

REQUEST FOR PROPOSAL

Exhibition:	Africa's Travel Indaba 2020
Dates:	BONDay Day: 11 May 2020 Exhibition Days: 12 - 14 May 2020
Services:	Accommodation Supplier
Venue:	Inkosi Albert Luthuli Durban International Convention Centre

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

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 2020

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) 12th to 14th May 2020, 11th May 2020 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.

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.

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Martina Ledwaba
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Services required:

The official Accommodation Supplier must provide the following:

1. Dates Required: 10th – 15th May 2020 where additional nights may be required on either side of these, based on arrivals of travellers;
2. Graded establishment – valid grading for the period of booking;
3. **Capacity – 800 rooms distributed across different groups of hotels, with a minimum of 600 rooms at a single establishment;**
4. Proximity to ICC – we are seeking accommodation within a 20km radius of the ICC;
5. Transportation / Shuttles between venue and hotels – main shuttle route can be mildly adjusted to include the establishment on the official route; establishment must have the option of providing separate shuttles if it is not within close proximity of the primary routes, and avail access to official Indaba Shuttles for the duration, as well as the placement of shuttle signage and support staff, at strategic information points for shuttle users;
6. Universal Accessibility;
7. Rates to include – Accommodation & Breakfast
8. **SA Tourism Staff – rate must be compliant with Government stipulated regulation rate of R1 230.00 pp / night**
9. Branding – Hotels to accommodate SA Tourism / Indaba branding as per agreed areas
10. Room Drops – Hotel to accommodate 1 x official room drop at no charge to SA Tourism
11. Complimentary Rooms – 1 complimentary room for every 30 rooms booked
12. Hotel Kitchens – to accommodate after hours' room service / meals for the duration of Africa's Travel Indaba, commencing Sunday 10th May – Thursday 14th May 2020 to check-out Friday 15th May 2020.
13. Value Adds – Additional Venues – conferencing and entertainment or activations
14. Provision of Terms & Conditions from each Establishment – we need to know upfront if there are any constraints.
15. Option to avail 'Official Africa's Travel Indaba Hotel' Partner status, dependent on rates offered and additional value;
16. The Greening form (attached) must be completed and submitted with the final proposal.
17. **Cancellation Policy: Provision to make up to 10% confirmed room cancellations fourteen (14) calendar days prior to the event at a 0% cancellation fee.**

Evaluation Process

Synergy Business Events has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Africa's Travel Indaba Accommodation Evaluation Scoring	Weights
Quantity of Rooms: 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) 80% and more (5)	40%
Track Record: The Bidder needs to show experience in hosting large number of guests for other exhibitions of this magnitude 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)	20%
A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table show in the RFP Page 2	20%
Proximity to Venue: Within 10km distance from Durban ICC, or alternatively within the Official Shuttle route 10kms and more (0), 8kms and more (1), 6kms and more (2), 5kms and more (3), 4kms and more (4) 2kms and more (5)	10%
Value Adds Bidders to present the value adds available from the company for the event. Value adds are to have no additional financial implications for Synergy Business Events, South African Tourism or the Africa's Travel Indaba Organising Team.	10%
TOTAL Score	100%
A Threshold of 80% is applicable	

B-BBEE Points Allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

Pricing:

Synergy Business Events (Pty) Ltd will utilise the following formula in its evaluation of Price:

$PS = 80$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

$Pmin$ = Price of lowest acceptable Bid

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.

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 2020. Consideration should be given to using energy efficient appliances and recycling material should be put in place in conjunction with the organisers.

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 2020 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.

For additional information about event greening please visit the resource section of the Event Greening Forum on www.eventgreening.co.za.

RFP Submissions:

Submission date – 12:00, Thursday, 07 November 2019

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

Proposal Format:

Please supply 2x hard copy colour documents for evaluation

Please supply 1x soft copy of proposal on memory stick or e-mailed to e-mail address provided below for evaluation

Please email your proposal to Chantelle Ndlovu – accounts@indaba-southafrica.co.za and deliver to Synergy Business Events Offices: The Pavilion, Block A, First Floor, 12 Wessel Road, Rivonia, Gauteng.

Queries:

Should you have any questions relating to this RFP, please contact Chantelle Ndlovu on accounts@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.