

Sandton Library Offices	P.O Box 7776	Tel +27 11 779 0200
Nelson Mandela Square	Johannesburg	www.joburgtourism.com
West Street, Sandton	South Africa	
Johannesburg	2000	
South Africa		

REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC0014/2026-27 (Addendum)
DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE, QUALIFIED SERVICE PROVIDER FOR TRAVEL, ACCOMMODATION, BREAKFAST, TRANSFERS, TRAVEL INSURANCE, UK VISA FOR THE JOBURG TOURISM COMPANY OFFICIALS' ATTENDANCE AT WORLD TRAVEL MARKET (WTM) INCLUDING SECURING OF SPACE, BUILD AND BREAKDOWN OF EXHIBITION SPACE, TAKING PLACE AT EXCEL CENTRE IN LONDON- UK FROM 01- 06 NOVEMBER 2026	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	13 October 2026
Closing date:	20 October 2026
Closing time:	10H30
Compulsory briefing meeting	N/A
Quotations MUST be physically deposited in the TENDER box at: 4th Floor Joburg Tourism Company Offices Sandton Library Offices Nelson Mandela Square West Street, Sandton	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the latter address at the time indicated and no late submissions will be received.
Procurement Enquiries	PhutiM@joburgtourism.com Tel: (011) 779 0200
Technical Enquiries	Lumka Dlomo LumkaD@joburgtourism.com Tel: (011) 779 0200

Request qualified experienced service provider

DELIVERABLES

No.	Services	Required	Supplier Quote (Yes/No)
(a)	Economy flights costs	Yes	
(b)	Transfer to OR Tambo International and back	Yes	
(c)	Accommodation (bed & breakfast)	Yes	
(d)	Heathrow Airport – Hotel – Heathrow Airport transfers	Yes	
(e)	Hotel – Excel Centre – Hotel transfers	Yes	
(f)	Hotel – SA House- Hotel transfers	Yes	
(g)	Travel insurance	Yes	
(h)	UK Travel Visa	Yes	
(i)	<i>Secure and pay for JTC exhibition stand</i>	Yes	

Note well:

Contact person at World Travel Market is Fabiana Gust: Account Manager

WTM Portfolio

Gateway House

28 The Quadrant

Richmond

Surrey, TW9 1DN

E: fabiana.gust@rxglobal.com

T: +44 (0)20 8910 7715

M: +44 (0) 78269 21447

Disclaimer:

The successful bidder shall be expected to have sufficient cash flow to project manage and execute the travel management services from beginning to end, since the JTC shall not offer upfront payment for any work to be done. Payment will be made upon submission of invoice/s for completed project/s.

1.1 Pricing Schedule – World Travel Market Trade Exhibition: London -UK

Items– WTM	From	To	Date	Quantity	Exc VAT (R)	Total (R)
Return flights-economy	Johannesburg (OR Tambo)	Heathrow - London	01 -06 Nov 2026	3pax		
Transfer: 1	Bramley	OR Tambo	01 Nov 2026	1 pax		
	OR Tambo	Bramley	07 Nov 2026			
Transfer 2	Birchleigh	OR Tambo	01 Nov 2026	1 pax		
	OR Tambo	Birchleigh	07 Nov 2026			
Transfer 3	Parkmore	OR Tambo	01 Nov 2026	1pax		
	OR Tambo	Parkmore	07 Nov 2026			
Transfer in London	Heathrow Airport	Hotel	02 Nov 2026	3pax		
Transfer	Hotel	Airport	06 Nov 2026	3pax		
Transfer (afternoon)	Hotel	ExCel Centre	02 Nov 2026	1pax		
	ExCel Exhibition centre	Hotel	02 Nov 2026	1pax		
Transfer (evening)	Hotel	SA House Trafalgar Square	02 Nov 2026	3pax		
	SA House Trafalgar Square	Hotel	02 Nov 2026	3pax		
Daily transfer	Hotel	ExCel Centre	03-05 Nov 2026	3pax		
	ExCel Exhibition Centre	Hotel	03-05 Nov 2026	3pax		
Accommodation (Bed & Breakfast)	London	Check in: 01 Nov 2026 Check out: 06 Nov 2026		3 rooms		
Travel Insurance				3pax		
UK VISA Costs				3pax		
Extra luggage cost	2 x small boxes for brochures and corporate gifts					
Exhibition stand	Stand dimensions: 3.5m x 3m					

Items– WTM	From	To	Date	Quantity	Exc VAT (R)	Total (R)
	Show Days: 03=05 November 2026.					
	Stand to be handed over to Joburg Tourism on 02 November 2026 at 17h00					
TMC Fees						
Total excl VAT						
VAT						
Incl VAT						

EXHIBITION STAND

Bidders are to submit costs for securing space and booking exhibition stand at the WTM trade show. The appointed service provider will be required to execute and project manage the above on behalf of JTC.

JOBURG TOURISM STAND DETAILS:

Venue: Excel Centre: London

Stand number: S7 -106

Stand dimensions: 3.5m x 3m

Show Days: 03=05 November 2026.

Note: Complete stand must be handed over to Tourism on 02 November 2026 at 17h00

The stand must comprise of and have:

- 1 x exhibition space
- 1 x floor covering carpet
- 1 x lockable reception bar counter/area
- 4 x chairs
- 2 x round tables
- 1 x bar stool for the reception
- 6 x long arm spotlights
- Graphic printing for the wall
- 1 x logo printing for the reception counter
- 1 x 42' LED TV screen mounted
- 2 x 500w sockets for power/electricity



Sample: JTC Exhibition stand

The main Tourism Pavilion must have the reception area and lounge/public area and enough space for activation and allowance for social distancing in line with Covid -19 protocols. The pavilion must be branded with Joburg tourist attraction images namely but NOT limited to the suggested;

- Red bus, Orlando Towers, Nelson Mandela Bridge, Shopping, Eating out, bungee jumping, Quad-biking, Joburg Zoo, Hiking spots, hotels, etc. The appointed service provider need to source the images at OWN cost and follow all the necessary disclaimer and public use of the images as JTC will NOT be liable for any litigation as a result of use of images. Please note that the pavilion area needs to allow for ease of movement and enough air circulation during the exhibition.

Disclaimer:

The images and stand sample provided above are for sole purpose of providing samples of Johannesburg Tourism Company's previous exhibition stand at the Rand Easter show. ***This is not a suggestion that bidders must copy the design for the purpose of this RFQ***, but rather have an idea of what Johannesburg Tourism Company is looking for without limiting the bidders' creativity.