

## REQUEST FOR PROPOSAL

<b>Exhibition:</b>	<b>Africa's Travel Indaba 2019</b>
<b>Dates:</b>	<b>BONDay Day: 06 May 2019</b> <b>Exhibition Days: 07 - 09 May 2019</b>
<b>Services:</b>	<b>Infrastructure Supplier Company</b>
<b>Venue:</b>	<b>Inkosi Albert Luthuli Durban International Convention Centre</b>

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We are pleased to extend this opportunity for provision of services for Africa's Travel Indaba 2019-2020

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 2019-2020

**Synergy Business Events (Pty) Ltd** has been appointed official management company of **Africa's Travel Indaba** on behalf of **South African Tourism** for the period 2018 to 2020. As part of this contract, **Synergy Business Events (Pty) Ltd** team is responsible for the planning and implementation including all of the operations and logistics around the execution of one of the largest events on the African tourism calendar – **Africa's Travel Indaba**. This event is held annually in Durban during May.

**Africa's Travel Indaba – Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 07<sup>th</sup> to 09<sup>th</sup> May 2019.**

**Africa's Travel Indaba**, a trade exhibition, is one of the largest tourism marketing event on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. **Africa's Travel Indaba** is a three-day trade event that attracts well over 8000 delegates from the travel tourism and related industries. The exhibition accommodates over 1000 exhibitors, 549 local and international media, and 1137 local and international buyers.

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

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Private bag X7000, Parklands, 2121

## Stage 2

### Services required:

The official Infrastructure Company will provide infrastructure support to Africa's Travel Indaba 2019 with specific reference to dedicated stands at the exhibition.

Infrastructure company quote will need to include stand design, stand material, physical stand build/contract labour fees and any other additional services or furniture as suggested for each individual stand.

This includes but not limited to:

- Rigging costs or ceiling branding
- Compiling Safety file
- Electrical certificates
- Any stand designed changes requested by client
- Contingency fees
- Material cost
- Delivery and Travel cost
- Storage Costs

Quotes will need to be an itemised billing allowing the Evaluation Committee to assess each company fairly.

Complete Infrastructure Management for Africa's Travel Indaba 2019 is specifically for the following stands as specified:

- **Shell Scheme Package Only**
  - Quote on 9sqm stand-Show rate per sqm rate including the following:
  - Octanorm walling: White
  - Fascia Name Board
  - Electrics: 2 x spotlights & 1 plug point
  - Tiled carpeting  
(Red, Blue, Grey)

- **Silver Package with Furniture**
  - Quote on 9sqm stand-Show rate per sqm rate including the following:
  - Octanorm walling: White
  - Fascia Name Board
  - Electrics: 2 x spotlights & 1 plug point
  - Furniture: Choice A or B
    - High Cocktail Table & Chairs option
    - Low Cocktail Table & Chairs option
  - Brochure rack
  - Waste bin
  - Tiled carpeting  
(Red, Blue, Grey)
  
- **Executive Package (Corner and Standard)**
  - Quote on 9sqm stand-Show rate per sqm rate including the following:
  - Full reusable seamless fabric walling
  - Artwork (three hours design included)
  - 1 x plug point
  - 2 x spotlights
  - Tiled carpeting  
(Red, Blue, Grey)
  - 2 x conference chairs
  - 1 x glass or chrome round table
  - 1 x lockable cabinet
  - 1x bin
  - 1x executive brochure stands
  
- **Meeting Hubs (Most Affordable Stand)**
  - 4sqm (2m length x 2width)
  - 30 Table Tops
  - Table top stand design layout
  - 3 chairs ( 1 for exhibitor, 2 for clients)
  - Cost effect Name numbering, Fascia Name (No shell scheme design on this option)
  - Table Top Counter to allow branding element for company logo

- **Exhibition Packages Electrics**
  - Provide the following options of electricity outlets for each exhibition stand:
    - Single Phase DB Board
    - Three Phase DB Board
  - Electricity Plug point for all shell package options confirmed at the exhibition
  - Electricity outlets and points for:
    - Organisers Office
    - Media Centre
    - Agency Offices in Minstrels
    - DEC Hall - Service Counter Points
  
- **Organisers Office Structure**
  - Organisers Office – Room 12
    - Shell Scheme design
    - Boardroom for 20 pax
    - Directors Office with lounge area
    - Welcome Tea & Coffee Station area L-shape
    - Organisers Staff Working Office for 10 pax
      - With Desks & Tables
    - Storage Room with door – 36sqm minimum
    - Safety Officer Office with door
    - Infrastructure Company Staff Working office with door for 3 pax
      - With Desks & Tables
    - Front Reception Counters at Organisers Office
      - 2 x Info Counter
      - 2 x Switchboard Counter (Located behind the Info Counters)
      - 1 x Luggage Counter (36sqm minimum)
      - 1 x Services Counter
      - 1 x ICC Venue Services Counter
  
