

Request for proposal (RFP)

for the

Appointment of a Host

Province/City and Venue

for the

Southern African Association for the

Conference Industry's (SAACI)

35th SAACI Congress (RSA)

REF No. Tender: **HOST PROVINCE/CITY/VENUE RFP2021**

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Introduction

The Southern African Association for the Conference Industry (**SAACI**), is pleased to invite provinces/city/venue to tender for the appointment as host in respect of the 35th SAACI Congress 2021. Preference will be given to cities where there is an established SAACI branch. The SAACI congress has become the must attended event on the business events calendar with quality speakers, excellent networking platforms and an opportunity to learn about new trends and tools. Let's not forget that it is also a fantastic chance to have fun!

The SAACI manifesto

We are a professional association that promotes sustainability within the business events industry in Southern Africa.

We facilitate an enabling environment for learning, growth and collaboration.

Our goal is to be the recognised professional association of the business events industry of Southern Africa.

Basic requirements are:

- **Conference will start on Sunday, 25 July and run to Tuesday, 27 July 2021.**

The agreement is outlined under:

- The 35th Congress (2021)
- Newsletter
- Website partnership
- Public relations and communication
- Stakeholder membership

PROVINCE/CITY deliverables

- The **PROVINCE/CITY** will contribute minimum cash (hosting fee) and related services to the value of **R450 000,00** (vat exclusive) towards the congress as a destination sponsor/ partner.
- This is a request for proposal for Province and City, and we will vet the RFP based on, among others, the total value of the contribution of the support package proposed for the SAACI 2021 Congress, as the above amount does not cover all hosting expenses for this event.
- This contribution will be in the form of a cash contribution towards the expenses of the congress.
- **PROVINCE/CITY** to promote the congress.

SAACI deliverables

- **PROVINCE/CITY** will receive 2 x invitations to a cocktail event and 2 x invitations to gala dinner with the board of directors and fellow patron members on the Sunday/Monday of the congress.
- A platform for the **PROVINCE/CITY** to present an update on South Africa's performance as a business events destination on Monday after the keynote addresses.
- **PROVINCE/CITY** will provide a video to be played during the congress as part of the branding right.
- 1x invitation to the Executive Mayor of the City.
- 1x invitation to the Premier of the Province.
- 2x congress registrations for the City.
- 2x congress registrations for the Province.
- 1 x advert on the SAACI website in the congress tab.
- **PROVINCE/CITY** logo to be displayed on the SAACI website as destination sponsor/partner with a link.
- **PROVINCE/CITY** logo to be displayed on the mobile app.
- Social media coverage on SAACI's social media platforms.
- Editorial space in the SAACI congress electronic dailies.
- Co-ordinate interviews with media partners (Business Events Africa, Meetings, The Event and Business Conference Africa) with **PROVINCE/CITY** Chief Convention Bureau Officer, tourism CEO and Mayor.

Newsletter

- SAACI will distribute the **PROVINCE/CITY** bi-monthly newsletter to its membership database.
- SAACI will assist with content and industry updates for the **PROVINCE/CITY** newsletter.
- The **PROVINCE/CITY** will provide content for the SAACI newsletter.

Website partnership

- The **PROVINCE/CITY** and SAACI will have links to each other's websites and will provide content for each other's website and the congress.

PR and communication

- The **PROVINCE/CITY** and SAACI will provide PR and communication support to each other to distribute information, news releases, newsflashes and newsletters including social media posts.

Date: Sunday, 25 July – Tuesday, 27 July 2021
Venue: Within the boundary of the Province/City Metropolitan

Programme framework:

<u>DAY</u>	<u>ACTIVITY</u>	<u>TIME</u>	<u>PAX</u>
Saturday	Board meeting	09:00-18:00	15
	Board and patron function	18:00- 21:00	40
Sunday	Branch coordinators' meeting	09:00 – 12:00	15
	Congress delegates luncheon	12:00 – 13:00	250 – 300
	Congress registration	All day	
	Half day conference	14:00 – 17:00	250 – 300
	Welcome function	18:00 – 21:00	250 – 300
Monday	Full day conference	08:30 -17:00	250 – 300
	Gala dinner	18:30 – 23:59	250 – 300
	Congress registration	All day	
Tuesday	Full day conference	08:30 -16:00	250 – 300
	Farewell cocktails	16:00 – 18:00	+200

***Please note that this framework is subject to change**

The venue would be expected to include the following in its proposal:

- Accommodation – single/double and sharing basis including breakfast. Please make it clear if the accommodation is based on site or situated at establishments nearby.
- Venue rentals and catering costs and/or day delegate packages detailing inclusions and exclusions.
- Suggested venue usage and layout so as to best optimise space available in line with the broad structure.
- Greening and sustainability initiatives undertaken by the venue.
- Ample parking should be available at/or within close walking distance to the venue.
- In an effort to show off the variety of venues you have in your city, suggestions for possible venues in close proximity to your venue, to host the gala dinner or the farewell cocktail are welcome.
- In 2017 the introduction of a fun walk and a silent disco was introduced and took place first thing in the morning before the official start of the day. This was well received by the delegates that took part and we would like to consider these events or similar activities for the 2021 congress. Suggestions on what we can do at your venue or in the surrounding areas are welcome.
- Venue must be a SAACI member in good standing and be graded by the Tourism Grading Council of South Africa or be willing to undergo this process before the congress.

Possible consideration should be taken of the following:

- Complimentary one-night single accommodation for the board members for Sunday night (12pax).
- Complimentary three nights single accommodation for the national office team (3pax).
- Complimentary day conference package for the board members (15pax) local organising committee (10pax) and national office team (3pax).
- No corkage surcharge for sponsored beverages.
- Options of bringing in different food ideas i.e. food trucks.
- Complimentary congress office, speaker preparation room and VIP holding room.

Every effort should be taken by the venue to put their best foot forward and to use this opportunity to showcase to the business events industry. Your proposal should be specific and include as much detail as possible. Advantage will be given to those venues offering sponsorship, preferential rates and additional trimmings at no additional cost. Please feel free to include proposed menus to give the selection committee an idea of what you are offering. Ideas on activities and other services offered are key. However, ideas presented should not be cast in stone.

It should be noted that in line with previous SAACI congresses, no commission will be sought or accepted from any service provider. Your rates should reflect this in your proposal.

Please send your proposal before or on **Wednesday, 6 May 2020 at 16:00**, to Agnes Ntombela, SAACI Head of Operations (agnes@saaci.org).

A selection committee will undertake an initial evaluation of the proposals received and may then request a presentation from the short-listed provinces/cities/venues. Such presentations will be scheduled for June 2020 and the cost to attend will be carried by the bidding **PROVINCE/CITY/VENUE** provinces/cities/host venues.

Tender process timeline for PROVINCE/CITY/VENUERFP2021:

Deadline for submissions:	6 May 2020
Evaluations of submissions:	11 - 18 May 2020
Presentations:	8 – 10 June 2020
Tender awarded:	30 June 2020

Please send through your queries and proposals with the subject line **PROVINCE/CITY/VENUERFP2021** to Agnes Ntombela, SAACI Head of Operations (agnes@saaci.org) or 011 880 5883 on or before **Wednesday, 6 May 2020 at 16:00**. A selection committee will undertake an initial evaluation of the proposals received and may then request a presentation and site visit from the short-listed **PROVINCE/CITY/VENUE**.

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