Request for Quotation (RFQ) for the supply of Conference venue in Kwazulu-Natal – Durban area with second option as Gauteng province for the CHPC Annual National Meeting (ANM) to be held during 01st – 5th December 2019

CSIR RFQ No. 9163/26/06/2019

Date of issue:	Tuesday,11 June 2019
Closing Date and Time:	Tuesday, 26 June 2019 @ 16H30
Submissions of quotations and enquires is via email ONLY and send to:	Submission of quotations or any other enquiries is via email on to be sent to: **tender@csir.co.za** (For all submission of quotations and inquiries)
Category:	Conference venue and related services
Business Time:	08H00 – 16H30

1   INVITATION FOR QUOTATION

Quotations are hereby invited for the supply of Conference venue in Kwazulu-Natal area with the second option as Gauteng province for the CHPC Annual National Meeting (ANM) to be held during 01st -5th December 2019

2   QUOTATION REQUIREMENTS

The National Integrated Cyberinfrastructure System (NICIS) of the Council for Scientific and Industrial Research (CSIR) is looking for a venue for the CHPC Annual National Conference (ANC) to be held from 01st -5th (Sunday to Thursday) December 2019. The venue must provide overall requirements for the event, working together with NICIS events management staff.

(a) General requirements:

1.   Conference venue must be in the Kwazulu-Natal Durban area with the second option as Gauteng province.

2. Close proximity to hotels and accommodation venues is a must, 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. Full numbers will be:

1st December 2019 — 250pax
2nd –4th December 2019 — 400pax
5th December 2019 — 250pax

(b) Rooms

1. 2nd–4th Dec: 1× Main plenary hall (auditorium), 400 pax, classroom seating
2. 2-4 Dec: 5× breakaway rooms (not including main plenary hall) for about 80 pax, classroom seating, and none of the breakaway rooms should share an entrance to avoid disturbances
3. 1 and 5 Dec: 6× breakaway rooms for 80 pax, classroom style (no main plenary room)
4. 30 Nov - 2 Dec: 1× breakaway room for 50 pax, U-shape seating, for SADC forum
5. 1–5 Dec: 2× meeting rooms/boardrooms, 20 pax, oval or U-shaped seating
6. Draping must be provided where necessary for optimum sound acoustics
7. 1× exhibition hall and display area with floor space of about 650 sqm (must be able to take 2× 6sqm stands, 34× 9sqm stands, 1× 16sqm stand and catering stations along with a suitably furnished standing eating area)
8. AV, projector & screen in all breakaway rooms, including meeting rooms
9. 1× roving mike, 1x lapel mic + 1× laser pointer + 1× presentation laptop in all breakaway rooms
10. Main Plenary Hall:
    i.   PA system
    ii. 2x Additional delay speakers
    iii. 1x (3mx6m) stage with steps
    iv. 2x roving microphones
    v.   1x lectern with space for bottles of water for the speaker
    vi. 1x presentation laptop with allowance for sound and DI box
    vii. 1x lapel mic
    viii. 1x laser pointer

ix.   2x 16.9 ratio screens

x.   2x projectors

xi.   Seamless switcher

xii.   1x Remote mouse

xiii.   2x CAT 6 VGA distributor

xiv.   2x VGA splitter (1:4)

xv.   2x 42" LCD monitor

11. Exhibition booths: 2× 6sqm stands, 34× 9sqm stands (one is the conference organiser's room (conference organiser's booth to have a computer, monitor and a black and white connected printer with 2 realms of paper, enclosed full walls with a lockable door) and 1× 16sqm stand. All booths stands to be available from 30 November at 8am for building of booths, the breakdown to be 17:00 on 4 December 2019

6sqm = 3m×2m   9sqm = 3m×3m   16sqm = 4m×4m

12. 60 poster boards in exhibition hall

13. Cabling: All of the breakaway venues and meeting rooms 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).

(c) Network connectivity requirements:

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 150 Mbps of international bandwidth.

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

4. About 400 delegates are expected and the network should cater for at least three devices per delegate (+-1200 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 conference, dedicated IT/LAN support must be available.

Internal Local Area Network (LAN) requirements:

1. The venue must arrange for the installation of all temporary cabling that is required.
2. During the 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 of the 37 booths must be equipped with a LAN point. - Each LAN point must have its own dedicated UTP cable running to a network switch. (Except Cyber Security stands [10 of the 9sqm booths], see below)

Special requirements for the Cyber Security Competition (CSC):

1. The Cyber Security Competition hall needs floor place for a 8U 19" server rack (provided by the CSIR) next to the organiser's stand (11th 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.
4. One spare UTP cable (same length as longest cable) should be available during the competition.

