



Call for Tender

Appointment of Technical A/V and IT Infrastructure Supplier

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit a tender for the provision of technical A/V and IT infrastructure 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, Wednesday, 14 March 2018.

SUBMISSION OF TENDER:

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, compliant company to assist us in ensuring high quality technical, audio-visual, staging and IT infrastructure for the WISA 2018 Biennial Conference & Exhibition.



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 the technical A/V and IT requirements for the WISA 2018 Biennial Conference and Exhibition

1. Conference Venue Allocations

Please study the venue allocations document regarding which venues are booked for which days and the proposed set up of each venue.

- See *venue breakdown document attached*.

2. Technical A/V Requirements

PLENARY - Ballroom East / West combined

Set-up – 1,900 cinema style seating

Plenary venue – set up 24 June (ready for rehearsals by 15:00) – early access to the venue can be arranged

All plenary sessions will be located in Ballroom East & West combined into one large venue. **This venue must have the ability to split into two breakaway venues during a tea break (30 minutes) and join again when needed for plenary sessions.**

Stage requirements: large enough to accommodate 6 pax single seater couches, plus a coffee table and a lectern (with digital display ability).

2 x large screens with HD projectors on either side of the stage (rear projection will not be possible)

- Projectors: 30K Christie with 4K resolution
- 8m x 4.5m screens x 2
- VRX Audio

4 x roving mics on stands to be placed in the aisles for Q&A

Stage set behind the screen with the WISA 2018 branding printed on it

Each person on the stage is to have a headset microphone



The lectern must have sufficient light for the presenter to read any paperwork, a shelf for water and glasses and a remote clicker / mouse / laser pointer, and a podium microphone.

A cameraman to project live video feed of the presenters on the screens.

All compliance engineering and electrical certification needs to be included in the price.

Technicians:

- 1 x Senior sound technician
- 1 x Senior A/V technician
- 1 x Senior lighting technician
- 1 x Watch out

BREAKAWAY VENUES:

7 x Breakaway venues with various seating numbers and styles as per the attached venue allocations schedule.

Each breakaway venue to have the following:

Stage large enough for a top table of 3 pax plus a lectern

Largest screen possible with HD projectors (Christie D1 7000 lumens ansi HD projector)

2 x microphones on stands in the aisles for Q&A

Sufficient lighting on stage with the venue's lights turned down

Dedicated A/V technicians in each venue

SPEAKER PREPARATION ROOM:

Allocated in Meeting Suite 1.91

2 x technicians dedicated to check presenters' slides / video footage and load the presentations via network onto the laptop of the A/V technician in the relevant conference room where they are presenting.



2 x laptops available for speakers to work on their presentations at their own pace

1 x printer with consumables (paper and extra cartridges)

Network infrastructure linking all venues with the speaker preparation room to load the presentations directly from the speaker preparation room onto the relevant laptop in the relevant venue.

EXHIBITION HALL:

Exhibition Halls 1, 2 & 3

180 exhibition stands – see exhibition floorplan attached

Sound system to play background music in the hall

Sound to be sufficient so that delegates can hear announcements clearly

Speeches will be made during the cocktail party inside the exhibition hall on Sunday evening, 24 June 2018.

No live entertainment at the cocktail party – background music to be played for the duration of the event.

GALA DINNER – TUESDAY 26 JUNE 2018

Venue: Hall 9 (CTICC 2)

Set up – round tables of 10, no dance floor, 950 pax

Stage required for a live band (4m x 6m)

Band has not been selected yet – technical rider will follow after appointment of supplier.

Ambient lighting to be included

Live video feed with recording

2 x large screens on either side of the stage with HD projectors



WISA

Water Institute of
Southern Africa

2018

Cape Town, South Africa

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

FAREWELL RECEPTION

Venue: Clivia and Jasminium conservatories

Stand up cocktail event

Wednesday 27 June 2018

17:00 – 18:00

Background music only with a short farewell speech