

REQUEST FOR QUOTATION

Exhibition:	Africa's Travel Indaba 2023
Dates:	BONDay: 08 May 2023 Exhibition Days: 09-11 May 2023
Services:	Greening Audit
Venue:	Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal)

We are pleased to extend this opportunity for the provision of services for Africa's Travel Indaba 2023.

Our Request for Proposal (RFP) requires you to submit a detailed proposal and breakdown of your proposed services and costs by the specified closure date to be considered as a preferred supplier for the above services for Africa's Travel Indaba 2023.

Synergy Business Events (Pty) Ltd has been appointed as the official management company of **Africa's Travel Indaba 2023** on behalf of **South African Tourism** for the period 2023. As part of this contract, **Synergy Business Events (Pty) Ltd** team is responsible for the planning and implementation including all the operations and logistics around the execution of one of the largest events on the African tourism calendar - **Africa's Travel Indaba 2023**. This event will be held in Durban during the month of May.

Africa's Travel Indaba 2023 – Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) 08th to 11th May 2023.

SECTION 1
GENERAL INFORMATION
BACKGROUND

Africa's Travel Indaba, a trade exhibition, is one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. **Africa's Travel Indaba** is a three-day trade show that attracts well over 8000 delegates from travel tourism and related industries, preceded by our educational day on the 8th May 2023. The exhibition accommodates over 1000 exhibitors, over 600 local and international media, and over 1000 local and international buyers.

The focus for South African Tourism is to market South Africa as a destination to both domestic and international travellers. This is a trade show that provides a platform for the entire tourism industry to conduct business and networking opportunities.

1. Terms of Reference:

Africa's Travel Indaba team is currently seeking the services of an independent consultant/team to do the Greening Audit for Africa's Travel Indaba 2023 which will be held at the Inkosi Albert Luthuli International Convention Centre, (Durban, KwaZulu-Natal) from 8th May to 11th May 2023

The following deliverables are anticipated prior to the event:

- To provide guidance to the event management team around key concerns or queries that they might have relating to the event greening.
- To assist with setting targets for the event relating to event greening.
- To provide a checklist of data that needs to be collected, along with a reporting template/s for ease of data collation.
- To provide training for relevant staff where this might be required.
- To review key event documents, if required, with the aim of including sustainability principles and practices.
- To review the selected accommodation venues with the aim of encouraging sustainability principles and practices.
- To proactively seek solutions for reducing or offsetting the carbon footprint of the event, including electricity consumption and flights.
- To provide guidance around the selection of products and services that help to promote event greening principles and practices, with a focus on local products and services wherever possible.

During the event:

- To be onsite during the event to check on the actual implementation.
- To coordinate the green stand award with input from other key role players.
- To coordinate the green hotel award with input from other key role players.
- To take photos during the event for inclusion into the report.

After the event:

- To compile a report post-event based on the observation, with recommendations for future implementation.
- To compile a carbon footprint analysis for the event based on the data received from the event management team.
- To provide feedback based on the EGF minimum standard for events.

The following reporting format is proposed, based on previous reports:

- Introduction: executive summary, purpose, scope, boundary, and methodology
- Sustainability approach: background, strategy, and principles
- Event implementation: waste, energy, water, eco procurement, transport, accommodation, communication, social and economic development, and monitoring
- Sustainability performance: green initiatives, carbon footprint, energy, waste, print medical, flights, carbon offsetting, minimum standards
- Recommendations and annexures

2. Timeframe:

The data should be provided to the consultant by the 26th of May and the final report should be compiled by 31st May 2023 (or within one month from getting the final event data).

3. Cost estimate:

The consultant/team need to provide a cost estimate for the services outlined above. This needs to include any anticipated disbursements relating to the deliverables but excludes the direct cost for the carbon offsetting or procurement of RECS.

4. Requirements:

The consultant/team need to provide their CV with references and examples of similar work done in the past. They need to have a suitable qualification and experience to be able to do a carbon footprint analysis.

5. Submission:

Independent consultants/teams that would like to be considered for appointment need to provide a proposal including their CV, references, and previous experience. Submissions need to be sent to sudeshnee@synergybe.co.za