



## PLEASE READ PRIOR TO COMPLETING QUESTIONNAIRE

1. **PLEASE STICK TO LIMITS IMPOSED ON WORD COUNT**
2. Please ensure that ALL the information provided in your response is correct and accurate.
3. ANY Falsification or embellishment of information will render your submission invalid at any point in this process.
4. Please note that the person evaluating your submission may have no knowledge of your events and sponsorship company.
5. Any information requested and not supplied may negatively impact your submission.
6. If you are subject to non-disclosure of certain financial information you may provide bands or ranges to allow us to evaluate your submission.
7. Please only provide information for the entity that is submitting information for this process and do not include any information pertaining subsidiaries or holding companies. The clients, experience, the information provided in this shortlisting questionnaire (e.g.clients, experience) must pertain to the company
8. Please provide ONLY the information requested in this document.
9. Only provide the attachments requested in the questionnaire.
10. Failure to provide attachments requested will render your submission invalid.
11. Please feel free to email [effieawards@acasa.co.za](mailto:effieawards@acasa.co.za) should anything not be clear. All questions must be in writing.
12. IMPORTANT NOTE : No communication is to be made to any events & sponsorship suppliers (current or future/proposed) NOR to the ACA or any of its member agencies in regard to this RFI
13. Closing date: Thursday, 14<sup>th</sup> November 2021

### PRE-AMBLE AND GATE KEEPER REQUIREMENTS

The ACA has decided to conduct a review of the events and sponsorship supplier for the Effie Awards 2022 hosted by the Association for Communication and Advertising NPC. We have decided to conduct a review of the current service provider.

Prior to the RFP being issued, we are conducting the RFI (Request for Information) and invite you to participate by submitting your response to the following:

**Companies will be required to meet the following gatekeeper criteria:**

- 1 Minimum level 2 B-BBEE
- 2 Be in Good Standing with the Department of Workmens Compensation
- 3 Have a Valid Tax Clearance Certificate
- 4 Provide your portfolio or electronic link for same

### COMPANY PROFILE

1	Head office	
2	Full name	

**SHORTLISTING QUESTIONNAIRE**

<b>3</b>	<b>Registration no.</b>						
<b>4</b>	<b>Postal address</b>						
<b>5</b>	<b>Physical address</b>						
<b>6</b>	<b>Website address</b>						
<b>7</b>	<b>Telephone (B)</b>						
<b>8</b>	<b>VAT number</b>						
<b>9</b>	<b>Inception Date</b>						
<b>10</b>	<b>Contact person</b>						
<b>11</b>	<b>Designation of contact person</b>						
<b>12</b>	<b>Mobile Number</b>						
<b>13</b>	<b>e-mail address</b>						
<b>14</b>	<b>B-BBEE level (attach certificate)</b>	<b>1</b>		<b>2</b>		<b>3+</b>	

**SHORTLISTING QUESTIONNAIRE**

<b>15 Details, background and experience of current staff who specialize in Events &amp; Sponsorships, who have been in your employment for a minimum of 2 years</b>			
<b>Name</b>	<b>Level (Senior/Middle/Junior)</b>	<b>How many years experience in Events &amp; Sponsorships</b>	<b>Background highlights</b>

<b>16 Proposed Service team. Confirmation that all employees who will be involved in the handling the Effie Awards.</b>			
<b>Name</b>	<b>Level (Senior/Middle/Junior)</b>	<b>How many years experience in Events &amp; Sponsorships</b>	<b>Background highlights</b>

**SHORTLISTING QUESTIONNAIRE**

17 Details of awards events executed, and sponsorship acquired.					
	Client	Nature of Business	Tenure as a preferred supplier	Contact name	Contact number
1.					
2.					
3.					

18 Details of experience in handling sponsorship					

19 Indication of your commission structure in acquiring sponsorship					

	<b>SHORTLISTING QUESTIONNAIRE</b>	
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<b>19</b>	<b>Indication of your commission structure in acquiring sponsorship</b>

<b>20</b>	<b>Any other information you deem pertinent in response to this RFI, but limited to a maximum of 500 words</b>

	<b>SHORTLISTING QUESTIONNAIRE</b>	
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**Additional Information Required**

**In addition to this shortlisting questionnaire, please submit the following information regarding your company:**

1. A valid B-BBEE certificate
2. Declaration of interest
3. A Certificate of Good Standing with the Department of Workmens Compensation
4. Provide your portfolio or link to the same
5. A valid Tax Clearance

***Submit a letter in which you declare whether any of the company's employees or shareholders is related to any staff working for the ACA. The nature of the relationship and the designations of the employees must be provided.***

**Please keep this document as a Word document and do not save it as a PDF file!**

<b>I hereby declare that all the information provided in response to this shortlisting questionnaire is correct at the time of submission.</b>	<b>Name and Designation:</b>	<b>Signature:</b>
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