



Part B: - SCOPE OF WORK - SAT TENDER 349/26 - INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER FOR SOUTH AFRICAN TOURISM

Bid Description	
INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER FOR SOUTH AFRICAN TOURISM	
Bidder Name:	
CSD MAA number (Only SA Bidders)	MAAA
Tender Number:	SAT Tender Number 349/26
Closing Time:	12h00 Noon (SA Time)
Closing Date:	02 October 2026 (No late submission will be accepted)
Briefing Session:	Yes
Date and time of the Briefing Session:	15 September 2026 @ 8:00 - 9:30 AM (SA Time) - 1 st Session 15 September 2026 @ 15:00 - 16:30 PM (SA Time) - 2 nd Session
Briefing Session meeting link:	Microsoft Teams Meeting link: <u>1st Session link: 8:00 AM (SA Time)</u> BRIEFING SESSION: SAT TENDER 349/26 - INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER FOR SOUTH AFRICAN TOURISM Meeting-Join Microsoft Teams <u>2nd Session Link: 15:00 PM (SA Time)</u> BRIEFING SESSION: SAT TENDER 349/26 - INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER FOR SOUTH AFRICAN TOURISM Meeting-Join Microsoft Teams
Contact Person	Boitumelo Dibetle
Bid Submission Link	https://e-procurement.southafrica.net Should bidders encounter any issues, queries must be directed in writing to

	tenders@southafrica.net No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered
Section	Supply Chain Management
Contact Person	Boitumelo Dibetle
Email Address	Tenders@southafrica.net

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 02 October 2026 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.
- 2.2 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.
- 2.3 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.
- 2.4 Prospective tenderers must periodically review both <https://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.
- 2.5 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.
- 2.6 Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.
- 2.7 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. 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 16 September 2026 @13:00 (SA Time).
- 3.3 All responses will be published by 18 September 2026 @17:00 (SA Time) on the <https://www.southafrica.net/gl/en/corporate/page/tenders>

4. 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.

5. 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

6. APPOINTMENT OF AN INTERNATIONAL EXHIBITION STAND DESIGN AND BUILD SERVICE PROVIDER

6.1 PURPOSE

South African Tourism (SAT) invites suitably qualified and experienced service providers to submit proposals for the provision of a International Exhibition Stand Design and Build Services for a period of thirty-six (36) months.

The purpose of this Request for Proposal (RFP) is to appoint a maximum of three panel members capable of delivering end-to-end exhibition stand design, customisation, construction, logistics, transportation, installation, on-site support, dismantling, storage and related exhibition infrastructure services for South African Tourism's participation in approved international exhibitions and strategic platforms.

The appointed supplier shall design and deliver world-class exhibition environments that effectively showcase South Africa as a leading global tourism destination while supporting destination marketing, trade engagement, market access, lead generation, stakeholder engagement and business development objectives.

The supplier shall provide innovative, sustainable, modular and scalable exhibition solutions capable of adapting to different exhibition venues, stand sizes, exhibitor requirements and exhibition objectives.

Services will be required on an as-and-when-required basis throughout the contract period and may include support for international trade exhibitions, consumer exhibitions, tourism exhibitions, business events exhibitions, destination marketing exhibitions and other approved international strategic platforms.

The successful supplier shall provide a turnkey solution and assume responsibility for all aspects of exhibition stand delivery, ensuring compliance with venue regulations, international exhibition standards, health and safety requirements and South African Tourism's Corporate Identity and brand standards.

6.2 BACKGROUND

South African Tourism, through its Strategic Platforms Programme, identifies, evaluates and participates in international tourism trade and destination marketing platforms that provide the greatest opportunity to advance South Africa's tourism growth objectives.

The Strategic Platforms Programme is informed by ongoing market research, destination competitiveness assessments, industry intelligence and stakeholder engagement processes aimed at identifying global platforms that provide access to priority source markets, qualified buyers, media, influencers, investors and tourism decision-makers.

These platforms play a critical role in supporting South African Tourism's mandate to:

- Increase international tourist arrivals.
- Increase international tourist arrivals.

