



Call for Proposals

Appointment of Airport Transfer Supplier

The Water Institute of Southern Africa (WISA) is pleased to invite your organisation to submit a proposal for the provision of photography 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, Friday, 18 May 2018

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.



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 photography services 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 will consist 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 (if exempt then please state this in your proposal)
- **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.



2018

Cape Town, South Africa

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

- **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

Brief:

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

Dates and Times

Sunday, 24 June 2018 – CTICC

16:00 – 20:30

Photograph the following:

Registration

Exhibition without people inside

Branding around the venue

Welcome Cocktail Party in exhibition hall

Monday, 25 June 2018 – CTICC

08:00 – 14:00

Photograph the following:

Opening

Tea / coffee and lunch breaks

A spread of the parallel sessions

General conference activities

Tuesday, 26 June 2018 – CTICC

08:00 – 10:00

Opening plenary

14:00 – 16:00

Water-Wise exhibition AND general public access to the main exhibition

19:00 – 22:00

Gala Dinner – Hall 9, CTICC 2



Wednesday, 27 June 2018 – CTICC

08:00 – 12:00

Plenary session

Some of the breakaways

Exhibition

17:00 – 18:00

Farewell drinks reception & prize-giving

A digital copy of photographs will be required within a week of completion of the conference for placement on the conference website and Facebook.

The media consultant may need to use some photographs for various press releases, social media posts, the conference newsletter, etc. throughout the duration of the conference.

A selection of photographs are to be provided on a daily basis to display in a slideshow at the beginning of the following day. (maximum 20 photos).

Exhibitors and sponsors may request additional work and will need to pay for this directly. There are various side meetings taking place for the trade on the evening of Monday 25 June and should they need assistance with this, the cost would need to be covered by that company and our colleague, Vee, will be managing this process to ensure that everything runs smoothly from all sides.