



**SOUTH AFRICAN TOURISM**

**Notes for Bid Clarification**

**SAT Tender Number 182/20**

**Appointment of an Exhibition Management Company for South African Tourism's owned Trade Shows: Africa's Travel Indaba and Meetings Africa 2021 - 2023**

**Date issued: 15 January 2021**

**Tender closing date: 12 February 2021 at 12h00**

## Introduction

This Addendum with clarification notes serves to inform potential Tenderers of changes, amendments and/or clarifications made to the Bid documentation. The following queries and/or changes have been received from those that have collected documentation.

Item	Description
1	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"><li>• What will happen in an event of MA and ATI cancellations?</li></ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"><li>• South African Tourism would like to clarify that the contract will be on the 3 edition basis. This means the successful bidder will be required to execute 3 editions for Meetings Africa and Africa's Travel Indaba and the contract will be structured as such. It is therefore imperative that when bidders answer the RFP they pay attention towards development of a concept that will address the "new normal" exhibition landscape. The concept to demonstrate capabilities and expertise on executing global exhibition of high level quality and advanced digital and physical exhibition standards and further taking into account all the learning and projection for the new era of executing exhibitions.</li></ul>
2	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"><li>• Are the hubs supposed to be based in SA or Africa or Internationally? If in SA, are they activated Regionally?</li></ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"><li>• Given the proposed hybrid nature of the shows we wish to build seven mini Africa's Travel Indaba and Meetings Africa hubs in different location globally. These will host buyers who would have been hosted in South Africa during the shows and in the absence of buyers coming to SA the hubs will afford the buyers the same experience where they can have virtual booths and connect from the respective hubs and be able to meet exhibitors in SA. Think of an SCC or ICC floor that will be equipped with all necessary features to host a hybrid.</li></ul>
3	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"><li>• Are any specific or exact physical locations targeted for activating the hubs incorporating a Hybrid format event?</li></ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"><li>• This might change depending on the then demographics closer to execution.</li></ul>
4	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"><li>• Kindly clarify the main purpose of these 7 buyer hubs, e.g. for hosted international buyers or Regional?</li></ul> <p><b><u>Response</u></b></p>

	<ul style="list-style-type: none"> <li>the hubs will afford the buyers the same experience where they can have virtual booths and connect from the respective hubs and be able to meet exhibitors in SA. Think of an SCC or ICC floor that will be equipped with all necessary features to host a hybrid.</li> </ul>
5	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>In terms of income and expenses, will all income be paid directly to SAT? If so, will SAT pay all suppliers directly and the service provider then purely manages the process thereof?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>As per the RFP only bid parties revenue will be paid to SA Tourism directly by bid parties, the expenses related to exhibitors or other sponsors will be managed and paid to them however these belong to SA Tourism as revenue.</li> </ul>
6	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>In terms of putting a budget together, is the bidder purely supposed to quote on the management fee it will be charging or for ALL costs relating to the staging of both events? If it is the latter, please can you confirm which costs, if any, we should exclude from the budget?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>They need to cost on the management fee of all elements detailed on the RFP only as for the other costs that will not be considered as fixed we will then negotiate up to 12% as mentioned on the RFP.</li> </ul>
7	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>The 30% spend with an SMME is for ONE supplier?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>The main bidder will be required to sub-contract a minimum of 30% of the value of the contract to one Micro Enterprises (EMEs) or Qualifying Small Enterprise (QSE).</li> </ul>
8	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>It is understood that bidders need to come up with creative proposals for sponsorship revenue, but is there a revenue target, overall? What were the previous rate card for exhibition stands from previous events?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>The target will be shared once contracting for now we need to see a clear detailed approach plan towards this.</li> </ul>
9	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>For travel, can we get an estimate, for both events, on how many buyers' you are expecting to attend and the makeup of international vs local buyers?</li> </ul>

	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Buyer information based on 2019 for ATI and 2020 for MA is in the presentation I did. This include exhibitors and space.</li> </ul>
10	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Will SAT use their own agency, or should the bidder propose one? There is also a comment regarding a google link in. Can you clarify what this means?</li> </ul> <p><b><u>Answers</u></b></p> <ul style="list-style-type: none"> <li>• Bidders are requested to propose this agency and where required the two will assist each other as explained in the briefing.</li> </ul>
11	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• What is the expected sqm and number of exhibitors for both events? How many people are you expecting to attend side events (workshops, conferences and functions</li> </ul> <p><b><u>Answers</u></b></p> <ul style="list-style-type: none"> <li>• The bidders' concept to be mindful of the hybrid model on the presentation</li> <li>• Previous years' report are attached from Annexure 1 to 5.</li> </ul>
12	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• I would like to find out regarding a BEE score for 3 companies forming a consortium or unincorporated joint venture for this tender. These companies have 3 different BBE scores. How is the overall score going to be calculated?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate.</li> <li>• Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.</li> </ul>

Yours in tourism

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