

## Annexure “G”

### 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 3 to 8 December 2023 (Sunday 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 North-West Province.
2. Walking distance 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 and must indicate how closely the generator kicks in after a power cut.
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., up to 1 November 2023) if an official national lockdown is declared that prevents in-person attendance of the conference on the conference dates.
6. The venue must be available from 08h00 on Sunday 3 December 2023 (build-up of exhibition halls) until 14h00 on Friday 8 December 2023 (break down of booths). The conference will begin from 13h00 (student competitions) on 3 December until 14h00 (closing lunch) on 8 December. Full numbers will be:

Date:	Numbers:	Comment:
3 Dec. 2023:	150 pax*	Build-up of booths; students arrive and move into booths at noon <sup>†</sup>
4 Dec. 2023:	350 pax*	Student competitions and preconference workshops
5 – 7 Dec. 2023:	600 pax*	Main conference and competitions
8 Dec. 2023:	250 pax*	Post-conference workshops (half-day)

† Students participating in the competitions will need access to the exhibition floor once booths are built, and to one breakaway room, on Sunday 3 December 2023.

7. Catering (at daily rate for the above pax) to include refreshments and lunch. Refreshment breaks in morning and afternoon; lunch at midday. Coffee and tea to be available from 08h00 to 17h00 each day, Monday to Thursday, 3 to 7 December, and from 08h00 to 13h00 on Friday 8 December.

## **2 Rooms**

1. 4–7 Dec: 1× Main plenary hall/auditorium, 600 pax\*, cinema and classroom seating (classroom first two or three\* rows, then cinema).
2. 4 – 8 Dec: 5× breakaway rooms for about 80 pax\*, mixed classroom (first one or two\* row) and cinema seating, and none of the breakaway rooms should share an entrance to avoid disturbances. The plenary hall can be used for one breakaway room.
3. 4 - 8 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. Individual rooms should be appropriately soundproof and draping must be provided where necessary for optimum sound acoustics.
5. 3 – 8 Dec: Exhibition area and display areas with combined floor space of about 650 m<sup>2</sup> — must be able to accommodate 22× 6 m<sup>2</sup> booths, 17× 9 m<sup>2</sup> booths, 1× 16 m<sup>2</sup> booth, 50× poster display boards, and catering stations along with a suitably furnished standing eating area.
6. AV, projector & screen in all presentation rooms, including meeting rooms/boardrooms.

## **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 600 delegates\* are expected and the network should cater for at least three devices per delegate (approx. 1800 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 the 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 allow for the installation of all temporary network cabling that is required — cabling and LAN points to be sourced outside of this RFQ and should not be quoted here.
2. Each conference room (plenary and breakaway rooms) must allow for cabling to be installed for a LAN point (available to the presenter).

3. The registration area must allow for cabling and a LAN point.
4. All the booth areas (booths to be sourced outside of this RFQ and should not be quoted here) must allow for cabling and a LAN point.
5. LAN cables will be installed in conjunction with booth build-up on Sunday 3 December from 08h00 to 12h00; and will be removed along with booth break-down on Friday 8 December from 14h00 to 17h00.

### **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' booth (the 11th booth of the CSC will be for the organisers).
2. The 19" server rack needs power and a connection to the Internet.

### **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](http://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 Evening functions**

1. Evening function 600 pax\*: 'South African Braai Evening' on Tuesday 5 December 2023 with a R50 000 soft drink limit.
2. Evening function 600 pax\*: 'Gala/Awards Evening function' on Thursday 7 December 2023 with a R50 000 soft drink limit.

