



**REQUEST FOR TENDER/QUOTE  
FOR**

**THE APPOINTMENT OF A SERVICE PROVIDER TO PERFORM EVENT MANAGEMENT AT THE RETAIL MOTOR INDUSTRY  
ORGANISATION FOR A PERIOD OF 3 YEARS.**

**Retail Motor Industry Organisation  
P.O. Box 2940 RANDBURG  
2195**

**TENDER/QUOTE: NADA-#NADAConnect**

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## 1. INTRODUCTION

RMI seeks to appoint a professional service provider to perform event management of the #NADACONNECT Conference, in line with the scope outlined in the Terms of Reference or another tender/quote document. This describes the objectives, scope of work requirements, deliverables, roles and responsibilities, and time frame for this project.

## 2. BACKGROUND

The Retail Motor Industry Organisation is an Employers' Organisation as defined in terms of section 96(7)(a) of the Labour Relations Act, 1995.

- The Request for Tender / Request for Quotation is issued to procure suitable service providers that can meet the organisation's operational and strategic requirements.
- It is undertaken in accordance with sound governance principles and responsible financial management practices.
- The process ensures procurement is conducted in a fair, transparent, competitive, and cost-effective manner.
- Inviting bids from multiple suppliers enables objective market assessment and equitable comparison of offerings.

## 3. PURPOSE AND OBJECTIVE

### Purpose

- The purpose of this Request for Quotation is to appoint a suitably qualified and experienced service provider to plan, manage, and deliver identified services for the #NADACONNECT Conference.
- The RFQ aims to ensure that the conference is executed in a professional, efficient, and cost-effective manner that reflects the stature and objectives of the National Automobile Dealers' Association (NADA) and the Retail Motor Industry Organisation (RMI).
- The process seeks to obtain competitive quotations that meet the technical, operational, and quality standards required for a national industry conference.

### Objectives

- To identify a service provider with proven experience in delivering conferences or large-scale industry events of a comparable nature and complexity.
- To ensure seamless coordination, logistical efficiency, and high service standards throughout the planning and execution of the #NADACONNECT Conference.
- To achieve value for money through a transparent and competitive procurement process.
- To appoint a service provider capable of meeting agreed timelines, performance standards, and deliverables.
- To support the successful delivery of a conference that enhances member engagement, stakeholder participation, and the overall reputation of NADA and RMI.
- To ensure compliance with RMI procurement policies, governance requirements, and applicable legislative and regulatory frameworks.

## 4. INVITATION TO TENDER/QUOTE

Tenders are hereby invited to provide RMI with quotation and project plan of conference delivery. Closing date for tenders/quotes is 15 June 2026 at 12:00 and should be sent to:

Ashley Samuel - [ashley.samuel@rmi.org.za](mailto:ashley.samuel@rmi.org.za)

## 5. SCOPE OF WORK

### 5.1. Conference Planning and Coordination

- Develop and implement a detailed project plan covering pre-event, event-day, and post-event activities.
- Coordinate closely with NADA/RMI to understand objectives, target audience, branding requirements, and content focus.
- Establish and manage a comprehensive timeline with clear milestones and deliverables.

- Attend planning meetings with NADA/RMI and provide regular progress updates.

#### **5.2. Venue and Logistics Management**

- Assist with venue coordination, including layout planning, seating arrangements, registration areas, networking zones, and exhibition areas.
- Manage logistical requirements related to delegate flow, signage, access control, and on-site coordination.
- Ensure compliance with health, safety, and security requirements at the venue.

#### **5.3. Registration and Delegate Management**

- Support the setup and management of delegate registration processes (pre-registration and on-site).
- Provide on-site registration support, including check-in management, badge distribution, and delegate assistance.
- Ensure a professional and efficient delegate experience from arrival to departure.

#### **5.4. Programme and Session Support**

- Coordinate logistical support for conference sessions, keynote addresses, panel discussions, and workshops.
- Liaise with speakers, moderators, and presenters regarding schedules, technical needs, and on-site coordination.
- Ensure sessions run according to the approved programme and time allocations.

#### **5.5. Audio-Visual and Technical Support**

- Manage or coordinate audio-visual requirements, including microphones, screens, projectors, lighting, and sound.
- Provide on-site technical support to ensure uninterrupted presentations and smooth transitions between sessions.
- Conduct pre-event technical checks and rehearsals as required.

