

National Skills Development Strategy

2003 NSDS Conference

14 –16 October 2003

Call for Proposals to manage,
coordinate a national conference
event, develop and manage
exhibitions

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Introduction

This document is aimed at providing service providers with the necessary overview of the 2003 National Skills Development Strategy (NSDS) Conference from which to base their costing, capacity etc.

The 2003 NSDS Conference and Exhibition will provide an opportunity for the Department of Labour to showcase the developments and successes that have been achieved to date by all role-players and stakeholders regarding skills development.

The objectives of the conference are:

- To review progress against the objectives of the NSDS
- To launch the Consultation Document on the next NSDS
- To encourage active participation in the NSDS from all role-players
- To consider the national Qualifications Framework Discussion Document
- To portray the Department of Labour in a positive light to its stakeholders

All actions are in keeping with the objectives of the National Skills Development Strategy.

Background

The Minister of Labour launched the NSDS in February 2001 at the inaugural conference. The second NSDS Conference was hosted in Gauteng in September 2002 and attracted 3 850 delegates, both local and overseas. It is expected that approximately 1 200 delegates from all nine Provinces will attend the 2003 NSDS Conference.

The Department of Labour is seeking the services of an Event and Exhibition Management Company to provide conference planning, management, technical and logistical services to ensure the successful hosting of the 2003 NSDS Conference and Exhibitions.

Conference overview

The 2003 NSDS Conference and Exhibition will be held at Gallagher Estates venue. The conference is expected to attract approximately 1 200 delegates.

The conference will take place from the **14 – 16 October 2003** and will comprise of local delegates, the Department of Labour, government departments, SETAs, Training Providers, Educational Institutions, NGOs, donors and other organisations involved in skills development.

The theme of the conference is **“Skills for Growth and Development”**.

The exhibitions will run simultaneously alongside the Conference and these are expected to attract visitors across Gauteng and a few may attend from other provinces.

There is no cost to participants, other than the cost to produce their own display stands and promotional materials.

The Vhutsila and Department of Labour brand names and logos are to be prominent in all areas.¹

The exhibition will be open to the public at no entry charge.

Draft conference programme outline:

Day 1 – 14 October 2003

Session 1: 09h00-13h00 Opening plenary.
Session 2: 14h00-17h00 5 parallel Breakaway sessions.

Day 2

Session 1: 09h00-13h00 Video Showing session.
Session 2: 14h00-17h00 5 parallel Breakaway sessions.

Day 3

Session 1: 09h00-13h00 Closing Session.

There is no cost to delegates attending the conference. The Department of Labour will, in certain instances, make payment for travel and accommodation for **identified delegates**. Whilst these travel and accommodation arrangements will be paid for by the Departmental travel and accommodation service provider, the Professional Event Management Company (PEMC) is expected to provide the necessary information to the Departmental travel and accommodation service provider.

The Vhutsila and Department of Labour brand names and logos are to be prominent in all conference publicity.¹

Only invited and registered delegates will be able to attend the conference.

The Department of Labour will promote the exhibition through national and regional print and radio advertising as well as direct mail. The Professional Event Management Company will be expected to conduct additional publicity.

The Department of Labour has established a Conference Planning Committee to coordinate with the appointed PEMC.

Scope of supply

A Professional events Management Company (PEMC) is currently being sought for a turnkey project to manage and coordinate all of the necessary components required to plan and host a conference of this magnitude. These include, inter alia:

In collaboration with the Conference Planning Committee, the PEMC will be required to:

- Invite and collate responses from delegates.
- Proactively manage possible over/under attendance.
- Identify and book suitable venues.
- Arrange décor at venues.

¹ VHUTSiLA is the brand name and logo developed specifically for the National Skills Development Strategy

- Provide and support the necessary production and technical equipment.
- Invite agreed guest speakers.
- Confirm attendance and availability.
- Specify required travel and accommodation arrangements.
- Develop and manage registration facilities.
- Produce and distribute conference materials.
- Arrange entertainment.
- Arrange VIP hosting.
- Ensure security and medical services at the venue.
- Define budgetary allocations and manage expenditure.

