



SOUTH AFRICAN TOURISM

Request for Proposal: South African Exhibition Stand Build: IMEX America, South African Tourism

RFQ Number: RFQ-SANCB-011-2025
Issue Date: 22 August 2025
Closing Date: 27 August 2025 at 16:30 (SA Time)
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NB: All proposals must be uploaded using the following email address: quotes@southafrica.net

NOTE: IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THE COMPLETED RFQ DOCUMENT WITH APPROPRIATE SUPPORTING DOCUMENTS ARE DELIVERED TO THE CORRECT ADDRESS ON OR BEFORE THE CLOSING DATE AND TIME.

Scope of Work

As South African Tourism, our organisation is compelled to operate within the precincts of the Public Finance Management Act (PFMA) of The Republic of South Africa. This Act was established to secure transparency, accountability, and sound management of the revenue, expenditure, assets, and liabilities of all South African Government Agencies during their normal course of business.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive, and cost-effective where any potential supplier is given the opportunity to offer goods and services to South African Tourism when needed.

IMEX America Background:

IMEX America is the largest trade show for the global meetings, events, and incentive travel industry. This award-winning show brings the meetings industry together to do a year's worth of business under one roof. Suppliers and buyers from every sector of the meetings industry come together at IMEX, held at Mandalay Bay, Las Vegas.

At IMEX, you can build powerful working relationships, immerse yourself in the latest industry developments and create better events, meetings, and experiences.

The show is expected to draw buyers and suppliers from 180+ countries, with 3,300 exhibitors on the trade show floor offering many opportunities for event professionals to meet through IMEX America's pre-arranged appointment system. More than 3,500 buyers have so far registered to attend IMEX America from across the planner community—event agencies, corporate planners, associations, and independents—all with business to place and many at a senior level.

Further to South African Tourism's management of the tradeshow, the organization has to participate as an exhibitor at the show. Please refer to the show's specifications and requirements as outlined below:

- Date: **07 - 09 October 2025**
- Stand Number: TBA



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- Dimensions: **1 500 SQFT (139,35 sqm)**
- Corners: **4 corners (Island stand)**
- Location: Premium
- Stand Sharers: **30**

The scope of service will include stand design, production, on-site construction, onsite management, and breakdown.

The expected key deliverables for the stand build will include, but will not be limited to the following:

1. Design and functionality.
2. Price
3. Experience
4. Customer base and references
5. Resources and on-site support

Design Brief:

We are seeking quotations for the design customization and construction of the stand. Suppliers are requested to come up with a design that will enhance SA Tourism's presence through the stand design look and feel. The design should further be inspired by South African diversity.

Below please find other design specifics:

- The exhibition stand must be modern and of the highest technology possible so that it reflects the infrastructure of South Africa as a world-class tourism destination and captures the essence of Brand South Africa
- The South African Brand is important as we use this platform to showcase our country's unique tourism value offering and experience.
- We need to deliver a stand that highlights South Africa from a design perspective.
- The exhibition stand should be designed with the view of being the most attractive or most visited stand at each of the events.
- The exhibition stand must be as environmentally friendly and sustainable as possible.
- Stand should be modular in design,

Requirements.

- Proposals should include proposed ground floor outlays (plans) and a maximum of 3 drawings in 3D for each of the proposed stands and 3 different stand design options.
- Drawings should be in line with SAT's Corporate Identity (CI) and Wordmark
- Digital/Picture Effects Branded stand images that are interchangeable.
- Proposal 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



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which should comply with and include at least the following:

- The stand builder should provide all graphics, furniture, billboard-size posters, and Fascia names and assist with resizing exhibitors' booth posters and other items in relation to the exhibition stand.

Particular focus should be placed on the following when preparing your quotations:

- The stand will be **1500 SQFT (size can be increased)** in size.
- The stand will accommodate **30** exhibiting partners. Each partner requires 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 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 high chairs with an LED screen for SA Tourism AV's viewing.
- 1 Small lounge/meeting room/area for +/- 6 pax with coat hangers and South African-compatible electric cords/plugs (We might do away with this room if there is no need for it, however, it must be quoted for)
- Presentation Room (Seating 15 pax cinema style, with for Screen for AV/Video viewing and South African compatible electric cords/plugs)
- 2 Pause areas at the center 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, presentation room, and reception counter.
- 85 85-inch Screens on the outside of the stand for video/AV viewing.
- A suitable area to be used as a coffee counter/catering during the day with electrical power points.
- Highly visible branded stand signage that includes the top part of the stand (hanging banner).
- **Coordinate and print all the approved graphics, including the exhibitor's stand booth. SA Tourism and exhibitors will only provide relevant images.**
- Branded front reception area with our logo and with a lockable storage cabinet and 2 high chairs.
- 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.

- 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 these will be forwarded to the appointed supplier.



