



2018

Cape Town, South Africa

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

Call for Proposals

Appointment of Decor Supplier

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit a proposal for the provision of décor 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 RFP PROCESS:

Closing date/time for electronic submissions: Close of Business, Tuesday, 17 April 2018
Shortlisted companies to present a table demo on Friday afternoon, 20 April 2018 at the CTICC

SUBMISSION OF RFP:

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.

WISA also reserves the right to appoint a décor company for one event only.

All décor/arrangements must be extremely water wise (no wasting of potable water). Re-used/ground water/Rain harvested water only.



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 decor for the social events linked to 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.



- **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.)

Brief:

Below is a breakdown of the decor requirements for the WISA 2018 Biennial Conference and Exhibition

1. Welcome Cocktail Reception

Date: Sunday, 24 June 2018
Time: 17:30 – 20:30
Venue: Exhibition Hall 1,2,3, CTICC 1

The function is a stand up networking cocktail function in the exhibition hall. Minimal décor is required. Please send a proposal to include colourful table cloths on cocktail dump tables and café tables, with a small arrangement on the tables.

NOTE: There is currently no sponsor for this event. Should a sponsor confirm, we may need to re-look at the colour scheme to fit with their corporate colours.

Attached is a copy of the exhibition floorplan.

2. WISA 2018 Conference Dinner

DATE: Tuesday, 26 June 2018
TIME: 19:00 – late
VENUE: Hall 9, CTICC 2
Number of round tables of 10: 78

Décor is to compliment the theme of the conference and the conference logo in an elegant fashion. See conference logo rationale attached.

Décor should focus predominantly on table décor, with the costing for any additional stage / peripheral décor being stipulated separately on the quote.



WISA

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Southern Africa

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3. Farewell Reception

DATE: Wednesday, 27 June 2018

TIME: 17:00 – 18:00

VENUE: Clivia / Jasminium Restaurant, CTICC 1

PAX: 450 – 500 pax

Décor required – dump tables only with table cloths and a small centrepiece. No sponsor has been confirmed for this function. Should a sponsor confirm, we may need to adjust the colour scheme according to their corporate colours.