#### **5.6. Branding, Collateral, and On-Site Visibility**

- Support the implementation of conference branding elements in accordance with NADA/RMI brand guidelines.
- Coordinate the placement of signage, banners, digital displays, and sponsor visibility where applicable.
- Assist with the distribution of conference materials, programmes, and promotional items.

#### **5.7. Stakeholder and Sponsor Support**

- Coordinate logistical support for sponsors and exhibitors, where applicable.
- Assist with exhibitor setup, breakdown, and on-site support.
- Ensure sponsor deliverables are implemented as agreed with NADA/RMI.

#### **5.8. On-Site Event Management**

- Provide an experienced on-site event management team to oversee all operational aspects of the conference.
- Act as the primary point of contact during the event for operational and logistical matters.
- Manage real-time problem solving and contingency requirements to ensure uninterrupted delivery.

#### **5.9. Compliance, Quality, and Risk Management**

- Ensure delivery of services in compliance with applicable laws, regulations, and RMI procurement requirements.
- Identify and mitigate operational risks associated with conference delivery.
- Maintain professional conduct, confidentiality, and adherence to POPIA requirements where applicable.

#### **5.10. Post-Event Reporting and Close-Out**

- Provide a post-event report outlining services delivered, attendance support provided, and key observations.
- Submit all required close-out documentation within agreed timeframes.
- Participate in a post-event review meeting with NADA/RMI if required.

### **6. KEY DELIVERABLES AND MILESTONES**

#### **6.1. Project Planning and Management Deliverables**

- A comprehensive project plan outlining pre-conference, conference-day, and post-conference activities.

- A detailed implementation timeline with clearly defined milestones and deadlines.
- Regular progress reports aligned to agreed reporting intervals.
- Risk identification and mitigation plans related to conference delivery.

#### **6.2. Pre-Conference Delivery Outputs**

- Confirmed logistical arrangements aligned to the approved scope of services.
- Finalised operational plans for registration, delegate flow, session coordination, and on-site management.
- Speaker and programme support schedules, including session timing and coordination requirements.
- Confirmed branding and visibility implementation plan in line with NADA and RMI brand guidelines.

#### **6.3. Registration and Delegate Experience Deliverables**

- Operational delegate registration process (pre-event and on-site).
- On-site registration management, including staffing and operational readiness.
- Smooth and professional delegate check-in and assistance throughout the event.
- Real-time support for delegate-related enquiries and issues.

#### **6.4. Conference Programme and Session Support Deliverables**

- Full operational support for all sessions, including keynotes, panel discussions, and workshops.
- Speaker liaison and coordination to ensure readiness and programme adherence.
- Time management and session flow control to ensure programme delivery according to schedule.

#### **6.5. Audio-Visual and Technical Deliverables (where applicable)**

- Fully functional audio-visual and technical setup aligned with session requirements.
- On-site technical support during all conference sessions.
- Pre-event testing and readiness confirmation of all technical equipment and systems.
- Immediate resolution of technical disruptions during the conference.

#### **6.6. Branding, Collateral, and Sponsor Deliverables**

- Correct placement and management of conference branding elements.
- Distribution and management of conference materials and collateral.
- Execution of sponsor and exhibitor deliverables as agreed with NADA and RMI.
- Professional on-site presentation reflecting NADA and RMI standards.

#### **6.7. On-Site Conference Delivery**

- Provision of an experienced on-site event management team.
- Effective coordination of all operational elements during the conference.
- Active issue resolution and contingency management during the event.
- Continuous liaison with the NADA/RMI project lead throughout the conference.

#### **6.8. Compliance, Governance, and Quality Assurance Deliverables**

- Adherence to RMI procurement policies and applicable regulatory requirements.
- Compliance with health, safety, and security standards.
- Protection of confidential information and adherence to POPIA requirements.
- Maintenance of professional conduct at all times.

#### **6.9. Post-Conference Deliverables**

- Submission of a detailed post-event report outlining services delivered and key outcomes.
- Identification of challenges encountered and recommendations for future events.
- Formal close-out of the project against agreed deliverables and timelines.
- Participation in a post-conference debrief session if required.



## 7. TECHNICAL REQUIREMENTS

### 7.1. Experience and Capability

- Demonstrated experience in the planning and delivery of conferences, seminars, or large-scale industry events of a similar nature and complexity.
- Proven track record of delivering professional events for corporate, association, or industry clients.
- Ability to manage multi-stakeholder environments, including association executives, sponsors, speakers, and delegates.
- Evidence of sufficient operational capacity and resources to deliver the conference within prescribed timelines.

