



Independent Communications Authority of South Africa

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REQUEST FOR QUOTATIONS TO PROCURE AUDIO VISUAL SERVICES FOR AN INTERNATIONAL MEETING

1. INTRODUCTION

The Independent Communications Authority of South Africa (ICASA) is the regulator of the broadcasting, telecommunications and postal services in the public interest. The Authority will host the 7th Sub-Sahara Spectrum Management Conference (hybrid attendance) and ITU workshop on Spectrum Management (fully physical meeting) at the Cape Town International Convention Centre in Cape Town from 01 – 04 November 2022.

2. BACKGROUND

2.1. ICASA would like to procure the services of a suitably qualified and experienced service provider to provide Audio Visual services.

2.2. Time schedule

- Setup 31/10/2022
- Event Period 01/11/2022 08:00 - 04/11/2022 17:00

3. SCOPE

Audio Visual/ Technical Requirements for each day from 01 – 04 November 2022
1 large screen to display slides and virtual speakers <i>* depending on the layout of the room, additional screens may be required</i>
Stage - set up with podium with 6 chairs

Wireless hand microphone or Headsets x 8 (6 for speakers + 2 hand held microphones for audience questions)
Television screen to be used as speaker 'comfort monitor'
Podium with fixed microphone
Sound System for large conference room
Lighting system for large conference room
A/V Technicians
AV Switch box and splitter
Complementary Wi-Fi for all participants
Strong and stable broadband with ethernet cables (wired) to enable streaming capability
Fixed and / or mobile cameras to film footage for live stream
Audio & video mixing desk for streaming

4. MANDATORY REQUIREMENTS:

The service provider must be based in Cape Town, Western Cape Province and available to execute the service required.