Annexure C

RFQ 9384/12/08/2022 Bill of Material (BOM) Venue for National Conference 2022

QUOTATION REQUIREMENTS

The National Integrated Cyberinfrastructure System (NICIS) of the Council for Scientific and Industrial Research (CSIR) is looking for a venue for the annual CHPC National Conference to be held from 28 November to 2 December 2022 (Monday to Friday). The venue must provide overall requirements for the event, working together with NICIS events management staff.

1   General requirements:

1. Conference venue must be in the Province of Mpumalanga.

2. Close proximity to hotels and accommodation venues is necessary, and ample secure parking on site, for about 200 cars is essential.

3. As power-cuts are a risk, the venue must have a generator as a backup for power.

4. The security and safety of all attendees is paramount, and the venue must be in a low-risk for crime area.

5. With COVID-19 in mind, the venue must allow a late, 30 days before conference starts to be the latest, zero penalty-fee release date (i.e., Friday 28 October 2022) as it is unclear at this stage what the developments will be with this international threat.

6. The venue must be available from 08h00 on 26 November 2022 (build-up of exhibition halls) until 12h00 on 3 December 2022 (break down of booths). The conference will begin from 13h00 (student competitions) on 27 Nov. until 23h00 (closing dinner) on 2 Dec. Full numbers will be:

Date:	Numbers:	Comment:
27 Nov. 2022:	100 pax*	Build-up of booths; students arrive[†]
28 – 29 Nov. 2022:	150 pax*	Student competitions
30 Nov. – 2 Dec. 2022:	350 pax*	Main conference and competitions

*Numbers have been limited in accordance with COVID-19 safety protocols.

[†] Students participating in the competitions. They will need access to the exhibition floor once booths are built, and to one breakaway rooms.

2   Rooms

1. 30 Nov – 2 Dec: 1× Main plenary hall/auditorium, 350 pax*, cinema and classroom seating (classroom first three* rows, then cinema).

2. 28 Nov – 2 Dec: 5× breakaway rooms (including main plenary hall for 30 Nov to 2 Dec) for about 50 pax*, mixed classroom (first two* rows) and cinema seating, and none of the breakaway rooms should share an entrance to avoid disturbances.

3. 27 Nov - 1 Dec: 2× meeting rooms/boardrooms, 10 pax*, oval or U-shaped seating, accessible accommodation can be converted into meeting rooms and furnished as such.

4. Draping must be provided where necessary for optimum sound acoustics.

5. 27 Nov - 1 Dec: Exhibition area and display areas with floor space of about 650 m² — must be able to take 12× 6 m² stands, 28× 9 m² stands, 1× 16 m² stand and catering stations along with a suitably furnished standing eating area.

6. AV, projector & screen in all breakaway rooms, including meeting rooms/boardrooms

7. 1× roving mike, 1× lapel mic, 1× laser pointer, and 1× presentation laptop in all breakaway rooms

8. Main Plenary Hall:

    i. PA system

    ii. 2× additional delay loud-speakers

    iii. 1× (3m×6m) stage with steps

    iv. 2× roving microphones

    v. 1× lectern with space for bottles of water for the speaker

    vi. 1× presentation laptop with allowance for sound

    vii. 1× headset mic

    viii. 1× laser pointer

    ix. 2× 16:9 ratio screens

    x. 2× projectors

    xi. Seamless switcher

    xii. 1× Remote mouse

    xiii. 2× CAT 6 VGA distributor

    xiv. 2× VGA splitter (1:4)

    xv. 2× 42″ LCD monitors

9. Exhibition booths: 1× 16 m² stand, 12× 6 m² stands, and 26× 9 m² stands (one is the conference organiser's room, which is to have a computer, monitor and a black and white connected printer with 2 realms of paper, enclosed full walls with a lockable door — this may instead be a lockable room in close proximity to exhibition hall). Construction of booths to be from 26 November 2022 at 08:00 and must be completed before 12:00 on 27 November 2022; the breakdown to be from 07:00 on 3 December 2022. Sizes of booths:

$$6 \text{ m}^2 = 3\text{m}\times2\text{m} \qquad 9 \text{ m}^2 = 3\text{m}\times3\text{m} \qquad 16 \text{ m}^2 = 4\text{m}\times4\text{m}$$

10. 30× poster boards* in exhibition hall or area with flow of delegates

11. Cabling: All the breakaway venues and meeting/boardrooms must be adequately fitted with multi-plug points for charging of laptops/devices, the main plenary hall must also be fitted with charging points — one 5-socket multi-plug per 10 pax in all rooms.

