

TERMS OF REFERENCE

DESIGN & SUPPLY GRAPHIC STAND FOR AFRICA'S TRAVEL INDABA 2019

1. THE PROJECT DESCRIPTION

1.1. The project Title

Design & Supply Stand for Enterprise iLembe/Tourism Brand for Africa's Travel Indaba 2019

1.2. Exhibition Details

Show Name: Africa's Travel Indaba
Dates: 2 - 4 May 2019
Stand No: DEC1A15
Hall No: DEC
Stand size: 18m2 (layout of exhibition hall attached)

1.3. Main objectives of the project

- To utilize Indaba as a platform to showcase the North Coast as a premier holiday destination
- To increase product awareness/sales for the establishments of the region
- To network with other industry stakeholders
- To afford a platform for local product owners to conduct business meetings with potential buyers/partners
- To demonstrate brand awareness and association between Enterprise iLembe and the tourism brand "North Coast"

2. PROPOSAL

Enterprise iLembe invites quotations from suitably qualified service providers to design a stand for the North Coast. The proposal should indicate how the consultant will deliver on

the project deliverables and outcomes and to provide a breakdown of activities and time frames. A proposed design layout must accompany the quotation.

N.B: Enterprise iLembe welcomes creative ideas and input that could add value to this project.

3. TASK DESCRIPTION AND EXPECTED OUTPUTS

Enterprise iLembe invites proposals from suitably qualified and experienced exhibition stand builders. The following are the key activities which need to be undertaken to ensure that the project is a success, namely:-

- The service provider to design and build a stand for this exhibition; with appropriate branding and maximum visibility as well as allowing for maximum trade interaction. The design drawings and layouts need to be submitted together with the quotation. It being noted that on appointment the stand design may change slightly as per directive from Enterprise iLembe in line with the approved/allocated budget.
- Submit proposed recommendations to Enterprise iLembe on how best to utilise the floor space.
- The stand should be accessible, appealing, and attractive and consist of latest branding techniques and ideas.
- The stand must have a central information counter and must allow for business meetings to be conducted; i.e. built in meeting tables/desks (minimum of 3) must be built into the design component of the stand as well as a closed off private meeting/lounge area.
- A lockable storage space to be included in the design as well as a bar fridge (possibly under the information counter)
- A LED/LCD TV screen (minimum 42”) with USB inputs for video (with remote) must be installed on the stand.

- All electrical requirements including plug points for cell phone and laptop charging (easily accessible)
- Décor items such as pot plants and floral arrangements for information table and lounge coffee table.
- Build-up and breakdown of stand.
- Organize other logistics required for the exhibition (e.g. courier of the stand, brochures, electrical requirements, furniture etc).
- All graphics to be the property of Enterprise iLembe (e.g. all reusable items will be utilized for future shows), deliver items to Enterprise iLembe office in Ballito.
- The service provider should be available at all times for the full duration of the show to attend to any emergencies that may arise.
- Stand design to be reusable, service provider to store the stand and build it whenever required to.
- Submit all relevant documentation within the stipulated deadlines to Africa Travel Indaba for approval.

4. APPOINTMENT OF SERVICE PROVIDER

The proposals submitted shall be evaluated on functionality criteria first before price evaluation.

Any bid that fails to achieve a minimum of 60 points on the functionality evaluations shall not be evaluated for price and will therefore be deemed to be unsuccessful.

Core Competencies & Evaluation for Functionality will be based on:

- Competency, specialist input and experience of the consultant/s; a proven track record in stand design

(All proposals must be accompanied by your company profile (include details of previous similar work done, with contactable references))

- Understanding of the project brief, originality and relevance of the proposed plan
- Capacity to deliver the required quality within the specific time frames

This quotation calls for specialized skills and experience in this field and therefore the service provider will not be evaluated on price alone but on functionality prior to price scoring as follows;

Competency & Experience:	25
Stand Design (originality & understanding brief):	60
Capacity to deliver:	15

Only proposals with a score of 60 and higher will be eligible for evaluation in terms of the 80/20 points scoring system as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

5. APPOINTMENT OF SERVICE PROVIDER

Proposals must be submitted in the following format, failure to do so may render the proposal invalid:

- Full name of company
- Physical address
- Full contact details, including cell phone number (if applicable) of contact person
- Valid SARS Tax clearance certificate/ TCS PIN (compulsory)
- CSD report (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- Budget Activity Schedule (Cost implications)
- Competency, specialist input and experience of the consultant/s
- Understanding of the project brief, originality and relevance of the proposed plan

6. PAYMENT TERMS

Payments will be paid on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

7. NON APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal.

8. CLOSING DATE AND TIME

Interested individual service providers are required to submit proposals by 12h00 on 26 March 2019 to Krisantha Naidoo; Tel: 032-946 1256, Email: krisantha@enterpriseilembe.co.za