Wi-Fi requirements:

1. Each conference room must be equipped with a Wi-Fi Access-point for all the users expected in that specific conference room. Take note - two to three devices per person.
2. The wireless network in the exhibition hall and plenary venue need special consideration to cater for a large group of delegates (two to three devices per person).
3. Wi-Fi equipment in the exhibition hall and plenary venue must support bandwidth fairness or similar features.
4. The conference requires two customs Wi-Fi SSID's. 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 here www.eduroam.org. The CSIR will assist with debugging eduroam authentications.
6. The second SSID, called "NICIS" should be an open network, with a shared secret.

(d) Registration

1. Registration booth: 1× registration booth with 4 counters (4m×2m), 1x 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 30 November – 5 December 2019

(e) Evening functions

5. Evening function 400 pax: 'South African Braai Evening' on 2 December 2019 with a R30 000 soft drink limit.
6. Evening function 400pax: 'buffet/Awards Evening function' on 4 December 2019 with a R30 000 soft drink limit.

(f) Student extra meals

Student extra meals (meals outside of conference meals) pax ≈ 150: (40 students + 10 mentors x 3 competitions)

There must be 1 soft drink per person.

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

Sat 30 Nov'19	Sun 1 Dec'19	Mon 2 Dec'19	Tues 3 Dec'19
Late Lunch			
Dinner	Dinner		Dinner

(g) CHPC Student Cluster Competition (SCC):

10 of the 9sqm 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:

The 10 SCC stands to contain:

1× 1.8m×1m table

1× 1.8m×0.5m table

5× chairs

2× standard power 5-socket multi-plug

1× VGA display screen (computer monitor)

1× USB Keyboard

1× USB Mouse

For the SCC Organisers' Office we need:

1× 1.8m×1m table

1× 1.8m×0.5m table

5× chairs

1× standard power 5-socket multi-plug

(h) SANReN Student Cyber Security Competition (CSC):

10 of the 9sqm exhibition stands will be used for the Student Cyber Security "Hacking"

Competition (CSC). One will be the organisers office for this competition. There are specific

technical requirements for the 10 "hacking" competition stands:

The 10 CSC stands to contain:

1× 1.8m×1m table

1× 1.8m×0.5m table

4× chairs

1× standard power 5-socket multi-plug

For the CSC Organisers' Office we need:

      1× 1.8m×1m table

      1× 1.8m×0.5m table

      4× chairs

      1× standard power 5-socket multi-plug

(i) DIRISA Student Datathon Competition (SDC)

10 of the 9sqm exhibition stands will be used for the Student Datathon Competition (SDC).

One will be the organiser's office for this competition. There are specific technical

requirements for the SDC stands:

The 10 SDC stands to contain:

1× 1.8m×1m table

1× 1.8m×0.5m table

5× chairs

1× standard power 5-socket multi-plug

For the SDC Organisers' Office we need:

      1× 1.8m×1m table

      1× 1.8m×0.5m table

      4× chairs

      1× standard power 5-socket multi-plug

(j) 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 m^2 (minimum size: 6m✕6m), preferably 42 m^2 secure store room for valuable items and boxes. Secure store room to be available from 28 November in the morning till close of business on 6 December 2019.

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.

(k) General exhibition stands (non-competition stands) to have:

1. 1✕ trestle table with 2 chairs.

2. 1✕ standard power 5-socket multi-plug

CHPC 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 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 a full halaal and vegan capacity as well as 10 kosher meals per meal session.

3 EVALUATION CRITERIA

3.1 Selection of suppliers will be based on the 80/20 preference point system.

3.2 Include a valid B-BBEE certificate with quotation. No B-BBEE included will equal zero points.

3.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

3.4 No order will be issued or no contract signed without a valid CSD number.

3.5 Deviation from principal requirements will result in disqualification.

3.6 CSIR reserves the right to evaluate each region separately and award the RFQ to service provider of choice.

4   PRICING QUOTATION

4.1   Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated. For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.

4.2   Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

4.3   Payment will be according to the CSIR Payment Terms and Conditions

5   OTHER TERMS AND CONDITIONS

5.1   The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

5.2   A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

5.3   The bidder shall provide a letter from the Vendor / Wholesaler to confirm eligibility to supply the equipment at the bid price.

5.4   The bidder shall provide a letter from the Vendor / Wholesaler to confirm that the bidder can supply the equipment within 30 working days from receipt of order.

6   **No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

7   **Note: This is not a Purchase Order.**

8   ANNEXURE A – SBD 1 FORM
(To be completed by supplier and submitted with the quotation, B-BBEE certificate and OEM letter)