

FINANCIAL SERVICES BOARD

TERMS OF REFERENCE CONFERENCE EVENTS ORGANISER (CEO)

ORGANISATION FOR ECONOMIC COOPERATION AND DEVELOPMENT/INTERNATIONAL ORGANISATION OF PENSIONS SUPERVISORS (OECD/IOPS) CONFERENCE AND MEETINGS 24-28 OCTOBER 2011

1. INTRODUCTION

The Financial Services Board (FSB) together with the Organisation for Economic Cooperation and Development (OECD) and the International Organisation of Pensions Supervisors (IOPS) will host the following events at The Westin Grand Cape Town Arabella Quays in Cape Town, South Africa from 23 to 28 October 2011:

- Annual meeting of the Technical Committee of the IOPS;
- IOPS/OECD Global Forum on Private Pensions;
- Eighth (8th) meeting of the International Network on Financial Education (INFE);
- Meeting of the Advisory Board of the INFE;
- Meetings of the 3 financial education research sub-groups
- Meeting of the Financial Consumer Protection Network (Finconet); and
- The OECD International Conference on Financial Education.

Most of the events will run concurrently (see Annexure).

The FSB is a unique independent institution established by statute to oversee the South African non-banking financial services industry in the public interest. Our vision is to promote and maintain a sound financial investment environment in South Africa. Please visit the FSB's website at www.fsb.co.za for more information.

2. PURPOSE OF TENDER

The purpose of the tender is to enable the FSB to appoint a Conference Events Organiser to work with the FSB directly and through the FSB with the OECD and the IOPS to organise and ensure the effective and efficient execution of the conference and meetings as indicated above.

3. SCOPE

The scope of the tender is based on the requirements of the OECD and IOPS as set out in the Annexure.

4. EVALUATION CRITERIA

The following criteria will be used for the evaluation of the bid:

- Pricing 80 points
 - Prices 40%
 - Technical / functionality 60%
- Historically Disadvantaged Individual 20 points

4.1 PRICING

Prices must be fixed and VAT inclusive and should be quoted in South African rand. Prices should only include the cost of the CEO and not the events or facilities for the conference.

The prices should be fixed for 2011, otherwise the possible escalation should be clearly stated.

A detailed schedule of the costs should be included which explains what services are included and excluded.

4.2 TECHNICAL CRITERIA

The following criteria will be used for the evaluation of the bids:

- Ability of staff and staff complement to provide required services (detailed CVs of the person/s of staff to be included)
- Company profile (include the latest audited annual financial statements)
- Client list including reference to previous major conferences organised
- General management and reporting systems and process
- Social programmes for delegates and accompanying persons

4.3 HDI STATUS

Details to be completed in the attached form SBD 7.1.

5. SUBMISSION INSTRUCTIONS

5.1 PHYSICAL PRINTED COPIES

The information regarding technical criteria must be separately submitted with the above official documentation. Three copies of this information must be included.

The printed copies of your submission must be couriered or hand delivered to the following address and marked as follows:

Tender No. FSB 2010/004
Financial Services Board
Riverwalk Office Park, Block B

41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park, Pretoria, South Africa, 0081

5.2 BRIEFING SESSION

A briefing session will be held on 15 March 2010 at 14:00 at the following address:

Financial Services Board
Riverwalk Office Park, Block B
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park, Pretoria, South Africa, 0081

5.3 SUBMISSION DEADLINE

All responses should be submitted by no later than 29 March 2010 at 16:00

NO EXTENSION WILL BE GIVEN UNDER ANY CIRCUMSTANCES TO ANY RESPONDENTS.

ANNEXURE

SCOPE OF WORK AND EVENTS INFORMATION

1. Events

The Financial Services Board (FSB) together with the Organisation for Economic Cooperation and Development (OECD) and the International Organisation of Pensions Supervisors (IOPS) will host the following events at The Westin Grand Cape Town Arabella Quays in Cape Town, South Africa from 23 to 28 October 2011:

- Annual meeting of the Technical Committee of the IOPS;
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- Eighth (8th) meeting of the International Network on Financial Education (INFE);
- Meeting of the Advisory committee of the INFE;
- Meetings of the 3 financial education research sub-groups
- Meeting of the Financial Consumer Protection Network (Finconet); and
- OECD International Conference on Financial Education.

Most of the events will run concurrently.

2. Venue

The events of the week will all take place at The Westin Grand Cape Town Arabella Quays in Cape Town, South Africa. Although conference facilities and equipment have been secured at the venue from 23 to 28 October 2011, it will be necessary for the conference events organiser to follow up and confirm all arrangements. In addition to the rooms that have been booked for the meetings, conferences and social events as indicated in the table below, provision has been made for a secretariat office for the week of 23 to 28 October 2011. The office will house 2 computers, a photocopier and a printer in addition to storing paper, conference/meeting documents and materials for distribution prior to each of the meetings.

Catering has been booked in conjunction with each of the room bookings. In addition, data projectors and screens will be available in the conference and meeting rooms. Arrangements will need to be made and confirmed with the hotel for 2 registration areas, an exhibition area for organisations to display and distribute their materials, and an “internet café” where delegates are able to access their e-mails readily.

