

FREE STATE CAREER GUIDANCE AND CAREER OPPORTUNITIES FUNDING WINDOW

The W&RSETA's Free State Provincial offices seeks to host a Career Guidance and Careers Opportunities event in partnership with the Free State Community College which is based in Reitz. The purpose of the event is to engage with pupils from various secondary schools in and around the Reitz Municipality with the view of sharing information with them regarding various career opportunities in the sector, as well as bursaries and learner development programmes W&RSETA has. This is in line with our Annual Performance Plan (APP) target.

The objective of the Funding Window is therefore to appoint a Service Provider who is based in the Thabo Mofutsanyane District Municipality, preferably in Reitz, to offer a turn-key solution, to implement and manage the event.

SCOPE OF WORK

The Service Provider will be required to offer a turnkey event management solution from start to end. A maximum of 200 learners from various Secondary Schools will participate in the event. The appointed Service Provider will undertake the following activities:

- Identify the schools that will participate in the event.
- Ensure that 200 learners attend the event.
- Hire and set up the venue where the event will be hosted.
- Ensure that all that all the facilities, including the ablution facilities are in good working condition.
- Ensure all the equipment including the PA system is available and in good working condition.
- Invite other stakeholders to participate and exhibit at the event.
- Ensure compliance with health and safety protocols.
- Ensure the presence of Health, Safety and Emergency services on site.
- Mobilize media attendance and publicity.

COST:

A grant of R4500.00 will be given to the appointed Service Provider for each learner they manage to bring to the event. For a total of 200 learners, the service provider will receive a grant of R900 000.00 for the turnkey event management solution.

CRITERIA:

- The preferred service provider must be registered with the relevant Events Management Body or Association
- The preferred service provider must have a track record of hosting similar events.
- Preference will be given to the service providers who are based in the Reitz Municipality.

SUBMISSION REQUIREMENTS:

The following must be submitted when applying:

- Detailed Proposal or implementation plan with specific dates, venue, number of learners who will participate, etc.
- Three reference letters of similar events hosted.
- Proof of registration/accreditation with a relevant Events Management Body or Association.
- List of Stakeholders that will be invited to participate at the event.
- Valid Tax Clearance Certificate.
- Proof of Banking Details.

CLOSING DATE:

The closing date for submissions is **10 November 2023 at 00h00 (12 midnight)**. All applications must be e-mailed to smoroe@wrseta.org.za. Late and non-compliant applications will not be considered.