The Service Provider will also be required to carry out all aspects leading to the successful hosting of the exhibitions, including:

1. **Exhibitors** - the Service Provider will be required to establish and manage an operations centre, which will handle all exhibition invitations, enquiries, registrations and confirmations to exhibitors. Dedicated staff, telephone, facsimile and e-mail facilities are to be provided by the Service Provider for this purpose, details of which will be used in advertising and on invitations.
 - a. The Service Provider is to develop, produce and distribute an Exhibitors Manual to all exhibitors and manage responses via the operations centre. The Exhibitors Manual should comprise of at least:
 - i. An overview of the exhibition
 - ii. Details and map of the venue
 - iii. Details of build-up and breakdown
 - iv. Carpet request form
 - v. Furniture hire form
 - vi. Plant hire form
 - vii. Fascia board form
 - viii. Telephone hire form

The Department of Labour will provide the necessary infrastructure for exhibitors, but the cost of telephone calls and any items over and above those stipulated in this document will be for the exhibitor's own account. Please see Annexure 2 and 2A
The Service Provider is to establish and manage an Organisers Office on site at each exhibition venue to cater to the needs of the exhibitors.

The PEMC is to appoint a leader for each venue and ensure that there are sufficient personnel available to cater for each venue's requirements.

2. **Invitations** – the Department of Labour will provide the Event Management company with a list of delegates to be invited to the conference. It is estimated that the Event Management company will be required to fax or e-mail some 1 200 Invitations and Registration Forms to prospective delegates. The PEMC is also to make allowance to courier invitations within Gauteng, some other invitations to the other provinces. The PEMC is to ensure that it familiarises itself with required governmental and International protocol issues with regard to the invitation of ministerial and overseas delegates.
3. **Travel arrangements** – the PEMC is expected to provide a facility for delegates requiring travel arrangements to be made. The Department of Labour will provide the PEMC with details of delegates whose travel costs will be borne by the Department and these travel arrangements will be coordinated by the PEMC through the Department of Labour's contracted agent. Delegates paying for their own travel are to be catered for via the PEMC's preferred arrangement. The PEMC is to ensure that arrangements are made for the transfer of delegates to and from the airport and hotel and/or local conference venue.
4. **Accommodation arrangements** – the PEMC is expected to provide a facility for delegates requiring accommodation arrangements to be made. The Department of

Labour will provide the PEMC with details of delegates whose accommodation costs will be borne by the Department and these arrangements will be coordinated by the PEMC through the Department's contracted agent. Delegates paying for their own accommodation are to be catered for via the PEMC's preferred arrangement.

5. **Conference Packs** – the Department of Labour will provide delegates attending the conference with conference packs, which the PEMC is to allow for in their quotation. These conference packs will comprise of a delegate bag, selected publications and promotional items and will be issued to delegates when registering on arrival at the venue. The PEMC is to make allowance in their quotation to provide staff to pack the items that form the conference pack and ensure their effective distribution at the conference. The PEMC is to ensure that the Conference Packs are ready for distribution by 12h00 on 13 October 2003.

For purposes of costing, 1 2 00 Conference Packs are required and are to comprise of:

- a. **Conference Bags** – Black nylon or leatherette:
 1. Minimum dimensions of 36cm X 28cm X 11cm.
 2. Minimum of main section plus a pen pocket and cell or calculator pocket.
 3. Printed one side in full-colour.
 - b. **Executive pad folders** – A5 format black plastic:
 1. Full-colour print on the front cover
 2. Provision to hold an A5 note pad
 3. Provision to hold a pen
 4. A half pocket on the inside front cover
 - c. **Executive Pads** – A5 format note pads:
 1. Printed in full colour on 80gsm bond or similar paper
 2. 50 sheets of paper per pad complete with backing board and glued along the top edge.
 - d. **Pens** – Equivalent or similar to the BIC 4-colour pen
 1. Medium point
 2. Blue barrel
 - e. **Publications** – the Department of Labour will provide the PEMC with publications to be included in the Conference Packs.
 - f. **Mugs** – Black ceramic coffee mugs:
 1. The VHUTSiLA logo printed in full colour on one side, outside.
 2. The Department of Labour logo printed in full colour on the other side, outside.
 3. A separate price is to be included in the supplier's offer to indicate the cost of printing of the selected wording, "**Skills toward Growth and Development**" in gold colour on the inside of the mug.
2. **T-Shirts** – Adult sizing, ranging from small to XXX-Large. The supplier is required to make recommendations regarding the percentage mix of sizes.
The T-Shirts are to comply with the following specifications:
- a. A minimum of 160-gram plain pale blue poly cotton material.
 - b. Printed with the VHUTSiLA logo in full colour on the left breast.
 - c. Printed with the Department of Labour Logo in full colour and selected wording, "**Skills for Growth and Development**" in black colour on the back.

Notes: The PEMC is to ensure that all layout, design and artwork charges are included in their price.

Tenderers are requested to include in their offer, suggestions as to additional products that can be included in the Department of Labour's offer to conference delegates to ensure a lasting impression of the event. These suggestions are to be priced separately, but included in the total price of the tender.

6. **Registration facilities** – the PEMC will be required to establish an operations centre, which will handle all conference invitations, enquiries, registrations and confirmations to delegates. Dedicated telephone, facsimile and e-mail facilities are to be provided by the PEMC for this purpose, details of which will be used in advertising and on invitations.
- a. **Registration of attendance** – in addition to the fax and e-mail facility, the PEMC is required to provide an on-line Internet Registration facility for delegates wishing to attend the conference and book on-line. This facility is to be available at least 6-weeks prior to the start of the conference and is to be monitored daily. The PEMC is to provide the Department of Labour with regular updates as to the number of delegates confirming attendance and ensure that the conference is not over-subscribed. The PEMC is to ensure that delegates utilising this Internet facility are sent timely confirmations and that this information is collated against the RSVPs being received by fax or e-mail and that no duplication of registration takes place.
 - b. **Early Registration on arrival** – the PEMC is to provide a registration facility at the venue for delegates wishing to collect conference packs etc. before the start of the conference. This facility is to be available at each of the respective venues from 08h00 on Monday 13 October 2003.
 - c. **Registration on arrival** – the PEMC is required to provide an access and registration system sufficient to cater for 4 000 visitors per day. The registration facilities will include the supply and printing of delegate name badges and holders. The service provider is also required to provide staff to manage the registration process. The Registration Desks are to be well signposted and sufficient in number to process the expected number of delegates as effectively as possible. Registration facilities are to allow for separate registration of VIPs and presenters as well as possible on-site registration of delegates not having pre-registered. The PEMC is to ensure that suitable arrangements are made to meet VIPs and escort them to the required areas and that provision is made for the catering of security personnel accompanying such VIPs. VIPs should be made aware of such provisions when invited to the conference by the PEMC.
 - d. **Registration of Presenters** – the PEMC will be expected to obtain copies of presenters' slides and notes well in advance of the conference and package these on CD which is to be included in the delegates' Conference Packs. These CDs are to be labelled in full colour and presented in plain CD envelopes. The PEMC is to allow for the design, development and production of these CDs, (1 200 in quantity) in their quotation.
 1. The PEMC is to identify and supply 30 branded 'tokens of appreciation' and is to ensure that each of the presenters receives one of these at the end of their respective presentation. A budget of up to R90.00 (ninety Rand) per item is to be allowed for.
 - e. **Registration database** – the PEMC will be required to provide the Department of labour with a customised database of all delegates attending the conference in Microsoft Excel format on CD within fourteen days of the conference ending. It is to be noted that this database remains the property of the Department of Labour and cannot be shared without prior approval from the Department of Labour. The PEMC will be required to sign a Confidentiality Clause to this effect.
7. **Conference facilities** – in conjunction with the venue management, the PEMC is to ensure that the following conference facilities are provided and that each one is adequately signposted:

The PEMC is required to ensure that there are sufficient arrangements to cater for the plenary and breakaway sessions on each day of the conference at each of the venues.

