

REQUEST FOR QUOTATION

Exhibition: Meetings Africa 2027

Dates: BOND Day: 22 February 2027
Exhibition Days: 23 - 24 February 2027

Services: Audio Visual and Technical Supplier

Venue: Sandton Convention Centre

We are pleased to extend this opportunity for provision of Audio Visual and Technical Supplier Services for Meetings Africa 2027.

Our Request for Quotation (RFQ) requires you to submit a detailed breakdown of your proposed services and costs by the specified closure date in order to be considered as a preferred supplier for the above services for Meetings Africa 2027.

Meetings Africa Profile:

Meetings Africa is a Pan-African Business Events Trade Show, which has been in existence for 20 years. The Trade Show was born in response to the global meetings industry's growing recognition of Africa as a sought-after premier business events destination.

Meetings Africa serves as the primary platform to enable the growth of South Africa and the rest of the continent's business events industry and ultimately contribute towards the continent's economic growth.

Services required:

The official Audio Visual and Technical Supplier must provide the following services:

- Dedicated Project Manager from the time the bid is awarded until the post show report and final is received, inclusive of on-site management
- Audio Visual equipment and technical as stipulated in table below

Analytics Insights - Delegate Boosting, Airlift and SA Conferencing Facilities				
DATE	TIME SLOT	PAX	VENUE	TECHNICAL
22-Feb-2027	TBC	50	Sandton Convention Centre	3 Lapels
				3 roving mics
				AV Screens
				Dedicated technician
DATE	TIME SLOT	PAX	VENUE	TECHNICAL
23-Feb-2027	TBC	50	Sandton Convention Centre	3 Lapels
				3 roving mics
				AV Screens
				Dedicated technician

Cost structure of Quotation:

- All prices are to be inclusive of VAT and all payment terms to be specified.
- No additional costs will be considered over and above the RFQ submissions.
- Payment, after successful award, will only be made against an official purchase order and Tax Invoice.

RFQ Submission Format: Submission date: 25 September 2026

Mandatory Documents

1. A detailed quotation outlining all the services as per the services required.
2. Supporting documents:
 - A valid tax clearance certificate
 - Certified copies of your company registration
 - Certified copy of a valid B-BBEE verification / rating certificate

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 Martina Ledwaba
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 P.O. Box 799, Rivonia, 2128

Please e-mail the Quotation to Nomakhosi Khoza at Khosi@synergybe.co.za

Should you have any questions relating to this RFQ, email Khosi@synergybe.co.za or call +27 11 476 5104.

On successful appointment, a service level agreement (SLA) agreement will be created.
Your primary point of contact will be Synergy Business Events.