3 Network connectivity requirements

3.1 General network connectivity requirements:

1. The venue should provide an Internet connection with a bandwidth of at least 200 Mbps.

2. The bandwidth should be on a one-to-one contention ratio (not shared with other parties) with no less than 200 Mbps of international bandwidth.

3. The Internet router/firewall should not run out of CPU power during high network utilisation.

4. About 350 delegates* are expected and the network should cater for at least three devices per delegate (approx. 1050 devices).

5. A /22 subnet mask (1000+ IP addresses) should be configured on the DHCP server.

6. The venue must provide someone that can assist with network configurations.

7. Traffic on the LAN points needs a higher priority than traffic to the WiFi network.

8. During the build-up, competitions, and conference, dedicated IT/LAN support must be available.

9. A /24 subnet mask (253 IP Addresses) should be available for CSC, separate from the /22 IP network.

10. The /24 subnet mask (253 IP Addresses) should be guaranteed 50 Mbps of international bandwidth, not shared with the rest of the conference.

11. The /24 subnet should NOT be connected to invasive network security hardware.

3.2 Internal Local Area Network (LAN) requirements:

1. The venue must arrange for the installation of all temporary cabling that is required.

2. During the competitions and conference, faulty cabling should be fixed within 1 hour.

3. Each conference room must be equipped with a LAN point (available to the presenter).

4. The registration booth must be equipped with a LAN point.

5. All the booths must be equipped with a LAN point. Each LAN point must have its own dedicated UTP cable running to a network switch. Except for the Cyber Security Challenge (CSC) stands (8 of the 9 m² booths), and their organisers' booth, see below.

3.3 Special requirements for the Cyber Security Challenge (CSC):

1. The CSC Hall needs floor place for an 8U 19″ server rack (provided by the CSIR) next to the organisers' stand (the 9th stand of the CSC will be for the organisers).

2. The 19″ server rack needs power and a connection to the Internet.

3. Each CSC stand needs a dedicated UTP cable running from each cubicle to the 19″ server rack next to the organisers' stand (see point 1).

4. Two spare UTP cable (same length as longest cable) should be available during the competition.

5. 2× 42″ LCD monitors (to face panellists on the stage).

3.4 WiFi requirements:

1. Each conference room must be equipped with sufficient WiFi access points (WAPs) for all the users expected in that specific conference room. Note: three devices per person.

2. The wireless network in the exhibition hall and plenary venue needs special consideration to cater for a large group of delegates (three devices per person).

3. WiFi equipment in the exhibition hall and plenary venue must support bandwidth fairness or similar features.

4. The conference requires two custom WiFi SSIDs. The wireless equipment must support "WPA2 enterprise" mode and virtual SSIDs.

5. The first SSID, called "eduroam", needs radius authentication to an eduroam radius server. The CSIR will provide the IP address and shared key for the radius server. More info on eduroam is available at www.eduroam.org. The CSIR will assist with debugging eduroam authentications.

6. The second SSID, called "CHPC" should be an open network, with a shared secret key.

4 Registration

1. Registration booth: 1× registration booth with 4 counters (4m×2m), 1× LAN cable to one of the 4 counters, for people who were not previously registered.

2. Registration booth: Artwork design and print of registration booth (fascia, front and side panels).

3. On-site electronic registration for 27 November – 2 December 2022.

5 Evening functions

1. Evening function 350 pax*: 'South African Braai Evening' on 30 November 2022 with a R30 000 soft drink limit.

2. Evening function 350 pax*: 'Gala/Awards Evening function' on 2 December 2022 with a R30 000 soft drink limit.

6 Student extra meals

1. The student competitions will start and run before the main conference with most competition students arriving on Sunday 27 Nov.

