



REQUEST FOR PROPOSAL

SA RUGBY UNION - EVENT SERVICE PROVIDER SOLUTION



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A. VISION, MISSION AND VALUES

WE KNOW WHAT ARE OUR VISION, MISSION AND VALUES

		
VISION	VALUES	MISSION
To be the leading rugby nation, inspiring all South Africans	Excellence, Inclusivity, Innovation, Ethical, Collaboration	High performing people, process and systems providing sustainable, well-governed world class innovative sporting entertainment to make South Africa to be the leading Rugby Nation.

B. PURPOSE OF THE RFP

To Deliver on the mandate from the SA Rugby Union Executive Council to:



EVENTS

Deliver world class competitions that are financially and environmentally sustainable



C. DEFINITIONS

- SARU Mega Events shall mean such events hosted and owned by SA Rugby Union inclusive of but not limited to Test Matches;
- SARU Joint Hosted Events shall mean The Greatest Rivalry, Nations Cup and World Rugby Events (HSBC 7's; Challenger Series; WXV 2026) and such other World Rugby Events not listed herein that SARU may be requested to host on a no-cost to SARU basis;

D. DESTINATION 2027

The successful appointment will be required to show full compliance with the legal, statutory, compliance and budgetary requirements from time to time to adhere to SA Rugby Union's Policies and Procedures.

1. **REVENUE:**
Generate sufficient Event gross revenue per annum from SARU Mega Events through ticketing, catering, hospitality and other event sources;
2. **DELIVERY:**
To achieve the KPIs for all SA Rugby Mega Events;
3. **DESIGN:**
Achieve the milestones towards carbon neutrality for competitions required by World Rugby's Environmental Sustainability Plan 2030;
4. **COMPLIANCE:**
Achieve and comply with all statutory requirements of government, World Rugby, and any other regulatory authority to which SA Rugby ascribes to;
5. **DIVERSITY:**
Ensure that all Service Level Agreements and Providers have and maintain a minimum of level 4 or better BBBEE certification. Preference will be given to bidders with Black and/or Women ownership.
6. **VISION:**
Develop, sign-off and embed a shared vision with SA Rugby on hosting of Mega Events; and
7. **DELEGATION:**
Agree and enforce rules of engagement and delegations of authority among the rugby ecosystems.



E. THE REQUIREMENTS

To deliver, to SA Rugby Union, all Mega-Events services as described more fully herein; relating to SA Rugby owned events , inclusive of:

- Incoming Test Matches on the following:
 - At current Test Match Venues
 - At new Test Match Venues not under the auspices of Test Match Host Unions (e.g. FNB Stadium; NMB Stadium; Cape Town Stadium etc.)

And such other events – SARU Jointly hosted events that may be identified from time to time.

Areas of responsibility will include all Operations relating to Project Management of the above Events; providing up to date financial analysis and budgets; Event operations, planning and compliance with legislative requirements.

The period of service is effective from 1 March 2025 – 31 December 2026. The Parties shall have the option to extend, subject to the KPI's being met, always at the discretion of SA Rugby Union.

Operations

Tournament Event Services:

- Support of all event requirements and logistics, including matchday operations, safety & security, ticketing, transportation, accommodation and all relevant functional areas subject to the Project Plan and approval of the GM: Operations and the SA Rugby Union CFO or his delegate relating to Tournament Financial budgets being approved.

Rugby Services:

- Where required, the coordination with rugby bodies, teams, and officials to always ensure the smooth running of all matches under the directive of the GM: Operations.

Venues:

- Overseeing, on behalf of SA Rugby Union, and in conjunction with SA Rugby Union's Hospitality Catering supplier and its Public Food and Beverage supplier, the coordination of the setup, maintenance, and dismantling of venues and ensuring compliance with safety standards.



Finance

Budget Control in respect of the Event and related reporting

- Managing budgets, and Costing of Event Services and financial reporting subject GM: Operations (who shall present to the CEO; the Event sustainability, viability for execution). All banking and financial transacting shall remain within the ambit of SA Rugby Union.
- Ticketing: Overseeing ticketing administration with SA Rugby Union's appointed Ticketing agent or such commercial agents that may be appointed from time to time.

Administration

Organisation Structure:

- Design and implement the candidates existing effective organisational structure for the events, including roles and responsibilities of its staff and contractors.

Project Management:

- Develop and manage a comprehensive project management plan to ensure all aspects of the events are delivered on time and within budget as appropriate and approved by SA Rugby Union's GM: Finance or his / her delegated person.

Governance:

- Ensure robust governance frameworks (provide the relevant policies and procedures and statutory committees in existence to ensure compliance) Service Provider as it pertains to the planning and execution of the event, including risk management and compliance.
- Proof of Public Liability, Directors and Officers insurance and all risk insurance.