- Grow tourism revenue and visitor spend.
- Improve geographic spread of tourism benefits.
- Address seasonality challenges.
- Create market access opportunities for tourism businesses.
- Promote South Africa as a preferred leisure and business events destination.
- Support tourism sector growth and competitiveness.

Participation in international exhibitions enables South African Tourism and industry partners to:

- Promote South Africa's tourism products and experiences.
- Facilitate business-to-business engagement.
- Generate qualified business leads.
- Strengthen destination awareness and visibility.
- Support tourism trade development.
- Create opportunities for South African tourism products to access international markets.
- Showcase South Africa's capabilities in both leisure tourism and business events.

Historically, South African Tourism has procured exhibition stand design and build services through exhibition-specific tenders. Whilst this approach provided flexibility, it resulted in fragmented brand representation, duplicated procurement processes, increased administrative burden, limited opportunities to leverage modular infrastructure and institutional knowledge retention.

To address these challenges, South African Tourism seeks to appoint a suitably qualified International Exhibition Stand Design and Build Service Provider through a thirty-six (36) month framework agreement capable of delivering consistent, world-class exhibition environments across approved international exhibitions.

6.3 HISTORICAL STRATEGIC PLATFORMS AND PRICING BASIS

South African Tourism has historically participated in the following strategic international exhibitions and bidders are required to provide pricing proposals based on the indicative exhibition information below;

Table 1: Historical Strategic Platforms and Indicative Exhibition Requirements

No.	Strategic Exhibition Platform	Host City / Country	Estimated Dates	Indicative Floor Space	**Indicative Number of Exhibitors / Co-sharers	Exhibition Category
1	Arabian Travel Market (ATM)	Dubai, United Arab Emirates	End April-begin May	204 sqm	**20 - 25	Leisure and Business Events
2	IMEX Frankfurt	Frankfurt, Germany	May	249.75 sqm	**25 - 30	Business Events
3	IMEX America	Las Vegas, United States of America	October	1,750 sq. ft.	**25 - 30	Business Events
4	IBTM World	Barcelona, Spain	November	231 sqm	**25 - 30	Business Events
5	World Travel Market (WTM)	London, United Kingdom	November	255 sqm	**35 - 40	Leisure and Business Events
6	ITB Berlin	Berlin, Germany	March	437 sqm	**55-60	Leisure and Business Events

Note: The above information reflects South African Tourism's historical participation in strategic international exhibition platforms and is provided for pricing, planning, evaluation and appointment to the panel with maximum of three bidders. Actual exhibition requirements, floor space allocations, stand configurations and exhibitor participation numbers may vary from year to year based on approved business requirements, venue allocations and strategic objectives.

****Bidders must quote based on the highest number of exhibitors/co-sharers indicated for each platform to ensure a fair and consistent price comparison.**

Bidders are required to submit pricing proposals based on the indicative exhibition information provided above. The pricing submitted for each platform shall serve as the baseline pricing applicable throughout the duration of the framework agreement and will be used by South African Tourism for evaluation and comparative assessment purposes.

The submitted pricing schedules will form part of the overall cost evaluation methodology and assist South African Tourism in determining the most cost-effective bidder and the envisaged value for money across the identified strategic platforms. Bidders will be expected to remain within the pricing parameters submitted in their proposals for the respective exhibitions, unless material changes to the scope, floor space, exhibitor numbers or exhibition requirements are approved by South African Tourism through a formal change process.

Bidders are required to refer to the exhibition-specific requirements attached as the relevant annexures when preparing their pricing proposals to ensure accurate and comprehensive costing for the above listed exhibitions.

6.5 PROCUREMENT APPROACH

6.5.1 Contract Structure

- The appointment shall operate as a Framework Agreement for a period of thirty-six (36) months.
- No guarantee of work, minimum spend or exclusivity shall be provided.
- Services shall be procured on an as-and-when-required basis through exhibition-specific work orders.

6.6 EXHIBITION CATEGORIES

6.6.1 The supplier may be required to support:

- International leisure trade exhibitions.
- Business events exhibitions.
- Consumer exhibitions.
- Tourism exhibitions.
- Destination marketing exhibitions.
- Activation platforms.
- Hybrid and virtual exhibition environments.
- Other approved international strategic platforms.

