



PROCUREMENT DOCUMENT

For ACA 2023

PROCUREMENT COMMITTEE
AND
OWNERS

Mr Wayne Price
Mrs Michelle Price

Registration nr 2014/282741/07

**APPOINTMENT OF A COMPANY TO PROVIDE SERVICES FOR THE ANNUAL
ARNOLD CLASSIC AFRICA 2023.**



INDEX

1. Event Introduction

2. Procurement Procedure

- Purpose of Procurement
- Procurement Committee
- Procurement Procedure
- Quotation submission
- Procurement Acceptance Procedure
- Acceptance
- Report back post event

3. Services

- Security
- Medical Services
- VIP Security
- PR and Marketing
- Branding
- Ticket Sales
- Wristband management
- Technical, Stage, Sound, and lights
- Broadcast and live streaming
- Volunteer management
- Logistics
- Exhibition and Sporting Codes
- Medals and Trophies
- Venue Cleaning
- Merchandise
- Transport Busses
- Travel Agent and VIP Transport / Management
- Tents
- Electricity
- Catering
- Beer Tent
- Singing Artist

4. Application Form

EVENT INTRODUCTION

The first five years of the Arnold Classic Sport Festival Africa was successful in growing annually with sporting codes, arts, and participants. This was clearly supported by the independent impact study produced by BMI each year.

The year 2020 was the fifth year of our 10-year business plan for ACA which included the expansion to a national footprint hosting smaller mini sport festivals under the name Sunfest Multisport and Art Festival in 9 provinces.

The impact and lockdown of Covid protocols and regulation in 2021 had a huge impact on the event industry and especially on major and mega events because of the restrictions and protocols limiting spectators and mass gatherings. The health and safety of all participants, officials and visitors to the ACA will always be priority.

After Covid we decided as partners to create a new home for the ACA Sport Festival by creating our own GG Tent City in an open-air environment helping us to facilitate and manage current and future covid regulations and protocols.

The Tent City was birthed in 2022 and wow was it exciting, colorful, and festive. It brought a whole new vision to the Arnold Classic Sport Festival Africa. This new initiative created an experience for all participants, officials, supporters, sponsors, and exhibitors' part of the festival in a safe environment. In the design of the GG Tent City everyone can have an experience they will never forget and will want to come back for more every year.

The vision of Arnold Sport Festival Africa has always been to create a shared platform for all sport and communities to share their love and passion with others and similar sport communities, in one space or venue as was done before.

In the design when creating the GG Tent City, we still endeavor to stand to our slogan:

My sport. My art. My passion.

and guarantee there will be something for everyone.

HISTORY

The Arnold Sports Festival is an annual multisport event celebrating numerous sporting codes and creating opportunity for amateur and professional athletes to excel on an international platform. It is named after the legendary professional bodybuilder, Arnold Schwarzenegger. Arnold's main aim is to get people active in the sport they enjoy and love.

This international event is a three-day affair held every March in Columbus, Ohio, featuring a bodybuilding and fitness tournament and a three-day Fitness Expo. This is a multisport and exhibition extravaganza featuring all national sport federations.

It was a momentous weekend for Schwarzenegger, as he won first place in the Mr. Universe competition in London, as well as Mr. World contest in Ohio. It was also at that time when he formed a friendship with the event organizer, Jim Lorimer.

As he thanked Lorimer for the invitation, Schwarzenegger indicated that he intended to sponsor professional tournaments after he retired from bodybuilding.

Their plan came to fruition in 1975. After winning Mr. Olympia six years in a row, Schwarzenegger retired from his sport. The following year, he and Lorimer worked together on the Mr. Olympia competition in Columbus, Ohio, and cemented an enduring partnership.

Because of its popularity the event has taken on a global perspective with the successful launch also in Spain, Brazil, Australia, Africa, and Asia.

ARNOLD CLASSIC AFRICA

This will be the 6th successful Arnold Classic Africa event taking place 19 to 21 May 2023 the Ruimsig Stadium, Roodepoort, Johannesburg in the province of Gauteng.