Monitoring and Evaluation:

- Implement a system for monitoring and evaluating the event's progress and success, including key performance indicators and reporting mechanisms to SA Rugby Union's GM: Operations.

The SA Rugby Union GM: Operations and the SARU Commercial Rights Company or GM: Commercial shall engage with the Service Provider on an ad hoc basis should any commercial rights delivery be required after consultation with SA Rugby Union's Commercial Partner and other Strategic Partners.



F. BACKGROUND AND SCOPE

SA Rugby is an incorporated association of persons with perpetual succession and juristic personality, and the controlling body and custodian of rugby in South Africa. It is a member of the international rugby body called World Rugby. Therefore, it is expected to deliver rugby competitions, Events and events that conforms to international best practices.

In order to deliver the above, SA Rugby has an obligation to offer world-class event management and event experiences to our stakeholders such as VIP guests, Players, Match Officials, Sponsors, Media, Sponsors, broadcasters. In addition, the obligation that in terms of relevant legislation that we conform to the requirements of the SA legal requirements.

Responsibilities

1. Developing and managing the overall SA Rugby Event project plan in conjunction with SA Rugby's overall Tournament Event Plan for international rugby events and other ad hoc events;
2. Delivering the service within the agreed Event and/or Tournament budget;
3. Assisting SA Rugby in identifying and obtaining the best possible methodology in Event Management areas as is available at international rugby events;
4. Managing the event stakeholders' minimum requirements according to World Rugby/SANZAAR specifications;
5. Providing event infrastructure and staffing solutions for Operational team of SA Rugby Union;
6. Identifying and contracting all necessary sub-licensees to satisfy legal and financial demand at SA Rugby Union, World Rugby in respect of the Events;
7. Securing all necessary permits, licenses and approvals required in the envisaged solution inclusive of but not limited to ESSPC meetings, approvals, and plans;
8. Appointing suitably qualified personnel, including an overall financial manager and project manager, to manage and implement the operational activities related to the services on a day-to-day basis;
9. Developing and managing the complete staffing solution for the event delivery Programme;
10. 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;
11. Always reporting into the GM: Operations and GM: Finance on all event matters as it pertains to the relevant GM:
 - a. Planning stages (one meeting a month); and
 - b. Event stage (weekly update meeting on budget; expenditure, event licensing and approvals and project update).



G. PROPOSAL INFORMATION REQUIRED

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

1. Covering letter and business plan;
2. Executive Summary of the Event Company;
3. A draft Event Vision and Theme document the following:
 - a. Concept Event Proposal
 - b. Concept Mega Event Budget (format and reporting)
 - c. Consolidated Project Plan
 - d. Vision for Events considering Sustainability, viability, inclusivity and economic value.
4. Organogram and reporting structures
5. Declaration of interest which shall be subject to independent third-party vetting through a verification agency;
6. Company information B-BBEE status (not affidavit, but full Certification services)
7. Company background;
8. Overview of services, capabilities, and management (proven track record of delivering multiple international rugby events in different cities within South Africa and additionally for major similar Events/ Events must be provided);
9. Contact information;
10. Operational Rights and Commercial delivery subject to SARU's commercial rights planning;
11. Dedicated staffing (full time, contractors, and full CV's) showcasing their track record of international rugby event delivery experience; and
12. Proposed rates and / or fees and / or commercial model.



H. TIMELINES

RFP Issued by SA Rugby Union <ul style="list-style-type: none">- Existing Service Providers- SARU Member Unions- SARU Associate Members- Other	20 th December 2024
RFP Submission deadline to SA Rugby Union by e-mail to: procurement@sarugby.co.za No physical submissions will be considered	17 th February 2025
Shortlisted candidates advised in writing	TBC
Presentation by shortlisted candidates to Independent RFP Evaluation Team and SARU Operational teams	TBC
Decision communicated to shortlisted candidates	TBC
Contract – Master SLA – will be issued by SA Rugby Union Legal	TBC
Commencement Date	TBC



I. RFP CRITERIA SCORESHEET

SA Rugby will evaluate each RFP response received on how it meets or exceeds the 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 RFP submission party to provide services to a high standard with proven track of more than 10 years in delivery of International Sport events with delivering international Mega rugby events;
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. Event history success referrals from (other) international sporting bodies; SA-based stadium management or Cities; and
6. Any other matters that SA Rugby's panel considers relevant.

J. DISCLAIMER

SA Rugby reserves the right to:

1. Create a shortlist of eligible candidates that have met the submission deadline and have scored a minimum of 80% on the required Criteria scoresheet;
2. Based upon an independent review and verification of potential service providers, SA Rugby Union will enter discussion with such Parties around the submitted proposal.
3. 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 successful.
4. No late submissions will be considered.

K. 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 procurement@sarugby.co.za.



L. ADDITIONAL 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.

M.SUBMISSION

In order to be considered for selection, interested companies must submit a complete response to this brief to procurement@sarugby.co.za