2. Student extra meals (meals outside of conference meals) pax ≈ 150 = (40 students + 10 mentors) × 3 competitions.

3. There must be 1 soft drink per person with each meal.

4. From the 150 pax, provision must be made for 20 full halal and 5 strict kosher meals.

5. Schedule of extra meals:

Sun 27 Nov	Mon 28 Nov	Tue 29 Nov	Wed 30 Nov	Thu 1 Dec	Fri 2 Dec	Sat 3 Dec
Students Arrive						Students Depart
Late Lunch 100pax						
Dinner	Dinner	Dinner		Dinner		

6. All student competition areas to have 24-hour fully-serviced coffee/tea stations in close proximity to the competitions from 08:00 on Monday 28 Nov to 17:00 on Friday 2 Dec.

7   CHPC Student Cluster Competition (SCC)

1. 10 of the 9 m² exhibition stands will be used for the Student Cluster Competition (SCC). The 11th will be the SCC Organiser's Office. There are specific technical requirements for the 10 competition stands.

2. The 10 SCC stands to contain:

    i.   2× 1.8m×0.5m table

    ii.   5× chairs

    iii. 3× standard power 5-socket multi-plug

    iv. 2× VGA display screen (computer monitor)

    v.   2× USB Keyboard

3. For the SCC Organisers' Office we need:

    i.   2× 1.8m×0.5m table

    ii.   6× chairs

    iii. 2× standard power 5-socket multi-plug

8   SANReN Cyber Security Challenge (CSC)

1. Nine of the 9 m² exhibition stands will be used for the Student Cyber Security Challenge (CSC). Eight will be used for the student teams, one will be the organisers office for this competition. There are specific technical requirements for the nine CSC stands.

2. The 8 CSC stands to contain:

    i.   2× 1.8m×0.5m tables (back-to-back setup)

    ii.   4× chairs

    iii. 1× standard power 6-socket multi-plug

3. For the CSC Organisers' Office we need:

    i.   2× 1.8m×0.5m tables (L-shape setup)

    ii.   6× chairs

    iii. 1× standard power 6-socket multi-plug

    iv. 2× stands for the 42" LCD monitors

9   DIRISA Student Datathon Challenge (SDC)

1. 10 of the 6 m² exhibition stands will be used for the DIRISA Student Datathon Challenge (SDC). One 9 m² stand will be the organisers office for this competition. There are specific technical requirements for the 10 SDC stands.

2. The 10 SDC stands to contain:

    i.   2× 1.8m×0.5m table (Back to Back setup)

ii. 5× chairs

iii. 1× standard power 5-socket multi-plug

3. For the SDC Organisers' Office we need:

i. 2× 1.8m×0.5m table (L Shape setup)

ii. 8× Chairs

iii. 2× Standard power 5-socket multi-plug

iv. 1× VGA display screen (computer monitor)

10 Security and storage

1. 24-hour security, including CCTV, to secure storeroom and exhibition floor; security personnel to regularly patrol storage location and exhibition hall. CCTV to be live monitored by security personnel and recorded for later review and/or evidence.

2. 36 m² (minimum size: 6m×6m), preferably 42 m², secure storeroom for valuable items and boxes. Secure storeroom to be available from Thursday 24 November 2022 in the morning till close of business on Saturday 3 December 2022.

3. 2× flatbed trolleys

4. Small and secure storage room for general conference equipment. This can also be the conference organiser's office with a table, chair, and black and white printer with paper.

11 Exhibition stands

1. 1× 16 m² Diamond Sponsor stand, 4× 9 m² Platinum Sponsor stands, and 2× 6 m² Gold Sponsor stands for exhibitors.

2. The general exhibition (non-competition) stands to have:

i. 1× trestle table with 2 chairs.

ii. 1× standard power 5-socket multi-plug

iii. LAN cable

3. We will give exhibitors the option to erect their own custom-made stands on site after the building of the general stands. They will build in the allocated spaces and no additional space will be allocated.

Note:

When you provide a quote, please make sure that you list the items, including the numbering, as per the list so that it is clear which item you are quoting. This will allow us easier referencing.

All catering must make provision for halal and vegan capacity as well as 10 kosher meals per meal session.