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- Coordinate and print out all the approved stand-build graphics including exhibitors' stand/booth graphics. SAT will provide graphics so the bidder can input on the dimensions given.
- All graphics to be in line with SA Tourism CI and Word Mark
- Onsite assistant who will always be at the stand to ensure that the stand is well taken care of, including the cleanliness of the stand all the time.
- Bins for the reception counter, all the exhibitor booths, meeting rooms and boardroom
- Inclusion of all costs required by organisers for building the stand (Electricity connection etc.)

Obligations of the stand building Stand

Build-up and Breakdown

- The stand must be completed and ready for handover to SA Tourism at 14.00 on the day before the exhibition officially opens. Any delays caused by circumstances outside the control of the stand build will not be penalized.

Design and approval.

- It is the responsibility of the stand builder to request the Exhibitor Manual from the Event Organisers, and should be familiar with all the regulations and restrictions of each show in each country.
- It is hereby stated that all design and stand approvals of the show will be obtained by the stand build and all costs thereof will be carried by the stand build.
- The design of the stand will be the property of South African Tourism, and we will have the right to use the design after the contracted period.

Extra Costs

- No extra costs will be accepted by SAT in relation to the stand.
- All costs should be included in the proposal.
- All final costs should include any applicable taxes.

Project Plans and Status Meetings

- A detailed project plan must be submitted to SAT in advance of each exhibition and must include the following:
 - Build-up and Breakdown schedule
 - Detailed timelines

- Total number of employees that will be on the project.
- Name and details of Project Manager
- Dates and frequency of status meetings, Status meetings to include updates on Design, graphics, and progress of stand.



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Waste Control

- All waste removal costs related to the build-up and breakdown including during the show of the SAT stand will be carried by the stand build.

Penalties

- All penalties incurred in relation to overtime, and extra days including early build-up and late breakdown will be carried out by the stand build.

Design and Stand Changes

- All charges must be recorded and presented to the SAT Project Manager for final approval.
- No changes can be effected without a signature from the Chief Convention Bureau Officer.

Contractor Passes

- It is the responsibility of the stand-building to ensure that all contractor passes are arranged and collected before each show, thereby ensuring that each build-up starts on time.

Technical staff on Duty

- The stand builder should provide permanent on-site support before, during and post each exhibition. This should be included in the price.
- The stand builder should include technical expertise (in-house capabilities) in the proposal.
- The stand builder will also be required to include all material transportation costs to the show.

In-Country Union Regulations

- When hiring local staff and contractors in-country, i.e., the country in which the exhibition is located, it is the responsibility of the stand-build to be familiar with all the Union regulations and laws in order to ensure that no laws are contravened.

Layout and Orientation of the SAT Stand at Each Exhibition

- It is the duty of the stand-builder to be familiar with the layout and orientation of the SAT Stand within the specified hall at each exhibition.

Insurance

- The stand build shall carry any insurance required by show management for on-site contractors.

Organisers Regulations

- Ensure adherence to the organiser's regulations.



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Mandatory requirements

<i>Mandatory Requirements: Provide documentation and/or information [South African Tourism (SAT) reserves the right to review and verify submitted documentations on mandatory requirements/information]</i>	Comply	Not Comply NB:(Non-compliant on any of the below will result in disqualifications unless SAT indicates as not applicable)
1.1. Provide five (5) contactable client references in the form of a written letter for each exhibition stand that you have built in an international platform in the last five (5) years. NB: (a) The reference letters must be signed and on the client's letterhead. No appointment letters from clients will be accepted as reference letters. (b) International refers to work done outside of the African continent within the sphere of international stand build and design.		
1.2. Provide detailed three (3) CVs regarding the expertise and experience of the proposed resource, including a minimum of 5 years of experience within the international stand build and design • Stand Lead Constructor • Project/Operational Manager • Technical Support NB: (a) Failure to submit 3 relevant CVs as highlighted will lead to disqualification. (b) Each resource's cv must include a clear explanation of how their experience was gained. Every CV must list every company that a resource has worked for, the duration of each employment, and the specific tasks that the resource was in charge of. (C.) The bidder will be disqualified if they propose resources that differ from those indicated in this criterion.		



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BIDDER'S DISCLOSURE (SBD 4)

1. Bidder's declaration

2.1 Is the bidder, or any of its directors/trustees/shareholders/members/partners, or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid,
do hereby make the following statements that I certify to be true and complete in every respect:

¹ the power, by one person or a group of persons holding the majority of the equity of
an enterprise, alternatively, the person/s having the deciding vote or power to
influence or to direct the course and decisions of the enterprise.



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- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution about this procurement process before and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM, SHOULD THIS DECLARATION PROVE TO BE FALSE.

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), BY THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted, e.g., company resolution)

DATE:.....