



**Part B: - SCOPE OF WORK - SAT Tender 289/25- DESIGN CUSTOMISATION AND CONSTRUCTION OF WORLD-CLASS INTERNATIONAL EXHIBITION STAND (IMEX AMERICA) FOR SOUTH AFRICAN TOURISM**

<b>Bid Description</b>	
Design customization and construction of world-class international exhibitions stands for South African Tourism	
<b>Bidder Name:</b>	
<b>CSD MAA number (Only SA Bidders)</b>	MAAA
<b>Tender Number:</b>	SAT Tender Number 289/25
<b>Closing Time:</b>	12h00 (SA Time)
<b>Closing Date:</b>	<b>14 March 2025</b>  (No late submission will be accepted)
<b>Compulsory Briefing Session:</b>	Yes
<b>Date and time of the Briefing Session:</b>	<b>19 February 2025 @ 14:00 - 15:30 noon (SA Time)</b>
<b>Briefing Session meeting link:</b>	<b>Microsoft Teams Meeting link:</b>  <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmNkNjgwZWYtNTBmNC00N2Q1LWFmNzMtOGUyM2E5Y2YwMTMx%40thread.v2/0?context=%7b%22Tid%22%3a%2232e7f2c3-4382-47dc-b263-c350f3f9f1d8%22%2c%22Oid%22%3a%225aba6e21-5744-46d4-bf35-f30d185f0e32%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmNkNjgwZWYtNTBmNC00N2Q1LWFmNzMtOGUyM2E5Y2YwMTMx%40thread.v2/0?context=%7b%22Tid%22%3a%2232e7f2c3-4382-47dc-b263-c350f3f9f1d8%22%2c%22Oid%22%3a%225aba6e21-5744-46d4-bf35-f30d185f0e32%22%7d</a>
<b>Contact Person</b>	Boitumelo Dibetle
<b>Bid Submission Link</b>	<a href="https://e-procurement.southafrica.net">https://e-procurement.southafrica.net</a>  Should bidders encounter any issues, queries must be directed in writing to

	<a href="mailto:tenders@southafrica.net">tenders@southafrica.net</a>  <b>No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered</b>
<b>Section</b>	Supply Chain Management
<b>Contact Person</b>	Boitumelo Dibetle
<b>Email Address</b>	<a href="mailto:Tenders@southafrica.net">Tenders@southafrica.net</a>

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF THE CONTRACT

## 1. CLOSING DATE

The closing date for the submission of proposals is **14 March 2025 at 12:00 noon (SA Time)**. No late submissions will be accepted.

## 2. PROCUREMENT TENDER PORTAL AND TENDER DOCUMENTS MARKING

- 2.1 South African Tourism has developed and implemented an online e-procurement Portal which will enable bidders to respond to procurement opportunities as and when they are issued by South African Tourism. The portal is the official portal for South African Tourism, which ensures an open, transparent, and competitive environment for any person participating in the procurement processes.

The portal enables a bidder to register as a supplier on the system and submit tender responses on the portal. The Portal's URL (<https://e-procurement.southafrica.net>) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, Firefox, and Safari. Interested bidders should with immediate effect consider registering and submitting their bid proposals on the portal which has specifically been developed and implemented for this purpose.

The supplier user manual can be viewed and downloaded on South African Tourism's website at <https://www.southafrica.net/gl/en/corporate/page/tenders>. All bidders should therefore take note that the physical drop-offs and courier of bid responses to South African Tourism's physical address is no longer permitted.

Prospective tenderers must periodically review both <http://www.southafrica.net/gl/en/corporate/page/tenders> and <https://e-procurement.southafrica.net> for updated information or amendments with regard to this tender, prior to due dates

- 2.2 Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
- 2.3 Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.
- 2.4 Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

## 3 CONTACT AND COMMUNICATION

- 3.1 A nominated official of the bidder(s) can make inquiries in writing to the specified person, Boitumelo Dibetle via email at [Tenders@southafrica.net](mailto:Tenders@southafrica.net). Bidder(s) must reduce all telephonic inquiries to writing and send to the above email address.
- 3.2 Bidders are to communicate any technical enquiries through the nominated official in writing, no later than **24 February 2025 @16:00 (SA Time)**.

All responses will be published by **27 February 2025 @17:00 (SA Time)** on the <https://www.southafrica.net/gl/en/corporate/page/tenders>

### 3.3. VALIDITY PERIOD

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

### 3.4. DURATION OF THE CONTRACT

South African Tourism intends to enter into a thirty-six (36) month contract and service level agreement with the successful bidder(s). The contract will also be subject to a periodic performance evaluation on agreed terms and conditions unless the parties agree otherwise

## 4. GENERAL OVERVIEW

### 4.1 Background

SA Tourism was established by section 2 of the Tourism Act No. 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No. 3 of 2014. SA Tourism is a Schedule 3 A Public Entity in terms of Schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of the South African Board in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents, and its visitors. It is a common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty, and inequality.

## 5. SCOPE OF WORK

5.1 The strategic platforms Unit within the South African National Convention Bureau (SANCB) is mandated to identify viable trade platforms for South Africa's tourism industry. Following in-depth research that focused on finding global platforms, the following strategic international platform was selected:

- **IMEX, Las Vegas**

This global trade platform plays a pivotal role in the recovery of South Africa's tourism sector and marketing South Africa as a destination and presents an opportunity for products to access and transact with various international buyers. This show is strategically selected to maximize the business opportunity for South African products. This trade show gathers the best global buyers, influencers, and exhibitors to create an essential platform for business, innovation, and networking.

