

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2019
Dates:	BONday Day: 6th May 2019 Exhibition Days: 07-09 May 2019
Services:	Pocket Site Map
Venue:	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

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 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 clients' objectives, focusing on 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 2018 to 2020. As part of this contract, the **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) 07th to 09th May 2019.

Tel + 27 11 476 5104
indaba@indaba-southafrica.co.za
Directors: Tiisetso Tau, Justin Hawes,
Martina Ledwaba
www.synergybe.co.za
Private bag X7000, Parklands, 2121

Africa's Travel Indaba, a trade exhibition, is one of the largest tourism marketing events 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, 654 local and international media, and over 1500 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.

Services required:

The official Exhibition Pocket Site Map is a map indicating their area of operation, exhibition floorplans for the Durban ICC, DEC and Outdoor areas.

Additional pages will need to be dedicated to sponsors and partners, alongside Bid Partner logos, as well as any additions that may arise.

Complete management of the Pocket Site Map for their Africa's Travel Indaba, including but not limited to:

- 3000 copies (A1 size) that folds into a A5 Pocket Site Map
- Pocket Site Map to be printed and delivered to the organisers before the opening of the exhibition
- Map to include full aerial view of exhibition Halls listed below:
 - ICC Halls 1-6 exhibitor locations with stand number
 - ICC Main Entrance and Concourse Area
 - Outdoor Exhibitor locations with Stand Number
 - DEC Hall 1 & 2 Exhibitor locations with Stand Number
 - Catering areas in all venues
 - Bathroom areas in all venue
 - Parking areas in all venues
 - Bid Party Logos
 - Bid Party A5 Advert x 2
 - Sponsors Logos
 - Full Index with exhibitor name, stand number, hall and category

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- Note that preference will be given to environmentally friendly paper and printing, therefore please provide environmental specifications
- The design and layout elements must adhere to the Africa’s Travel Indaba Corporate Identity
- All production, printing costs and delivery must be included
- E-copy to be available to upload onto the Africa’s Travel Indaba website and Mobile APP
- Weekly progress status reports from appointment leading up to the exhibition
- Post exhibition final report

Organisers will provide you with the look and feel of the cover based on a successful proposal.

EVALUATION GRID	
UNDERSTANDING AND APPROACH	Rating
Understanding product deliverables	10
Organisation structure	10
Track record and Experience	10
B-BBEE Status and Rating	10
PROPOSED MANAGEMENT SERVICES	
Detailed Project Plan	10
Samples of previous work	10
Technical ability to produce quantities required	10
A demonstrable understanding of the Africa’s Travel Indaba objectives	10
Uniqueness, Variety, Creativity, deliverance	10
Have strong project management, reporting and implementation skills	10

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.

RFP Submissions:

Submission date – 12:00, Wednesday 03 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

Please email your proposal to Phetogo Kubheka – indaba@indaba-southafrica.co.za or deliver to Synergy Business Events Offices: 15 Catherine Avenue, Misa Office Park, Northcliff, Johannesburg, Gauteng.

Queries:

Should you have any questions relating to this RFP, please contact Phetogo Kubheka on indaba@indaba-southafrica.co.za or +27 11 476 5104.

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