Seating of delegates is recommended to be cinema style seating for plenary sessions and classroom style for the breakaway sessions as preferred by the Department of Labour.

Through liaison with the venue management, the PEMC is to ensure that all required teas and meals are provided for and that the necessary dietary requirements of delegates are taken into consideration.

Each conference venue is to be equipped with the necessary audiovisual equipment and technical support, including stage, podium, screen, data projector, computer, video and microphones, both podium and roving. (See also Décor and Graphics)

- a. **VIP meeting rooms** – the PEMC is to ensure that the following VIP meeting rooms are made available as required at each of the venues:
 2. **Minister of Labour** – this room is to be adequately furnished to allow the Minister space to relax and to prepare for the relevant sessions. It is to be supplied with refreshments and have easy access to ablution facilities.
 3. **VIPs** – this room is to be adequately furnished to allow selected VIPs to prepare for relevant sessions and contain telephone, fax and computer and refreshment facilities.
 - b. **Media Room** – this room will be used by the Pres, Minister of Labour and other dignitaries to host press briefings and is to include telephone, fax and computer facilities.
 - c. **Preparation Room** – this room will be used by presenters in preparing for their relevant sessions and is to have telephone, fax and computer facilities. The PEMC is to ensure that ALL presentations to be made during the conference sessions are preloaded for access by the presenters.
 - d. **Parking** – In conjunction with the venue management, the PEMC is to ensure that there is separate parking facilities for VIPs, presenters and organizers, and that support staff are strategically placed to direct conference visitors and delegates to the respective parking areas.
 - e. **Technical support** – The PEMC is expected to make provision for all the necessary lighting, staging and audiovisual equipment required for each conference session. The PEMC is to ensure that there is at least one roving microphone per session as well as a staff member available to facilitate the question and answer sessions where these microphones will be used. A technician is to be available in each session to ensure that any technical problems are resolved promptly.
 - f. **Transcription services** – the PEMC is to include the offering of transcription services, which will capture all speeches and presentations made during the conference as a separately priced item in their offer. These transcriptions are to be provided to the Department of Labour in Microsoft Word format on CD within fourteen days of the conference ending.
8. **Security** – the PEMC is to include for the supply of security monitoring equipment and security guards at each venue for the duration of the conference. The security personnel are to be familiar with VIP security as well as be adequately equipped to handle unforeseen events, including crowd control and emergency evacuation. The PEMC will also be expected to liaise with the SAPS and Traffic police whose jurisdiction the area of the venue falls under, to advise them of the conference and determine any required actions or procedures.
 9. **Emergency services** – the PEMC is to ensure that sufficient medical personnel and emergency equipment are available for the duration of the conference to provide emergency medical treatment should it be required.
 10. **Ministerial Dinner** – The Minister of Labour will host a formal dinner for 200 invited guests on the night of 14 October 2003. The PEMC is expected to handle all arrangements for the planning and hosting of the dinner. These arrangements will include:

- a. **Invitations** – the design, printing and postage of 300 invitations to an address list to be provided by the Department of Labour
 - b. **RSVPs** – the handling of all enquiries, responses and follow-ups related to the dinner
 - c. **Menu** – the design and printing of menus
 - d. **Programme** – the design and printing of Programmes
 - e. **Seating** – the development of table lists and seating plans
 - f. **Décor** – the decoration of the venue
 - g. **Entertainment** – The contracting of an entertainer/s for the dinner function.
 - h. **Technical support** – the provision of the necessary lighting, staging and audiovisual equipment required.
 - i. **Promotional Items** – The PEMC is to include suggestions for promotional items to be given to guests attending the dinner. These items are to be branded with the Department of Labour and/or Vhutsila logos. A budget of up to R60.00 (sixty Rand) per guest is allowed for.
11. **Décor, Graphics and Entertainment** – the PEMC is to provide for:
- a. **Main Plenary venue** (Coordinating venue)
 1. The PEMC is to recommend and cost separately, (but include in total price), for an opening ceremony lasting approximately five minutes as well as a closing ceremony of the same length. The quote is to include for all performers, staging, lighting, special effects and technical support required. The ceremonies are to be seen as a celebration of achievement and progress and be representative of the NSDS Equity Targets of 85% Black, 54% women and 4% disabled persons with a special focus on the youth, (persons under the age of 30). Audience participation is to be encouraged by the performers. Different performers can be used for the opening and closing ceremonies. Creative use of the VHUTSiLA and Department of Labour logos and colours is encouraged and entertainment should effectively portray the theme of “Skills for Growth and Development”. The PEMC is to work on a budget of up to R30 000.00 (thirty thousand Rand) per ceremony, but creativity and compliance with the NSDS Equity Targets will form the basis of the award.
 2. The PEMC will provide 6 off vertical banners printed both sides in full colour and measuring 1.5m x 4.5m. The Department of Labour will provide the required wording and logos in electronic format. The PEMC will also be expected to make arrangements for the erection and after the conference, the removal of these banners and any other decorations used.
 3. The PEMC will procure, erect and after the conference, remove flags on each of the flagpoles in front of the venue. The Department of Labour will provide a sample of what design is required in these flags.
 - b. **Conference venue** –
 4. The PEMC is to provide podium banners in the plenary conference room. Printed in full-colour.
 5. The PEMC is to procure, supply, erect and after conference, remove a 3m x 1m horizontal banner printed in full-colour in each of the plenary conference rooms.
 6. The PEMC is to be responsible for ensuring that the conference venue and facilities are adequately signposted.
- NB:** All graphic materials are to be suitably packaged and marked, then returned to the Department of Labour head office by the PEMC within seven days of the conference ending.
12. **Cleaning** – In conjunction with the venue management, the PEMC is to ensure that the respective conference rooms are cleaned after each session and that refreshments and sweets are replenished where necessary.

- 13. Smoking Areas** – The PEMC is to ensure that provision for designated smoking areas, complete with ashtrays and waste bins, are made throughout each of the conference areas and that these are adequately signposted and cleaned regularly.

The PEMC is to ensure that suitably qualified personnel will be available for the duration of the conference to provide onsite management and support for the conference.

Exhibition Design:

The Service Provider is to design, develop, supply, build, maintain for the duration of the exhibition, and breakdown the following:

1. **Main Exhibition Stand** – it is envisaged that the service provider will supply a complete central exhibition stand housing the Department of Labour Head Office, 10 Provincial Offices, a VIP area, an Information Centre and a presentation area. This section of the exhibition will be supplied complete with all graphics, furnishings, audiovisual and presentation equipment. Refer to Annexure 1 of this document.
2. **Supplementary Exhibition Stands** – the service provider will also provide an exhibition ‘shell system’ for 90-exhibitors complete with all graphics and furnishings. Refer to Annexure 2 of this document.
3. **Restaurant area** – the design of the exhibition should be such that it incorporates a Restaurant area segregated into smoking and non-smoking sections. The Service Provider is responsible for arranging suitable catering with the venue for sale to visitors to the exhibition.
4. **Stage Area** – the service provider is to develop and supply a stage area as detailed in Annexure 3 of this document.
5. **Additional graphics and Signage** – the service provider will supply signage as detailed in Annexure 4 of this document.
6. **Registration facilities** – the service provider is required to provide an access and registration system sufficient to cater for 5 000 visitors per day. The registration facilities will include the supply and printing of visitor name badges and holders. The service provider is also required to provide staff to manage the registration process. Refer to Annexure 5 of this document.
7. **Security** – the service provider is to include for the supply of security monitoring equipment and security guards for the duration of the exhibition. This is to include build-up and breakdown days. The security personnel are to adequately equipped to handle unforeseen events, including crowd control and emergency evacuation. Refer to Annexure 6 of this document.
8. **Emergency services** – the service provider is to ensure that medical personnel and emergency equipment is available for the duration of the exhibition, including build-up and breakdown, to provide emergency medical treatment should it be required.
9. **Graphics** – the service provider is responsible for the layout, design and production of all graphic panels, posters signage etc. that are included in their offer. The Department of Labour has a library of photographs that will be made available to the selected service provider. Should additional photographs be required, the Department of Labour will arrange for this at its own cost. Editing and manipulation of images and the production of illustrations are to be included within the service provider’s offer.
10. **Stand Cleaning** – the service provider is required to make provision for ashtrays and waste bins in each of the exhibitor stands and restaurant area as well as provide daily cleaning of the exhibition area, including individual stands.