### 7.2. Project Management and Methodology

- Demonstrated use of a structured project management approach.
- Ability to provide a clear implementation plan with defined milestones and deliverables.
- Dedicated project manager assigned as the primary point of contact.
- Clear escalation procedures for risk, issues, and decision-making.

### 7.3. Event Operations and Logistics

- Capability to manage end-to-end event logistics relevant to the scope of services offered.
- Ability to coordinate on-site operations efficiently, including delegate flow and session transitions.
- Sufficient on-site staff to support seamless conference delivery.
- Demonstrated ability to manage contingency planning and real-time problem resolution.

### 7.4. Registration and Delegate Management Systems

- Capability to support delegate registration processes, including pre-event and on-site registration.
- Systems or processes in place to manage attendee data securely and efficiently.
- Ability to provide on-site support for delegate queries and registration issues.
- Compliance with applicable data protection and confidentiality requirements, including POPIA.

### 7.5. Audio-Visual and Technical Capability (where applicable)

- Proven capability to supply, manage, or coordinate professional audio-visual solutions.
- Availability of reliable equipment suitable for keynote presentations, panel discussions, and workshops.
- Access to qualified technical personnel for on-site technical support.
- Ability to conduct technical testing and rehearsals prior to the conference.

## 8. MANDATORY REQUIREMENTS/DOCUMENTS

- Company prospectus and introduction;
- Declaration by designated representative of business indicating the validity of the tender/quote information provided;
- Declaration of bidder's past supply chain management practices;
- Proposed fee structure;
- Proof of belonging to regulatory body if applicable;

- A valid original or certified copy of B-BBEE Status Level Certificate or sworn affidavit must be submitted;
- Bank details and bank confirmation letter;
- Tax clearance Certificate.

#### **9. ADDITIONAL INFORMATION REQUIRED**

- Company history and ownership;
- List of major clients with contact information and details;
- Availability of specialized technical resources necessary to tender the services required in the terms of the scope of work;
- Overall capacity of the firm;

#### **10. COMMUNICATION AND STATEMENT OF GOOD FAITH AND POPIA**

All information provided by the RMI in this RFT/RFQ is offered in good faith. Individual items are subject to change from time to time. The RMI makes no certification that any item is without error. Formal communications regarding changes to this RFT/RFQ may be submitted in writing to the originator for consideration.

Information contained in this RFT/RFQ is provided and must be treated in terms of the Protection of Personal Information Act No. 4 of 2013.

#### **11. PRICING**

- Bidders must submit prices exclusive of Vat contained in a detailed cost breakdown schedule. The following should be noted:
- The pricing tariffs quoted shall be firm/fixed for the contract period;
- RMI will only pay upon the acceptance of the work performed by the Executive Committee or their designated intermediary;
- The pricing schedule should be based on the scope of work.
- Annual escalations to not exceed CPI (Consumer Price Index).

#### **12. TIMELINES**

The successful bidder will be appointed for a period of 3 YEARS commencing with the effective date of appointment. This contract may be extended, subject to agreement by both parties. The period is subject to annual reviews of performance.

#### **13. PROJECT MANAGEMENT AND PROJECT MONITORING**

Ashley Samuel will be the Project Manager for the RMI.

The appointed service provider must submit in writing to the Project Manager the following during the course of the project:

- Staff changes affecting the RMI;
- Significant changes to structure and management of the service provider;
- Any issues which may affect the relationship between the two parties including allegations of misconduct or fraud.

#### **14. INDEPENDENCE AND OBJECTIVITY**

In carrying out the work, the appointed service provider shall ensure that staff maintain their objectivity by remaining independent of the activities they assess. The service provider shall:

- Have no executive or managerial powers, functions, or duties except those relating to the service provided;
- Not be involved in the day to day running of the RMI;
- Should indicate any prior relationships between key staff within the RMI and the service provider.

**15. PREPARATION AND HANDLING OF TENDERS/QUOTES**

The Retail Motor Industry will not be held responsible for any expenditure incurred by a supplier or companies in the preparation and handling of tender documents.

**16. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**(For use only with Tenders/quotes)**

- The Standard Bidding Document information (see PP2) must form part of all bids submitted.
- This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- The bid of any bidder may be disregarded if that bidder or any of its directors have -
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.

**17. ACCEPTANCE AND SIGN-OFF**

This Request for Proposal has been approved by the NADA National Executive Committee and issued in accordance with the RMI Delegation of Authority Framework and RMI Procurement Policy.