



a world class African city

City of Joburg Property Company SOC Ltd.

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## Annexure A

### RFQ 95/2025 FY/JPC: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF AN EVENTS MANAGEMENT COMPANY TO HOST A WELLNESS EVENT FOR 1500 EMPLOYEES OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD

#### 1. BACKGROUND

The City of Joburg Property Company SOC Ltd (JPC) was established to support the City of Johannesburg's (COJ) economic and social objectives, contributing to the vision of a sustainable and inclusive city. As part of its mission, JPC works to enhance the quality of work life and resilience among its employees. A key component of this is implementing programs that improve employee wellness and productivity.

The JPC Marketing Communications Department seeks the services of an experienced and seasoned Events Management Company to coordinate and deliver a wellness event on behalf of the City of Joburg Property Company SOC Ltd (JPC). Refer to the details below:

#### Event Details:

- **Date:** Friday, 06 December 2024
- **Time:** 08:00 – 16:00

The proposed **JPC Wellness Day** is part of JPC's broader initiative to enhance employee engagement and wellbeing, a vital element of the **Short-Term Talent Management** and **Change Management Initiatives**. These initiatives aim to foster employee buy-in for JPC's new strategic direction, vision, and values, while ensuring seamless reintegration into the "new normal" post-COVID-19.

International trends highlight the growing importance of employee wellness, with increased social accountability on organizations to reduce human and reputational risks. In response, JPC has identified the need to focus on the promotion of a healthy, productive working environment. The



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Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Helen Botes (Chief Executive Officer)  
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
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**Wellness Day** will serve as an intervention to support this objective, helping to reduce health-related risks and enhance overall employee performance.

JPC's **Marketing and Communications Department** has convened multiple stakeholders for the event including COJ Communications Department.

The event will feature various health assessments, screenings, and physical activities. These include:

- **Health Screenings:**
  - Optometrist
  - Dentist
  - Audiologist
  - Physiotherapist
  - Orthodontist
  - Podiatrist
- **Physical Activities:**
  - Soccer
  - Tug-of-war
  - Egg run
  - 3-legged race
  - 50m sprint race
  - Hoop shooting
  - Sack race
  - Indigenous games

## 2. SCOPE OF WORK / REQUIRED SERVICES

To successfully execute the JPC Wellness Day, Marketing and Communications Department seeks to appoint a professional service provider to provide Event management services for JPC's Annual wellness day.



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## 2.1 Event Management Services

The selected service provider will be responsible for providing a comprehensive event management solution, including the following services:

- **Project Management:** Oversee the planning, coordination, and execution of the event.
- **Logistics:** Ensure all necessary arrangements and resources are available, including transportation and setup.
- **Timeliness:** Ensure all deliverables are met within the specified timeline.
- **Quality Control:** Maintain high standards of event execution.
- **Third-Party Payment Management:** Ensure that all suppliers and service providers are paid on time.

The successful provider will also be responsible for:

1. **JOC Application .**
2. **Venue Hire:** A venue similar to Markspark Sports Club with an appropriate sports ground.
3. **Catering:** Cater for all dietary requirements (vegetarian, Halaal, kosher, diabetic) with industry-standard certifications.
4. **Branded JPC T-shirts:** Design and distribute T-shirts for staff, color-coded by depots.
5. **Health and Physical Activities:** Facilitate the health assessments and manage physical activities.
6. **Ambulance Services:** Ensure emergency medical services are available during the event.
7. **Ancillary Services:** Provide raised platform, PA system, sound, selfie 360 spin booth, and photo booth.
8. **Stretch Tents, Chairs, and Tables:** Setup and manage event infrastructure.
9. **Prize Vouchers:** Provide vouchers for activity winners.



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## 2.2 Technical and Audio-Visual Services

The service provider will also need to ensure the availability and functionality of the following equipment for the event:

- **Audiovisual Projections:** Setup of projectors and live mixing.
- **Sound Systems:** High-quality sound systems for announcements and entertainment.

## 2.3 Catering Services

The catering must meet the following requirements:

- **Dietary Accommodation:** Cater for diverse dietary needs, including vegetarian, Halaal, kosher, and diabetic options.
- **Food Preparation:** Adhere to food safety standards, ensuring hygiene and compliance with health regulations.
- **Service Setup:** Proposals should include catering services for both standard and high-end events, including wait staff, setup, service, and breakdown.
- **Cultural Sensitivity:** Ensure that religious and cultural dietary restrictions are respected and catered to with certified suppliers.
- **Cleanup:** Proposals should include detailed plans for cleanup after the event.

## 2.4 Hiring and Decor Services

The venue will require high-quality equipment and décor, including:

- Tables
- Chairs
- Stretch tents

**The successful service provider must ensure the timely delivery and setup of all necessary event equipment for 1500 employees.**



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