

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2019
Dates:	BONday Day: 6th May 2019 Exhibition Days: 07-09 May 2019
Services:	Trade Catalogue
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 deliverable 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 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) 07th to 09th May 2019.

Africa's Travel Indaba, a tourism 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, 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:

Complete management and delivery of the exhibition catalogue for Africa's Travel Indaba **2019-2020**, including but not limited to:

- 1000 copies on branded memory sticks;
- Catalogues to be loaded on the memory sticks by supplier and delivered to the organisers before the opening of the exhibition;
- The design and layout elements must adhere to the Africa's Travel Indaba Corporate Identity;
- Each exhibitor is allocated the following:
 - 1x Company Name Entry
 - 1x Contact Name & Surname
 - 1x E-mail address
 - 1x Contact number
 - 1x 50-word company profile
 - 1x Stand Number
- ±1100 exhibitor profiles (2018 numbers, 10% increase for 2019/2020)
- All design layout, unlimited proof changes, production, printing costs and delivery costs to be included in quote;
- Sales of all advertising for the catalogue, logos and additional advertising images can be sold as value adds, however South Africa National Convention Bureau (SANCB) and organisers will approve costs of all advertising sales, as well as the advertising clients to be included in the catalogue;

- South African Tourism will supply the catalogue management company with a letter of support to enable the Catalogue Management Company to solicit advertising from exhibitors;
- Only registered exhibitors at Africa’s Travel Indaba 2019 – 2020 will be allowed to have advertisements over and above their free listing;
- Following pages to be made available and any other additional which may arise:
 - 2-page South African Tourism Foreword
 - 1 page Tourism Kwa-Zulu Natal advertising
 - 1 page Durban Tourism Authority advertising
 - 1 page Inkosi Albert Luthuli International Convention Centre advertising
 - 4 pages Sponsors and Partner
 - 4 pages Official Show Events Calendar
 - 1 page Supporting Associations
 - 1 page Exhibition Floorplan
 - 1 page APP information
- E-copy to be available to upload on the Africa’s Travel Indaba 2019 – 2020 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.

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.

Company Name	2019 price	2020 price	BEE Level	BEE Score	Pricing	Experience	Technical Ability	TOTAL	Supporting Documents
Scoring								TOTAL	
TOTAL									

RFP Submissions:

Submission date – 12:00, Wednesday 3rd 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.

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.