

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2022
Dates:	BONDay: 02 May 2022 Exhibition Days: 03-05 May 2022
Services:	South African Tourism Stand Build
Venue:	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

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

Our Request for Proposal (RFP) requires you to submit a detailed proposal and 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 has been appointed as the official management company of **Africa's Travel Indaba 2022** on behalf of **South African Tourism** for the period of 2022. 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**. This event is held annually in Durban during the month of May.

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

Scope of Work

As South African Tourism, the organisation is compelled to operate within the precincts of the Public Finance Management Act (PFMA) of The Republic of South Africa. This Act was established to secure transparency, accountability, and sound management of the revenue, expenditure, assets and liabilities of all South African Government Agencies during their normal course of business.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective where any potential supplier is given the opportunity to offer goods and services to South African Tourism when needed.

Africa Travel Indaba Background:

Africa's Travel Indaba 2022, is a trade show that has established itself as the continent's premier tourism trade platform. Owned and managed by South African Tourism, the 2022 edition of Africa's Travel Indaba will be hosted in Durban, KwaZulu-Natal.

Africa's Travel Indaba in 2019, show attracted about 6200 delegates from all over the world, with 1033 exhibiting businesses from 19 countries on the continent, showcasing an array of travel and tourism offerings to almost 1177 local, regional and international buyers.

Furthermore, almost 452 local, regional and international media representatives participated at Africa's Travel Indaba 2019, pointing to the stature and global profile of the African continent's tourism industry.

Further to South African Tourism's management of the tradeshow, the organisation has to participate as an exhibitor at the show. Please refer to show's specifications and requirements as outlined below:

- Date: 2 – 5 May 2022
- Stand Number: **ICC 101**
- Dimensions: **10m x 18m**
- Corners: **4**
- Location: Premium 4
- Stand Sharers: **TBC**

The scope of service will include stand design, production, on-site construction, onsite management and breakdown.

The expected key deliverables for the stand build will include, but will not be limited to, the following:

1. Design and functionality
2. Price
3. Experience
4. Customer base and references
5. Resources and on-site support

Design Brief:

- South African Tourism is seeking quotations for the design, construction and set-up of the stand. Suppliers are requested to come up with a design that will enhance SA Tourism presence through the stand design look and feel. The design should further be inspired by South African diversity. Below please find other design specifics:
- The exhibition stand must be modern and of the highest technology possible so that it reflects the infrastructure of South Africa as a world-class tourism destination and capture the essence of Brand South Africa;
- The South African Brand is important as we use this platform to showcase our countries unique tourism value offering and experience:
- We need to deliver a stand that highlights South Africa from a design perspective.
- The exhibition stand should be designed with the view of being the most attractive or most visited stand at each of the events;
- The exhibition stand must be as environmentally-friendly as possible;
- Stand should be modular in design;

Requirements

- Proposals should include proposed ground floor outlays (plans) and a maximum of 3 drawings in 3 D for each of the proposed stands;
- Drawings should be in line with SAT's Corporate Identity (CI) which forms part of the bid document;
- Proposal should include detail specifications and cost of materials (in the form of a bill of quantities, show cost for design separately) to be used for the construction of each of the designs which should comply with and include at least the following:

- The successful tenderer should provide all graphics, furniture and other items in relation to the exhibition stand except for the following: bill board size posters, Fascia names and images of exhibitors' products;

Particular focus should be placed on the following when preparing your quotations:

