



**SOUTH AFRICAN TOURISM**

## **COMPLIMENT OUR DYNAMIC TEAM AS A SERVICE PROVIDER!**

### **DATA REPOSITORY SERVICES NEEDED!**

#### **THE ORGANISATION AND OPPORTUNITY**

South African Tourism Board (SAT) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SAT in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy.

The scope of SAT's business includes three distinct areas of business focus and delivery, with different target markets and segments:

- I. International Leisure tourism (travel trade and consumer); and Domestic leisure tourism (travel trade and consumer);
- II. Business events through the delivery unit the South African National Convention Bureau (Meetings, Incentives, Conferences, Exhibitions); and
- III. Quality assurance of tourism establishments through the delivery unit the Tourism Grading Council of South Africa.

#### **Purpose of the RFI**

SAT has prided itself in the collection research knowledge and insights for decision making and over the past 16+ years. There is a proliferation of reports / documents / content which the business has collected over the years. The types of reports and content includes but is not limited to the following:

- Data presentations
- Business plans
- Insights project reports
- Segmentation studies
- Audio content
- Video content
- Data dashboards
- Images

The above content includes research reports, business reports and marketing creative.

We are looking for suppliers who will be able to help us document all of the above content into a data repository. The solution proposed must cater to the following:

- Content should be easy to upload
- The content should be recovered effortlessly and speedily
- The solution must have a good indexing system
- The solution should be mobile friendly
- The solution should be user friendly
- We are looking for a solution that will visually appealing
- The content should be easy to search
- The content should be easily sharable (inside and outside the organisation)
- The content should be easy to find
- The proposed system should have a simple navigation menu
- When searching for key words, they system should pick up words in the titles and in the content of the presentations (this will also be dependent on the format of the presentation Eg we understand that there will be limitations with pdf documents)
- Some content will be in different languages and the system should provide a solution for indexing this type of information
- Part of the solution needs to include uploading of the current content that exists in the business. The reports that follow thereafter must be easily up loadable SAT team members.

Services providers who specialises in these services are required to forward their contact details, company profiles, proof that they are rendering these services to at least 3 other contactable clients, and proof that you are successfully registered on National Treasury's Centralised Supplier Database (CSD) if applicable, via e-mail to, Mrs Pulane Muligwa, e-mail: [pulane@southafrica.net](mailto:pulane@southafrica.net)) by no later than Friday 13 March 2020.

It must be noted that responses to this notice are not offers and SAT does not intend to award a contract on the basis of the responses to this notice, to pay for any information submitted, or for the use of such information. SAT may issue a Request for Proposal (RFP) for the purchase and implementation of a preferred solution. Furthermore, this notice shall not limit any rights of SAT, and SAT reserves all its rights including but not limited to its rights to elect not to procure the services that are the subject of this notice and its right to procure them from a vendor that has not responded to this notice.