



CONNECTIVITY COALITION LAUNCH

REQUEST FOR QUOTATION (RFQ) AUGUST 2026

1. INTRODUCTION

The Connectivity Coalition is a multi-stakeholder initiative established to strengthen collaboration and collective action towards advancing digital inclusion and meaningful connectivity. It brings together partners from across the connectivity ecosystem to support shared priorities, mobilise partnerships, and expand access to affordable digital services and opportunities. The launch will formally introduce the Coalition, its mandate and value proposition, while securing visible commitment from founding members and strategic partners.

2. LAUNCH OBJECTIVE

- a. Introduce the Connectivity Coalition, its mandate and value proposition
- b. Position the Coalition as a platform for collaboration and collective action
- c. Showcase the commitment of founding members and partners
- d. Build awareness among key stakeholders and prospective partners
- e. Generate momentum for future Coalition work and engagement

3. DURATION AND TIMELINE

The launch is currently scheduled for October 29, 2026. The launch will take place in Johannesburg at a centrally located, accessible and professionally equipped venue that can accommodate approximately 50 guests, support virtual participation, and provide suitable facilities for branding, networking, photography and media engagement.

4. EVENT FORMAT AND AUDIENCE

A hybrid launch event is recommended, combining an in-person gathering with virtual participation capability where required. The event should accommodate approximately 50 invited guests and provide opportunities for stakeholder engagement, networking and visibility. The audience will include invited stakeholders from government, industry, development organisations, civil society, academia and other strategic partners involved in advancing connectivity and digital inclusion. Limited media representation and prospective Coalition partners may also be included.

5. SCOPE OF WORK

The appointed service provider will be responsible for the end-to-end planning and delivery of the Connectivity Coalition Launch, including the following:

a. Event Planning and Project Management

- Develop and manage the event plan, workback schedule and production timeline
- Coordinate suppliers, logistics, risk management and on-site execution
- Provide regular updates to the Coalition Coordinator and Secretariat

b. Venue, Logistics and Guest Experience

- Source and secure a suitable Johannesburg-based venue
- Manage venue coordination, catering, seating, registration, access and hospitality
- Ensure a professional and seamless experience for in-person and virtual guests

c. Production and Hybrid Delivery

- Provide audio-visual production, technical support and livestreaming capability
- Manage stage setup, sound, lighting, presentation support and virtual participation
- Ensure reliable technical delivery before and during the event

d. Programme and Stakeholder Coordination

- Support programme development, speaker coordination and run-of-show preparation
- Manage invitations, RSVPs and guest communications
- Coordinate with Coalition representatives, speakers and strategic partners

e. Branding, Communications and Content Support

- Apply the Coalition's branding and visual identity across event materials
- Develop or adapt invitations, event collateral, signage and digital assets
- Provide photography, videography and post-event highlights
- Support media or public communications where required

f. Post-Event Close-Out

- Provide a short post-event report, including attendance, key highlights, media or digital outputs, supplier performance and recommendations for future Coalition engagements.

6. REQUIRED SERVICE PROVIDER PROFILE

The appointed service provider should be an experienced event management company or consortium with demonstrable expertise in delivering high-quality events preferably for clients in the development, public policy, technology, corporate social investment or social impact sectors. The provider should be able to manage a premium hybrid launch event from planning through to execution, ensuring a seamless guest experience, strong production quality and clear visibility for the Connectivity Coalition. The service provider should demonstrate:

- a. A strong track record of successfully delivering executive-level launches, stakeholder convenings, policy dialogues, conferences or similar high-profile events
- b. Experience managing hybrid events with both in-person and virtual participation
- c. Access to reliable venues, production teams, audio-visual suppliers, livestreaming capability, branding suppliers and event support staff
- d. Strong project management capacity, including detailed timelines, supplier coordination, risk management and on-site troubleshooting
- e. Ability to deliver a polished, professional and visually cohesive event experience aligned to the Coalition's purpose and identity
- f. Experience working with senior stakeholders from government, private sector, civil society, philanthropy, development organisations and academia
- g. Capacity to provide photography, videography, design, branding and post-event documentation support

Service providers must have significant event management experience and must provide examples of at least three comparable events delivered within the past three years. Proposals should clearly demonstrate the provider's ability to deliver a premium, professional and high-impact event experience within budget.

7. BUDGET AND PAYMENT

The service provider should submit a detailed budget, **up to R400,000.00**, covering the following:

- a. Venue hire, catering and refreshments
- b. Audio-visual equipment, technical support and livestreaming
- c. Branding, signage, photography and videography
- d. Event management fees, communications and design support

9. REPORTING AND COORDINATION

The event management service provider will report to the Coalition Coordinator, under the oversight of the Secretariat. The event management service provider may also be required to engage with the Coalition's Steering Committee and other service providers supporting the launch, which will be managed by to the Coalition Coordinator.

10. CONFLICT OF INTEREST

Applicants must declare any actual, potential, or perceived conflict of interest, including any current membership of, or advisory relationship to, the Coalition's Steering Committee or Secretariat.

10. SUBMISSION REQUIREMENTS

Interested service providers should submit a concise proposal that enables the Coalition to assess their experience, delivery capability, proposed approach and value add. Submissions should include the following:

- a. **Company Profile:** A brief overview of the company or consortium, including years of operation, areas of expertise and relevant event management, production, communications and hybrid-event capabilities.
- b. **Portfolio of Comparable Events:** At least three comparable events delivered within the past three years, indicating the client or organisation, event name or type, date, audience size, format, scope of work delivered and available links, photographs, videos or event materials.
- c. **Proposed Approach:** A description of how the service provider would plan, manage and deliver the Connectivity Coalition Launch, including the proposed event concept, guest experience, and production approach before and after the launch.
- d. **Project Team:** Names, roles and short profiles of the key team members who would be assigned to the project, including the project lead, event manager, production lead and communications or branding support.
- e. **Detailed Budget:** An itemised budget up to **R400,000**, inclusive of all event-related costs, professional fees and VAT where applicable.
- f. **Compliance Documentation:** Company registration documents, tax compliance status, and/or B-BBEE certification where applicable.



Submissions should be sent to Sibongakonke Dlamini at sibonga@dgmt.co.za by 28 August 2026.