

Postal Address
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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	15 April 2024	RFQ Number	RFQ/COS/002/2024
Closing Date:	19 April 2024	Closing Time:	16h30
Description of Services	DESIGN CATHSSETA STAND AT THE TRAVEL INDABA		

1. SPECIFICATIONS/REQUIREMENTS

- 1.1. CATHSSETA is looking for service provider(s) to design, assemble and breakdown CATHSSETA solid stand at the upcoming Africa Travel Indaba to be held from 13 - 16 May 2024 at Durban ICC, KwaZulu-Natal.

2. STAND DESIGN SPECIFICATIONS

2.1. Meeting Room

- 2.1.1. One enclosed meeting room with glass walls and lockable door
2.1.2. Includes one (1) glass table with seating for four (4)
2.1.3. Equipped with a medium-sized fridge.

2.2. Reception Area

- 2.2.1. Features a lockable reception counter with shelves for brochure storage.
2.2.2. Includes three (3) cocktail tables and nine (8) barstools two (2) of which are for the reception counter)
2.2.3. Adorned with two (2) large pot plants

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2.3. Lounge Area

- 2.3.1. Comprises one (1) lounge area furnished with two (2) two-seater couches
- 2.3.2. Small coffee table
- 2.3.3. Enhanced with an arrangement of fresh flowers for the duration of the event

2.4. Electrical Setup

- 2.4.1. Lighting: twelve (12) downlights and four (4) long-arm spots
- 2.4.2. Electrical outlets: six (6) plug points
- 2.4.3. Includes a 32-amp single-phase distribution board (db)

2.5. Branding Elements

- 2.5.1. Customized backdrop featuring CATHSSETA branding;
- 2.5.2. Integration of digital screens or monitors for dynamic content display.

2.6. Extras

- 2.6.1. Hanging signage with the CATHSSETA logo;
- 2.6.2. Raised floor with laminate flooring covering 36 square meters;
- 2.6.3. Provision of Wi-Fi connectivity for staff and visitors;
- 2.6.4. Please ensure that the back wall exceeds a height of 2.4mm due to neighbouring stands.
- 2.6.5. Stand Type: Corner
- 2.6.6. Size: 6m x 6m = 36m²
- 2.6.7. Smart TV, 55 inch, 4K Smart QLED Quantum Dot TV with 100% Colour, Volume mounted on the stand.

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2.7. Scope of work and expected outputs for service provider.

- 2.7.1. The service providers will work closely with the Communications and Branding Unit.
- 2.7.2. The service providers will also ensure that the design of the stand is aligned with CATHSSETA's brand guidelines which is the Corporate Identity Manual (CI Manual).
- 2.7.3. The service providers must send three digital artwork of the required services for approval before proceeding to production.
- 2.7.4. Service provider should prepare drawings of the stand with measurements as well as 3D designs to end-user to forward to Synergy (project manager for the Africa's Travel Indaba) electronically and in 300dpi and this should be provided within 3 days of appointment.
- 2.7.5. The service providers will be required to source sector stock images for the design of listed items.

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

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