

HIGHER EDUCATION FACILITIES MANAGEMENT ASSOCIATION

of Southern Africa | HEFMA

EXPRESSION OF INTEREST (EOI) — ADVERTISED

Pre-Qualification of Event Management Service Providers

Reference Number	EOI/2026/02
Submission Deadline	Monday 15 June 2026 at 16:30
Contract Period	3 years (Performance based)
Target Event	HEFMA Annual Conference (Local/International) 12th-15th October 2026 in Botswana- University of Botswana
Submit To	admin@hefma.org Cc mocheselamb@ufs.ac.za
Enquiries	Hlamarisa Kubayi: 083 209 2293 Benedict Mochesela: 0760224313

1. Background

The Higher Education Facilities Management Association of Southern Africa (HEFMA) represents facilities management professionals at higher education institutions across Southern Africa. Members manage a wide range of infrastructure assets and operations — spanning engineering, planning, project management, cleaning, grounds maintenance, transport and printing.

HEFMA hosts an annual conference every October, bringing together Facilities and Estates managers for professional networking, knowledge-sharing and sector development. To ensure consistently high-quality event delivery at optimal cost, HEFMA seeks to pre-qualify an experienced Event Management Service Provider for a period of up to three (3) years.

2. Scope of Services Required

The appointed Service Provider will be responsible for planning, coordinating and executing all logistical aspects of the HEFMA Annual Conference. Core responsibilities include, but are not limited to:

Venue sourcing and contracting on behalf of HEFMA at the host institution

- Catering management —
 - Conference catering: meals, coffee breaks
 - Welcoming Drinks
 - Stakeholder Dinner
 - Gala Dinner

- Delegates Excursion (e.g. Braai)
- Transport coordination for the campus/tourist tour
- Event branding, Marketing, creative design (banners, backdrops, flyers, booklets)
- Exhibition space planning and sponsor/exhibitor placement
- Delegate registration and administrative support
- Conference theme development and alignment
- Health, safety and security coordination during the event
- Live/virtual conference management where required
- Conference close-out report
- Issuance of conference attendance certificates
- Coordination of arrangements of all gifts (conference delegates package etc.)
- Coordination of photography and videography services
- Implementation and adherence with relevant data protection legislation

Specific deliverables and quantities for each event will be communicated by HEFMA EXCO at the time of solicitation, and the Service Provider will be required to submit a detailed quotation accordingly.

3. Eligibility and Pre-Qualification Criteria

The selection process is structured in two stages. Stage 1 applies mandatory Gate Criteria — any application that does not satisfy all gate requirements will be disqualified and not evaluated further. Applications that pass Stage 1 are assessed against weighted Scored Criteria in Stage 2. A minimum threshold score of 70 out of 100 points is required to be pre-qualified.

3.1 Stage 1 — Mandatory Gate Criteria (Pass / Fail)

All items below are non-negotiable. Applicants must submit the listed documentary evidence for each item. Failure to meet any single gate criterion will result in immediate disqualification.

#	Gate Requirement	Required Document		Evaluator Use Only
G1	The organisation is registered as a legal entity in South Africa	CIPC Registration Certificate	Or equivalent if non South African company	Pass / Fail
G2	The organisation has a valid Tax Clearance Certificate or SARS Tax Compliance Status (TCS) PIN	SARS Tax Clearance / TCS PIN	Or equivalent if non South African company	Pass / Fail
G3	The organisation has a physical registered office or operational presence in South Africa	Proof of address (utility bill or lease, not older than 3 months)	Or equivalent if non South African company	Pass / Fail
G4	The organisation has been in operation for a minimum of three (3) consecutive years	CIPC registration date or audited financial statements	Or equivalent if non South African company	Pass / Fail

