



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

## **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 airport meet & greet and airport transfer service 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, 25 May 2018

#### **SUBMISSION OF RFP:**

Electronic submissions can be sent to: [procurement@wisa2018.org.za](mailto:procurement@wisa2018.org.za)

#### **ENQUIRIES:**

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

Jaco Seaman: [events@wisa.org.za](mailto:events@wisa.org.za)

AND

Carolyn Melnick: [caro@soafrica.com](mailto: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 airport transfer 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.



- **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 airport meet & greet and airport transfer requirements for the WISA 2018 Biennial Conference and Exhibition

## **Requirements:**

### **Arrival Airport Meet & Greet Service - Sunday, 24 June 2018 – CTICC**

Full day meet and greet facility at Cape Town International Airport

Banners will be supplied by the WISA LOC to the appointed supplier

Arrange a desk at the airport where delegates can book and pay for transfers (if they have not yet booked)

Meet the delegates who have pre-booked and paid for their transfers

Regular shuttle bus service to run throughout the day from when the first flight lands to when the last flight lands.

90% of the delegates will arrive on domestic flights.

### **Travel / Transport Assistance Desk - CTICC**

To be open when the registration desk is open to assist with return airport transfer bookings and transport assistance.

Sunday, 24 June: 11:00 – 18:00

Monday, 25 June: 07:30 – 17:30

Tuesday, 26 June: 07:30 – 17:30

Wednesday, 27 June: 07:30 – 17:30

### **Return Airport Transfer Service**

Shuttles to depart from the official conference hotels to Cape Town International Airport.

See: <http://www.wisa2018.org.za/accommodation/>

Delegates will either leave on the evening of 27 June, during the day on 28 June, with some leaving on 29 June after the Technical Tours.