

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

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Noordwyk, Midrand, 1687

Contact
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SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	02 April 2025	RFQ Number	RFQ/COS/090/2024
Closing Date:	08 April 2025	Closing Time:	11H00
Description of Services	DESIGN CATHSSETA STAND - THE TRAVEL INDABA		

1. SPECIFICATIONS/REQUIREMENTS

- 1.1. CATHSSETA is seeking to appoint an experienced service provider to design, construct, and dismantle a high-quality, visually striking exhibition stand for the upcoming Africa Travel Indaba, taking place from May 13 – 15, 2025, at the Durban ICC, KwaZulu-Natal.
- 1.2. The selected service provider will be responsible for delivering a professionally designed, structurally solid, and brand-aligned stand that enhances CATHSSETA's presence at the event. (CATHSSETA has secured a corner stand on the Travel Indaba floor space in the Durban ICC, and the stand is 6 x 6).
- 1.3. This includes conceptualising and designing a stand that aligns with CATHSSETA's branding and corporate identity and providing all necessary structural, electrical, and branding elements as per the specifications.

2. STAND DESIGN SPECIFICATIONS

2.1. MEETING ROOM

- 2.1.1. One enclosed glass-walled meeting room with a lockable door for privacy and exclusive discussions.

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2.1.2. Furnished with one (1) glass table and seating for four (4) guests to facilitate professional meetings.

2.1.3. Equipped with a mini fridge to store refreshments for convenience.

2.2. RECEPTION AREA

2.2.1. Features modern, lockable reception counter with built-in shelves for secure brochure and document storage.

2.2.2. Three (3) cocktail tables accompanied by nine (9) barstools (two designated for the reception counter).

2.2.3. Two (2) large, decorative pot plants enhance the ambiance and add a natural aesthetic.

2.2.4. Fresh bouquet of flowers daily to last a three-day expo (totaling two (2) bouquets), placed in two (2) elegant flower vases to maintain a welcoming and vibrant atmosphere for the reception counter). Flowers to be delivered on the morning of the 13th of May 2025.

2.3. LOUNGE AREA

2.3.1. Comprises one (comfortable lounge space featuring two (2) stylish two-seater couches for informal discussions and networking.

2.3.2. A sleek coffee table for added functionality.

2.4. ELECTRICAL SETUP

2.4.1. Lighting: Twelve (12) downlights and four (4) long-arm spotlights for balanced illumination.

2.4.2. Power outlets: Six (6) strategically placed plug points for exhibitors and guests.

2.4.3. Two (2) extension cords to facilitate laptop connections and other electronic devices.

2.4.4. Power supply: A 32-amp single-phase distribution board (DB) to ensure reliable electricity distribution.

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2.5. BRANDING ELEMENTS

- 2.5.1. Customised backdrop prominently featuring CATHSSETA's branding for high visibility.
- 2.5.2. Integration of digital screens or monitors for engaging, dynamic content displays.

2.6. EXTRAS

- 2.6.1. Hanging signage displaying the CATHSSETA logo to enhance brand recognition.
- 2.6.2. Raised platform flooring with laminate finish, covering 36 square meters for a polished and professional look.
- 2.6.3. Wi-Fi connectivity provided for both staff and visitors (WIFI Router)
- 2.6.4. Back wall height exceeding 2.4m, ensuring a dominant presence and compliance with neighboring stand regulations.
- 2.6.5. Stand Type: Corner configuration for maximum exposure.
- 2.6.6. Stand Dimensions: 6m x 6m (36m²). Smart TV, 75 inch, 4K Smart QLED Quantum Dot TV with 100% Colour, Volume mounted on the stand.
- 2.6.7. A Large Metal Mesh Dustbin - Versatile Waste Basket - Size: W26cm x H28cm.

2.7. REFRESHMENTS & HOSPITALITY REQUIREMENTS

- 2.7.1. Freshly brewed coffee and a selection of tea sachets available for up to eight (8) each morning.
- 2.7.2. Supply sugar, honey, milk & lemon slices.
- 2.7.3. Disposable cutlery and cups for the three-day event (stirrers, Styrofoam cups, serviettes. Sufficient stock for the duration of the event.
- 2.7.4. Five (5) packets of 500g quality streets chocolate (nestle brand) displayed in elegant jars for easy access.
- 2.7.5. Six (6) packets of 500g assorted fruit chews displayed in elegant transparent jars for easy access.

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2.8. SCOPE OF WORK & EXPECTATIONS FOR SERVICE PROVIDERS

- 2.8.1. The service providers will work closely with CATHSSETA's Communications and Branding Unit to ensure alignment with branding guidelines.
- 2.8.2. All stand designs must comply with CATHSSETA's Corporate Identity Manual (CI Manual).
- 2.8.3. Once appointed, the service provider will be expected to submit three (3) digital artwork concepts for approval before proceeding to production.
- 2.8.4. Detailed technical drawings with precise measurements and 3D visual renderings must be submitted to the end-user and Blaq Origin cc (Africa's Travel Indaba Project Manager) within three (3) days of appointment.
- 2.8.5. Providers will be responsible for sourcing high-quality sector-specific stock images for branding and digital content.

2.9. SERVICE PROVIDER COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- 2.9.1. The service providers would be expected to have the following:
 - 2.9.1.1. A detailed project proposal and implementation plan; covering the work breakdown and timelines;
 - 2.9.1.2. Service provider to submit a visual representation of work (e.g., portfolio of evidence of previous work); plus a proposed stand design meeting the requirements mentioned above;
 - 2.9.1.3. The appointed service provider will set up a well-resourced project management team to execute the scope of work of this RFQ in line with industry best practice;
 - 2.9.1.4. Project Manager with at least seven (7) years' experience in building custom-made exhibition stands for trade shows; from conceptualisation, design and building the actual structure (stand). The project team should be composed of the project manager graphic designer and a shop fitter; and
 - 2.9.1.5. Be able to work within a short turnaround time.

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3. ADMINISTRATIVE REQUIREMENTS

- 3.1.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.1.2. Completed and signed SBD4, SBD 6.1
- 3.1.3. Valid Tax Compliance Pin issued by SARS.
- 3.1.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 3.1.5. Central Supplier Database (CSD) Supplier Number.
- 3.1.6. All RFQ related responses must include the RFQ number as the subject matter.
- 3.1.7. Failure to meet technical requirements – Any proposal that does not adhere to the stand design specifications and scope of work outlined in this RFQ will be deemed non-compliant.
- 3.1.8. E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1 For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 4.2 To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.