

## 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>Accommodation Supplier</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 proposal 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 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) 07<sup>th</sup> to 09<sup>th</sup> May 2019, 6<sup>th</sup> May 2019 BONDay (Business Opportunity Networking Day)**

**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, almost 550 local and international media, and more than 1 500 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

**Services required:**

The official Accommodation Supplier must provide the following:

1. Dates Required: 5<sup>th</sup> – 10<sup>th</sup> May 2019 where additional nights may be required on either side of these, based on arrivals of travellers;
2. Graded establishment – valid grading for the period of booking;
3. Capacity – 1 100 rooms distributed across different groups of hotels, with a minimum of 700 rooms at a single establishment;
4. Proximity to ICC – we are seeking accommodation within a 20km radius of the ICC;
5. Transportation / Shuttles between venue and hotels – main shuttle route can be mildly adjusted to include the establishment on the official route; establishment must have the option of providing separate shuttles if it is not within close proximity of the primary routes, and avail access to official Indaba Shuttles for the duration, as well as the placement of shuttle signage and support staff, at strategic information points for shuttle users;
6. Universal Accessibility;
7. Rates to include – Accommodation & Breakfast
8. SA Tourism Staff – rate must be compliant with Government stipulated regulation rate of R1 300.00 pp / night
9. Branding – Hotels to accommodate SA Tourism / Indaba branding as per agreed areas
10. Room Drops – Hotel to accommodate 1 x official room drop at no charge to SA Tourism
11. Complimentary Rooms – 1 complimentary room for every 30 rooms booked
12. Hotel Kitchens – to accommodate after hours' room service / meals for the duration of Africa's Travel Indaba, commencing Sunday 5<sup>th</sup> May – Thursday 9<sup>th</sup> May 2019.
13. Value Adds – Additional Venues – conferencing and entertainment or activations
14. Provision of Terms & Conditions from each Establishment – we need to know upfront if there are any constraints.
15. Option to avail 'Official Africa's Travel Indaba Hotel' Partner status, dependent on rates offered and additional value;
16. Incorporate local B&B'S as part of uplifting local SMME's within the industry
17. The Greening form (attached) must be completed and submitted with the final proposal.

**Cost Structure of Proposal:**

Please provide a clear breakdown of costs for the varying accommodation types, and clearly indicate any discounted rates, where applicable. 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.

Company Name	Graded	Exhibitor	Room Capacity	B&B’s Inclusion	Breakfast Included	Tourism Levy Included	Price p/unit	Government Rate	Total Cost ex VAT	Proximity	BEE Level	TOTAL	Supporting Documents
<b>Total</b>													

**Event Greening:**

In line with international best practice Africa’s Travel Indaba 2019 aims to be a reduced 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, 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 – [phetogo@synergybe.co.za](mailto:phetogo@synergybe.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 [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.