The idea is to overflow into multiple venues from 2023 to accommodate sports and activations with special requirements. For continues update on the Arnold Classic Africa please visit our website, www.arnoldclassicafrica.com.

PROCUREMENT PROCEDURE

A. Purpose of the Procurement Policy Document

To create equal opportunity for service providers to be a part of this international Established annual event.

To contract the service provider best suited for the event referring to qualification, dedication, experience, and quotation.

To establish long term relationships with service providers based on performance.

B. Procurement Committee

Applications and interviews will be processed by the procurement Committee which consists of the rights owners and directors of ACA.

- Wayne Price
- Michelle Price

C. Procurement Procedure and Cycle

Complete application form and provide compliant documents

(Tax Clearance Certificate, BEE Certificate, VAT number, Registered documents)

Quote as per scope document and work expectation

Meeting with procurement committee

Opportunity to quote or adjust after meeting

D. Quotation submission

- Please Include a detailed quote for your services as per the scope document and work expectation sheet. A more detailed quotation may be submitted after meeting and understanding the project better. No meeting will be arranged if no estimated quotation has been received.

E. Procurement Acceptance Procedure

Applications and Quotations submitted will be evaluated according to the following:

- Capacity to perform
- Experience in service requested by Arnold Classic Africa
- Quote with the best value for money
- Compliance with minimum requested service requirements
- Company should own the equipment/service. We only deal direct.
- Accredited BEE company preferred.
- Performance report of previous year if applicable

F. Acceptance

On acceptance, a letter or telephonic confirmation will be done to the Service Provider and / or company.

G. Report back post event

Within 30 days of the concluded event a written report is requested to be emailed / delivered to the Arnold Classic Africa head office for perusal. This document will also be used for the annual BMI impact study and where necessary additional information might be requested from the Service Provider.

DESCRIPTION / SERVICES REQUIRED

1. Security

- Venue - 24 hours
- Secure the venue from build-up day to break-down (10 May – 22 May)
- Allocate security accordingly
- Provide security plan for JOC
- Crowd management
- Crowd fencing – ensure safety of event parameters
- Event risk assessment
- VIP Security of Delegation
- Foot count / clickers at the gate for BMI impact
- Lost and found, incident report
- Door control, oversee wristband application
- Make dummy boards
- Train security at the venue
- Evacuation Procedure
- Disabled plan for special abled participants and visitors
- Attend project meetings from 8 weeks out of event or as needed
- Security and managing parking for visitors, VIP, and busses
- Attend VOC meetings on the event
- Report back after event

2. Medical Services

- Provide medics from build-up day to break-down or as per instruction
- Provide medics to visitors, sporting codes athletes and exhibitors
- Provide Doctor and medics for the Bodybuilding show
- Medical plan for JOC
- Identify and notify hospitals in area
- Allocate medics as needed
- Man allocated treatment tent - public & sport
- Ambulance
- Attend project meetings 8 weeks out or as requested
- Attend VOC meetings on event
- Report back after event

3. VIP Security

- Secure holding premises
- Special vehicle protection
- Security with Arnold
- Security with other VIP guests of Arnold Classic
- Security walking with Gauteng VIP guests
- Security bubble inside venue 20
- Provide VIP Security plan for JOC
- Confirm and provide suggested routes when moving Arnold and delegation
- Walk through plan for Arnold visiting sporting codes + sponsors

- VOC meetings on event
- Attend project meetings from 8 weeks out and report back after event

4. PR and Marketing and Media

- Marketing/promoting Arnold Classic Africa
- Working closely with sporting codes
- Print, Radio & TV media – negotiate packages
- Handle social media platforms with ACA
- Schedule broadcast interviews (pre/on/post event)
- Monitoring content going out on media platforms
- Writing, editing, and proofreading of online/external content
- Manage social media campaigns
- Prepare regular press releases, newsletters
- Adverts on radio 2 weeks before the event
- Provide PR plan as requested
- Video clips
- Run online competitions
- Manage media room and all media during the event and media launch
- Attend weekly Project meetings
- Invite media to the event, TV/ radio, print
- Setup radio interviews
- Report back after event