The service provider is requested to offer suggestions as to additional components or facilities that can be incorporated into this conference and supply these as separate quotations to their offer.

General guidelines

- The Department of Labour is to be portrayed in a professional manner in all aspects of the conference.
- Care must be taken to ensure that ALL the conference facilities are easily accessible to persons with disabilities (including the podium / stage).
- Should the PEMC sub-contract or outsource any portion of their offer, details of the sub-contracted party must be included in the PEMC's offer. The Department of Labour favours the use of emerging providers in such cases.
- Care must be taken to ensure that the quality of printing of the necessary logos is in compliance with the design guidelines provided as Annexure 1 to this document.
- If it is not possible to reproduce the required logo/s effectively, suppliers are to advise the Department of Labour who will suggest wording to identify the strategy be added in place of the logo/s.
- Suppliers are to ensure that product samples, checked against the colour samples provided by the Department of Labour are to be supplied and approved by the nominated Department of Labour official before committing to the production of items.
- Suppliers are to provide a commitment to meet the required delivery deadlines.
- Unless completely unavoidable, materials supplied should be produced in South Africa. Reasons for non-compliance must be given with your offer.
- Where practical, materials used or supplied should be recyclable.
- Creative use of the VHUTSiLA and Department of Labour logo colours is encouraged to provide an exhibition that effectively portrays the theme of "Skills for Growth and Development".
- Care must be taken to ensure that the exhibition components are easily accessible to persons with disabilities.

Service providers are requested to supply detailed costing with their proposal by no later than **16h00 on 29 August 2003**. No late submissions will be accepted.

Proposals are to be hand delivered to and addressed to:

**Chief Directorate: Communications
Department of Labour
Latoria House
215 Schoeman Street
Pretoria**

Proposals are to be deposited in the Tender Box situated at the above address and **NOT** handed directly to any Department of Labour official.

Enquiries can be directed to **André Oosthuizen** on **012 309 4821** or by e-mail to **andreoosthuizen@labour.gov.za**

Annexure 1 – Main Exhibition Stand

The service provider is required to provide design proposals for the main exhibition stand comprising of:

1. **Department of Labour, Head Office** – this is to be the core of the exhibition and is envisaged as having the display, information, storage and presentation areas downstairs with the VIP meeting/recreational area upstairs.

- a. **Display area** - featuring nine themes, namely;

- i. **How the NSDS works**
- ii. **How the NSF works**
- iii. **Learnerships**
- iv. **The Levy-Grant System**
- v. **The contribution of Organised Labour**
- vi. **The contribution of Organised Business**
- vii. **The contribution of SMMEs (Small, Micro & Medium Enterprises)**
- viii. **The contribution of Training Providers**
- ix. **Women, Youth and Persons with Disabilities**

The service provider is to provide a mobile display stand, complete with graphics, equivalent to the Weblok system for each theme. This panel will form the main display for each theme.

