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German Development Cooperation

To whom it may concern

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Your reference
Our reference 83471948
Email: nompumelelo.setshedi@giz.de
Date: 08.10.2024

Reference no.: 83471948
Processing no.: DS4JI
Project title: GIZ Office Pretoria
Country: The Republic of South Africa

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir/Madam,

Registered offices
Bonn and Eschborn, Germany

Thank you for showing interest in the above-mentioned tender.
Queries received and clarity/responses are below:

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
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We would like to start by clarifying that this is not a GIZ-led conference. The National Digital & Future Skills Conference is organized by the Department of Communication and Digital Technologies (DCDT), with GIZ, through the Digital Skills for Jobs and Income (DS4JI) project, supporting the event management component. While GIZ plays a supportive role, it does not participate in the department's decision-making regarding the conference.

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Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Please note that many additional details and requirements are outlined in the Terms of Reference.

Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven
Anna Sophie Herken

	Query	Response
1.	Conference Dates	The conference is scheduled for 21 to 22 November 2024.
2.	Number of Delegates:	The expected number of delegates is 350.
3.	Budget	Yes, there is a budget allocated, as indicated in the bid documents. The service provider will need to determine the cost of providing the required services.
4.	Conference Agenda	The agenda has not yet been finalized. However, the standard format for such conferences will apply, including speakers, presentations, panel discussions, masterclasses, or workshops. This format will also include tea and lunch breaks.
5	Venue and Conference Package	The venue is being booked by the department and is proposed to be in Mbombela, Mpumalanga. The standard conference package at the venue includes items such as pens, writing pads, and flip charts.
6	Virtual Streaming	Please propose how you would handle virtual streaming for the event. The primary focus for streaming will be the plenary sessions.
7	Conference Theme	The theme will be determined by the department.
8	Speakers	The department will select the speakers. You will assist with logistics for their travel, although GIZ will cover the actual travel costs.
9	Master of Ceremonies (MC)	You will assist in identifying suitable candidates for the MC role, but the final decision will rest with the organizers.
10	Exhibition Area	There will be an exhibition area, and you will be expected to assist with its setup.
11	Sign Language	This requirement is covered in the Terms of

	Interpreters	Reference.
12	Accommodation	Accommodation for delegates will either be covered by the department or by the delegates themselves. You will be responsible for coordinating invitations and confirmations through a platform.
13	Flights	You are not expected to quote for flights. However, you will be responsible for assisting with the logistics.
14	VIP Attendance	Yes, there will be VIPs attending the event.
15	Gala Dinner	The department will organize the gala dinner, but you will be expected to assist with logistics and preparations.
16	Pre-registration	You will advise on and create a platform for pre-registration, ensuring smooth delegate coordination.
17	Conference Packages and Gifts	You will be required to coordinate these in collaboration with GIZ.
18	Social Media Outreach	You will be working with the department to manage social media engagement for the conference.
19	Website	A website was developed by the service provider appointed last year. However, as GIZ, we are not in a position to use that existing website for this year's conference.

Please do not include your price proposal for this measure in your technical proposal. Should you include your price proposal in your technical proposal for this measure your bid will be disqualified hence the request to separate the two.

Kind regards
Procurement Team