5. Branding

- Print branding
- Communicate with ACA designer regards branding implementation
- Check quality and sign off each quotation before implementing
- Setting up and breaking down as per agreed plan
- Taking responsibility of removing all branding after event
- Providing a complete list of branding before and after event
- Pull up / Wall banners
- Parking at venue branding
- Vehicle branding
- Street branding
- Sponsor branding
- Storage & transport before and after event
- Frames
- Labour
- Attend project meetings
- Report back after event

6. Ticket Sales

- Manage and oversee ticket sales, daily recon (sales with wristbands)
- Ticket complimentary packs preparation
- Overseeing application of wristbands
- Organise seating arrangements for Auditorium events and numbering seats
- Print tickets onsite + scanning
- Resolve customer complaints regarding tickets

- Attend project meetings
- Wifi / back up plan in writing if offline
- Safety of cash at venue
- Report back after event and attend VOC meeting

7. Wristband Management

- Count and recon daily with ticket provider
- Give written report on wristbands given out every day
- Applying and oversee wristband application
- Dummy boards – make sure all security is monitored and understand
- Monitor scan & application
- Provide staff at all entrances
- Attend project meetings
- Attend VOC meeting
- Report back after event

8. Technical, Stage, Sound, Lights

- Main Stage and auditorium as per specifications
- Smaller stages, easy setup
- Quote on specifications
- Provide price list of needs for sporting codes like basic stage, sound
- Liaise with sporting codes regards their requirements
- Lights / Sound / Crew
- Attend project meetings
- Report back after event

9. Live streaming and Broadcast

- Livestream at certain events on request
- Interview sporting codes, exhibitors, visitors
- Video production and packages of broadcast and promo reels.
- Wi-Fi needed & setup
- Negotiate broadcaster / Sponsor where applicable
- Attend project meetings
- Report back after event

10. Logistics

- Manage sporting codes & exhibitors build up & break down
- Input in Build-up and break down document
- Storage of exhibitor stock and other stock
- Equipment needed for setup and breakdown
- Attend project meeting and VOC meetings
- Report back after event

11. Manage Exhibition / Vendor Setup & Sporting Codes

- Mark areas for each exhibitor, sponsor, and vendor
- Contact sports and do drawing of each sporting code setup and determine needs
- Supply and manage Build-up and break down document with organizer
- Build expo stands on request and staying in contact with exhibitors and vendors

- Draping and carpeting where needed in each location
- Provide tables & chairs if needed in each location
- Special floors if applicable
- Lighting & electricity if applicable
- Manage exhibitor's, vendors and sports build-up and breakdown
- Sign off plans/stands/build structures
- Crowd fencing
- Marque tents if requested
- Work with ACA onsite manager signing off deliveries and collections.
- All quotations and changes accepted and signed off by organizers
- Attend project meetings
- Attend VOC meeting
- Report back after event

12. Medals and Trophies

- Create design of medal
- Communicate with sporting codes for orders
- Trophies & certificates
- Deliver 1 week before the event
- Report back

13. Venue Cleaning

- Cleaning venue
- Provide recycling bins and apply ACA branding
- Emptying bins regularly
- Arrange Skippy's
- Remove all the refuse after event
- Cleaning of Alice Lane and possible other venues
- Attend project meetings
- Attend VOC meetings unless otherwise instructed
- Report back

14. Merchandise

- Control all clothing and branding of sporting codes with ACA logo
- Manage the use of ACA logo on all clothing and branding
- Plan and determine quantities of ACA merchandise range with ACA assistance
- Labelling ACA and packaging
- Manage and control ACA merchandise stand
- Making and printing of ACA merchandise
- VIP gifts
- Report back

15. Transport between venues / scholars / volunteers

- Transport between venues, for scholars and volunteers if applicable
- Park and ride
- Branding on busses
- Manage route and communicate with ACA onsite office
- Place ACA flags / branding at Hop on – Hop off points

