

## 83472519- Questions & Answers

- Under the event cost: – row 36 of the budget template indicates 2 major general events, what is the estimated number of participants and duration?
  - **2 Major events**
  - **Estimated number of people 250 per event**
  - **Duration – one day (8 working hours) per event**

**Is the rate required per person or the total?**

- **The rate is required in total (per event)**
- In the TOR the workshop budget is R820,000 which is broken down into 4 x 2-day general project events – what is the estimated number of participants? And 6 networking events – what is the estimated number of participants? Is the service provider required to use the budget allocation in the TOR of R820,000 workshop budget for general projects and networking events? However, the budget template indicates 4 x events (row 37 of the budget template), but the TOR states that the networking events will be 6 but the budget template indicates 4 networking events. What is the correct number of networking events, estimated number of participants and the duration?

**The Budget estimate of ZAR 820 000 is inclusive of**  
**2 major events - 250 pax (8hrs),**  
**4 Networking Events – 40 Pax (3hrs)**  
**4 General Events – 40 Pax (8hrs)**

**Is the rate required per person or the total?**

**The rate is per event**

- Row 38 of the TOR indicates 4 2-day general project events however the budget templates indicate 4 general project events is not supposed to be 8 (4 general project events x 2 days).  
**it is 4 general project events and 4 Networking events**
- Is the service provider supposed to use the R820,000.00 workshop budget allocation stated in the TOR?

**The service provider is expected to quote within the provided budget**

- Conference equipment/basic AV hire is 4 the number of events or number rooms or number days?  
**4 is the number of days (General events are linked to the networking events)**
- The subcontractor budget in the TOR is R100,000.00 is the service provider required to use this same budget allocation in the budget template as well?  
**The service provider is expected to quote within the provided budget**

- **Other costs budget allocation in TOR R292 000.00 includes the promotional material for events, and printing costs, however, the budget template has split others costs into two should the service provider use the  $R292\ 000.00/2 = R146\ 000.00$  each for rows 45 and 46 of the budget template**

**The budget for both row 45 and 46 is ZAR 292 000.00. Service providers should split the cost based on estimations.**