6.6.2 Exhibition-Specific Work Orders

Services shall be activated through exhibition-specific work orders issued following approval by South African Tourism to participate in a particular exhibition.

For each approved exhibition, South African Tourism shall provide an exhibition-specific brief detailing:

- Exhibition name and profile.
- Exhibition objectives.

- Venue and destination country.
- Exhibition dates and timelines.
- Stand size and floorplan allocation.
- Number of exhibitors.
- Functional requirements.
- Branding requirements.
- Technology requirements.
- Sustainability requirements.
- Installation and dismantling requirements.
- Reporting requirements.
- Budget parameter should be based on the pricing submitted by bidder at the time of the RFP submission

The supplier shall review the brief and develop an exhibition solution aligned to the approved requirements.

7. SCOPE OF WORK

7.1 SERVICE OBJECTIVE

To appoint a suitably qualified and experienced supplier capable of delivering world-class exhibition stand design, construction, logistics and support services for approved international exhibitions during the contract period.

The supplier shall provide a comprehensive turnkey solution covering all aspects of exhibition stand delivery.

Exhibition Stand Design and Customisation

The supplier shall:

- Design and develop world-class exhibition stand concepts that reflect South Africa's tourism offering, cultural richness, business events capabilities and destination appeal.
- Develop a distinctive and recognisable South African Tourism exhibition identity that can be consistently applied across all approved international exhibitions.
- Ensure alignment with South African Tourism's Corporate Identity and strategic brand positioning.
- Produce conceptual designs, floorplans, technical drawings, elevations, 3D renders and visualisations for approval.
- Incorporate innovative and engaging design features that enhance visitor interaction and destination visibility.
- Create immersive exhibition environments that support exhibitor engagement, networking and destination promotion.
- Develop a standard unique iconic South African feature capable of becoming a signature element across international exhibitions across all platforms

- Ensure all stand concepts remain modular, scalable and adaptable to varying stand sizes and venue configurations.
- Ensure all designs reflect international best practice and exhibition industry standards.

7.2 CONCEPT DEVELOPMENT REQUIREMENT

Bidders shall submit:

Concept 1: Leisure Tourism Exhibition Concept

Reflecting:

- Destination appeal.
- Tourism experiences and activations
- Culture and heritage.
- Lifestyle offerings.

Concept 2: Trade and Business Events Exhibition Concept

Reflecting:

- Tourism trade engagement.
- Business networking opportunities.
- Meetings and events capabilities.
- Industry partnerships.
- Destination competitiveness.
- Stand activations

Both concepts shall maintain a common South African Tourism identity while addressing different exhibition audiences.

7.3 CORPORATE IDENTITY AND BRANDING REQUIREMENTS

The supplier shall:

- Ensure alignment with South African Tourism's Corporate Identity and brand guidelines.
- Accommodate future branding and campaign updates throughout the contract period.
- Provide interchangeable branding solutions
- Design, produce and install all approved graphics and branding elements.
- Design, produce and install exhibitor-specific branding and signage.
- Ensure all branding materials are suitable for large-format exhibition applications.
- Adapt, resize and install approved graphics and audio-visual content across varying stand configurations.

7.4 EXHIBITION STAND CONSTRUCTION

The supplier shall:

- Manufacture and construct exhibition stands to international standards.
- Supply all structural components.
- Supply furniture, fittings and fixtures.
- Ensure compliance with venue regulations.
- Ensure compliance with local labour, health and safety requirements.
- Deliver high-quality finishes suitable for international exhibition environments.

7.5 MODULAR AND REUSABLE INFRASTRUCTURE

The supplier shall:

- Develop modular and reusable exhibition infrastructure.
- Ensure stand systems can be reconfigured for varying stand sizes.
- Maximise the reuse of structural components, furniture, branding and technology infrastructure.
- Minimise the need for complete stand reconstruction.
- Demonstrate cost efficiencies achieved through modularity and reuse.
- Maintain a consistent world-class appearance across all exhibitions.

7.6 SUSTAINABILITY REQUIREMENTS

The supplier shall demonstrate sustainable exhibition practices through:

- Use of recyclable materials.
- Reusable infrastructure.
- Environmentally responsible sourcing.
- Waste reduction initiatives.
- Energy-efficient technologies.
- Sustainable logistics practices.

