

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2022
Dates:	BONDay Day: 02 May 2022
	Exhibition Days: 03 - 05 May 2022
Services:	Delegate Bag Supplier for Africa's Travel Indaba 2022
Venue:	Inkosi Albert Luthuli Durban International Convention Centre

We are pleased to extend this opportunity for the provision of services for Africa's Travel Indaba 2022 delegate bags production.

Our Request for proposal (RFP) requires you to submit a detailed breakdown of your proposed concept and costs by the specified closure date to be considered as a preferred supplier for the above services for Africa's Travel Indaba 2022.

Synergy Business Events (Pty) Ltd is an experienced exhibition and event organiser with infrastructure capacity. We assist our clients with all their project management, sales, logistics, and stand-building needs for their exhibitions and events. Our innovative team offers streamlined benefits in tune with our client's objectives, focusing on the delegate, exhibitor, and visitor needs.

Synergy Business Events (Pty) Ltd has been appointed as the official management company of Africa's Travel Indaba on behalf of South African Tourism for the period 2022 to 2023. As part of this contract, Synergy Business Events (Pty) Ltd team is responsible for the planning and implementation including all the operations and logistics around the execution of one of the largest events on the African tourism calendar - Africa's Travel Indaba 2022-2023. This event is held in Durban during May.

Africa's Travel Indaba 2022-Inkosi Albert Luthuli International Convention Centre, (Durban, Kwazulu-Natal) 02nd to 05th May 2022.

BACKGROUND.

Africa’s Travel Indaba is one of the largest tourism marketing events on the African calendar and the top three “must-visit” trade shows of its kind on the global calendar.

Africa’s Travel Indaba is a three-day trade event that attracts well over 5600 delegates from the local and international media, and over 1500 local and international buyers.

The focus for South African Tourism is to market South Africa as the preferred destination for both domestic and international travelers. This is a trade show that provides a platform for the entire tourism industry to conduct business and network.

THE BRIEF.

Synergy Business Events (Pty) Ltd is seeking an experienced company skilled in manufacturing massive quantities of delegate bags.

Synergy Business Events (Pty) Ltd is calling on all interested parties who are confident that they can deliver great management and production services of exceptional standards that will fit into that caliber of the exhibition. It is imperative that the entire prospective delegate bag supplier company is well-reputed and knowledgeable about the bag manufacturing, design, and layout specifically for trade shows, with a soundtrack record of quality delivery.

SCOPE OF WORK

The appointed service provider will manufacture and deliver 5000 delegate bags that meet or exceed the basic requirements

Sample	To be made up as follows: Eco friendly, biodegradable Photo-attached Sample of previous Artwork-Attached
Quantity	5000
Delivery Samples	29 March 2022 222 Rivonia Road Morningside Block A, First Floor
Delivery of finished products	22 April 2022
Delivery location	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

RESPONSE TO THE RFP

The sealed sample and proposal must be delivered no later than **14H00 on Monday 29 March 2022**

To: **Synergy Business Events (Pty) Ltd**

C/O: Khauhelo Rasemetse

222 Rivonia Road

Morningside

Block A, First Floor

011 467 5104

events@indaba-southafrica.co.za

Any sample received after this date and time will be considered non-responsive and rejected.

CONTRACT AWARD

Synergy Business Events (Pty)Ltd reverses the right to postpone, accept, or reject all proposals and waive any informalities in the proposals received, and award the contract to the best responsive and responsible proposer.

PRICE COMPLETE

The price quote in any proposal shall include all costs necessary to fully complete the required services under a contract. Any items omitted from this proposal which is necessary for the services and their intended use shall be considered a portion of such services although not directly specified or called for in this RFP. No advantage shall be taken by the supplier in the omission of any part or detail which makes the services incomplete.

Bidders are requested to include delivery costs in the proposal

B-BBEE STATUS VERIFICATION

The bidder must provide documentation stating the B-BBEE status by including the certification together with the proposal.

TAX CLEARANCE

The bidder must provide a Tax Clearance Certificate to validate their good standing with SARS and South Africa.

PROPOSAL EVALUATION AND SELECTION PROCESS

Although all proposals submitted will be considered by Synergy Business Events (Pty) Ltd in the proposal evaluation and selection process, the basis of evaluation and selection shall be the documents as specified in the Request for Proposal (RFP) and the supporting documents provided.

Significant criteria for evaluation and selection include, but are not limited to:

- Ability to provide delegate bags that are consistent with Synergy Business Events (Pty) Ltd expectations and professional industry business working ethics.
- Operate according to sound business principles.
- Have sufficient staff to undertake the project.
- Be able and willing to engage and interact with various role players.
- Reasonableness of cost.

SELECTION PROCESS

The proposals will be evaluated on the criteria noted below. The total evaluation points, as separately determined by each Selection Committee.

Synergy Business Events (Pty) Ltd reserves the right to reject any or all proposals, to accept other than the lowest-priced proposal, to negotiate separately with any source whatsoever, and to accept the proposal considered to be most advantageous to the client.