#	Gate Requirement	Required Document	Evaluator Use Only
G5	The organisation has managed at least one (1) event with 100 or more delegates in the past 3 years	Signed client reference letter or completion certificate confirming delegate count	Pass / Fail
G6	The organisation is not listed under any government debarment, blacklisting or register of tender defaulters	Sworn affidavit or self-declaration by authorised signatory	Pass / Fail
G7	Eligibility to travel internationally	Confirmation in writing on company letterhead regarding eligibility to travel internationally	Pass/ Fail
G8	Submission of an Event Proposal	Proposal highlighting methodology including personnel and staffing	Pass/ Fail

3.2 Stage 2 — Scored Evaluation Criteria (100 Points Total)

Applications that pass all gate criteria are evaluated on the five weighted criteria below. The minimum qualifying score is 70 out of 100 points. Companies scoring below 70 points will not be pre-qualified. Where a criterion has sub-criteria, points are allocated as shown.

Evaluation Criterion	Maximum Points	Minimum to Pass
A. Organisational Capability & Profile	20	—
B. Technical Capacity & Key Personnel	30	20
C. Relevant Experience & Track Record	25	15
D. Financial Capacity & Stability	15	—
E. B-BBEE Compliance	10	—
TOTAL	100	70

Criterion A — Organisational Capability & Profile [20 points]

Sub-Criterion	Max Points	Evidence	Score
Years in operation: 3–5 years = 4 pts; 6–10 years = 7 pts; 10+ years = 10 pts	10	Company profile / CIPC	/ 10
Clear description of services offered, aligned to HEFMA's scope (venues, catering, branding, registration)	5	Company profile	/ 5
Evidence of dedicated event management team / department	5	Organogram or team profile	/ 5

Criterion B — Technical Capacity & Key Personnel [30 points]

A minimum of 20 out of 30 points must be achieved in this criterion. CVs must be submitted for all key personnel named. HEFMA reserves the right to interview proposed personnel prior to final pre-qualification.

Sub-Criterion	Max Points	Evidence	Score
Dedicated Project Manager with 5+ years of conference management experience (8 pts); 3–5 years (5 pts); < 3 years (2 pts)	8	CV + references	/ 8
Experienced Catering Coordinator or established catering subcontractor relationship demonstrated	5	CV or subcontract letter	/ 5
Logistics and transport management capability (fleet or verified subcontractors)	5	CV or subcontract letter	/ 5
Branding, Marketing and creative design capability (in-house or specialist subcontractor)	5	Portfolio samples	/ 5
IT & online registration management capability, including live/hybrid conference systems	4	CV or system demo	/ 4
Health, Safety & Security Officer or established HSS plan for large events	3	CV or policy document	/ 3

Criterion C — Relevant Experience & Track Record [25 points]

A minimum of 15 out of 25 points must be achieved in this criterion. References must include contact details for a responsible official who can be contacted for verification. References that cannot be verified will be disregarded.

Sub-Criterion	Max Points	Evidence	Score
Number of completed events with 100+ delegates in past 3 years: 1 = 5 pts; 2–3 = 8 pts; 4+ = 10 pts	10	Reference letters	/ 10
Experience managing multi-day residential conferences (2+ days with accommodation coordination)	5	Event reports or references	/ 5
Experience in academic, professional association or public sector events	5	Reference letters / profiles	/ 5
Positive client satisfaction: written references confirming quality delivery (2 references = 3 pts; 3+ references = 5 pts)	5	Reference letters	/ 5

Criterion D — Financial Capacity & Stability [15 points]

Applicants must demonstrate sufficient financial capacity to commit to and pre-finance event logistics on behalf of HEFMA where required. Financial documents must be current (within 12 months of the submission date).

Sub-Criterion	Max Points	Evidence	Score
Letter of Good Standing from bank or auditor confirming financial soundness	5	Bank / auditor letter	/ 5
Most recent annual financial statements or management accounts (audited or reviewed)	5	Financial statements	/ 5
Annual turnover from event management activities: R500k–R1m = 3 pts; > R1m = 5 pts	5	Financial statements	/ 5

Criterion E — B-BBEE Compliance [10 points]

HEFMA supports transformation in the events and hospitality sector. B-BBEE status is evaluated as a preference criterion. Points are allocated in accordance with the Preferential Procurement Regulations applicable to the higher education sector.