7.7 TECHNOLOGY AND AUDIO-VISUAL INFRASTRUCTURE

The supplier shall provide technology and audio-visual infrastructure required to support exhibition operations, destination promotion, presentations, media activities and stakeholder engagement.

The supplier shall be capable of providing:

- Large-format LED screens for destination branding and content display.
- Digital display screens for boardrooms, meeting rooms and presentation areas.
- Audio-visual equipment.
- Presentation and conferencing equipment.
- 3 Microphones, 1 PA system and 15 headsets .

- Media and communications infrastructure.
- Internet and connectivity solutions.
- Visitor engagement and lead-generation technologies.
- Incorporate AI powered features that enhance engagements on the stand

Specific technology requirements shall be determined through exhibition-specific briefs and work orders issued by South African Tourism.

7.8 FUNCTIONAL EXHIBITION REQUIREMENTS

The supplier shall be capable of providing exhibition infrastructure and facilities including, but not limited to:

- Exhibitor pods, booths and workstations.
- Lockable exhibitor desks or tables with interchangeable branding and signage.
- Appropriate seating for exhibitors and visitors associated with exhibitor workstations.
- Reception areas, including reception counters with lockable storage and seating for reception personnel.
- Boardrooms and meeting facilities.
- Presentation and briefing areas.
- Media and interview facilities.
- Offices and operational workspaces.
- Activation and destination showcase areas.
- Networking and engagement areas.
- Hospitality and refreshment facilities.
- Coffee serving stations.
- Central storage facilities.
- Utility and back-of-house areas.
- Audio-visual and presentation infrastructure.
- Digital display and branding infrastructure.
- Electrical reticulation, power supply and connectivity requirements.
- Visitor engagement and information-sharing facilities.
- Universal plugs compatible to South Africa

The supplier shall ensure that exhibition layouts maximise exhibitor visibility, visitor flow, stakeholder engagement and destination promotion objectives.

Final configurations, capacities and specifications shall be determined through exhibition-specific briefs and work orders issued by South African Tourism.

7.9 LOGISTICS, TRANSPORTATION AND STORAGE

The supplier shall:

- Manage international transportation and shipping.
- Coordinate customs and freight requirements.
- Manage import and export documentation.
- Store reusable exhibition infrastructure.
- Maintain inventory records.
- Ensure timely delivery and collection.
- Manage return logistics following exhibitions.

7.10 ASSET MANAGEMENT AND INVENTORY CONTROL

The supplier shall:

- Maintain a complete inventory register of reusable exhibition assets.
- Track asset utilisation and condition.
- Conduct periodic condition assessments.
- Provide asset utilisation reports upon request.

7.11 INSTALLATION AND DISMANTLING

The supplier shall:

- Manage on-site construction.
- Install exhibition infrastructure.
- Coordinate dismantling activities.
- Ensure compliance with organiser deadlines and venue requirements.
- Manage contractors and subcontractors where applicable.

7.12 EXHIBITION ORGANISER COMPLIANCE AND VENUE LIAISON

The supplier shall:

- Liaise directly with exhibition organisers.
- Submit stand plans and technical drawings.
- Obtain required approvals.
- Coordinate utility orders.
- Coordinate electrical and internet connections.
- Ensure compliance with organiser regulations.
- Ensure compliance with venue health and safety requirements.
- Ensure compliance with local labour regulations.

7.13 ON-SITE SUPPORT

The supplier shall provide:

- Dedicated project management.
- Technical support.
- Daily stand maintenance.
- Daily operational support.
- Venue liaison services.
- Exhibition organiser liaison services.
- Daily cleaning and upkeep services.
- Coordination of utility and connectivity services.
- Coordination of hospitality requirements.
- Management of third-party suppliers.
- On-site troubleshooting and operational support.
- Coordination and receipt of South African Tourism promotional collateral, marketing material and exhibition assets.
- Coordination of organiser requirements and submission deadlines.
- Support before, during and after each exhibition.

7.14 INSURANCE

The supplier shall maintain adequate insurance covering:

- Transportation.
- Storage.
- Installation.
- Dismantling.
- Public liability.
- Third-party liability.
- Damage to exhibition infrastructure.

