

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2023
Dates:	BONDay Day: 08 May 2023 Exhibition Days: 09 - 11 May 2023
Services:	Trade Catalogue
Venue:	Inkosi Albert Luthuli Durban International Convention Centre

We are pleased to extend this opportunity for provision of services for Africa's Travel Indaba 2023

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 2023.

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 2022 to 2024 (three show editions). As part of this contract, the **Synergy Business Events (Pty) Ltd** team is responsible for the planning and implementation including all of the 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) 09th to 11th May 2023, 8th May 2023 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 the 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.

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admin@synergybe.co.za
Directors: Tiisetso Tau,
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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.

Services required:

The official Exhibition Catalogue must include a free entry per exhibitor with basic contact details and website, a 50-word profile as well as an alphabetical listing of all exhibitors, location demographics within Africa, a map indicating their area of operation, their Africa's Travel Indaba stand number and copy of the final floorplan.

Additional pages will need to be dedicated to sponsors and partners, alongside a programme of events and Welcome message from SAT CEO and the Organising team, as well as any additions that may arise.

Complete management of the business guide for their Africa's Travel Indaba, including but not limited to:

- Company name
- Name and surname
- Company email address
- Company Website
- Company Logo
- Full colour, gloss finish pager
- Environmentally friendly paper
- Front cover and back cover designs.
- Inside cover layout and design
- Index layout and design
- 2000 copies (A5 size) to be printed and delivered to the organisers before the opening of the exhibition.
- NB: Note that preference will be given to environmentally friendly paper and printing, therefore please provide environmental specifications.
- All production, printing costs and delivery.
- Sales of all advertising for the catalogue, logos and addition advertising images can be sold as value adds, however South Africa National Convention Bureau (SANCB) and organisers will approve costs of all advertising sales.
- E-copy to be available to upload onto the Africa's Travel Indaba website and APP.
- Weekly progress status reports from appointment leading up to the exhibition.
- Post exhibition report back.

Organisers will provide you with the look and feel of the cover based on a successful proposal.

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Cost Structure of Proposal:

Please provide costs as a total project fee rather than a monthly retainer. All prices to be inclusive of VAT and all payment terms to be specified. No additional costs to be considered over and above the

RFP submissions. Should you wish to sponsor these services, please advise what your requirements would be in order for us to make an informed decision.

Additional points will be awarded for any innovative suggestions, as well as submission of your company sustainability / environmental policy and how you aim to implement this at Africa's Travel Indaba 2023. Consideration should be given to using energy efficient appliances and recycling material should be put in place in conjunction with the organisers.

Event Greening:

In line with international best practice Africa's Travel Indaba 2023 aims to be a reduced 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.

RFP Submissions:

Should you wish to sponsor these services, please advise what your requirements would be in order for us to make an informed decision.

Submission date – 12:00, Thursday, 30 March 2023

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

- A valid tax clearance certificate
- Certified copies of your company registration
- Certified copy of a valid B-BBEE verification / rating certificate
- Association Certificate
- Greening Questionnaire

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Please email your proposal to Nkateko Manganyi at nkateko@synergybe.co.za and deliver to Synergy Business Events Offices: No.6 Susman Avenue, Blairgowrie, Randburg, Johannesburg, Gauteng.

Queries:

Should you have any questions relating to this RFP, please contact Nkateko Manganyi on nkateko@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.