- **Media Centre Management**
  - 32 x Workstations
  - Full built structure for the Workstations Area with Branding
  - Branding on each row of workstations
  - Laptops on each workstation
  - Internet Lines for all workstations
  - 4 Workstations on each row
  - 1 Printer at end of each workstation row
  - 60 Pigeon Holes for media
  - 60 Lockable Lockers (Large, medium, small)
  - 4 x Display Screens

- **Media Centre Fish Bowl Room**
  - Presentation Room
  - School room seating 80 pax
  - Panel Discussion set-up to seat 6 pax
  - 2 x Large Display Screens
  - Electricity Points ion Presentation Room
  - Internet line for live streaming
  - Branded Built Stand Alone Structure – Empty Space in Room 21
  - Top Half of Structure should be clear and see-through
  
- **DG Office Structure**
  - 1 x Office with executive seating
  - 1 x Boardroom to seat 10 pax
  - 1 x entrance/holding room with lounge furniture
  - Electricity Points ion Presentation Room
  - Internet line for live streaming
  - Branded Built Stand Alone Structure
    - Empty Space South Foyer side upstairs opposite ICC coffee shop
  
- **Hosted Buyer Lounge Area**
  - Located in Coast of Dreams Area near Walnut Road
  - ±250sqm size ( Site Inspection of exact dimensions)
  - Reception Desk for the Lounge
  - Lounge seating area
  - Lunch seating area
  - Hospitality Counter area
  - Small luggage holding area
  - Coat hanging facility area
  - No Shell scheme element, furniture design layout
  
- **Hosted Buyer Lounge (Pause Area)**
  - 2 x 18sqm (6 length x 3 width) stand in ICC Hall 3
  - Lounge furniture table and chairs
  - Stanchions to cardan off this VIP area
  - Lounge area design
  - Green stand design elements
  - Seating to allow 10-15 pax to be seated at a time

- **Hidden Gems**
  - 675 sqm (2 Pavilions make up the 675sqm, configuration dependent on signed off floorplan)
  - 135 products/booths on stand
  - SMME Products located on these booths
  - All Green elements stand design and material
  - Stand Graphic and Fascia Name for each booth
  - Lockable Cupboard Storage for each booth for exhibitor marketing material
  - Electricity Plug point for each booth
  - Brochure rack for each booth
  
- **Sustainability Village**
  - Sustainability Village located on grass area in open space close to Walnut Road
  - Nomadik Tent type structure to cover the Sustainability Village
  - 6sqm stand dimension each
  - **20 stalls**
  - All Green elements stand design and material
  - Fascia Name
  - Back Wall with Storage space for exhibitor Arts & Crafts products to be displayed
  - Electricity Point for Pay-point machine
  - 1 Rectangular table or front counter for exhibitor
  
- **Restaurant Area**
  - 30m length x 8m depth
  - Serving counter
  - Food Display counter
  - Seating area section for ±60 pax for eating area
  - Plasma Screen for info on events
  - Electricity Points
  - 3phase DB Board Electricity power
  
- **Main Foyer Registration Counters**
  - 15 x Registration Counters at ICC Main Foyer Entrance
  - Counter have space for laptop, printer and mobile pay-point machine
  - Back Counters for Storage of Delegate Bags
  - Branded Traditional Shell Scheme Registration Counter design
  - Branded Fascia Name on Counter Top Head
    - Exhibitors x 2
    - Media
    - Buyer
    - Hosted Buyers
    - Mobile App
    - Guest Badges
    - Online Diary
    - Online Registration Counter

- **Main Foyer Branding**
  - Branding on Main Foyer ICC Glass Entrance Doors
  - Branding on Main Foyer ICC Entrance Stairs
  - Branding on Main Foyer Hanging Banners
  - Branding on Main Foyer Escalators from Parking to Ground Floor
  - Branding on Main Foyer ICC Back Wall of permanent counters next to PCO office
  
- **Airport Registration Counters**
  - 2 x Registration Counters at ICC Main Foyer Entrance
  - Counter have space for laptop, printer and mobile pay-point machine
  - Back Counters for Storage of Delegate Bags
  - Branded Traditional Shell Scheme Registration Counter design
  - Branded Fascia Name on Counter Top Head
    - Buyer x 2
  
- **Exhibitions Signage**
  - Hall Ceiling Signage in ICC for each category
    - South African Tourism
    - Hidden Gems
    - Lap of Luxury
    - Adventure Zone
    - Tour Operators
    - Accommodation
    - Transport
    - Media
    - Airlines
  - Hall Ceiling Signage in DEC for each category
    - Kwa-Zulu Natal
    - Gauteng
    - Western Cape
    - Northern Cape
    - Eastern Cape
    - Free State
    - Mpumalanga
    - Limpopo
    - North West
    - Africa x 3