B-BBEE Status Level	Points Allocated	Required Document
Level 1	10	Valid B-BBEE Certificate
Level 2	9	Valid B-BBEE Certificate
Level 3	8	Valid B-BBEE Certificate
Level 4	5	Valid B-BBEE Certificate
Level 5–6	4	Valid B-BBEE Certificate
Level 7–8	2	Valid B-BBEE Certificate
Non-Compliant	0	N/A
Exempted Micro Enterprise (EME)	10	Sworn Affidavit or Certificate
Qualifying Small Enterprise (QSE) — Black owned 51%+	10	B-BBEE Certificate

Scoring Outcome Summary: 70–100 points = Pre-Qualified (invited to submit quotations). 50–69 points = Not pre-qualified (may re-apply after 12 months). Below 50 points = Not pre-qualified. Companies that fail any Gate Criterion (Stage 1) are automatically disqualified .

4. Evaluation Process

Once submissions close, HEFMA will evaluate all EOI responses against the criteria above. HEFMA reserves the right to conduct a physical site/premises assessment of shortlisted companies. Only successful (pre-qualified) applicants will be notified by email and invited to submit formal quotations for upcoming HEFMA events.

No.	Service Component	Description / Deliverables	Fee (ZAR)
1	Project Mobilisation & Planning	Kick-off, project plan, programme development, stakeholder coordination	R _____
2	Pre-Event Coordination	Venue, catering, transport, accommodation, and supplier management	R _____
3	Sponsorship & Exhibition Coordination	Exhibitor planning, sponsor deliverables, layout coordination	R _____
4	Registration & Delegate Management	Online registration system, delegate communication, reporting	R _____
5	Branding & Event Materials	Design oversight, printing coordination, signage and materials	R _____
6	Technology & AV Coordination	AV, IT systems, virtual/hybrid platform coordination	R _____
7	On-Site Event Management	Full coordination during conference (all event days)	R _____
8	Gala Dinner & Special Events	Planning and execution of social functions	R _____
9	Financial & Risk Management	Budget tracking, supplier cost control, risk coordination	R _____
10	Post-Event Close-Out	Reporting, financial reconciliation, feedback and lessons learned	R _____

Note. This EOI does not constitute a solicitation or commitment to award a contract. HEFMA reserves the right to amend or cancel this process at any time, with appropriate notification to all participants.

5. Submission Instructions

Submissions must be emailed to the two addresses listed in the cover table by Monday 15 June 2026 at 16:30.

Email subject line must read exactly:

Expression of Interest for the Provision of Event Management Services — HEFMA — Reference EOI/2026/02

Applicants may include additional supporting documents beyond those listed in Section 3 and any other supplementary provisions that may be relevant to cross-border permits, legislative and regulatory requirements, provided they are relevant to the evaluation for hosting a conference in Botswana. All documents must be submitted in a single email or clearly labelled PDF package.

6. Proposed Service Rate Schedule

Bidders are required to complete the rate schedule below. Rates must be quoted per hour, exclusive of VAT. Appointed providers will charge the actual cost of goods/services (pass-through at invoice) plus an agreed service/overhead fee. Best-value-for-money principles must be applied when subcontracting.

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NB!!! All foreign currency to be converted into South African Rands versus the local currency of the host country (e.g. Pula to be converted to Rands).

7. Applicant Declaration

By submitting this EOI, the applicant confirms that:

- All information provided is accurate and complete to the best of their knowledge.
- The organisation is legally registered locally and in good standing with the local Revenue Services.
- The organisation has the capacity to deliver the services described herein.
- The organisation and relevant personnel are eligible to travel internationally.
- The organisation accepts HEFMA's right to verify all submitted information.

Authorised Signatory Name: _____

Company Name: _____

Designation: _____

Company Registration No.: _____

Date: _____

Signature: _____

— END OF DOCUMENT —