



Request for proposals (RFP)

Delegate Pack Items

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit proposals for the provision of delegate pack items in respect of the above Conference. The following information is provided to assist you with the preparation of detailed proposal options for consideration.

NOTE: Please indicate clearly which items you are able to provide. You are welcome to select only those items that your company would prefer to provide. It is not compulsory for one company to provide all of the items, and the WISA 2018 Organising Committee may decide to award different items to different companies.

TIME FRAME FOR TENDER PROCESS:

Closing date/time for electronic submissions, including delivery of samples:
Close of Business, 28 March 2018.

SUBMISSION OF RFP:

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

Samples of each item may be delivered to:
Scatterlings Conference & Events
Suite 302b Buitenkloof Studios
8 Kloof Street
Gardens
Tel: 021 422 2402

Attention: Carolyn Melnick

OR

Water Institute of Southern Africa
546 16th road
Constantia Park, building 5, 1st floor
Midrand
Tel: 011 805 3537

Attention: Jaco Seaman



2018

Cape Town, South Africa

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

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:

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.

For quoting purposes, please work on a quantity of 1,800 delegates.

ORGANISATIONAL BACKGROUND AND GUIDELINES

We seek the services of an extremely professional, highly competent, well-managed, company to assist us in securing the following delegate pack items for the conference:

1. Delegate Bags
2. Conference Pens
3. Lanyards
4. Notebooks

All of the above are to include the conference branding, as well as the relevant sponsor's logo. All branding costs, set up fees and delivery are to be included in the price quoted. Please work on full colour branding.

Please supply 3 different options for each item listed above.



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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 number of years in business and examples of work done for other clients (photographs will be accepted).
- **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.
- **Locally Produced Items:** Preference may be given to items that are locally produced and benefit the Western Cape community. For each item proposed, please specifically state whether the item is manufactured locally or imported to assist us with our decision.
- **Staffing:** Give an overview of their infrastructure including staffing, experience and required accreditation. Also confirm whether they have a Cape Town based branch. Job creation initiatives in the local community will be considered favourably.
- **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

DELEGATE PACK ITEMS SPECIFICATIONS:

NOTE:

1. Branding is to include sponsor logo PLUS the conference logo as displayed on the letterhead.
2. Delivery to be included to one address in Cape Town.
3. Please specify whether the item is locally manufactured or imported.
4. Use of natural / recyclable fabric is preferred.

CONFERENCE DELEGATE BAGS:

Needs to be able to take a laptop – 15.6 inch, but does not need to be a laptop bag.

Budget: Maximum R150 per delegate bag excluding VAT. Quoted price must include branding, set up fees and delivery to Cape Town.

Sponsor: Rand Water

NOTEPADS:

Budget: Maximum R20 per notepad excluding VAT. Quoted price must include branding, set up fees and delivery to Cape Town.

Sponsor: Inenzo Water



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PENS:

Budget: Maximum R20 per pen excluding VAT. Quoted price must include branding, set up fees and delivery to Cape Town.

Sponsor: Rand Water

LANYARDS:

Budget: Maximum R20 per lanyard excluding VAT. Quoted price must include branding, set up fees and delivery to Cape Town.

Sponsor: ERWAT