Proof of insurance shall be maintained throughout the contract period.

7.15 REPORTING REQUIREMENTS

The supplier shall provide post-event reports including:

- Installation and dismantling reports.
- Logistics reports.

- Asset condition reports.
- Sustainability reports.
- Incident reports.
- Technology performance reports.
- Cost optimisation recommendations.
- Continuous improvement recommendations.

7.16 INTELLECTUAL PROPERTY

All approved concepts, master stand designs, artwork, graphics, 3D renders, visualisations and intellectual property developed specifically for South African Tourism under this contract shall become the property of South African Tourism.

The supplier shall not reproduce, adapt, licence, distribute or utilise such intellectual property for any other client without prior written approval from South African Tourism.

8. SUPPLIER RESPONSE REQUIREMENTS

Bidders shall respond to the following sections:

- Company Profile and Experience.
- Relevant International Exhibition Experience.
- Design Methodology.
- Leisure Tourism Exhibition Concept.
- Business Events Exhibition Concept.
- Modular and Reusability Strategy.
- Sustainability Approach.
- Technology and Innovation Approach.
- Logistics and Delivery Methodology.
- Project Management Methodology.
- Risk Management Approach.
- International Delivery Capability.
- Asset Management Methodology.
- Key Personnel and organogram
- Favorable Client References.
- Pricing Schedule.

9. PRICING APPROACH

The appointment shall operate as a framework agreement supported by benchmark pricing for identified exhibition.

The pricing model shall support flexibility, transparency, value for money, modularity, sustainability and long-term cost optimisation across South African Tourism's international exhibition platforms.

Pricing Schedule Requirements

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

The pricing schedule shall include, but not be limited to, the following cost categories:

9.1 Design Services

- Concept development
- Design customisation
- Technical drawings
- 3D visualisations and renders
- Artwork development
- Corporate Identity adaptation.
- Design revisions and approvals

Incorporation of an iconic and distinctive stand feature

9.2 Project Management

- Project management fees
- Account management
- Exhibition planning and coordination
- Venue liaison
- Exhibition organiser liaison
- Supplier and contractor coordination
- On-site project management

9.3 Stand Construction and Infrastructure

- Structural elements
- Modular stand infrastructure
- Manufacturing and construction
- Flooring
- Lighting
- Electrical reticulation
- Storage facilities

- Hospitality infrastructure
- Reception infrastructure
- Networking and activation areas

9.4 Furniture, Fittings and Fixtures

The supplier shall provide all furniture, fittings and fixtures required to deliver a complete turnkey exhibition solution. Pricing shall make provision for, but not be limited to, the following:

- Reception counter with lockable storage facilities.
- Reception area seating, including a minimum of two (2) reception chairs or high chairs
- Lockable exhibitor desks/tables with interchangeable branding and signage
- Minimum of four (4) chairs per exhibitor workstation
- Boardroom furniture with seating capacity for approximately six (6) to eight (8) persons
- Presentation room
- Networking and pause area furniture
- Hospitality and catering furniture
- Shelving, display units and storage facilities
- Coat hangers and ancillary furniture
- Any additional furniture required to deliver a complete exhibition stand solution in accordance with the approved exhibition brief.

9.5 Graphics and Branding

- Graphic design
- Graphic production
- Large-format printing
- Exhibitor branding
- Interchangeable signage
- Branding installation and removal.

9.6 Technology and Audio-Visual Equipment

- LED screen integrated within the reception area for destination marketing content, promotional videos and exhibition messaging.
- Supporting digital display screens within boardroom and meeting facilities for presentations and business engagements.
- Digital display screens and video walls
- Audio-visual equipment
- Presentation equipment

- PA Sound systems
- Microphones and headsets
- Digital engagement technologies
- Connectivity and Wi-Fi solutions
- Electrical power requirements.

9.7 Logistics and Transportation

- International freight and shipping
- Customs clearance
- Transportation
- Handling costs
- Packing and unpacking
- Return logistics.

9.8 Storage and Asset Management

- Storage of stand infrastructure
- Inventory management
- Asset maintenance
- Protection of reusable materials
- Warehousing costs.

