



**Part B: - SCOPE OF WORK - SAT Tender 218/22- DESIGN AND CONSTRUCTION OF WORLD-CLASS INTERNATIONAL EXHIBITIONS STANDS FOR SOUTH AFRICAN TOURISM**

<b>Bid Description</b>	
Design and construction of world-class international exhibitions stands for South African Tourism	
<b>Bidder Name:</b>	
<b>CSD MAA number</b>	MAAA
<b>Tender Number:</b>	SAT Tender Number 218/22
<b>Closing Time:</b>	12h00
<b>Closing Date:</b>	<b>14 December 2022</b>  (No late submission will be accepted)
<b>Briefing Session:</b>  (Not Compulsory)	Yes
<b>Date and time of the Briefing Session:</b>	25 November 2022 @ 12:00 noon (SA Time)
<b>Briefing Session meeting link:</b>	Google Meet joining info  Video call link: <a href="https://meet.google.com/opm-ybww-fth">https://meet.google.com/opm-ybww-fth</a>  Or dial: (ZA) +27 10 823 0397 PIN: 556 516 499#
<b>Contact Person</b>	Boitumelo Dibetle
<b>Bid Submission Address</b>	<a href="https://forms.gle/n1ucQpsVXw1Xt9Np8">https://forms.gle/n1ucQpsVXw1Xt9Np8</a>  Should bidders encounter any issues, queries must be directed in writing to <a href="mailto:tenders@southafrica.net">tenders@southafrica.net</a>  Bidders are required to complete all the fields before making a submission, on the link before uploading a PDF version of the full proposal, the details are as follows: Bidder/Company name, bidder's representative, contact details (email and mobile) then a fully completed bid documents, signed and initial page, relevant supporting documents for uploads.

	<b>No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered.</b>
<b>Section</b>	Supply Chain Management
<b>Contact Person</b>	Boitumelo Dibetle
<b>Email Address</b>	<a href="mailto:Tenders@southafrica.net">Tenders@southafrica.net</a>

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF THE CONTRACT

**Index** **Page**

<b>1</b>	CLOSING DATE	<b>3</b>
<b>2</b>	TENDER SUBMISSION PROCESS	<b>3</b>
<b>3</b>	CONTACT AND COMMUNICATION	<b>3</b>
<b>4</b>	GENERAL OVERVIEW	<b>3</b>
<b>5</b>	DETAILED SCOPE OF WORK	<b>5</b>

## 1. CLOSING DATE

The closing date for the submission of proposals is **14 December 2022 at 12:00 noon (SA Time)**. No late submissions will be accepted.

## 2. TENDER SUBMISSION LINK

2.1 Bidders must submit their proposal using the below link.

<https://forms.gle/n1ucQpsVXw1Xt9Np8>

Should bidders encounter any issues with the submission link, queries must be directed in writing to [tenders@southafrica.net](mailto:tenders@southafrica.net)

Bidders are required to complete all the fields before making a submission, on the link before uploading a PDF version of the full proposal, the details are as follows: Bidder/Company name,

bidder's representative, contact details (email and mobile) then a fully completed bid documents, signed and initial page, relevant supporting documents for uploads.

**No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered.**

- 2.2 Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
- 2.3 Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.
- 2.4 Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

### **3 CONTACT AND COMMUNICATION**

- 3.1 A nominated official of the bidder(s) can make enquiries in writing to the specified person, Pulane Muligwa via email [Tenders@southafrica.net](mailto:Tenders@southafrica.net). Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.
- 3.2 Bidders are to communicate any technical enquiries through the nominated official in writing, no later than **30 November 2022 @13:00 (SA Time)**.

All responses will be published by **02 December 2022 @17:00 (SA Time)** on the <https://www.southafrica.net/gl/en/corporate/page/tenders>

#### **3.3. VALIDITY PERIOD**

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

#### **3.4. DURATION OF THE CONTRACT**

South African Tourism intends to enter into a thirty-six (36) month contract and service level agreement with the successful bidder(s). The contract will also be subject to a periodic performance evaluation on agreed terms and conditions unless the parties agree otherwise

### **4. General Overview**

#### **4.1 Background**

SA Tourism 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. SA 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 the South African Board 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 documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

## 5. Scope of Work

5.1 The strategic platforms Unit within the South African National Convention Bureau (SANCB) is mandated to identify viable trade platforms for the South Africa's tourism industry. Following in-depth research that focused on finding global platforms the following seven strategic international platforms were selected:

1. Arabian Travel Market;
2. Imex, Frankfurt;
3. Ibtm, Spain;
4. Imex Las Vegas;
5. WTM, London;
6. Fitur, Spain; and
7. ITB, Berlin.

