

## **REQUEST FOR PROPOSAL**

<b>Exhibition:</b>	<b>Africa's Travel Indaba 2024</b>
<b>Dates:</b>	<b>BONDay: 13 May 2024</b> <b>Exhibition Days: 14 – 16 May 2024</b>
<b>Services:</b>	<b>Accommodation Supplier</b>
<b>Venue:</b>	<b>Durban International Convention Centre Inkosi Albert Luthuli</b>

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We are pleased to extend this opportunity for the provision of services for Africa's Travel Indaba 2022. Our Request for Proposal (RFP) requires you to submit a detailed breakdown of your proposal and costs by the specified closure date to be considered as a preferred supplier for the above services for Africa's Travel Indaba 2024.

Synergy Business Events (Pty) Ltd has been appointed as the official management company of Africa's Travel Indaba on behalf of South African Tourism for the period 2024 to 2025. As part of this contract, the Synergy Business Events (Pty) Ltd team is responsible for the planning and implementing all operations and logistics around the execution of one of the largest events on the African tourism calendar - Africa's Travel Indaba. This event is held annually in Durban during May.

Africa's Travel Indaba - Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 14 May to 16 May 2024, 13 May 2024 BONDay (Business Opportunity Networking Day)  
Africa's Travel Indaba, a trade exhibition, is one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. Africa's Travel Indaba is a three-day trade event that attracts well over 8000 delegates from travel tourism and related industries. The exhibition accommodates over 1000 exhibitors, almost 550 local and international media, and more than 1 500 local and international buyers.

The focus for South African Tourism is to market South Africa as a destination to both domestic and international travellers. This is a trade show that provides a platform for the entire tourism industry to conduct business and network.

### **Africa's Travel Indaba 2023 Attendance:**

Media, including Hosted Media:	338
Exhibiting Companies:	1033
Hosted Buyers:	321
Local Corporate Buyers & Visitors:	1144

### Services required:

The official Accommodation Supplier must provide the following:

- Graded establishments, officially graded by the Tourism Grading Council of South Africa.
- Capacity of ±800 rooms distributed across different groups of hotels to accommodate approximately 800 pax for the duration.
- Proximity to the host venue, Durban International Convention Centre Inkosi Albert Luthuli - we are seeking accommodation within a ±20km radius of the Convention Centre.
- Transportation / Shuttles between venue and hotels - main shuttle route can be mildly adjusted to include the establishment on the official route; the establishment must have the option of providing separate shuttles if it is not within close proximity of the venue or within the required radius of the host venue and should avail access to official Africa's Travel Indaba Shuttles for the duration, as well as the placement of shuttle signage and support staff, at strategic information points for shuttle users;
- Universal Accessibility;
- Rate: Accommodation with Breakfast, this must include the tourism levy for approximately R1230.00 based on single rooms;
- Dates required:
- Check-in: 12 May 2024
- Check-out: 17 May 2024
- Early Check-in for Long-haul hosted buyers 200 pax - Check-in: 11 May 2024, and some support staff pre-show.
- (Additional nights on either side of these dates may be required depending on flight schedules)
- Value Adds:
  - Accommodation partners may grant Africa's Travel Indaba team permission to erect Africa's Travel Indaba, registration stations and signage at the establishment (hotel lobbies and any other agreed common spaces), as well as organise room drops and other activations so as to make the experience of Africa's Travel Indaba delegates unforgettable at no additional cost;
  - Hotel activations that welcome our guests that provides them with an authentic Durban experience;
  - Accommodation partners may grant Africa's Travel Indaba team permission to host Africa's Travel Indaba logo / AV content in their in-house room TV's and hotel screens during the show days of Africa's Travel Indaba (hotel lobbies and any other agreed common spaces);
  - Provision for small allocation of early check-in and late check-out at no additional cost;
  - 1 complimentary room for every 30 rooms booked;
  - Hotel Kitchens - to accommodate after hours' room service / meals for the duration of Africa's Travel Indaba, commencing Sunday 12 May - Friday 17 May 2024;
- Provision of Terms & Conditions from each Establishment upon submission of the proposal - we require upfront information regarding any constraints that may exist;
- The Africa's Travel Indaba organisers may accord the option to avail 'Official Africa's Travel Indaba Hotel' Partner status, dependent on agreed rates and additional value offered;
- The Greening compliance form (attached) must be completed and submitted with the accommodation proposal;
- The winning accommodation bid partners will be required to take up an exhibition stand at Africa's Travel Indaba on 14 May - 16 May 2024 at their own cost. For more information contact the sales team at [exhibitor@indaba-southafrica.co.za](mailto:exhibitor@indaba-southafrica.co.za)
- Compliance with all health and safety protocols as per the Tourism & Hospitality industry

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- standard protocols for Health & Safety purposes or any other infectious diseases;
- Cancellation Policy: Provision to cancel bookings fourteen (14) calendar days prior to the event at a 0% cancellation fee, based on actual arrivals of hosted delegates.
- Cancellation fees to be waived in case of any force majeure events and any unforeseen circumstances which will reduce the number of rooms required or the cancellation of the booking in its entirety.
- Should the respondent not be appointed as the official supplier, the respondent agrees to still have preferential rates published on the Africa’s Travel Indaba website and / or partner website links, to be made available to all show delegates.

### Evaluation Process

The evaluation process of bids will comprise of the following phases:

Phase 1	Phase 2	Phase 3
Administration and Mandatory bid requirements	Functionality	Price and B-BBEE
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 70/30 preference point system contemplated in the Preferential Procurement Policy Framework Act,  70 points will be awarded for price while 30 points will be allocated for preference points for BBEE as prescribed in the regulations.

