



Water Institute of  
Southern Africa

WISA

2018

Cape Town, South Africa

**VENUE: CTICC, Cape Town**  
**DATES: 24-27 June 2018**

## Call for Tender

### **Appointment of Risk Management, Health & Safety Compliance and Safety Officer**

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit a tender for the provision of risk management, health & safety compliance and a safety officer services 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, Monday 29 January 2018.

#### **SUBMISSION OF RFP:**

Electronic submissions can be sent to: [procurement@wisa2018.org.za](mailto:procurement@wisa2018.org.za)

#### **ENQUIRIES:**

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

Jaco Seaman: [events@wisa.org.za](mailto:events@wisa.org.za)

AND

Carolyn Melnick: [caro@soafrica.com](mailto: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, compliant company to assist us in ensuring that the conference and exhibition complies with all health and safety and SASREA requirements.



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.
- **Qualification:** include a certificate and / or confirmation that your organisation is qualified and recognised in South Africa to perform the duties outlined in this document.
- **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 required 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:
  - Fixed price fees
  - Hourly rates
  - Sub-contracted services (e.g. medics, security, etc.)



## **Please note**

Below is a breakdown of risk management and health and safety requirements for the WISA 2018 Biennial Conference and Exhibition

### **1. Pre-conference activities**

Compile a risk management and health and safety plan to ensure that the conference is fully compliant with all necessary laws / acts, including:

- Event categorisation
- Event permit application
- Event safety file
- JOC meetings with the City of Cape Town
- Briefing of all sub-contracted suppliers

### **2. Conference build-up**

- Build-up dates:
  - Exhibition – 180 exhibition stands, Exhibition Halls 1, 2 & 3 – Friday, 22 June & Saturday 23 June. Opens lunchtime on Sunday, 24 June.
  - Registration – Set up Saturday, 23 June. Opens Sunday, 24 June.
  - Conferencing – Auditorium 1 set up Sunday, 24 June. Other venues (x 6) – Monday morning, 25 June.
- Safety Officer to be on duty for full duration.
- Required medics
- Required security
- Ensure that all compliance certificates are received from all stand builders and suppliers where construction / electrical is installed
- Manage the safety file
- Inspect the venue and ensure that they are compliant



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### 3. During the Conference

- Conference open dates as follows:
  - Registration opens: Sunday, 24 June to Wednesday 27 June, full day inclusive.
  - Exhibition opens: Sunday 24 June lunchtime to Wednesday 27 June, full day inclusive. NOTE: General public will be granted access to the exhibition on the afternoon of Wednesday, 27 June.
  - Conferencing: Opening ceremony on the evening of Sunday, 24 June in Auditorium 1, full day Monday 25 – Wednesday 27 June in all other venues (x 6).
  - Social events:
    - Welcome Reception in exhibition hall on evening of Sunday, 24 June 2018.
    - Gala Dinner (ticketed) evening of Tuesday, 26 June 2018.
    - Farewell Reception in Jasminium / Strelitzia directly after the conference on Wednesday, 27 June 2018.
- Safety officer on duty throughout.
- Medics as per requirements.
- Security as per requirements.
- Ensure compliance throughout and manage any disaster / security issues and medical issues on site, and compile the required reports.

### 4. Technical Tours

- The technical tours take place on Thursday, 28 June and are ticketed with maximum numbers per tour.
- Tour descriptions are attached.
- Compile safety file and ensure compliance of all suppliers involved.



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## 5. Conference breakdown

- Breakdown dates:
  - Exhibition – 180 exhibition stands, Exhibition Halls 1, 2 & 3 – Wednesday, 27 June 2018 from 17:00 – 23:59.
  - Registration – Wednesday, 27 June 2018 from 17:00 – 19:00.
  - Conferencing – Auditorium 1 breakdown Monday, 25 June 2018 from 17:00 – 23:59. Other venues (x 6) – Wednesday, 27 June 2018 in the afternoon after the final sessions (must be out by 23:59).
- Safety Officer to be on duty for full duration.

## 6. Post Conference Report

- Compile a comprehensive report after the conference to include feedback on any incidents that have taken place, any improvements that can be made to ensure compliance in the future.