Provision is to be made within the design to fit a computer and 19 “monitor (to be supplied by the Service Provider), that can be accessed by visitors to the stand. This computer will act as an Internet Kiosk and provide access to on-line information.

Sufficient literature stands to house 18 different A4 brochures are to be provided in the display area.

These stands are to be carpeted and fitted with lighting, electricity plug points, telephone jacks and have the exhibitor name prominently displayed on the stand.

- b. **Information Kiosk** – this area is to be incorporated into the display area as a kiosk that visitors can easily access. It is to be branded with the Department of Labour and VHUTSiLA logos. It will house a Public Address system also capable of playing music cassette tapes and CDs, which will form part of the service provider’s offer. The kiosk should be large enough to house two Departmental personnel.
- c. **Storage Room** – this area should be in or within close proximity to the Display Area and be at least 18m² in size. It will be used to store literature, promotional and other items for safekeeping and should be able to be locked. No furnishings are required inside this room.
- d. **Presentation Area** – this area is to be used for audiovisual presentations to visitors and should be sized and furnished to accommodate 30 persons. It can be

positioned in the main display area or anywhere else within the exhibition, provided that its design ensures that other exhibitors are not adversely affected by noise from any presentations being given. The service provider is to provide necessary audiovisual equipment to present videos, DVDs and computer presentations.

- e. **VIP Meeting Area** – this area is to be housed above the main display area so that access can be strictly controlled. It must be designed to allow a view of the exhibition area. It is to contain a bar as well as lounge style seating for at least 10 persons. The service provider is to provide a bar complete with under-counter fridge and include in their costing, the catering for the duration of the exhibition in this area. The Service Provider is to allow for 48-coldrinks, 2-sandwich platters for 20-persons and 10 lunches per day, including build-up and breakdown.
2. **Department of Labour, Provincial Stands** – these stands are to be seen as the supportive structure of the Head Office and are the points of delivery of the NSDS.

Each provincial office is to be provided with a 3m X 6m stand containing a mobile display stand equivalent to the Weblok system.

In addition, the following furniture is to be supplied:

- Coffee table
- Four chairs
- Under-counter cupboard for storage and reception purposes
- Literature stands

These stands are to be carpeted and fitted with lighting, electricity plug points, telephone jacks and have the exhibitor name prominently displayed on the stand.

Annexure 1A – Main Exhibition Stand

The service provider is required to provide design proposals for the main exhibition stand comprising of:

3. **Department of Labour**– this is to be the core of the exhibition and is envisaged as having the display, information, storage and presentation areas downstairs with the VIP meeting/recreational area upstairs.
 - a. **Display area** - featuring four themes, namely;
 - i. **How the NSDS works**
 - ii. **NSF and Social Development**
 - iii. **Learnerships**
 - iv. **Employment Services**

The service provider is to provide a mobile display stand, complete with graphics, equivalent to the Weblok system for each theme. This panel will form the main display for each theme.

Provision is to be made within the design to fit a computer and 19 “monitor (to be supplied by the Service Provider), that can be accessed by visitors to the stand. This computer will act as an Internet Kiosk and provide access to on-line information.

Sufficient literature stands to house 18 different A4 brochures are to be provided in the display area.

These stands are to be carpeted and fitted with lighting, electricity plug points, telephone jacks and have the exhibitor name prominently displayed on the stand.

