Subcontract 5 SMMEs = 20		
Subcontract 4 SMMEs = 15		
Subcontract 3 SMMEs = 10		
Subcontract 2/1 smme = 5		
Total = 80 points		
Minimum points to score 65 points to be eligible for further evaluation from the total 80 points		

PRICE SCHEDULE

NO	ITEM	QUANTITY	TOTAL
1	Marketing		
	Advertising:		
	Printing (posters, banners, etc.):		
	Social media -		
	Online Promotion:Radio ads/Jingles,		
2	Main Festival Artists costs		
	2 MC's/Hosts one local/one national	2	
	1 Local Dj	2	
	National artist: Headliner Artist Fee:	6	
	10 Local artists: Supporting Acts Fees:	10	

3	Total Venue Costs		
	Venue Rental Fee:		
	Security Deposit:		
	Insurance:		
	Permit Fees:		
	Cleaning Fees:		
	Security personnel	200	
	Fencing		
	Décor etc Marquee tents VIP set-up) 12	12	
4	Total Production Costs:		
	Stage Rental & Set-up		
	Sound production		
	Sound System:		
	Lighting:		
	Backline Equipment:		
	Technical Staff (sound and lighting technicians):		
5	Total Miscellaneous expenses		
	First Aid and Medical Services:		
	Disaster management		
	Food Preparation area/Kitchen		
	Meals for Staff organising committee:		
6	Traveling Costs		
	Travel Expenses for Artists:		
	Transportation Artist Entourage:		
	Equipment Transportation:		
7	Accommodation		
	Accommodation for Artists:		
	Hotel/Accommodation for Artist Entourage:		

	TOTAL MAIN FESTIVAL		
--	----------------------------	--	--

Postal and Physical Address Where bids should be delivered

Northern Cape Department: Sport, Arts and Culture
10 Recreation Road
Florianville
Kimberley
8300

Contact persons for inquiries

Name: Charles
Surname: Maema
Email: ceoncacc@gmail.com

**NB: ALL PROPOSAL SHOULD BE SEALED AND INTO A TENDER BOX
LATE SUBMISSIONS WILL BE DISQUALIFIED**