

ANNEXURE “G” RFQ 6189/20/11/2023

Bill of Material (BOM) — Audio Visual for CHPC National Conference 2023

QUOTATION MAIN REQUIREMENTS

1. General requirements:

The venues are the Skukuza Nombolo Mdhuli Conference Centre (NMCC) and the Kruger Gate Hotel (KGH) in Skukuza. Expected delegates in total are 500.

The Nombolo Mdhuli conference venue has 5 rooms, the floorplan is attached. All 5 rooms will be used on Monday, 4 December 2023. Then from Tuesday to Thursday, 5 to 7 December 2023, the main hall and two rooms (made up by combining adjacent rooms) will be used.

The Kruger Gate Hotel has 3 meeting rooms, and the floorplan showing the layout of booths is attached.

Build-up from 6pm on Sunday, 3 December 2023, and breakdown is from 9am, Friday 8 December 2023, and to be completed by 12 noon.

2. Nombolo Mdhuli Conference Centre (NMCC) at Skukuza Rest Camp:

- 2.1. The Ndlopfu main hall in NMCC will be used from Monday, 4 Dec., to Thursday, 7 Dec. The seating on Monday will be U-shape for approximately 50 delegates, the seating from Tuesday to Thursday will be a mix of schoolroom and cinema seating for up to 500 delegates.
- 2.2. The four breakaway rooms on Monday, 4 Dec., are the separate Ingwe, Mhelembe, Ndau, and Nari rooms. The two breakaway rooms for Tuesday to Thursday, 5–7 Dec., are the combined Ingwe & Mhelembe rooms, and the combined Ndau & Nari rooms. The separate rooms will hold about 50 pax, and the combined rooms will hold about 100 pax.
- 2.3. Each of the presentation rooms at NMCC needs to be fitted with:
 - A podium/lectern mic
 - A presentation laptop
 - A lapel mic
 - 2x roving mics
 - A laser pointer
- 2.4. Provide and Install Extension Cables and Multiplugs in NMCC Presentation Rooms:

Provide sufficient cables and multiplugs for charging of laptops. One 5-way multiplug per 20 delegates in the main plenary hall, from 4 – 7 Dec, for 500 pax in the NMCC Ndlopfu main hall. Installation to be completed between 12:00 and 18:00 on Sunday, 3 Dec 2023.

Provide sufficient cables and multiplugs for charging of laptops in four NMCC breakaway rooms on 4 Dec, and two NMCC breakaway rooms from 5 – 7 Dec. All rooms will be furnished by the NMCC with a mix of classroom and cinema seating. We require at least one 5-way multiplug per 12 delegates. Installation to be completed before 09:00 on Monday 4 Dec 2023 (for four separate rooms) and before 10:00 on Tuesday 5 Dec (for two combined rooms) and will not change for rest of conference.

- 2.5. The Ndlopfu main hall in NMCC has one screen and one projector in the front and we require two additional flat TV screens (at least 55") half-way down each of the side walls — these cannot be rigged to the ceiling, they need to be on a high stand. The two side screens must show what the front screen is showing by video link as there is only one projector in the auditorium. This video feed to be taken from the speaker's laptop.
- 2.6. In the Ndlopfu main hall of the NMCC, there will be a stage in the front. The stage will need a lectern mic and a comfort monitor, the panel table will require 3 fixed microphones and 2 comfort monitors.
- 2.7. Two 55" screens for the foyer of the NMCC, which will be used for the conference exhibition area.
- 2.8. All sessions in NMCC (main hall and two breakaway rooms, from 5 to 7 December 2023) to be recorded (including the evening function on 7 December which starts at 6pm and ends at 9pm) and videos provided within 24h of the presentation for upload to our NICIS YouTube Channel, and all must be done latest on Saturday 8 December 2023. The supplier to provide all staff, camera and other equipment necessary for the recording. The room audio streams, including audience audio, to be captured, mixed and included in video.
- 2.9. The evening function of 5 December is in the open veld, and we require mobile AV with a mic and speakers, and we need to play background music.
- 2.10. On Monday 3 December we will require equipment to accommodate translation services for the SADC Meeting in the NMCC Ndlopfu main hall. The 20 official delegates from the SADC countries will be sitting at a U-shape

table and will require microphones on the desks (1 microphone shared between two delegates). There will be three languages: English, French and Portuguese. We thus require two audio channels, connected to headsets, to provide audience members with French or Portuguese translations of the presentation (which will mainly be in English). We will also require that should a question (roving microphone) be asked in French or Portuguese, that the English translation be broadcast on the main speakers. The NMCC Ndlophu main hall includes translator's booths at the back of the hall, and these will be used for the translators. Laptops to connect the translators over Zoom are also needed.

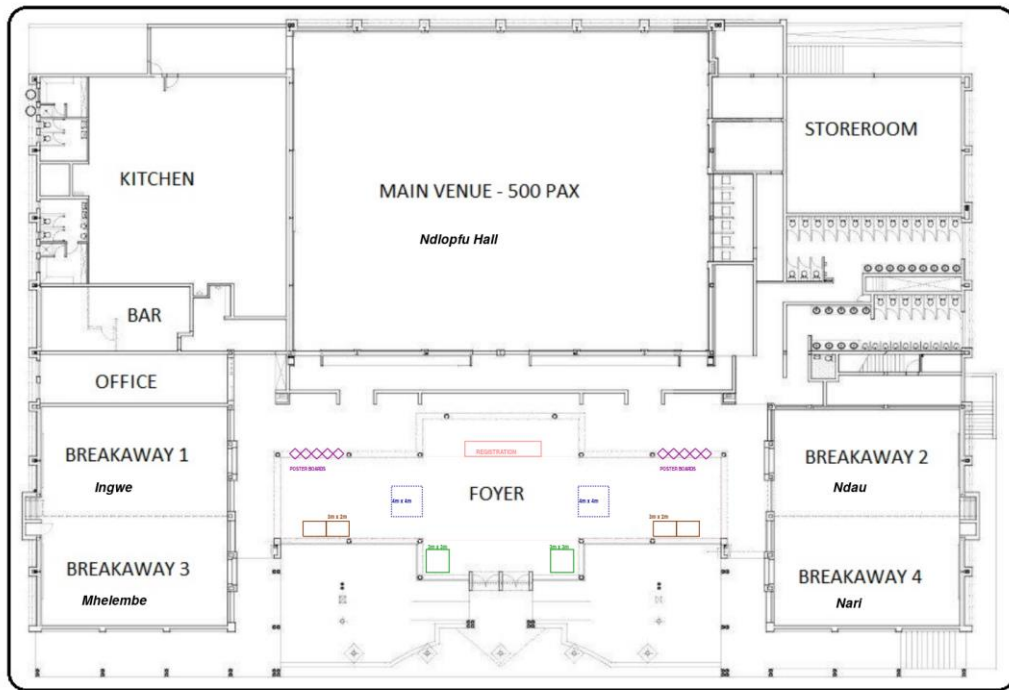
3. Kruger Gate Hotel Exhibition Rooms:

- 3.1. The Exhibition Centre, Hubya and Bandy rooms at Kruger Gate Hotel need to be equipped with a projector and a screen.
- 3.2. They also require amplified audio for presentations, including a microphone for the presenter and a roving microphone.
- 3.3. A large flat screen TV (around 55" in size) is required in each venue to be used for active display of slide shows and other information during the event.

Note:

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

Attachment 1: NMCC floorplan



SCALE 1 5 10m

NOMBOLO MDHULI CONFERENCE CENTRE - SKUKUZA

Attachment 2: KGH floorplan