- b. **Information Kiosk** – this area is to be incorporated into the display area as a kiosk that visitors can easily access. It is to be branded with the Department of Labour and VHUTSiLA logos. It will house a Public Address system also capable of playing music cassette tapes and CDs, which will form part of the service provider's offer. The kiosk should be large enough to house two Departmental personnel.
- c. **Storage Room** – this area should be in or within close proximity to the Display Area and be at least 18m² in size. It will be used to store literature, promotional and other items for safekeeping and should be able to be locked. No furnishings are required inside this room.
- d. **Presentation Area** – this area is to be used for audiovisual presentations to visitors and should be sized and furnished to accommodate 30 persons. It can be positioned in the main display area or anywhere else within the exhibition, provided that its design ensures that other exhibitors are not adversely affected by noise from any presentations being given. The service provider is to provide necessary audiovisual equipment to present videos, DVDs and computer presentations.
- e. **VIP Meeting Area** – this area is to be housed above the main display area so that access can be strictly controlled. It must be designed to allow a view of the exhibition area. It is to contain a bar as well as lounge style seating for at least 5 persons. The service provider is to provide a bar complete with under-counter fridge and include in their costing, the catering for the duration of the exhibition in this area. The Service Provider is to allow for 30-coldrinks, 2-sandwich platters for 10-persons and 5 lunches per day, including build-up and breakdown.

Annexure 2A- Supplementary Exhibition Stands: Provincial

A shell system accommodating 30 stands measuring 3m X 3m is to be included in the service provider's offer. These stands are to be carpeted and fitted with lighting, electricity plug points, telephone jacks and have the exhibitor name on the fascia panel.

The layout is to be such that it allows for communal storage space for exhibitors to store bulk items such as literature.

The service provider's quotation is to include costs to supply additional sets of furniture for these stands should the department of Labour require them. These sets would comprise:

- 1 X Coffee table
- 3 X Chairs
- 1 X Under-counter cupboard for storage and reception purposes

Annexure 2 - Supplementary Exhibition Stands

A shell system accommodating 90 stands measuring 3m X 3m is to be included in the service provider's offer. These stands are to be carpeted and fitted with lighting, electricity plug points, telephone jacks and have the exhibitor name on the fascia panel.

The service provider's quotation is to include costs to supply additional sets of furniture for these stands should the department of Labour require them. These sets would comprise:

- 1 X Coffee table
- 3 X Chairs
- 1 X Under-counter cupboard for storage and reception purposes

Annexure 3 – Stage Area

The design of the exhibition is to allow for a stage area with seating for +/- 50 persons. The stage should be at least 3m X 6m and raised off the ground. This stage area will be used for practical demonstrations and speeches and the necessary electrical and audio connections as well as sound equipment is to be supplied.

The Stage Area can be alongside the Restaurant if this works well with the design submitted by the service provider. The service provider is to liaise with the venue management to ensure that restaurant services are provided

Annexure 4 – Additional Graphics and Signage

The service provider is expected to offer suggestions as to what graphics and signage are suggested to improve the standard of the exhibition as well as contribute toward the overall décor and theme.

The Department of Labour envisages that the exhibition aisles will be signposted with branded signage, and direction signage for facilities will be prominently displayed.

Annexure 5 – Registration Facilities

The service provider is required to provide an access and registration system sufficient to cater for 5 000 visitors per day. This facility must contain computerised terminals with the necessary software to capture and record visitors' details, as well as printout visitor name badges. The service provider is also required to provide staff to manage the registration process. The registration facility is to be staffed and fully operational 30-minutes before the scheduled opening of the exhibition each day and remain operational until the scheduled closing time each day.

For purposes of Customer Relationship Management (CRM), the Department of Labour requires visitors to be categorised into selected categories and the service provider is to ensure that the database system as well as visitor name badges reflect these categories.

The registration process is to allow for separate VIP and Press entrances. The Department of Labour will manage press liaison.

The service provider is to provide the Department of Labour with a functional database of names and contact details of visitors to the exhibition on CD in Microsoft Excel format within 14-days of the exhibition closing.

Annexure 6 - Security

The service provider is to include the supply and/or installation of adequate security equipment to monitor all persons entering the exhibition for firearms and dangerous weapons, or leaving with unauthorized equipment, e.g. exhibitor computers etc. The service provider is to provide sufficient security staff to monitor the exhibition area for the duration of the event, including build-up and breakdown. The service provider must also make provision for security guards to protect the exhibition area and exhibitor equipment after hours.