

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2019
Dates:	BONday Day: 6th May 2019 Exhibition Days: 08-09 May 2019
Services:	Shuttle Route Map
Venue:	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

We are pleased to extend this opportunity for provision of services for Africa's Travel Indaba 2019-2020.

Our Request for Proposal (RFP) requires you to submit a detailed breakdown of your proposed concept and costs by the specified closure date to be considered as a preferred supplier for the above services for Africa's Travel Indaba 2019-2020.

Synergy Business Events (Pty) Ltd is an experienced exhibition and event organiser with infrastructure capacity. We assist our clients with all their project management, sales, logistics and stand-building needs for their exhibitions and events. Our innovative team offers streamlined benefits in tune with our clients' objectives, focusing on delegate, exhibitor and visitor needs.

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 2018 to 2020. 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) 07th to 09th May 2019, 6th May BONDay (Business Opportunity Networking Day)

Tel + 27 11 476 5104
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Directors: Tiisetso Tau, Justin Hawes,
Martina Ledwaba
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Private bag X7000, Parklands, 2121

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 show that attracts well over 8000 delegates from the travel tourism and related industries. The exhibition accommodates over 1000 exhibitors, 686 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.

Services required:

The official Exhibition Shuttle Service Route Map is a map outlining the shuttle route to and from the airport, the venue, various hotels and pit stops throughout the different nodes in Durban.

The services required include the complete management of the Shuttle Service Route Map for Africa's Travel Indaba:

- 2 000 printed copies (A4 size) that folds into an A5 size
- 50 A1 sized printed copies with stands to be located at various strategic shuttle pick-up / drop off points;
- Hi Resolution and low resolution of the map for upload onto various digital platforms;
- Shuttle Route to be printed and delivered to the organisers before the opening of the exhibition, no later than the 1st May 2019
- Shuttle to include full Arial view of Routes listed below:
 - South Beach Zone
 - Marine Parade Zone
 - North Beach Zone
 - Blue Waters Zone
 - CBD Zone
 - Berea Zone
 - Riverside Zone
 - Umhlanga Beachfront Zone

- Umhlanga Gateway Zone
- Airport Route
- Entertainment Hubs

- Note that preference will be given to environmentally friendly paper and printing, therefore please provide environmental specifications;
- All production, printing and delivery costs must be included;
- 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 final report

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

Cost Structure of Proposal:

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.

RFP Submissions:

Submission date – 12:00, Friday 03th September 2018

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

Please email your proposal to Phetogo Kubheka – indaba@indaba-southafrica.co.za or deliver to Synergy Business Events Offices: 15 Catherine Avenue, Misa Office Park, Northcliff, Johannesburg, Gauteng.

Queries:

Should you have any questions relating to this RFP, please contact Phetogo Kubheka on indaba@indaba-southafrica.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.