## **5 Student extra meals**

1. The student competitions will start and run before the main conference with most competition students arriving on Sunday 3 December 2023.
2. Student extra meals (meals outside of conference meals) pax  $\approx$  150 = (40 students + 10 mentors)  $\times$  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 halaal and 3 strict kosher plates per meal. Vegan options should also be provided.
5. Schedule of extra meals:

Sun 3 Dec	Mon 4 Dec	Tue 5 Dec	Wed 6 Dec	Thu 7 Dec	Fri 8 Dec
Students arrive					Students depart
Late lunch 150 pax					
Dinner 150 pax	Dinner 150 pax		Dinner 150 pax		

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 4 December to 12:00 on Friday 8 December 2023.

## 6 CHPC Student Cluster Competition (SCC)

1. 10 of the 9 m<sup>2</sup> exhibition booths will be used for the Student Cluster Competition (SCC). The 11<sup>th</sup> will be the SCC Organiser's Office. Venue to only provide floorspace, table and chairs, and access to power — exhibition booths, power cables, and lighting for booths, will be provided by a third party outside of this contract. There are specific technical requirements for the 10 competition booths.
2. The 10 SCC booths to contain:
  - i. 2× 1.8m×0.5m table
  - ii. 5× chairs
3. For the SCC Organisers' Office, we need:
  - i. 2× 1.8m×0.5m table
  - ii. 6× chairs

## 7 SANReN Cyber Security Challenge (CSC)

1. 10 of the 6 m<sup>2</sup> exhibition booths will be used for the Student Cyber Security Challenge (CSC). One 9 m<sup>2</sup> booth will be the CSC Organiser's Office. for this competition. Venue to only provide floorspace, table and chairs, and access to power — exhibition booths, power cables, and lighting for booths, will be provided by a third party outside of this contract. There are specific technical requirements for the CSC booths.
2. The 10 CSC booths to contain:
  - i. 2× 1.8m×0.5m tables (back-to-back setup)
  - ii. 4× chairs
3. For the CSC Organisers' Office, we need:
  - i. 2× 1.8m×0.5m tables (L-shape setup)
  - ii. 6× chairs

## **8 DIRISA Student Datathon Challenge (SDC)**

1. 10 of the 6 m<sup>2</sup> exhibition booths will be used for the DIRISA Student Datathon Challenge (SDC). One 9 m<sup>2</sup> booth will be the organisers office for this competition. Venue to only provide floorspace, table and chairs, and access to power — exhibition booths, power cables, and lighting for booths, will be provided by a third party outside of this contract. There are specific technical requirements for the SDC booths.
2. The 10 SDC booths to contain:
  - i. 2× 1.8m×0.5m table (back-to-back setup)
  - ii. 5× chairs
3. For the SDC Organisers' Office we need:
  - i. 2× 1.8m×0.5m table (L-shape setup)
  - ii. 8× Chairs

## **9 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<sup>2</sup> (minimum size: 6m×6m), preferably 42 m<sup>2</sup>, secure storeroom for valuable items and boxes. Secure storeroom to be available from Thursday 30 November 2023 in the morning till close of business on Saturday 9 December 2023.
3. 2× flatbed trolleys to facilitate transport of equipment between storage and exhibition.
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.

## **10 Exhibition area**

1. Space for 1× 16 m<sup>2</sup> Diamond Sponsor booth, 4× 9 m<sup>2</sup> Platinum Sponsor booths, and 2× 6 m<sup>2</sup> Gold Sponsor booths for exhibitors. Venue to only provide floorspace, table and chairs — exhibition booths will be provided by a third party outside of this contract.
2. The general exhibition (non-competition) booths to have:
  - i. 1× trestle table with 2 chairs.
  - ii. Access to power — power cables and lighting for booths to be covered by exhibition RFQ outside of this.
  - iii. Allow for a network cable and LAN point.
3. We will give exhibitors the option to erect their own custom-made booths on site after the building of the general booths. They will build in the allocated spaces and no additional space will be allocated.
4. Space for 50× poster display boards. Venue to only provide floorspace — display boards will be provided by a third party outside of this contract.

## **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 halaal and vegan capacity as well as 10 kosher meals per meal session.

\*Delegate and room occupancy numbers are estimated.