These global trade platforms play a pivotal role in the recovery of South Africa's tourism sector and marketing South Africa as a destination and present an opportunity for products to access and transact with various international buyers.. These shows are strategically selected to maximise the business opportunity for South African products. These trade shows gather the best global buyers, influencers and exhibitors to create an essential platform for business, innovation and networking.

Due to the pandemic, these platforms were converted to virtual, however, as the world has opened up, so has the exhibitions industry, this status quo compels the SANCB to seek services of an international stand builder. The service provider will play an instrumental role in supporting the South African tourism sector to recover and continue putting the destination on the world map.

SA Tourism is extending an invitation to service providers with a reputable track record and vast experience in this field to submit proposals in a bid to be appointed as the preferred service provider for the design, construction, storage and transportation of world-class exhibition stands for a period of 3 years:

- ITB Berlin, Germany: , 2024, 2025, 2026
- Arabian Travel Market, Dubai: 2023, 2024, 2025
- IMEX Frankfurt: 2023, 2024, 2025
- IMEX America: 2023, 2024, 2025
- WTM London: 2023, 2024, 2025
- IBTM World, Barcelona: 2023, 2024, 2025
- FITUR, Spain: 2024,2025,2026

SA Tourism may increase and/ or decrease the above mentioned platforms (if applicable), the supplier shall be duly notified in writing within a reasonable time in the event of such occurrence. Furthermore, the supplier shall be allowed to review the budget and accordingly invoice SA Tourism for any additional services rendered with regard to a particular event.

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size
ATM	UAE-Dubai	2 <sup>nd</sup> week of May	204 sqm
IMEX Frankfurt	Germany - Frankfurt	3rd week of May	249.75sqm
IMEX America	America - Las Vegas	2nd week of October	1750 square feet
WTM London	UK - London	1st week of November	255sqm
IBTM WORLD	Spain- Barcelona	Last week of November	231sqm
FITUR	Spain - Madrid	3rd week of January	128sqm
ITB, Berlin	Germany - Berlin	2nd week of March	437sqm

### 5.1.1 Key considerations

- (a) The exhibition stand must be as environmentally-friendly as possible
- (b) The exhibition stand must be modern and of the highest global technology standards possible, so that it reflects the splendid infrastructure of South Africa, to showcase our positioning as a world-class tourism destination and capture the essence of brand South Africa. This should also include an LED wall as part of the stand structure for technology enhancement of the stand
- (c) South African Tourism participates in trade shows of two different kinds; leisure as well as business. As such, stand features should include elements which are reflective of both leisure as well as business.
- (d) The supplier must conceptualise a distinct iconic thematic feature for the stand, which is uniquely representative of South Africa and can instantly associated with the destination.
- (e) The exhibition stand should be designed with the view of it being the most attractive or most visited stand at each of the events
- (f) Proposals should include proposed ground floor outlays (plans) and a maximum of 3 drawings in 3D for each of the proposed stands, bearing in mind that it will be one design applied across each of the exhibitions, according to the size indicated under 9.1
- (g) Drawings should be in line with SA Tourism's Corporate Identity (CI), which forms part of the bid document (corporate, leisure and business);
- (h) Proposals should include detailed specifications and cost of materials (in the form of a bill of quantities, show cost for design separately) to be used for the construction of each of the designs which should comply with and include at least the following:
  - (i) The material used for the stand should be of high quality and durable
  - (j) The stand should be modular in design in order for it to be reused in its original high quality format across the shows and it should also allow speedy onsite adjustments, (including size of the stand) and depending on the demands of the environment. The cost for this should be included in the tender price
  - (k) The exhibitions stand should not be too heavy to allow for ease of transportation
  - (l) The stand builder must receive marketing and gifting colateral on behalf of SA Tourism in each of the countries prior to show participation
  - (m) The exhibition stands including all furniture will remain the property of the stand builder after the 3-year period
  - (n) The successful tenderer should provide all graphics, furniture and other items in relation to the

exhibition stand

- (o) The design(s) and all the elements included are for the exclusive view of SA Tourism
- (p) The design(s) is proprietary to SA Tourism and in no way shall the supplier re-use such design(s) for any other event or client
- (q) The successful tenderer should provide permanent on-site support including technical and technological expertise prior, during and post each exhibition. This should be included in the tender price;
- (r) The price must incorporate overall insurance for the stand, including transit. An activation idea to be conceptualised using the stand features e.g. bringing SA Experience through food and beverages that will be served at the stand