9.9 Installation and Dismantling

- Labour costs
- Installation
- Dismantling
- Waste management
- Venue compliance requirements
- Health and safety compliance.

9.10 On-Site Support

- Technical support
- Daily stand maintenance
- Cleaning services
- Venue liaison services
- Exhibition organiser liaison services

- Operational support staff
- Troubleshooting and emergency support.

9.11. Functional Exhibition Areas

Pricing shall make provision for the establishment and operation of functional exhibition areas including, but not limited to the following;

- Exhibitor workstations and meeting areas
- Reception and registration areas
- Boardroom facilities accommodating approximately six (6) to eight (8) delegates and equipped with appropriate furniture, presentation facilities and supporting audio-visual screens
- Presentation room and facilities
- Press and media facilities
- Stand activation areas and destination showcase zones
- Networking and pause areas
- Hospitality and catering areas
- Storage facilities and back-of-house operational areas.

10. Below is the scope of work for all strategic platforms that bidders must quote on:

10.1 SCOPE OF WORK FOR ARABIAN TRAVEL MARKET (ATM) - DUBAI

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
ATM	UAE-Dubai	End April or First Week in May	240 sqm	20 - 25

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

KEY CONSIDERATIONS

- Stand Number: AF4210
- Dimensions: 240 sqm (10 X 24)
- Corners: Four open sides
- Location: Dubai World Trade Centre, Sheikh Zayed Road, Dubai, United Arab Emirates
- The stand will be +-240smq in size (The size may change)
- The stand will accommodate an anticipated 20-25 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)

- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Boardroom (seating 10 pax, with for screen for AV/video viewing and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination
- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.
- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Wi-Fi connectivity for approximately 50 users
- 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 organisers for building the stand (electricity connection etc.)
- On-site assistance, including stand maintenance/cleaning throughout the show
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics
- All graphics to be in line with SA Tourism CI and wordmark

- On-site assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunsetting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

NB: 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

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the Arabian Travel Market in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands) Including all applicable taxes	Year Two (SA Rands) Including all applicable taxes	Year Three (SA Rands) Including all applicable taxes
Arabian Travel Market (2028- 2030)			

10.2 SCOPE OF WORK FOR IBTM WORLD - SPAIN

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
IBTM WORLD	Spain- Barcelona	Last week of November	175.5 sqm	25 - 30

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

KEY CONSIDERATIONS

- Stand Number: L40
- Dimensions: 175.5 sqm (19.5 X 9)

- Corners: Four open sides
- Location: FIRA GRAN VIA, BARCELONA, SPAIN
- The stand will be +-175.5 sqm in size (The size may change)
- The stand will accommodate an anticipated 25-30 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)
- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- Press studio equipped with relevant technology
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Presentation room (seating 15 pax cinema style, with screen and PA system and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination
- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.
- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor.
- Lighting as needed to enhance the stand.
- Rental furniture and audiovisual equipment as required.
- All transport/shipping of stand materials and on-site construction, including all electrical requirements.
- Wi-Fi connectivity for approximately 50 users
- 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/cleaning throughout the show
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics
- All graphics to be in line with SA Tourism CI and wordmark
- Onsite assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunsetting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

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

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the IBTM World in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands) Including all applicable taxes	Year Two (SA Rands) Including all applicable taxes	Year Three (SA Rands) Including all applicable taxes
IBTM World-Barcelona (2027-2029)			

10.3 SCOPE OF WORK FOR IMEX AMERICA

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	1500 square feet	25 - 30

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

KEY CONSIDERATIONS

- Stand Number: E1304
- Dimensions: 1500 SQFT (30x50)
- Corners: 4 corners (Island stand)
- Location: Mandalay Bay Resort & Casino, Las Vegas
- The stand will be +-1500 sqft in size (The size may change)
- The stand will accommodate an anticipated 25-30 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)
- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers.
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- Press studio equipped with relevant technology
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Presentation room (seating 15 pax cinema style, with screen and PA system and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter.
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination.
- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.
- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor.