The end of the pandemic has meant that the exhibition industry has fully opened up and reverted to physical shows, this status quo compels SANCB to seek the services of an international stand builder. The service provider will play an instrumental role in supporting the South African tourism sector to recover and continue putting the destination on the world map.

SA Tourism is extending an invitation to service providers with a reputable track record and vast experience in this field to submit proposals in a bid to be appointed as the preferred service provider for the design customisation, construction, storage, and transportation of world-class exhibition stand for a period of 3 years:

- **IMEX America: 2025, 2026, 2027**

SA Tourism reserves the right to review the future relevance of these platforms which might result in some being removed as South African Tourism strategic platforms (if applicable), and the supplier shall be duly notified in writing within a reasonable time in the event of such occurrence.

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
IMEX America	America - Las Vegas	2nd week of October	1750 square feet	25 - 30

\*Note: The size might vary based on the number of stand co-sharers

#### 5.1.1 Key considerations

SA Tourism will provide suppliers with a master stand design which must be used as a blueprint for customisation.

The customisation must include the following:

- (a) The exhibition stand must be as environmentally friendly as possible
- (b) The exhibition stand must be modern and of the highest global technology standards possible, so that it reflects the splendid infrastructure of South Africa, to showcase our positioning as a world-class tourism destination and capture the essence of brand South Africa. This should also include an LED wall as part of the stand structure for technology enhancement of the stand
- (c) South African Tourism participates in two types of trade shows: leisure and business. Therefore, the stand features for IMEX America should reflect the characteristics of a business show..
- (d) The supplier must conceptualise a distinct iconic thematic feature for the stand, which is uniquely representative of South Africa and can instantly be associated with the destination.
- (e) The exhibition stand should be designed to represent South Africa's brand appeal and should drive traffic and encourage maximum engagements
- (f) Proposals should include a stand design in a 3D drawing for business show
- (g) Drawings should be in line with SA Tourism's Corporate Identity (CI), which forms part of the bid document
- (h) Proposals should include detailed specifications and cost of materials (in the form of a bill of quantities, show cost for design separately) to be used for the construction of each of the designs, which should comply with and include at least the following:
  - (i) The material used for the stand should be of high quality and durable
  - (j) The stand should be modular in design in order for it to be reused in its original high-quality format across the shows and it should also allow speedy onsite adjustments, (including the size of the stand) depending on the demands of the environment. The cost for this should be included in the tender price
  - (k) It remains the responsibility of a successful builder to store and transport stand material. The exhibition stand should be compact and lightweight in order to reduce the costs of transportation and storage
  - (l) The exhibition stands including all furniture will remain the property of the stand builder after the 3-year period
  - (m) The successful tenderer should provide all graphics including the design and production of artwork, furniture, and other related items

- (n) The design(s) and all the elements included will remain the property of SA Tourism
- (o) The design(s) is proprietary to SA Tourism and in no way shall the supplier re-use such design(s) for any other event or client
- (p) The successful tenderer should provide permanent on-site support including technical, project management, and technological expertise prior to, during, and post each exhibition, including receiving marketing and gifting collateral on behalf of SA Tourism.
- (q) This should be included in the tender price;
- (r) The price must incorporate overall insurance for the stand, including transit and storage.

#### 5.1.2 IMEX America

- The stand will be +/- 1750 sqft in size;
- The stand will accommodate an anticipated +/-35 exhibiting partners. Each partner requires a lockable desk/table with identifying interchangeable signage with company branding, 3 chairs per booth, electrical power and South African compatible electric cords/plugs, screen divider/protector;
  1. Boardroom that sits +/- 10 pax or Presentation room that sits +/-15pax equipped with screens for video viewing, Lectern sound, microphone, speakers, headphone
  2. Office that accommodates 8 pax;
  3. Press studio equipped with relevant technology; central storage which includes shelving, water cooler refrigerator, and coat hangers
  4. An activation area displaying/showcasing South African goods.
  5. Coat hangers and compatible electric cords/plugs to be built into the above stand features
- Booths to be located on the outer space of the stand for equal visibility.
- Branded front reception area with lockable storage cabinet and 2 high chairs;
- Space to execute activation ideas 2 Pause areas at the center of the stand, accommodating 6 pax each
- 3m x 3m LED Screen for video viewing; -
- A suitable area to be used as a coffee/ serving counter catering during the day with electrical power points;
- Lighting, to enhance the stand;
- Rental furniture and audiovisual equipment,
- Manage all transportation/shipping of stand materials and on-site construction, including all electrical requirements; in compliance with the local regulations and labour laws
- Liaison with show officials to ensure compliance with all show rules and regulations; including submission of all design and other material required on stipulated deadlines
- Inclusion of all costs required by organizers for building the stand (Electricity connection etc.);
- On-site assistance including stand maintenance/cleanliness throughout the show
- South African Tourism has its own image library and images will be forwarded to the appointed supplier for use on the stand;
- Coordinate and print all the approved graphics including exhibitors' stand/booth
- Graphics to be in line with the provided SA Tourism CI

**The above is a standard requirement. Bidders will be required to incorporate any other features that will enhance the look and feel of the stand**

**6. PRICING SCHEDULE**

A detailed pricing schedule should be included in the bid proposal, detailing all aspects to deliver the requirements to South African Tourism as required under this tender. The detailed pricing schedule should, for the avoidance of doubt, also be summarised under Part A (ANNEXURE C) of the bid document. For the purpose of evaluation, the price shall include all local taxes and other reimbursable expenses.

**END.**