- The stand will be **10m x 18m** in size, stand no. **ICC 101**
- The stand will accommodate an anticipated **6** exhibiting partners. Each partner requires a desk/table with identifying signage with company branding, locked storage, electrical power and South African compatible electric cords
- All the desks/tables to be positioned on the outer space for equal visibility purposes – for individual stands to be seen/located by clients
- Branded front reception area with storage cabinet;
- Small lounge/meeting room/area for +/- 5 pax (covid compliant)
- Presentation Room (Seating 10 pax, screen, projector and laptop – covid compliant)
- Central storage area including some shelving, water cooler and refrigerator;
- Screens for video viewing
- A suitable area to be used as a coffee counter during the day with electrical power points;
- Branded signage that is highly visible from the show floor;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines
- Inclusion of all costs required by organizers for building the stand (Electricity connection etc., additional security and medics should build-up take longer than expected)
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and these will be forwarded to the appointed supplier
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics
- All graphics to be in line with SA Tourism CI and Word Mark
- Dedicated Wifi connection
- Tea, coffees and biscuits to accommodate exhibitors and their clients for the duration of the show (SMME Barrister for coffee)

Obligations of the stand build

Stand Build-up and Breakdown

- The stand must be completed and ready for handover to SAT at 16.00 on the day before the exhibition officially opens. Any delays caused by circumstances outside the control of the stand build will not be penalised.

Design and approval

- It is the responsibility of the stand builder to request the Exhibitor Manual from the Event Organiser
- The stand builder must ensure they are familiar with all the regulations and restrictions of each show in each country
- It is hereby stated that all design and stand approvals of the show will be obtained by the stand build and all costs thereof will be carried by the stand build
- The design of the stand will be the property of South African Tourism and we will have the right to use the design after the contracted period.

Extra Costs

- No extra costs will be accepted by SAT in relation to the stand
- All costs should be included in the proposal
- All final costs should include any applicable taxes

Project Plans and Status Meetings

- A detailed project plan must be submitted to SAT in advance of each exhibition and must include the following:
 - Build-up and Breakdown schedule
 - Detailed timelines
 - Total number of employees that will be on the project
 - Name and details of Project Manager
 - Dates and frequency of status meetings, Status meetings to include updates on Design, graphics and progress of stand

Waste Control

- All waste removal costs related to the build-up and breakdown of the SAT stand will be carried by the stand build

Penalties

- All penalties incurred in relation to overtime, extra days including early build-up and late breakdown will be carried by the stand build

Design and Stand Changes

- All charges must be recorded and presented to the SAT Project Manager for final approval
- No changes can be effected without a signature from the Chief Convention Bureau Officer

Contractor Passes

- It is the responsibility of the stand build to ensure that all contractor passes are arranged and collected before each show thereby ensuring that each build-up starts on time

Technical staff on Duty

- The successful bidder should provide permanent on-site support prior, during and post each exhibition. This should be included in the price.
- The successful tenderer should include technical expertise (in-house capabilities) in the proposal.
- The successful tenderer will also be required to include all material transportation costs to the show

In-Country Union Regulations

- When hiring local staff and contractors in-country, i.e. the country in which the exhibition is located, it is the responsibility of the stand build to be familiar with all the Union regulations and laws in order to ensure that no laws are contravened

Layout and Orientation of the SAT Stand at each Exhibition

- It is the duty of the stand build to be familiar with the layout and orientation of the SAT Stand within the specified hall at each exhibition

Insurance

- The successful bidder shall carry any insurance required by show management for on-site contractors

Organiser's Regulations

- Ensure adherence to the organiser's regulations, particularly around Covid-19

Evaluation Criteria

Deliverables / Performance Indicators	Allocated weight
Stand design, fit for purpose and aesthetics	40
Previous experience and awards won	20
Graphic examples of similar work performed	10
Resources and onsite support	5
Customer base and references	15
Value-add (how value will be added to our work to help us grow our existing body of knowledge)	10
	100
	<i>tw - total weight</i>

Suppliers are expected to quote all line items in detail and quotation should be presented in Rands (ZAR) .

Submission Deadline:

Suppliers to submit their proposals and budget by the **1st April 2022** before **12h00am (midday)** South African time.

Queries

Should you have any questions relating to this RFQ, please contact molebogeng@synergybe.co.za, indaba@indaba-southafrica.co.za or +27114765104 / +2776 747 0183

On successful appointment, a service level agreement (SLA) agreement will be provided for all parties. Your primary point of contact will be Synergy Business Events.