

ANNEXURE C3.2: SCOPE OF WORK

SUPPLY AND DELIVERY OF WATER WISE, EVENTS, SHOWS, AWARDS, AND COMPETITIONS, FOR A PERIOD OF 3 YEARS.

Bid number: RW10392658

PURPOSE

The supplier is required to provide booking agents/services to book and pay for the following events, shows, awards, and competitions, for the period July 2021 - July 2024. This may also involve limited on-site support and provision of related services. Please note that events etc. and publications may change.

BACKGROUND

Water Wise is Rand Water's environmental brand and is responsible for raising awareness on water conservation and the need to value water. South Africa is a water-stressed country that receives less than half the annual average rainfall received by the rest of the world. In addition, South Africa's water resources are under threat from a growing population, ongoing development, pollution, wetland destruction, invasive alien plants, and climate change. Water Wise aims to use research to inform and educate people on how they can use water wisely to prevent a future water crisis. This is partly achieved through numerous education and awareness in the form of exhibitions, educational material, and attendance at events. These events are done through technical specialists and members of the green industry that are applicable to work done at Water Wise. At these events and shows, Water Wise may put up a display or exhibit, present at a conference or forum, design educational material in collaboration with the stakeholders such as booklets, participate in competitions and award trophies for the most Water Wise participants, amongst other requirements and inputs.

OBJECTIVES OF WORK

This is a list of **potential** events, shows, awards, and competitions (proposed). Please note that these events happen annually. This list of events is not exclusive and there may be other adhoc or unforeseen events and opportunities that Water Wise are required to participate in.

EVENT NAME	ANTICIPATED DATE OF EVENT PER YEAR
SANA Trade Fairs	March/August
ILASA Awards/trophy	October
Eco-Logic Awards/trophy	September

Garden World Spring Festival/trophy	May
Sustainability Week event	October
Futurescape event	November
Lifestyle Garden Design Show	February
BirdLife SA Flufftail Festival	June/February
GBCSA Awards	October
TGMA Awards	December
Water Leakage Summit	June
SALI awards and booklet	June
SAGIC	June
Johannesburg International Garden/flower show	TBC
Other adhoc key stakeholders and events	To be confirmed
Adhoc or unforeseen opportunities, events, shows, awards, and competitions	To be confirmed

Please note that the dates of events may change, as well as the event itself. Some of these events may not happen (or may be scaled back) due to the COVID-19 pandemic, budget limitations, and other challenges. To accommodate these changes some new additional strategic events which provide ideal water wise opportunities may be added to this list (within budget).

Some of the events may include an awards ceremony and publications, such as booklets and/or editorials and advertorials (linked specifically to the activity). The administration, logistics, and payment of this must be included in the quote. The Water Wise education team will be responsible for developing all stands/exhibitions, materials and other related items with the event industry organisers. However, it may be necessary (on request from EMS the service provider is to provide support in the form of props, arrangements etc.).

It is essential that the bookings, contracts, and payments of the above must be done timeously and up-front by the supplier (Please note that Rand Water will only process invoices and payments from the supplier once the supplier has made payment for the "events" and supplies proof from the organisation involved that payment has been received). This is to ensure that Rand Water's space and attendance at the events, and that collaboration on targeted water wise interventions is guaranteed to allow for the Water Wise message to be conveyed effectively. Payment for any additional post booking services will be done separately and post the event.

The supplier will be required to engage with the Coordinator - Water Wise & Research at Environmental Management Services department at Rand Water, as well as other team members on the placement of exhibitions at the events, sizes of the stands, requirements such as electricity etc. and build up/breakdown, launches, as well as up front arrangements for other water wise collaborations. The supplier will be required to liaise regularly and continuously with the Water Wise team at all times, and needs to be available when needed. The supplier will need to provide the Water Wise team with all contact details and other information for the events/launches/collaborations to allow for the team to engage with the organisers where necessary.

The supplier should for all events/exhibitions/activities assist to negotiate more value add for Water Wise in the form of, for example but not limited to; additional space, better positioning, speaking slots, well positioned educational material, additional banners to be placed at event etc.

The supplier will not necessarily be required to provide any stand equipment or accessories, or stand build-up/breakdown assistance (other than the necessary logistical and documentation arrangements). However, on request and with prior arrangements support with some props and deco requirements may be requested. Should this service be required for a particular event due to unforeseen circumstances, this will be communicated (limited to the allocated budget).

Delivery of all deliverables, all meetings, and final feedback session will take place at:

Rand Water EMS - Nursery

143 IR Kromvlei Road

Alberton

2000

GPS coordinates: 26°21'08"S - 28°04'02"E



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