### Functionality Scoring Points

Points awarded for functionality:

EVALUATION CRITERIA	Rating					Weight
	1	2	3	4	5	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						
<b>Quantity of rooms:</b>  Number of rooms proposed in order to meet the allocation required  20% and below = 0 40% and more = 1 50% and more = 2 60% and more = 3 70% and more = 4						40

80% and more = 5	
<p><b>Track record:</b></p> <p>The bidder needs to show experience in hosting large number of guests for other exhibitions of this magnitude</p> <p>1 Event = 0  2 Events and more = 1  4 Events and more = 2  6 Events and more = 3  8 Events and more = 4  10 Events and more = 5</p>	10
<p><b>Association Verification:</b></p> <p>The bidder needs to show proof of membership or association verification certificate.</p> <p>0 Association Membership = 0  1 Association Membership and or Industry Award = 1  2 Association Membership and or Industry Award = 2  3 Association Membership and or Industry Award = 3  4 Association Membership and or Industry Award = 4  5 Association Membership and or Industry Award = 5</p>	10
<p><b>Proximity of venue:</b></p> <p>With +_5km distance from Durban International Convention Centre Inkosi Albert Luthuli, or alternatively within the official shuttle route.</p> <p>10 kms and more = 0  8 kms and more = 1  6 kms and more = 2  5 kms and more = 3  4 kms and more = 4  2 kms and more = 5</p>	20
<p><b>Skills Transfer &amp; Localisation:</b></p> <p>The Bidder needs to include B&amp;B Establishment as part of the skills transfer and localisation.</p> <p>No B&amp;B Establishment = 0  One B&amp;B Establishment = 1  One B&amp;B Establishment &amp; skills transfer = 2  Two or more B&amp;B Establishments = 3  Two or more B&amp;B Establishments and skills transfer = 4  Three or more B&amp;B Establishments = 5</p>	5
<p><b>Greening &amp; Sustainability Initiatives:</b></p> <p>The bidder needs to show greening initiatives that are currently in place or will be implemented during Africa's Travel Indaba. Consideration should be given to using energy efficient appliances and recycling material should be put in place in conjunction with the organisers.</p>	10

No Greening Questionnaire Form = 0 Greening Questionnaire Form = 1 Greening Questionnaire Form and Hotel Eco-Policy = 2 Greening Questionnaire Form, Hotel Eco-Policy and Compliance of environmentally friendly practices = 3 Greening Questionnaire Form, Hotel Eco-Policy, Compliance of environmentally-friendly practices and any Greening Association membership = 4 Greening Questionnaire Form, Hotel Eco-Policy, Compliance of environmentally friendly practices, any Greening Association membership and any Greening or Sustainability awards = 5	
<b>Value Adds</b>  Additional points will be awarded for any value adds included as part of the proposal for Africa’s Travel Indaba 2024.  No Value Adds included = 0 1 Value-Add included = 1 2 Value-Adds included = 2 3 Value-Adds included = 3 4 Value-Adds included = 4 5 Value-Adds included = 5	5
<b>TOTAL POINTS FOR FUNCTIONALITY</b>	100
<b>A threshold of 70 % is applicable.</b>	

“Functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 1 - 5 rating scale as shown in the functionality criteria matrix under paragraph 5.1.
- IV. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
  - I. The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

**Awarding of Points for Price and Broad-Based Black Economic Empowerment**

The bidders that have successfully progressed through to Phase 3 (bidders who meets the minimum threshold for functionality of 70%) will be evaluated in accordance with the 70/30 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

70 points will be awarded for price while 30 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Cost Structure of Proposal:**

All prices are to be inclusive of VAT and all payment terms to be specified. No additional costs will be considered over and above the RFP submissions. Should you wish to sponsor these or any other services, please advise what your requirements would be in order for us to make an informed decision.

Payment, subsequent to successful award will be made against an official purchase order and VAT invoice.

**Event Greening:**

In line with international best practice Africa’s Travel Indaba 2024 aims to be a low carbon event where event greening is considered in all the different work streams and appointment of suppliers. You are required to indicate in your proposal how you intend to implement this. Please include all relevant costs into your proposal, bearing in mind that it needs to still be competitive and make financial sense. The emphasis should be on innovation around current business practice to ensure positive impact around social and environmental issues, while it is still financially viable. Please complete the Accommodation Greening Questionnaire attached.

For additional information about event greening please visit the resource section of the Event Greening Forum on [www.eventgreening.co.za](http://www.eventgreening.co.za).

**RFP Submissions:**

All proposals must also be e-mailed, in PDF format, to Sudeshnee Pillay no later than 16h00 on

Tel + 27 11 476 5104  
 admin@synergybe.co.za  
 Directors: Tiisetso Tau,  
 Martina Ledwaba  
[www.synergybe.co.za](http://www.synergybe.co.za)  
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**Monday, 18 March 2024** and should remain valid for the duration booked.

Please note that the following documentation must be submitted with the application:

- Recent CSD report
- Certified copy of a valid B-BBEE verification / rating certificate
- Industry Association membership
- Accommodation Greening Questionnaire (Attached)

Please email your proposal to [sudeshnee@synergybe.co.za](mailto:sudeshnee@synergybe.co.za)

**Queries:**

Should you have any questions relating to this RFP, please contact Sudeshnee Pillay [sudeshnee@synergybe.co.za](mailto:sudeshnee@synergybe.co.za) or +27 11 476 5104.

On successful appointment, a service level agreement (SLA) agreement will be provided for all parties. Your primary point of contact will be Synergy Business Events.