

INDEPENDENT POWER PRODUCER PROCUREMENT PROGRAMME (IPPPP)

EVENTS & CATERING SERVICE PROVIDER TO PROVIDE EVENT
MANAGEMENT AND CATERING SERVICES TO THE IPP OFFICE IN
SUPPORT OF ITS MANDATE TO IMPLEMENT THE INDEPENDENT
POWER PRODUCER PROCUREMENT PROGRAMME (IPPPP)

COMPULSORY BRIEFING SESSION

10 MARCH 2026



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In partnership with



electricity & energy

Department:
Electricity and Energy
REPUBLIC OF SOUTH AFRICA



national treasury

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**A NATION
THAT WORKS ALL**



A landscape featuring wind turbines and solar panels at sunset. The scene is bathed in the warm, golden light of the setting sun, which is positioned low on the horizon behind a range of mountains. Several large wind turbines are scattered across the rolling hills, their blades silhouetted against the bright sky. In the foreground, two large solar panels are tilted towards the sun, reflecting its light. The ground is covered in low-lying vegetation, and a dirt road winds through the scene. The overall atmosphere is serene and emphasizes renewable energy.

INTRODUCTION TO THE IPP OFFICE AND IPP PROCUREMENT PROGRAMME

INDEPENDENT POWER PROCUREMENT OFFICE

INTRODUCTION

- ▶ The IPP Office was established in 2010 with the mandate to provide rapid solutions to South Africa's severe electricity supply constraints, by procuring new energy generation capacity from Independent Power Producers (IPPs). This includes generation from renewable, non-renewable and hybrid sources.
- ▶ The IPP Office is a programme office operates under a Memorandum of Agreement (MoA) between the Department of Electricity and Energy (DEE), National Treasury and the Development Bank of Southern Africa (DBSA). The IPP Office is not a juristic entity.
- ▶ In terms of our mandate, we offer specialised services to government in respect of:
 - *Energy Procurement Management and*
 - *Monitoring, Evaluation and Contract Management of Project Agreements entered into with IPPs*
- ▶ ***Important to Note that although the appointed Service Provider will be contracted by the DBSA, the governance and compliance services will be instructed and guided by the IPP Office.***





SCOPE, TIMELINES AND EXPECTATIONS

TERMS OF REFERENCE

PURPOSE



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- Appoint a **Service Provider** for the IPP Office (IPPO) for a period of 3 (three) years to provide **Events Management and Catering Services** in respect of its business operations and mandates under the Independent Power Producer Procurement Programme (IPPPP).
- In support of its mandate, the IPP Office regularly hosts Ministerial and Departmental events, IPP Programme-related events, international delegations, and other stakeholder and staff engagements. These events host key stakeholders in the energy sector and, as such, must be delivered with the highest level of professionalism.
- The IPP Office seeks a dedicated service provider to deliver event management and catering services. These services will be procured from the appointed provider on an event-specific, as-needed basis. The contract will be awarded for a period of three (3) years.

GOVERNANCE PANEL TERMS OF REFERENCE

SCOPE OF WORK



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- Responsible for planning, managing, and executing the following in accordance with the IPP Office's guidelines, specifications, and standards.
 - **Stakeholder Engagements and Events**, including but not limited to:
 - High-level Ministerial and Departmental Events,
 - Gala and Cocktail Events,
 - Corporate Events,
 - Media Engagements,
 - Media Campaigns,
 - Press Conferences,
 - Editorial Coverage and Publicity,
 - IPPP Programme Events,
 - Staff Engagements,
 - Roadshows and Imbizos,
 - Activations,
 - Ad-Hoc events and meetings

GOVERNANCE PANEL TERMS OF REFERENCE

SCOPE OF WORK



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Deliverables for events and catering services will include, but not be limited to:

- **Stakeholder Engagements / Events**

- Planning and executing events based on a **concept note and project plan** received from the IPP Office.
- Managing event budgets and timelines effectively.
- Managing all **logistics and compliance requirements**, including:
 - identifying and booking of **venues** where required,
 - selection and management of **catering and menus** with input from IPP Office,
 - full **technical requirements** such as sound, TV screens, stage and lighting,
 - **décor** aligned to IPP Office's Corporate Identity (CI), and developing mood boards for identified events as per guidelines received from IPP Office,
 - **management of registrations** prior to the event which must be online via a **microsite**, and then **on the day of the event** at the venue,
 - **Joint Operations Committee (JOC)** requirements - compliance in relation to staging of events within all municipalities, Sourcing of compliance and engineering certificates from various municipalities, SHEQ event safety requirements.

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SCOPE OF WORK



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○ Stakeholder Engagements / Events

- Managing all aspects of event **photography and videography**, including editing.
- Identifying suitable **entertainment for events** such as Speaker / MC / Comedian, etc.,
- Hiring of **furniture, décor, and catering equipment** should the event require.
- **Post-event reports** (as required by business).
- Providing a **digital event management system or microsite** for the IPP Office's use.
- **Event Website or Landing Page Updates**: Assisting with the design, content creation, and maintenance of dedicated event web pages or microsites, ensuring relevant information is up to date.
- Providing **marketing collateral, signage, and branding materials** as required for events.

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○ Catering Services

Deliver catering services for meetings and events at the IPP Office on an as-needed basis:

- General Requirements
 - Set pricing schedules.
 - Prepare food off-site and ensure meals are professionally presented.
 - Provide diverse menu options (including vegetarian, Halaal and other dietary requirements).
 - Ensure high-quality meals made from fresh ingredients.
 - Deliver catering within the required timelines, including last-minute requests (less than 24 hours' notice).
- On-Site Management & Hygiene
 - Supervise catering staff at the IPP Office.
 - Maintain cleanliness and hygiene in food preparation and serving areas.
 - Provide and manage crockery, cutlery, glassware, and tablecloths.
 - Adhere to Health and Safety regulations, including Occupational Health and Safety Act compliance.
 - Obtain and maintain all necessary permits and licenses.

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○ Catering Services

• Staffing & Presentation

- Ensure staff are well-trained, professional, neatly dressed, and display proper identification.
- Maintain a minimum of one staff member per 10 guests when serving.

• Additional Terms

- IPP Office may hire alternative caterers for specific events if deemed necessary.
- All dietary-specific meals (e.g., Kosher, Halaal, etc.) must be sourced from certified suppliers.
- The service provider is responsible for equipment maintenance and replacements.
- Personnel must be in good health and pose no risk to IPP Office employees.
- The service provider must comply with IPP Office security, emergency policies, and local regulations.
- The service provider must provide a valid Certificate of Acceptability from the Department of Health.

GOVERNANCE PANEL TERMS OF REFERENCE

FUNCTIONAL CRITERIA: BIDDERS' EXPERIENCE



<p>Bidders to provide and Executive Summary demonstrating a minimum of eight (8) years of company operational experience.</p> <p>The Executive Summary must demonstrate the company's experience in all of the following three (3) types of events:</p> <ul style="list-style-type: none"> ○ high-level event management (for example Presidential, Ministerial, International, Diplomatic events) ○ corporate and government events, and ○ catering services for smaller meetings and staff engagements. 	<p><u>Executive Summary submitted demonstrating more than 8 years company experience and all three events addressed</u></p> <p>= 30 %</p>	30
	<p><u>Executive Summary submitted demonstrating 8 years company experience and all three events addressed</u></p> <p>= 20%</p>	20
	<p><u>Executive Summary not submitted, less than 8 years company experience and not all three events addressed</u></p> <p>= 0%</p>	0

GOVERNANCE PANEL TERMS OF REFERENCE

FUNCTIONAL CRITERIA: PORTFOLIO OF EVIDENCE



Provide **Portfolios of Evidence** that will be evaluated for the following areas:

