

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2024
Dates:	BONDay: 13 May 2024
	Exhibition Days: 14 -16 May 2024
Services:	Audio Visual and Technical Supplier
Venue:	Inkosi Albert Luthuli International Convention Centre

We are pleased to extend this opportunity for provision of services for Africa's Travel Indaba 2024. 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 2024.

Synergy Business Events (Pty) Ltd has been appointed as the official management company of **Africa's Travel Indaba 2024** on behalf of **South African Tourism** for the year 2024. 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 2024**. This event is held annually in Durban during the month of May.

Africa's Travel Indaba 2024 – Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 13th to 16th May 2024.

Services required:

The official Audio-Visual Supplier must provide the following services:

- Floor plans for each venue
- Dedicated Project Manager from the time the supplier is awarded until the post-show report is received, inclusive of on-site management.
- Audio Visual equipment and techniques as stipulated in the table below.
- Avail a technician and assistant during the weekend for setting up and throughout the show

Below are the specifications for the AV provision, but not limited to.

1. BONDday EDUCATIONAL SESSIONS				
DATE	TIME-OUT	PAX	VENUE	TECHNICAL
14-16 May 2024	08h30 - 13h00		TBC	<ul style="list-style-type: none"> • 1X Curve LED Screen to fit the stage and Data Projector, 2X Screen, Switcher on sides • PA System • Stage to fit 6 panelists and Moderator • Comfort Monitor x 2 • 4X Countryman Speakers Mics • Virtual Connection for online • Internet for online attendees • Microphone for lectern • 4 roving mics • 2 big data projector screens (the two screens will project different data) • Stage dressing & consumables • We would need an audio feed from FOH in addition to the stage. • In addition to the planned lighting installation , we would require RGB par Cans on a truss behind the • Stage for backlight and 5600k stage wash fixtures to provide front lighting for TV cameras • We would also like to request a 1m x 2m table for our equipment at FOH with a 16A power plug.

2. TRADE FLOOR OPENING				
DATE	TIME-OUT	PAX	VENUE	TECHNICAL
14 May 2024	08h00 - 10h00		Auditorium Hall 6	<ul style="list-style-type: none"> • PA System, LED • 2 Big SCREEN, mic projector • Split Box where Media can get their sound feed from • Lectern Microphone • Autocue • Comfort Monitor x 2 • Big Curve Screen • Provide Speech Teleprompter for the ministers speech
3. MEDIA CENTRE				
DATE	TIME-OUT	PAX	VENUE	• TECHNICAL
13 -16 MAY 2024	08:00 -17: 00		Media centre	<ul style="list-style-type: none"> • Screens to feed live content into the media centre • 9X Laptops
4. CONTENT ROOM				
DATE	TIME-OUT	PAX	VENUE	• TECHNICAL
13 -16 May 2024	08:00 – 17:00		Madiba Suite	<ul style="list-style-type: none"> • Electrical mains 4 x 16A Plug points • Internet 1 x LAN connection • 2 x Laptops
5. Indaba Tourism Investment Seminar				
DATE	TIME SLOT	PAX	VENUE	TECHNICAL
15 May 2024	10:00 – 13:00		ICC	<ul style="list-style-type: none"> • AV SYSTEM • Podium microphone • Screen and a data projector • PA system • 1 x Roving Mics • Recording of the meeting

6. BREAKFAST				
DATE	TIME SLOT	PAX	VENUE	TECHNICAL
13 -16 May 2024	08:00 – 10:00		Room 21	<ul style="list-style-type: none"> • Projector &Screen • Laptop • PA System & • Microphone • 3x Roving mic • Switcher
7. Report on State of Transformation in the Tourism Sector and Introduction of TTCSA to Tourism Stakeholders				
DATE	TIME-OUT	PAX	VENUE	TECHNICAL
14 May 2024	10h00 - 12h00		ICC	<ul style="list-style-type: none"> • PA System: • PA System • 1 projector • 2 x 8Gig USB Flash Drives • 1 Wireless Presenter Pointer • 5 collar Mics
8. Tour Operator Incubator Media activation				
DATE	TIME-OUT	PAX	VENUE	• TECHNICAL
15 MAY 2024	14h00 -15h00		ICC	<ul style="list-style-type: none"> • AV SYSTEM: • PA System • 1 projector • 2 x 8Gig USB Flash Drives • 1 Wireless Presenter Pointer • 5 collar Mics

9. Women in Tourism activation Breakfast				
DATE	TIME-OUT	PAX	VENUE	• TECHNICAL
16 May 2024	07:00 – 09:00		External venues TBD	<ul style="list-style-type: none"> • AV System: • PA system • 1 projector • 2 x 8Gig USB Flash Drives • 1 Wireless Presenter Pointer • 5 collar Mics
10. NTCE Business Networking Session				
DATE	TIME SLOT	PAX	VENUE	TECHNICAL
15 May 2024	10:00 – 13:00		ICC	<ul style="list-style-type: none"> • AV System: <ul style="list-style-type: none"> - Podium microphone - Screen and a data projector - PA System - 2 x Roving Mics - Recording of the meeting
11. Quarter 4 National Tourism Communication Forum				
DATE	TIME-SLOT	PAX	VENUE	TECHNICAL
14 May 2024	13h00-17h00		ICC	AV SYSTEM: <ul style="list-style-type: none"> - PA system - Overhead projector

12. Tourism, Trade , Investment and Security Committee Meeting				
DATE	TIME-SLOT	PAX	VENUE	TECHNICAL
14 May 2024	10h00-14h00			
			ICC	AV System: <ul style="list-style-type: none"> - PA system - 2 x Roving of the meeting - Screen and a data projector - Podium microphone
13. Tourism Dialogue				
DATE	TIME-SLOT	PAX	VENUE	TECHNICAL
13 May 2024	16h30-18h30			
			ICC	AV System: <ul style="list-style-type: none"> - PA system - 2 x Roving Mics - Recording of the Meeting - Screen and a data projector - Podium with microphone
14. Tshwane Resistance & Liberation Heritage Route				
DATE	TIME-SLOT	PAX	VENUE	TECHNICAL
To be confirm	To be confirm			
			ICC	AV system: <ul style="list-style-type: none"> - PA System - 1 projector - 2 x 8Gig USB Flash Drives - 1 Wireless Presenter Pointer - 5 collar Mics

Cost Structure of Proposal

Please provide costs as a total project fee rather than a monthly retainer. All prices to be inclusive of VAT and all payment terms to be specified. No additional costs are to be considered over and above the RFQ submissions. Should you wish to sponsor these services, please advise what your requirements would be for us to make an informed decision.

Additional points will be awarded for any innovative suggestions, as well as submission of your company's sustainability / environmental policy and how you aim to implement this at Africa's Travel Indaba 2024.

RFQ Submissions:

Submission date – 14:00, Monday, 11 March 2024

Please note that the following documentation must be submitted by email with the application and quotation to Molebogang Masote at Molebogang@synergybe.co.za

1. A valid tax clearance certificate
2. Certified copies of your company registration
3. Certified copy of a valid B-BBEE verification/rating certificate

Should you have any questions relating to this RFQ, please contact Molebogang at Molebogang@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.