



CALL FOR TENDER

WISA 2018 Biennial Conference and Exhibition: EXHIBITION SUPPLIER

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit a tender for the appointment as Exhibition Supplier in respect of the above Conference. The following information is provided to assist you with the preparation of detailed proposal options for consideration.

TIME FRAME FOR TENDER PROCESS

Closing date/time for electronic submissions: Close of Business, Friday 14 July 2017
Interview of selected Tenderers: TBC
Feedback to submitting organisations: As soon operationally possible after submission date

SUBMISSION OF TENDERS

Electronic submissions can be sent to: procurement@wisa2018.org.za

ENQUIRIES

Requests for further information or clarification of requirements may be directed to:

Jaco Seaman: events@wisa.org.za

AND

Carolyn Melnick: caro@soafrica.com

Please note that WISA reserves the right to advise, at our discretion, all parties issued with the invitation, of further information/clarification of requirements resulting from any query.

INTRODUCTION AND BACKGROUND

WISA 2018 Biennial Conference & Exhibition.

ORGANISATIONAL BACKGROUND AND GUIDELINES

We seek the services of an extremely professional, highly competent, well-managed, flexible and creative Exhibitions Service Provider to manage the exhibition component of the above mentioned conference, and in so doing contribute to a profitable and highly successful conference.

The WISA Conference is held every 2nd year. The conference usually attracts between 1500 and 1800 delegates with a trade exhibition. The majority of these delegates are locally based with some international participants. It is envisaged that the conference will attract a wide spectrum of people from various specialities and allied disciplines to attend. The conference programme usually consists of about 6 – 8 parallel sessions with workshops and symposia. This is complemented by a social programme.

CONDITIONS OF APPOINTMENT

The service provider should demonstrate their ability through providing the following:

- **Ability:** Demonstrate their ability to provide the required services as detailed in the 'Brief', outlined below.
- **Financial Viability:** Demonstrate their financial credibility and provide a Tax Clearance Certificate and a letter of **Financial Good Standing from their Bank.**
- **B-BBEE:** Demonstrate their BEE status by inclusion of a current, valid BEE certificate.
- **Proven Track Record:** Demonstrate their experience providing information on projects/campaigns they have managed. Please also indicate if you have arranged any conferences for WISA before.
- **References:** Submit at least five referees who will be contacted by representatives of the OC. Details required are name, contact information, project/campaign with which they were/are associated, and position in relation to the organising of that event. Additional letters of reference may also be attached.
- **Staffing:** Give an overview of their infrastructure including staffing, experience and accreditation.
- **Fees and Cost Structure:** Service providers are required to clearly set down fees to be charged for services and provide sufficient detail as to allow the distinction between:
 - **Commission and percentage based fees (Sponsorships, advertisers etc.)**
 - **Fixed price fees**
 - **Hourly rates**
 - **Secondary income fees declaration (e.g. fees generated from references to specific participating hotels and places of accommodation, side events and post tour events, and suppliers).**

Brief for the appointment of an exhibition supplier

Below are the specifications of the requirements for the exhibition supply company. Note that the areas listed are by no means exhaustive, but merely indicate areas of particular concern. Please include additional areas that you deem important.

1. SHOW DETAILS

- **Dates of event & Venue:** Cape Town at the CTICC from 24 to 27 June 2018
- **Build-up:** Friday, 22 June, Saturday, 23 June and Sunday 24 June 2018 – to be ready at 10:00 on Sunday 24 June
- **Show days:**
 - Sunday, 24 June 14:00 – 21:00
 - Monday, 25 June 07:30 – 17:00
 - Tuesday, 26 June 07:30 – 17:00
 - Wednesday, 27 June 07:30 – 14:00
- **Breakdown:** from 14:30 on Wednesday, 27 June. Need to clear the hall before 23:00 on Wednesday, 27 June.
- **Venue:** Halls 1, 2 & 3 at the CTICC
- **Number of Stands:** 180 3m x 3m

2. REQUIREMENTS:

- 180 3m x 3m shell scheme stands to include:
 - Shell scheme walling
 - Fascia board with company name written in Arial font
 - Carpeting
 - 1 x Power plug point
 - 2 x Spotlights
 - 1 x Trestle table
 - 2 x Chairs
- A few lounge areas to be included (to be scattered around the venue)
- Areas for tea / coffee breaks and lunch time catering to be included
- Carpeting throughout the entire hall
- Exhibition manager to remain on site for the duration of the show
- Electrician to remain on site for the duration of the show
- All COCs and inspections to be included as required by the City of Cape Town
- Space to be allocated on the floorplan for electronic poster boards.

- Assistance with custom design stands for exhibitors (costs to be carried by the individual exhibitors)
 - Furniture and stand extras to be an additional cost (charged directly to each exhibitor)
 - Monthly status reports to be provided to the LOC
- 3.** Tender to include a proposed floorplan layout