- **Event Management**

- provide at least five (5) high-level events delivered. Each supported by a **signed and dated reference letter** from the client.
- include the following elements in **presentation format** for each event:
 - Client event brief (overview of purpose and requirements).
 - Type and scale of event (number of guests, dignitaries, etc.).
 - Images of venue, full technical and production setup (sound, stage, lighting).
 - Images of catering setup and equipment.
 - Images of furniture, décor, and mood boards.
 - Images of digital content creation and facilitation.
 - Images and/or screenshots of microsite/event registration system used.
 - Details of team structure and roles.
 - List the compliance and safety measures implemented for the event.
 - Client feedback or post-event report (if available).

Events Management

- 5 or more detailed POEs provided, each with a signed and dated client reference letter, and presentation including all required elements, as well as a Project Plan and Budget for 1 (one) of the events listed = 30%
- 0 to 4 POEs; or **no** presentation, project plan and budget; or **no** reference letters = 0%

30

0

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FUNCTIONAL CRITERIA: PORTFOLIO OF EVIDENCE



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Provide **Portfolios of Evidence** that will be evaluated for the following areas:

- **Event Management**
 - **Project Management Plan:** Bidders must include a sample **Project Management Plan** for at least one (1) of the events listed above.
 - **Itemised Budget:** Bidders must include a sample **Itemised Budget** used for at least one (1) of the events listed above.

GOVERNANCE PANEL TERMS OF REFERENCE

FUNCTIONAL CRITERIA: PORTFOLIO OF EVIDENCE



Provide **Portfolios of Evidence** that will be evaluated for the following areas:

- **Catering Services**

- Bidders must provide at least five (5) examples of catering events conducted; each must be supported by reference letters from each client.
- Bidders must include the following elements in Presentation format:
 - Client's catering brief, outlining the event purpose and catering requirements.
 - Images of catering setups, menus, and equipment used for each event.
 - Number of guests served and type of service provided (e.g. plated, buffet, cocktail).
 - Menu examples tailored to different event types (e.g. executive meetings, staff meetings, etc.).
 - Details of any dietary accommodations (e.g. Halaal, vegetarian, allergen-free options) and how they were managed.
 - List the Health and Safety compliance measures implemented for the event
 - On-site catering team composition (e.g. number of waiters, chefs, supervisors per event).
 - Logistics and turnaround time, especially for events with tight schedules or multiple setups in one day.

Catering Services

- Five (5) or more POE's and all elements are met = 20%
- 0-4 POE'S, or not all elements submitted = 0%

20

0

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FUNCTIONAL CRITERIA: KEY PERSONNEL/RESOURCES



<p>Dedicated Core Team Expertise providing required services, specifically:</p> <ul style="list-style-type: none"> • Lead responsible for the IPP Office over the 3-year contract term, CV demonstrating at least eight (8) years' experience in Event Management • Project Manager responsible for all events/engagements, CV demonstrating at least five (5) years' experience • Chef responsible for food preparation, CV demonstrating at least five (5) years' Hospitality/Catering experience <p>Bidder must provide CVs of each of the team members demonstrating years' experience in providing required event, project management and catering services of dedicated team.</p>	<p>Provide a Resource Plan including CVs with proof of years of relevant experience of individuals in the dedicated team.</p> <p>Lead</p> <ul style="list-style-type: none"> ○ Less than 8 years' experience = 0 ○ 8 - 10 years' experience = 5 ○ More than 10 years' experience = 10 	10
	<p>Project Manager</p> <ul style="list-style-type: none"> ○ Less than 5 years' experience = 0 ○ 5-8 years' experience = 3 ○ More than 8 years' experience = 5 	5
	<p>Chef</p> <ul style="list-style-type: none"> ○ Less than 5 years' experience = 0 ○ 5-8 years' experience = 3 ○ More than 8 years' experience = 5 	5

THANK YOU



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