



Call for Tender

WISA 2018 Biennial Conference and Exhibition: Flight Travel Service Provider for our invited speakers

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

Time Frame for Tender Process

Closing date/time for the electronic submissions: Close of Business, Friday 23rd February 2018

Interview of selected Tenderers: TBC

Feedback to submitting organisations: As soon as operationally possible after submission date.

Submission of Tenders

Electronic submissions can be sent to: procurement@wisa2018.org.za; robyn@soafrica.com

Enquiries

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

robyn@soafrica.com and Caro 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 and Exhibition.

Organisational Background and Guidelines

We seek the services of an extremely professional, highly competent, well-managed flexible and attentive Flight Transport Service Provider to manage the international flights for the above mentioned conference, and in so doing contribute to a profitable and highly successful conference.

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 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.
- 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 organiser 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 (Sponsorship, advertisers ect.)
 - Fixed Prices
 - Hourly rates (Where applicable)
 - Secondary income fees declaration (E.G. fees generated from references to specific participating airlines)

Brief for Appointment of a Travel Service Provider

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



Travel Details Required

No:	Departure Point – Dated 22/23 June	Arrival Point 23 rd June
1	Melborn, Tullamarine, Australia	Cape Town INT airport
1	London Heathrow, UK	Cape Town INT airport
1	Jaipur, India	Cape Town INT airport
1	Entebbe, Uganda	Cape Town INT airport

No:	Departure Point – Dated 28 th June	Arrival Point
1	Cape Town INT airport	Melborn, Tullamarine, Australia
1	Cape Town INT airport	London Heathrow, UK
1	Cape Town INT airport	Jaipur, India
1	Cape Town INT airport	Entebbe, Uganda

- Upgradable Economy class ticket
- Most direct route flyable
- Available for changes if required
- Available for seat selection prior to travel date
- Online check-in available
- Travel insurance included
- Check-in luggage included return trip
- Catering for dietary requirements (provided by organiser)

We look forward to receiving your proposal and feedback. Please submit any questions by the 16th February 2018

Yours in professional conferencing.

Robyn Cawood
 Scatterlings Conference and Events
 011 463 5085
robyn@soafrica.com