- Plan schedule for Hop on – Hop off points
- Special parking and drop off
- Disabled
- Attend project meetings
- Attend VOC meetings unless otherwise instructed
- Report back

16. Travel Agent and VIP Transport Management

- Booking flights for Pro athletes
- Bookings for further tours / holidays / excursions
- Responsible for vehicles and drivers
- See that branding is on vehicles
- Vehicles clean
- VIP Arrival and departure schedule
- VIP boards for VIP Guest collection with their names
- VIP reception at hotel and airport
- VIP reminder departure times
- Disabled transport
- Special parking at airport and hotel
- Attend project meetings
- Transport to excursions in Gauteng
- Arrange Menzies at the airport if applicable
- Willing to work with GTA
- Attend VOC meetings unless otherwise instructed
- Report back

17. Volunteer Program

- Manage applications
- Interview
- Training manual planning and printing
- Training volunteers' prior event
- Manage logistics on the event for all Volunteers
- Daily register sign in and out + payment – recon daily
- Accreditation + Catering
- Transport schedule and pickups if necessary
- Safety procedures on the weekend with pay outs
- Clothing
- Certificate of service and group photo
- Report back
- Attend VOC meetings
- Attend Project meetings

18. Tents for Sport, Exhibition, Vendors, other

- Manage setup as per plan and list
- Build up and breakdown
- Fire extinguishers and exit signage

- Structure engineers sign off

19. Electricity and Generator

- Electrical boxes in strategic and planned locations
- Provide cabling to planned locations
- Generator backup
- Additional venue light for security
- Report back

20. Catering

- Cater for VIP's
- Cater for Volunteers and Staff
- VOC Catering
- Health and safety certificate compliant
- Necessary Health Certificates available on site
- Report back

21. Beer Tent

- Oversee tent setup
- Source suppliers
- Liquor licence
- Source Table and Chairs and umbrellas
- Manage stock
- Security and moving of Cash
- Cleaning
- Report Back

22. Manage Music Entertainers

- Determine entertainers and their technical needs
- Drawing up and managing artist on the weekend
- Manage payments
- Oversee catering and drinks for artist
- Arrange access and welcome
- Report back

APPLICATION FORM

Name of Company:

Postal Address:

Telephone Number:

Cell Phone Number:

E-Mail Address:

VAT Registration Number:

COMPANY REGISTRATION NUMBER:

BEE Status Level:

Tax Clearance Certificate:

Yes

No

Briefly DESCRIBE PRINCIPAL BUSINESS ACTIVITIES: (Attach company profile if available)

Position occupied in the company:

Quotation:

A Quotation will be requested after:

- a) Application form is received and accepted
- b) All compliant documents in place and available if copies are requested (BEE Certificate, Company docs, Tax Clearance certificate, Vat number)
- c) ACA will contact the applicant to meet if ACA has an interest in the services the applicant offers

DECLARATION

Invitation to bid requires that applicants agree to be bound by bid's terms and conditions.

I THE UNDERSIGNED (NAME) _____

CERTIFY THAT ALL INFORMATION SUPPLIED IS CORRECT

I HAVE READ AND UNDERSTOOD THE TERMS/CONDITION OF ARNOLD CLASSIC AFRICA

Completed by, name & surname: _____

Date: _____

Signature: _____

QUICK REFERENCE OF APPLICATION ORDER

- a) Advertise procurement is open
- b) Application and information on www.arnoldclassicafrica.com.
- c) The Service Provider / Applicant return application form and attachments.
- d) ACA will present basic document and work expectation to be quoted on.
- e) ACA contact Service Provider/ Applicant for meeting.
- f) If Service Provider/Applicant is successful, ACA will present more detailed information in the meeting to be quoted on.
- g) Service Provider / Applicant provide quotation
- h) Further meeting will be considered or letter of acceptance.
- i) Invoices acceptance and payment will only apply if quotations were accepted and signed before event by organizers