Synergy Business Events (Pty) Ltd also reserves the right to select the contractor based on proposals received without seeking further information or clarification from Proposers

Africa's Travel Indaba - Conference Bags

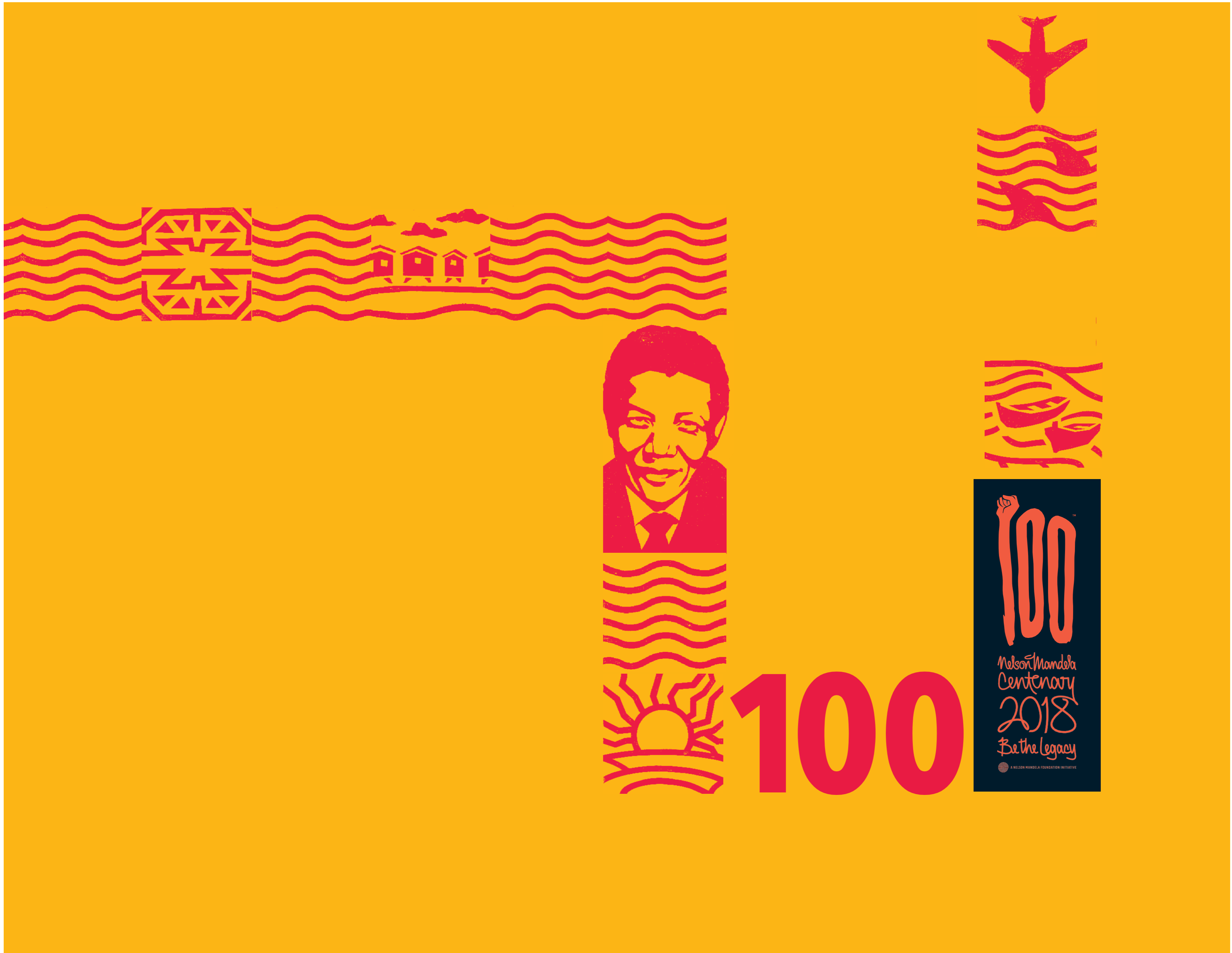
Scoring Persons	Company Name	Quantity	Price p/unit	Total Cost ex VAT	BEE Level	BEE Score	Pricing	Experience	Technical Ability	TOTAL	Supporting Documents
TOTAL											

PROPOSAL FORMAT

This section summarises the documents required for the response to this proposal request. One (1) copy and one (1) original of Contractor's proposal must be submitted and shall be organised in conformity as follows:

1. Cover letter.
2. Original Request for Proposal Documents signed and each page initialed.
3. Summary of proposal requirements.
4. Overview of the proposer's company.
5. Detailed project plan specifying information and deadlines required to be met for the successful manufacturing and delivery of the Delegate Bags.
6. Three (3) traceable and contactable references of previous clients within the last year to include:
 - a. Client name, contact person, contact number, contact email address, and overview of completed job for the client.
7. Proposers company experience:
 - a. Years in business.
 - b. Company Location.
 - c. List of previous and current clients.
 - d. List any notable awards if applicable.
8. Proposers company personnel.
 - a. Company organogram (include all personal names and years of service).
 - b. Number of personal responsibilities for manufacturing and directly responsible for this proposed scope of work.
9. B-BBEE Certificate (Certified Copy).
10. Tax Clearance Certificate (Original).
11. Proof of Company Address.

Synergy Business Events (Pty) Ltd would like to thank you for taking the time to respond to the Request for Proposal.



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AFRICA NEVER STOPS MOVING.

*From the natural movement
of our wildlife
To the political movements
that have defined our history.
From the movement across
borders and oceans that gave us
the diversity, we celebrate
today, To the seemingly never-
ending movement of our cities.*

**Africa is defined
by movement.**

*Up
Down
Forwards
Onwards.
Forever growing
Expanding
Exploding –
With ideas, possibilities
and energy.*

**Africa moves your feet
As much as she moves
your heart.**

*Your body
And your soul.*

**And we,
Africa's Travel Indaba,
move with her.
Always growing,
adapting,
changing,
Matching her pace for pace.
Thriving off of her energy,
Dancing with her on the
center stage.**

**Proudly showing off
her wonders and showing
travellers that they,
too, can be moved.
Not just from here to there
Or from A to B
But truly moved.
The way she moves us.**

**Because Africa makes us better.
Africa inspires us
And becomes a part of us.
Africa changes us.**

AFRICA MOVES YOU



AFRICA'S TRAVEL



INDABA

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