

## NOTICE TO BIDDERS

**T27/06/24 - REQUEST FOR PROPOSAL FOR THE RENTAL OF EXHIBITION STANDS ON AN AS AND WHEN REQUIRED BASIS.**

Dear Bidders

Applicable updates to the above-mentioned bid / tender are as follows:

- The tender number has been updated on the cover page to reflect the correct tender number on the Price Declaration Form. The correct tender number is **T27/06/24**.
- Under Scope of Work/Terms of Reference, we have added the scope for type 3 stand.
- Corrected tables:

### i. SECTION 3: COST PROPOSAL

#### 7. COSTING MODEL.

The rental price for each time a stand is provided should include the rental cost for each of the below listed materials, the cost associated with the design of the stand and the cost associated with the build-up and dismantling of the stand.

#### 7.1 Rental of a 6m x 3m Stand (Type 1) on an as-and-when needed basis where the quote must include the design of Twenty (20) exhibitions stands.

Item	Description	Quantity
Flooring	100mm raised spray flooring	18 m <sup>2</sup>
Custom	Back Wall with recess for graphic 4 000 mm High	1
Custom	Suspended Bulkhead	1
Custom	Sprayed reception counter with LED Strip lighting and backlit graphic	1
Custom	Planter Box	1
System	Aluminium System	1
Branding	Full Colour tensions fabric graphics for back wall, reception counter and IDC Vinyl cut Logo for Bulkhead	1
Furniture	White Eames Chairs	6
Furniture	White Eames Café Tables	2
Furniture	Stainless Steel Bin	1
Furniture	Clear A4 Brochure Holders	4
Electrical	Suspended Hanging Lights	1
Electrical	LED Down Lights	12
Electrical	Single Phase DB Board	1

Item	Description	Quantity
Electrical	Plug Points	6
Electrical	Plasma Screen	1

**7.2 Rental of a 6m x 2m x 2.5m (Type 2) on an as and when needed basis where the quote must include the design of three (3) exhibitions stands.**

Item	Description	Quantity
Flooring	6m x 2m x 2.5m with 100mm raised spray flooring	12 m <sup>2</sup>
Custom	Back Wall with recess for graphic 4000mm High	1
Custom	Suspended Bulkhead	1
Custom	Sprayed reception counter with LED Strip lighting and backlit graphic	1
Custom	Planter Box	1
System	Aluminium System	1
Branding	Full Colour tensions fabric graphics for back wall, reception counter and IDC Vinyl cut Logo for Bulkhead	1
Furniture	White Eames Chairs	6
Furniture	White Eames Café Tables	2
Furniture	Stainless Steel Bin	1
Furniture	Clear A4 Brochure Holders	4
Electrical	Suspended Hanging Lights	1
Electrical	LED Down Lights	12
Electrical	Single Phase DB Board	1
Electrical	Plug Points	6
Electrical	Plasma Screen	1

**7.3 Rental of a 6m x 4m (Type 3) on an as and when needed basis where the quote must include the design of ten (10) exhibitions stands.**

Item	Description	Quantity
Flooring	100mm raised spray flooring	24 m <sup>2</sup>
Custom	Back Wall with recess for graphic 4 000 mm High	1
Custom	Suspended Bulkhead	1
Custom	Sprayed reception counter with LED Strip lighting and backlit graphic	1
Custom	Planter Box	1
System	Aluminium System	1
Branding	Full Colour tensions fabric graphics for back wall, reception counter and IDC Vinyl cut Logo for Bulkhead	1
Furniture	White Eames Chairs	6
Furniture	White Eames Café Tables	2
Furniture	Stainless Steel Bin	1
Furniture	Clear A4 Brochure Holders	4
Electrical	Suspended Hanging Lights	1
Electrical	LED Down Lights	12
Electrical	Single Phase DB Board	1
Electrical	Plug Points	6
Electrical	Plasma Screen	1



## 7.3

**Costing for Type 1, Type 2, and Type 3 Exhibition Stands**

The preferred bidder will be engaged on a need basis (ad-hoc); therefore, the required quantities cannot be confirmed at this stage however, the indicative quantities are a fair reflection based on historic exhibition requirements. For evaluation purposes, bidders are required to provide prices for the following quantities which constitute the IDC 3-yearly exhibition stand requirements. The quantities reflected below are only estimates based on current trends, actual quantities may differ due to actual demand.

<b>Description</b>	<b>Number of Stands</b>	<b>Unit Price (VAT Excl.)</b>	<b>Total Cost (VAT Excl.)</b>
Rental fee for complete 6m x 3m stands (Type 1) including all listed material and as per specification.	20		
Rental fee for complete 6m x 2m x 2.5m stands (Type 2) including all listed material and as per specification.	3		
Rental fee for the complete 6x4 stand (Type3) including all listed materials and as per specification	10		
Project Management Fee			
Disbursements			
<b>Total Cost for Year 1 (VAT Excl.)</b>			
<b>Total Cost for Year 2 (VAT Excl.)</b>			
<b>Total Cost for Year 3 (VAT Excl.)</b>			
<b>Total Bid Price (VAT Excl.)</b>			
<b>VAT (15%)</b>			
<b>Total Bid Price (VAT Incl.)</b>			

**Notes on pricing:**

- The service provider is required to price the IDC for the rental of thirty-three (33) exhibition stands per annum. The rental price for a stand provided should include the rental cost for each of the above listed materials, the cost associated with the design of the stand and the cost associated with the build-up and strike down of the stand. All other disbursement costs associated with this project i.e., transport, storage etc. must be included in the pricing, where relevant.
- Note: The bidders pricing must cover all costs related to traveling for different regions i.e., Durban, Cape Town, and Johannesburg.

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
<b>Sub-Total Disbursements</b>	

**Note on pricing:**

Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

For more details or information, please contact Fhulufhedzani Kone on 011 269 3565 or email: [FhulufhedzaniK@idc.co.za](mailto:FhulufhedzaniK@idc.co.za)