### 5.1.2 ITB BERLIN

- The stand will be +/- 437 sqm in size;
- The stand will accommodate an anticipated +/-50 exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- An interchangeable stand features that includes but not limited:
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  4. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- An activation idea will be conceptualized which will require a space for activation
- 2 Pause areas at the centre of the stand, accommodating 6 pax each
- Screens for video viewing;
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting, as needed to enhance the stand;
- Rental furniture and audiovisual equipment, as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines
- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show

- South African Tourism has its own image library and images will be forwarded to the appointed supplier for use on the stand;
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- All graphics to be in line with the provided SA Tourism CI and Word Mark

### 5.1.3 WTM LONDON

- The stand will be +/- **255 sqm** in size;
- The stand will accommodate an anticipated +/-**35** exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- An interchangeable stand features that includes but not limited:
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  4. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- An activation idea will be conceptualized which will require a space for activation
- 2 Pause areas at the centre of the stand, accommodating 6 pax each
- Screens for video viewing;
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines

- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and these will be forwarded to the appointed supplier;
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- All graphics to be in line with the provided SA Tourism CI and Word Mark

#### 5.1.4 IMEX FRANKFURT

- The stand will be +/- **249,75 sqm** in size;
- The stand will accommodate an anticipated +/-**30** exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- An interchangeable stand features that includes but not limited:
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  4. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- An activation idea will be conceptualized which will require a space for activation
- 2 Pause areas at the centre of the stand, accommodating 6 pax each
- Screens for video viewing;
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines



- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and these will be forwarded to the appointed supplier;
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- All graphics to be in line with the provided SA Tourism CI and Word Mark

#### 5.1.5 IBTM WORLD

- (a) The stand will be +/- 231 sqm in size;
- (b) The stand will accommodate an anticipated +/-30 exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- (c) An interchangeable stand features that includes but not limited:
  - a. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  - b. Office that accommodates 8 pax;
  - c. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  - d. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  - e. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- (d) Booths to be located on the outer space of the stand for equal visibility.
- (e) Branded front reception area with lockable storage cabinet and 2 high chairs;
- (f) An activation idea will be conceptualized which will require a space for activation
- (g) 2 Pause areas at the centre of the stand, accommodating 6 pax each
- (h) Screens for video viewing;
- (i) A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- (j) Lighting as needed to enhance the stand;
- (k) Rental furniture and audiovisual equipment as required;
- (l) All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- (m) Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines

- (n) Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- (o) On-site assistance including stand maintenance/cleanliness throughout the show
- (p) South African Tourism has its own image library and these will be forwarded to the appointed supplier;
- (q) Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- (r) All graphics to be in line with the provided SA Tourism CI and Word Mark

#### 5.1.6 FITUR, SPAIN

- The stand will be +/- **126 sqm** in size;
- The stand will accommodate an anticipated +/-**15** exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- An interchangeable stand features that includes but not limited:
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  4. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- An activation idea will be conceptualized which will require a space for activation
- 2 Pause areas at the centre of the stand, accommodating 6 pax each
- Screens for video viewing;
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines

- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and these will be forwarded to the appointed supplier;
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- All graphics to be in line with the provided SA Tourism CI and Word Mark

#### 5.1.7 IMEX America

- The stand will be +/- 1750 sqft in size;
- The stand will accommodate an anticipated +/-35 exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
- An interchangeable stand features that includes but not limited:
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone and speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler and refrigerator and coat hangers
  4. Sustainability display area which is made of display shelves with hangers for necklace pieces in front of the stand.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- An activation idea will be conceptualized which will require a space for activation
- 2 Pause areas at the centre of the stand, accommodating 6 pax each
- Screens for video viewing;
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines

- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and these will be forwarded to the appointed supplier;
- Coordinate and print out all the approved stand build graphics including exhibitors stand/booth graphics;
- All graphics to be in line with the provided SA Tourism CI and Word Mark

## **6. PRICING SCHEDULE**

A detailed pricing schedule should be included in the bid proposal, detailing all aspects to deliver the requirements to South African Tourism as required under this tender. The detailed pricing schedule should, for the avoidance of doubt, also be summarised under Part A (ANNEXURE C) of the bid document. For the purpose of evaluation, the price shall include all local taxes and other reimbursable expenses.

**END.**