- Lighting as needed to enhance the stand.
- Rental furniture and audiovisual equipment as required.
- All transport/shipping of stand materials and on-site construction, including all electrical requirements.
- Wi-Fi connectivity for approximately 50 users
- 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/cleaning throughout the show.
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier.
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics.
- All graphics to be in line with SA Tourism CI and wordmark.
- On-site assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show.
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunsetting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection, etc.)

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.

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the IMEX America in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands) Including all applicable taxes	Year Two (SA Rands) Including all applicable taxes	Year Three (SA Rands) Including all applicable taxes
Imex-America (2027-2029)			

10.4 SCOPE OF WORK FOR IMEX-FRANKFURT

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
IMEX Frankfurt	Germany Frankfurt	3rd week of May	203.50 sqm	25 - 30

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

KEY CONSIDERATIONS

- Stand Number: D520
- Dimensions: 203.50 sqm (11x18.5)
- Corners: 4 corners (Island stand)
- Location: Hall 8 & 9, Messe Frankfurt, Germany
- The stand will be +-203.50 sqm in size (the size may change)
- The stand will accommodate an anticipated 25-30 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)
- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers.
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- Press studio equipped with relevant technology
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Presentation room (seating 15 pax cinema style, with screen and PA system and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter.
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination.
- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.

- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor.
- Lighting as needed to enhance the stand.
- Rental furniture and audiovisual equipment as required.
- All transport/shipping of stand materials and on-site construction, including all electrical requirements.
- Wi-Fi connectivity for approximately 50 users
- 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/cleaning throughout the show.
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier.
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics.
- All graphics to be in line with SA Tourism CI and wordmark.
- Onsite assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show.
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunsetting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

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.

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the IMEX America in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands) Including all applicable taxes	Year Two (SA Rands) Including all applicable taxes	Year Three (SA Rands) Including all applicable taxes
Imex-Frankfurt (2028-2030)			

10.5 SCOPE OF WORK FOR ITB BERLIN

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
ITB, Berlin	Germany - Berlin	Third week in March	418 sqm	50- 60

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

KEY CONSIDERATIONS

- Stand Number: 201
- Dimensions: 418 sqm (23X18.2)
- Corners: Four open sides
- Location: Berlin Expo Centre City (Messe Berlin)
- The stand will be +-418 sqm in size (The size may change)
- The stand will accommodate an anticipated 45-55 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)
- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- Press studio equipped with relevant technology
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Boardroom (seating 10 pax, with for screen for AV/video viewing and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination
- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.

- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor.
- Lighting as needed to enhance the stand.
- Rental furniture and audiovisual equipment as required.
- All transport/shipping of stand materials and on-site construction, including all electrical requirements.
- Wi-Fi connectivity for approximately 60 users.
- 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/cleaning throughout the show
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics
- All graphics to be in line with SA Tourism CI and wordmark
- On-site assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunsetting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

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

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the ITB, Berlin in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands) Including all applicable taxes	Year Two (SA Rands) Including all applicable taxes	Year Three (SA Rands) Including all applicable taxes
ITB-Berlin (2028-2030)			

10.6 SCOPE OF WORK FOR WTM LONDON

The following dimensions should be considered when drafting your proposal:

Exhibition	Country	Date	Estimated Size	Stand Co-Sharers
WTM London	UK - London	1st week of November	230 sqm	35-40

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

KEY CONSIDERATIONS

- Stand Number: S16-200
- Dimensions: 230 sqm (10X23)
- Corners: Four open sides
- Location: ExCeL London, Royal Victoria Dock, 1 Western Gateway, London E161XL
- The stand will be +-230 sqm in size (The size may change)
- The stand will accommodate an anticipated 35-40 exhibiting partners. Each partner requires 4 chairs, a lockable desk/table with interchangeable identifying signage with company branding, numbered, locked storage, electrical power and South African compatible electric cords/plugs, screen divider/protector (to accommodate between the buyer and exhibitor)
- All the desks/tables to be positioned on the outer space for equal visibility purposes - for individual stands to be seen/located by clients/buyers
- Branded front reception area with lockable storage cabinet and 2 highchairs with an LED screen for SA Tourism AVs viewing.
- Press studio equipped with relevant technology
- 1 small lounge/meeting rooms/area for +/- 8 pax with coat hangers and South African compatible electric cords/plugs
- An activation open space, 3m x 2m
- Boardroom (seating 10 pax, with for screen for AV/video viewing and South African compatible cords/plugs)
- 2 pause areas at the centre of the stand
- Sustainability display area (glassed off), which is made up of display shelves with hangers for necklace pieces in front of the stand.
- Kitchen/Central storage area including some shelving, water cooler, and refrigerator (big enough to store catering drinks, etc.); coat hangers.
- Flowers to decorate the meeting room, boardroom, and reception counter
- 1 x large LED screen (85 inch or more) on the outside of the stand for video/AV viewing.
- Alternative digital experience with a virtual reality booth, which showcases the beauty of South Africa as a destination