- **Exhibition Hanging Signage from South Foyer through the ICC Concourse**
  - Secure Artwork from South African Tourism Advertising & PR Agency
  - Produce the material branding to be hung from ceiling
  - Branded material to be hung on ICC Horn structures
  - Secure steaming services for ironing of the branding with venue
  
- **Street Pole Branding**
  - Secure Street pole advertising rates and rights with EThekweni Municipality
  - Secure artwork from South African Tourism Advertising & PR agency for artwork for the Street Poles
  - Produce the Street Pole branding to be placed in and around Durban North and surrounding areas
  - Ensure to the execution of placements of the secured Street Pole Advertising
  - 20 Street Poles within 10 metre radius of iNkosi Albert Luthuli ICC
  - 30 Street Poles within 20 metre radius of iNkosi Albert Luthuli ICC
  - Street pole spec to be provided by Municipality
  
- **Exhibitions Water Cooler & Waste Bins**
  - 15 Water coolers - Stationed around ICC Hall 2-6
  - 2 Water coolers – Stationed around Hosted Buyer Lounge (Coast of Dreams)
  - 10 Water coolers – Stationed around DEC Hall 1 & 2
  - 2 Water cooler – Media Centre
  - 1 Water cooler – Organisers Office ( Room 12)
  - 15 Waste Bins - Stationed around ICC Hall 2-6
  - 2 Waste Bins – Stationed around Hosted Buyer Lounge (Coast of Dreams)
  - 10 Waste Bins – Stationed around DEC Hall 1 & 2
  - 1 Waste Bin – Media Centre
  - 1 Waste Bin – Organisers Office (3 –way recycle bin as per EGF T&C’s)
    - Waste Bins to be eco-friendly, recyclable, comply with Greening T&C’s
    - Preferable to source waste bins approved by EGF
  
- **Exhibition Halls Carpeting**
  - ICC Halls 1-6 are already carpeted
  - Infrastructure Company needs to provide additional carpeting to be placed on top of the venue carpet in ICC
  - DEC Hall 1 & 2 are raw cement flooring
  - Infrastructure Company needs to provide carpeting to be placed on top of the venue floor in DEC to elevate the look and feel of the show
  - Infrastructure Company to provide Rolled Carpeting in the following areas:
    - Exhibition Hall walkways – ICC & DEC Halls
    - Organisers Office & Coast of Dreams



- **Exhibition Halls & Stands Carpeting**
  - Carpet specifications are listed in the packages as listed on Page 2 & 3
  - Infrastructure company to have sufficient stock to supply for the packages ordered as well as orders received from custom built stands
  - Average sqm of exhibitor carpeting ICC ±6500sqm
  - Average sqm of exhibitor carpeting DEC ±5500sqm
    - Standard Tiled Carpet offering to exhibitors as part of packages
    - Rolled Carpet as an additional service to exhibitors who wish to elevate the look and feel of their stand
    - Rolled Carpet are offered to package and custom built exhibitors at an additional cost, ordered through the exhibitor manual

**Cost Structure of Proposal:**

All prices to be inclusive of VAT and all payment terms to be specified. No additional costs to be considered over and above the RFP submissions. Should you wish to sponsor these services, please advise what your requirements would be in order for us to make an informed decision.

Additional points will be awarded for any innovative suggestions, as well as submission of your company sustainability / environmental policy and how you aim to implement this at Africa's Travel Indaba 2019. Consideration should be given to using energy efficient appliances and recycling material should be put in place in conjunction with the organisers.

**Event Greening:**

In line with international best practice Africa's Travel Indaba 2019 aims to be a low carbon event where event greening is considered in all the different work streams and appointment of suppliers. You are required to indicate in your proposal how you intend to implement this. Please include all relevant costs into your proposal, bearing in mind that it needs to still be competitive and make financial sense. The emphasis should be on innovation around current business practice to ensure positive impact around social and environmental issues, while it is still financially viable.

For additional information about event greening please visit the resource section of the Event Greening Forum on [www.eventgreening.co.za](http://www.eventgreening.co.za)

#### RFP Submissions:

**Submission date – 12:00, Friday, 12 October 2018**

Please note that the following documentation must be submitted with the application:

- A valid tax clearance certificate
  - Certified copies of your company registration
  - Certified copy of a valid B-BBEE verification / rating certificate/ Level 1
1. Please **deliver your proposal** to Phetogo Kubheka at the following address:  
Synergy Business Events Offices - 15 Catherine Avenue, Misa Office Park, Northcliff, Johannesburg, Gauteng
  2. Please ensure you **also email a soft copy** through to [phetogo@synergybe.co.za](mailto:phetogo@synergybe.co.za)

#### Queries:

Should you have any questions relating to this RFP, please contact Phetogo Kubheka on [phetogo@synergybe.co.za](mailto:phetogo@synergybe.co.za) or +27 11 476 5104.

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.