



# REQUEST FOR PROPOSAL

SA RUGBY HOSPITALITY SERVICE PROVIDER SOLUTION

15 February 2019

## PURPOSE OF RFP

SA Rugby requires the services of a suitably qualified and experienced service provider to manage:

1. All infrastructure and hospitality services on behalf of SA Rugby for all home Springbok test matches (the “Event”), which will take place in South Africa, for the following years: 2020, 2021 (excluding the British & Irish Lions Series) and 2022.
2. Provide all required infrastructure and hospitality services solution on behalf of SA Rugby for the HSBC Sevens World Series Cape Town (the “Tournament”), which will take place at the Cape Town Stadium (“CTS”), for the following years: 2019, 2020, 2021 and 2022. Areas of responsibility will include – Private suites, Business Lounge, Network Lounges, “Double Volume” area on East Stand, Players’ Lounge, Media areas, Canteen, Operational area and any other ad hoc requirements that might arise.

## BACKGROUND AND SCOPE

SA Rugby requires the successful applicant to deliver the total hospitality service solution including infrastructure for each event in its entirety. This function would include responsibility for:

1. Developing and managing the overall SARU ENGAGE hospitality project plan in conjunction with SA Rugby’s designated Hospitality HOD and in alignment with SA Rugby’s ‘Tournament Event Plan for Springbok Test matches and other ad hoc events;
2. Delivering the service within the agreed Event and/or Tournament budget;
3. Preparing agreed menus with SA Rugby’s designated Hospitality HOD;
4. Ensuring superior food quality standards and delivery;
5. Assisting SA Rugby in identifying and obtaining the best possible hospitality areas available at Test Match Venues;
6. Managing the participating teams’ change room meal requirements according to World Rugby/SANZAAR specifications;
7. Providing all décor and infrastructure to ensure that the various SARU ENGAGE offerings’ ‘Look-and-Feel’ is delivered to the required standards;
8. Developing and managing the HSBC Cape Town Sevens’ Players’ Lounge menu to exacting standards and ensuring that all player dietary requirements are consistently met;
9. Developing a unique but functional ‘Look-and-Feel’ for the Players’ Lounge at the HSBC Cape Town Sevens’ that will contribute to the overall player wellness;
10. Providing catering, infrastructure and staffing solutions for Operational and Media canteens, referees, volunteers, VOC and any other ad hoc catering required by SA Rugby when and where required;
11. Identifying and contracting all necessary catering sub-licensees to satisfy hospitality demand at the Event and/or Tournament;
12. Securing all necessary permits, licences and approvals required in the envisaged solution;
13. Appointing suitably qualified personnel, including an overall hospitality manager, to manage and implement the operational activities related to the services;
14. Developing and managing the complete staffing solution for the hospitality programme;
15. Communicating and managing all sub-licensees, sub-contractors and suppliers, including inter alia:
  - a. Making them aware of and ensuring that they comply with the rules and regulations pertaining to the Event and/or Tournament;
  - b. Ensuring that they conform to the accreditation requirements of the Event and/or Tournament as stipulated by SA Rugby, which accreditations will be issued by SA



Rugby or its agents;  
16. Managing all stock orders, deliveries and distribution of beverage stock (alcoholic and non-alcoholic) to various hospitality area at the Event and/or Tournament.

#### PROPOSAL INFORMATION REQUIRED

Proposals should be straightforward, clear, well-organised, easy to understand and concise; and should include the following:

1. Covering letter
2. Executive Summary
3. Declaration of interest (if any)
4. Company information B-BBEE status
5. Company background
6. Overview of services, capabilities and management (**proven track record for major similar Events/ Tournaments must be provided**)
7. Contact information
8. Proposed rates and/or fees and/or commercial model

#### TIMELINE

BRIEF ISSUED TO POTENTIAL RESPONDEES	15 February 2019
SUBMISSION DEADLINE	8 March 2019
SHORTLISTED CANDIDATES ADVISED	22 March 2019
PRESENTATIONS BY CANDIDATES	4 April 2019
DECISION COMMUNICATED TO PROPOSERS	12 April 2019
CONTRACT COMMENCES	On signing of contract

#### PROPOSAL EVALUATION

SA Rugby will evaluate each proposal Received on how well it meets or exceeds our brief and requirements. SA Rugby in its sole discretion will determine which proposal is best considering the following evaluation factors:

1. The experience and ability of the proposer to provide services to a high standard
2. The completeness and quality of the proposal and how well it meets SA Rugby's needs.
3. The proposed rates/fees or commercial model proposed.
4. The B-BBEE status of the proposer
5. Any other matters that SA Rugby's panel considers relevant

#### NOTES

SA Rugby will create a shortlist of proposers with whom we will enter into discussion around the submitted proposal.

SA Rugby may cancel this brief, or may reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

#### COMMUNICATIONS

It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16h00 no later than five (5) working days prior to the proposal due date. All inquiries should be submitted by email to [finman@sarugby.co.za](mailto:finman@sarugby.co.za).

#### FURTHER INFORMATION

The requirements specified in this brief reflect those presently known. SA Rugby accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. SA Rugby reserves the right to vary, in detail, the final requirements. Proposals will be valid for at least three months, and may not be withdrawn or changed without SA Rugby's prior consent in writing. SA Rugby may treat your proposal as your best proposal without and



despite any further enquiry. Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by SA Rugby. No contact is to be made with any of the SA Rugby's management or personnel in connection with this brief without the express authorization. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. SA Rugby reserves the right to distribute any questions with SA Rugby's reply to all proposers without indicating the source of the inquiry, if it deems appropriate. SA Rugby does not guarantee all questions and responses. You must not directly or indirectly provide any form of inducement or reward to any employee of SA Rugby in relation to this process.

#### **PROPOSAL PACKAGING AND SUBMISSION**

In order to be considered for selection, interested companies must submit a complete response to this brief to [procurement@sarugby.co.za](mailto:procurement@sarugby.co.za)