



Cape Town Design NPC  
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## Request for Proposal: Technical support

| NO.     | PROJECT  |   | PROPOSAL DEADLINE   |
|---------|--|---|---|
| WDC14/1 | A Design Policy conference for 400 delegates as World Design Capital Cape Town 2014 Signature Event, Cape Town Stadium. Thursday 16 October to Saturday 18 October 2014. | <b>Technical Support for Design Policy Conference and Welcome Reception</b> | <b>9am</b><br><b>Tuesday 2 September 2014</b><br><br><i>For more information contact</i><br><b>Sarena van Schalkwyk on 082 321 7174</b><br><i>Or Sarena@wdccapetown2014.com</i> |

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| <b>PROJECT TITLE</b> | <b>Design Policy Conference “Make a Plan”</b>   |
| <b>DELIVERABLES</b>  | <p>A Welcome Reception for 400 guests on Level 04 at the CT Stadium at 18h00 on Thursday, 16 October 2014</p> <ul style="list-style-type: none"> <li>• Small stage for speeches</li> <li>• Plasma screens for stage and audience</li> <li>• Adequate lighting for stage</li> <li>• Mood lighting</li> <li>• Perspex lecturn</li> <li>• Lectern mic</li> <li>• PA System</li> <li>• Background music for 2 hours (please provide South African smooth jazz and traditional music)</li> </ul> |

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|                          | <p>A conference for 400 delegates to be staged on level 00 at the CT Stadium, for 2 days, from 17 to 18 October 2014</p> <ul style="list-style-type: none"> <li>• Free standing black draping 3m x 29m wide</li> <li>• Stage of approximately 4m x 9m x 0,5m</li> <li>• Adequate stage lighting</li> <li>• Custom build stage backdrop required: 10m x 3m with corporate logos (artwork to be supplied)</li> <li>• Perspex lectern</li> <li>• Lectern mic, 2 x roving mics, 4 x panel discussion mics</li> <li>• 2 x large screens on both sides of the stage with rear projection</li> <li>• 4 x 42" plasma screens for audience</li> <li>• Camera with live feed from speaker</li> <li>• Adequate sound for 400 delegates</li> <li>• Audio recording of conference sessions</li> <li>• Speaker prep room management</li> <li>• Networking of presentations from speaker prep room to meeting room</li> </ul> <p><b>TASKS:</b></p> <ul style="list-style-type: none"> <li>• Manage AV &amp; technical services as per deliverables</li> <li>• Manage AV &amp; technical staff as per deliverables</li> <li>• Set-up and breakdown of technical services on dates and times</li> </ul> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• This is a World Design Capital Cape Town 2014 Signature event. We require a supplier that can deliver a world class service.</li> <li>• No fixtures allowed on walls and ceiling of Cape Town Stadium.</li> <li>• Venue has to be left in exactly the same condition as received before build-up.</li> <li>• Strike to be completed at 00h00 on Saturday night after the conference.</li> </ul> |
| <p><b>OVERVIEW</b></p>   | <p>Government policies have the power to stimulate and stifle potential, be it human, technological, or the transformative application of design. The <i>'Make a Plan'</i> Design Policy Conference presents a twofold opportunity for South African, African and global policymakers (or influencers of policy) and stakeholders (business, education, NGO's, the design community): to discover 'what design can do', and explore the policies needed to realise its full potential. Introducing 'best practice' examples of how design has played a vital role in the development of economies, societies and cultures worldwide, this ground breaking conference will highlight the importance of having a design policy at local and national government levels. <i>'Make a Plan'</i> will see leaders in business, government and the non-profit sector, as well as designers and educators, make the case for design in its broadest sense. Spanning the full range of design disciplines – including industrial design, architecture, urban planning, fashion, graphic design, interactive design, service design, systems design and more – <i>'Make a Plan'</i> will place particular emphasis on African ingenuity and resourcefulness, with a view to enriching and informing the future development of design policy worldwide.</p>   |
| <p><b>TIMEFRAMES</b></p> | <p>The conference will start on Friday 17 October to Saturday 18 October 2014.</p> <p>08h00 – 18h00 on both days</p> <p><b>Build-up</b> will start at 06h00 on Thursday morning 16 October 2014.</p> <p><b>Breakdown</b> must be completed by 00h00 on Saturday evening 18 October 2014.</p>   |

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| <b>REPORTING TIMES AND RELATIONSHIP</b> | The project manager/s will report directly to Sarena van Schalkwyk, Event Logistics Manager, Cape Town Design NPC.<br><br>Weekly planning meetings might be required from time to time.   |
| <b>SUPPORTING DOCUMENTATION</b>         | A floorplan of level 00 & 01, Cape Town Stadium.  |
| <b>APPLICANTS MUST SUBMIT:</b>          | <ol style="list-style-type: none"> <li>1. A proposal and estimated quotation</li> <li>2. A list highlighting previous experience on similar projects</li> <li>3. At least two contactable references</li> <li>4. A BBBEE certificate</li> <li>5. Confirmation of availability</li> </ol> <p><b>DEADLINE:</b></p> <p><b>9am on 2 September 2014 by email to Sarena van Schalkwyk:<br/>Sarena@wdccapetown2014.com</b></p> |

**Please Note:**

- All costs associated with any aspect of developing a response to the RFP, including but not limited to collection and delivery, are for the respondents' account.
- Cape Town Design NPC reserves the right to cancel or delay the selection process at any time, and reserves the right not to select any of the respondents to this RFP.
- Submissions will be disqualified if all relevant requirements are not adhered to.

**SUBMISSIONS WILL BE EVALUATED AS FOLLOWS**

**Delivery and services** | Evaluation based on the quality of the response submitted; adherence to guidelines; service and/or product offering, experience and skills; references.

**BEE, PDI Status** | BEE/PDI Status of Company; employment equity within company (if relevant); past and present involvement with BEE initiatives; and advancement of previously disadvantaged persons.

**Pricing** | Assessment of the feasibility and sustainability of the approach based on the pricing provided. This will also be measured against available budget, competitiveness and comparative value of service offered.

**Selection process** | You might be required to attend a presentation/meeting to discuss details of your proposal.