Seating arrangements for each of the rooms will need to be communicated to the hotel in keeping with the Clients’ requirements

3. Format, Duration and Dates

The schedule below outlines the format, dates and number of participants at the events:

Date in October 2011	Event	Expected number of participants	Social event
Monday 24	IOPS Technical and Executive Committee	80 For Members only	Yes
	FinCoNet meeting	60 For Regulators/Members only	
Tuesday 25 Morning	IOPS Annual General Meeting	80 For Members only	Not required
Tuesday 25 Afternoon	Global OECD/IOPS Forum on private Pensions	150 Open meeting	Yes
Tuesday 25 All day	Meetings of: - the 3 expert subgroups of the INFE - the Advisory Board (afternoon)	Around 15 per group only one meeting room needed open to members only	Not required
Wednesday 26	Global OECD/IOPS Forum on Private Pensions	150 Open meeting	Not required
	Meeting of the International Network on Financial Education	80/100 For Government members only	Yes
Thursday 27	OECD/FSB International Conference on Financial Education	200/250 one room Open meeting	Yes
Friday 28	OECD/FSB International Conference on Financial Education	200/250 one room Open meeting	Not required

4. Accommodation and travel

All attendees must make their own travel and accommodation arrangements which will be at their own costs. Events organisers will be required to liaise with the hotel for discounted rates for the participants.

5. "Recruitment" of delegates

The OECD enables the organisation of conferences in various parts of the world to enable access to these educational programmes by interested parties on the various continents. This results in large delegations from the host countries. A further objective of doing this is to enable countries around the world to showcase their specific consumer education initiatives.

The conference on financial education hosted by the OECD and the FSB will be the first of its kind in South Africa and is expected to generate interest from other African countries. But, it will be necessary to prepare a communication strategy to create awareness and encourage attendance by government officials, regulators at certain events and NGOs, consumer bodies, service providers, industry bodies and other interested parties throughout the African continent as well as in South Africa. As indicated in section 2, the OECD and the IOPS have designated certain meetings as being closed and for members only. However, the OECD/IOPS open meeting and the Conference on Financial Education will be more widely open to more delegates.

Although it will be necessary to selectively market the conference and open meeting, it will be necessary to limit attendance to the figures indicated in section 2 as any increase will have implications with respect to venue size and costs. It must also be noted that the delegates attending the closed meetings is included in the numbers for the open meeting and conference.

6. Accommodation

All delegates are responsible for making their own travel and accommodation arrangements which will be at their own costs. Special rates will have to be negotiated by the events manager with hotel(s) for these events. The events manager must provide prospective delegates with the necessary information to enable them to make their own bookings. In addition, information about shuttle services between the airport and the accommodation should also be made available.

It should be noted that the OECD will cover the travel and accommodation costs of some speakers. However, the OECD will manage this process.

7. Translation/Simultaneous Interpretation and Recording

The official language of all the events will be English and no interpretation will be required. Arrangements will need to be made to have all proceedings recorded on DVD, as directed by the organisers. DVDs containing all conference presentations and conference proceedings must be made available to delegates and speakers. Web casts of presentations should also be posted on websites as directed.

8. Meals and Social Programme

All teas and lunches have been booked together with the meeting rooms. Dinners and cocktail receptions have also been booked as follows:

- | | | |
|--------------|----------------------|---------------|
| • 24 October | IOPS Dinner | Outside Venue |
| • 25 October | OECD/IOPS Cocktail | Hotel |
| • 26 October | INFE cocktail | Hotel |
| • 27 October | OECD/FSB Gala dinner | Hotel |

These events have been booked, however, the details and logistics need to be taken care of and one or two of them might be moved to a venue outside the hotel. Special entertainment for some of the above events should be considered and arranged.

A tour/entertainment programme for accompanying persons can be arranged. This will be at participants' own cost. Pre- or post conference tours can also be offered to participants at their own cost.

9. Registration

This is generally handled electronically by the OECD. However, Secretariat staff will be needed at registration tables during the week of 23 to 28 October 2011 to assist with on-site sign-ins of registered delegates.

10. Events Manager/Secretariat Functions

- On-site registration
- Reproduction and dissemination of conference materials
- Ensure equipment in meeting and conference rooms are in working order
- Ensure meeting and conference rooms are prepared as required for each event
- Marketing of conference
- Preparation of conference badges: A code system for identification badges must be put in place that will mention delegates' names, the organization they represent and their status during the meetings/conferences. In order to avoid errors, the information presented on the badges must come from an official list of participants endorsed by the participating institutions. For identification and security purposes, participants must be strongly advised to wear their badges at all times throughout the meetings/conferences and during social events
- Arrange for binders and covers for binders, as per agreed branding format, for conference materials
- Collect all conference presentations ahead of the conference for uploading onto laptops and photocopying for inclusion in conference binders for distribution to delegates
- Arrange for notepads, pens to be included in conference/meeting materials
- Participate in selection of an events convenor to liaise with the OECD and IOPS throughout the conferences and meetings, programme directors, etc.
- Systems for mobile phone communication among key persons must be in place
- Provide the OECD/IOPS/FSB with a complete set of documents which was publicly distributed during the conference by conference speakers and workshop panelists
- Identify gifts for delegates for consideration by organisers
- Arrange exhibition space including several long tables to hold materials (Note: Exhibition space will not be sold, but is rather required for the OECD and countries that would want to display their resources and consumer education products.
- Arranging social and entertainment programmes as directed
- Facilitating the printing of conference programmes
- Work closely with the FSB/IOPS and OECD in accordance with the directions of the clients
- Prepare a list of participants at each meeting and conference. This list is distributed to delegates
- Ensure security and/or other personnel present at the doors of closed

- meetings to control entrance by non-members
- Prepare conference budgets at various stages of preparation
- Reserve blocks of rooms at various hotels for conference participants
- Transportation of delegates to and from events if they are not staying at the hotel where the events are taking place. Also, provide transportation of delegates to off-site events
- Planning and organising of all the meals, cocktails and other social events during the conference
- Provide participants with a list of tourist attractions and events for that period/month

March 2010