



SPECIFICATIONS FOR SEDIBENG DISTRICT MUNICIPALITY EXHIBITION STAND (NO: DEC 004) INTERNATIONAL TOURISM INDABA AT NKOSI ALBERT LUTHULI CONVENTION CENTRE FROM 08 TO 12 MAY 2010.

Formal written quotations and design proposals are required for the design, construction, and transportation and disassembling of the exhibition stand.

BACKGROUND:

The Sedibeng District Municipality is responsible for the collective Marketing for Sedibeng region and Tourism Products

QUOTATION:

The quotation should include, but not be limited to the following:

Exhibition Stand:

- Design and Branding of Sedibeng and Local Municipalities
- Printing of high resolution photographs
- 10 x 3 m² Floor covering
- Furniture
- Meeting area
- Refreshments and beverage station
- Lockable storage

Electrical Requirements:

- 4 x plugs
- 1 x DB board
- Lights

Audio-visual requirements

- 2 X 42" Plasma screens with speakers
- 2 x DVD players with USB ports
- PA system, Sound system and speakers, including microphone and technician on standby.

General

- All costs such as project management, development and presentation of stand design, all construction and transport related costs, maintenance and security or any other related costs must be included in the final amount.

REFERENCES

The suppliers must submit previous references to indicate relevant previous experience and competence in exhibition stand design and building

HEALTH AND SAFETY

The supplier must ensure that the intended stand will comply to the Occupational Health and Safety Act 85 of 1993 with regulations as amended.

The supplier must ensure that the intended stand will comply with the Fire and Safety Regulations as set out in the Indaba 2010 Exhibitor Manual. The plan of the proposed construction and general layout of the display must be approved by Fire and Emergency Services, as well as Kagiso in writing.

Evaluation Criteria:

50 points allocated for price

15 Points for Experience

15 Points for Creativity