- A suitable and spacious area to be used as a coffee counter/catering during the day with electrical power points.
- Highly visible branded interchangeable signage with a different showcase that is highly visible from the show floor;
- Lighting as needed to enhance the stand;
- Rental furniture and audiovisual equipment as required;
- All transport/shipping of stand materials and on-site construction, including all electrical requirements;
- Wi-Fi connectivity for approximately 50 users
- 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/cleaning throughout the show
- South African Tourism has its own image library, and these will be forwarded to the appointed supplier
- Coordinate, resize and print out all the approved stand-build graphics, including exhibitor's stand/booth graphics
- All graphics to be in line with SA Tourism CI and wordmark
- Onsite assistant who will always be at the stand to ensure that the stand is well taken care of, including the maintenance/cleanliness of the stand throughout the show
- Bins for the reception counter, all the exhibitor booths, meeting rooms, and boardroom
- Security stand guards from 17h00 - 09h00 (16 hours per day) for 2 days
- All technology and digital solutions, applications, platforms, and/or others recommended, inclusive of post-event handover to SA Tourism, sunseting where required, or any other actions for a system and ownership handover to SA Tourism.
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

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

PRICING SCHEDULE

Bidders shall submit a comprehensive pricing schedule for each identified strategic exhibition platform. Pricing submitted must include all costs associated with the design, customisation, construction, transportation, installation, operation, dismantling and storage of a complete turnkey exhibition solution. All pricing must be quoted in South African rands. If a bidder does not quote in South African Rand (ZAR), their bid will be converted to ZAR using the exchange rate on the closing date.

Please enter your quoted amount below for the stand design and construction for the WTM, London in accordance with the provided scope of work.

Exhibition/Event	Year One (SA Rands)	Year Two (SA Rands)	Year Three (SA Rands)
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	Including all applicable taxes	Including all applicable taxes	Including all applicable taxes
World Travel Market-London (2027-2029)			

11. Award Requirements

11.1 Insurance Requirement

- Before contract finalisation and for its full duration, the successful bidders must provide proof of an active insurance policy covering any loss, damage, or destruction to the exhibition stand's structure, materials, fixtures, graphics, and equipment.

11.2 Appointment for the maximum of three bidders

- In accordance with the evaluation process, up to three (3) top-ranked bidders from Phase 3 will be appointed to the panel of service providers for the duration of the contract.

11.3 Panel Utilisation

- I. Work allocation will be issued on a per-show basis, in accordance with the pricing submitted as of the tender closing date.
- II. Where the scope requirements for an individual show are modified or exceed the initial baseline scope, all panel members will be invited to submit revised pricing for that specific event.
- III. Should South African Tourism elect to participate in any exhibition or event not originally listed in this RFP, a detailed project brief will be provided to the panel. Panel members will be required to submit cost-effective proposals.
- IV. There is no guarantee that a service provider on the panel will be contracted for specific work assignments during the tenure of this contract.
- V. In the event that circumstances necessitate direct engagement with a specific panel member for an individual show, such single-source assignment will be subject to a fully substantiated motivation demonstrating clear rationale and value for money approved by the relevant authority within South African Tourism.
- VI. This is a non-exclusive panel, and South African Tourism reserves the right, at its sole discretion, to procure services from providers outside the panel whenever deemed necessary.
- VII. Successful bidders will be formally notified of their appointment to the panel through an official letter of award issued by South African Tourism's Supply Chain Management department. No other communication in any form, from any other official, shall constitute a valid binding appointment.

END.