REQUEST FOR PROPOSAL

Exhibition:	**Meetings Africa 2027**
Dates:	**BONDay: 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 Proposal (RFP) 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 21 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
- Please provide a full stage render concept design for BONDay and Stakeholder Dinner scheduled on the 22ND February 2027 at Sandton Convention Centre.

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Meeting Africa 22–23 FEBRUARY 2027

African Association Set-Up Day				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
21-Feb-27	10:00 - 12:00	30	SCC Boardroom 3	Plasma screen, Lectern & microphone, Dedicated technician, PA system
African Association Event Day				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22-Feb-27	12:00 - 13:00	30	Sandton Convention Centre Boardroom 3	Data projector, screen, switcher, lectern & microphone, 2 roving microphones, 1 laptop, PA system
Future Leaders Set-Up				
Date	**Time Slot**		**Venue**	
21 -Feb-27	15:00-18	75	Sandton Convention Centre- Bill Gallagher	Stage, lectern & microphone, 3 roving microphones, 5 flip charts, dedicated technician
Future Leaders Event Day				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22-Feb-27	09:00 - 17:00	75	Sandton Convention Centre - Bill Gallagher	Stage, lectern & microphone, 3 roving microphones, 5 flip charts, dedicated technician
Future Leaders Event Day				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
23 Feb -27	09:00 – 12:00	75	Sandton Convention Centre - Bill Gallagher	Stage, lectern & microphone, 3 roving microphones, 5 flip charts, dedicated technician
BONDay Set-Up				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
21-Feb-27	06:00 - late (for 21:00 event)	500	Pavilion	Technical rider to be provided once entertainment is confirmed. Include stage render design, screen, lighting and sound.
BONDay - 22 February 2027				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22-Feb-27	08:30 - 09:30	15	Committee Room 4	Projector & screen, PA system & microphone, laptop

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22-Feb-27	08:30 - 09:30	25	Committee Room 2	Projector & screen, PA system & microphone, laptop
22-Feb-27	Registration 09:30; Session 10:00 - 18:00	100	Bill Gallagher	3 roving microphones, laptop, PA system, lectern & microphone, dedicated technician, 8 flip charts, 2 lapel microphones
22-Feb-27	09:45 - 11:00	25	Committee Room 2	Projector & screen, PA system & microphone, laptop
22-Feb-27	09:00 - 17:00	65	Boardrooms 1, 2 & 3	Flip chart per table, full PA system, projector, audio and microphones
BONDay Plenary Session & Stakeholder Dinner				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22 Feb 27	BONDay Plenary Session Registration 08:00; Session 09:00 - 14:00	500	Pavilion	Data projector, screen, switcher, lectern & microphone, 5 E6 microphones, comfort monitor, 5 roving microphones, laptop, PA system, stage for 5-person panel discussion. Include stage render design.
22-Feb-27	Stakeholder Dinner Registration 17:00; Dinner 18:00 - 23:00	500	Pavilion	Same technical requirements as above.
BONDay Education Session - Stream 1				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22-Feb-27	Session 1: 11:00 - 12:30; Tea: 12:30; Session 2: 13:00 - 14:00	150	Ballroom 2, 3 & 4	Same setup as plenary venue
BONDay Education Session - Stream 2				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
22-Feb-27	Session 1: 11:00 - 12:30; Tea: 12:30; Session 2: 13:00 - 14:00	100	Ballroom 2, 3 & 4	Data projector, screen, switcher, lectern & microphone, 5 E6 microphones, comfort monitor, 2 roving microphones, laptop, PA system, stage for 5-person panel discussion

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22-Feb-27	14:00 - 16:00	10	Boardroom 1	Microphone, projector, screen, PA system
22-Feb-27	14:00 - 16:00	15	Boardroom 3	Screen, projector, microphone and PA system
22-Feb-27	18:00 - 20:00	130	Bill Gallagher Foyer	Lectern, microphone, speakers, soft background music
Show Day 1 - 23 February 2027				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
23-Feb-27	09:00 - 10:00	50	Boardrooms 1, 2 & 3	Data projector, screen, switcher, lectern & microphone, 1 roving microphone, laptop
23-Feb-27	09:00 - 17:00	40	Exhibition Hall Level 2 - BOMA Talks	PA system, LED screen, microphone, projector, lectern microphone
Show Day 2 - 24 February 2027				
Date	**Time Slot**	**Pax**	**Venue**	**Technical**
24-Feb-27	09:00 - 17:00	40	Exhibition Hall Level 2 - BOMA Talks	Data projector, screen, switcher, lectern

Kindly note the above-mentioned requirements and scope of work is subject to change.

The basis of selection would be in line with the below criteria for functionality: -

EVALUATION CRITERIA		Rating			Weight
	0	1	2	3	
The Bids will be evaluated on a scale of 1 – 3 in accordance with the criteria below. The rating will be as follows: 0 = Unacceptable, 1 = Serious Reservations, 2 = Minor Reservations but acceptable, 3 = Excellent					
Bidders relevant experience in the conferencing industry and company track record to the required scope of work to be undertaken. To be supported by portfolio of evidence. Bidder to understand and demonstrate the purpose of an audio visual and technical service provider. Approach to driving greening in the events, exhibitions and conferencing industry.					30
Project Methodology with an innovative approach: Bidders must provide a detailed description of how they intend executing the project from inception to completion.					25

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This must include, as a minimum, a project plan with clear time frames, skills and resources utilised in each area, nature of quality and compliance checks conducted. Bidders to present the unique offerings of the company and what / how this will be incorporated into the event. • 3 offerings = average demonstration of methodology • 4 offerings = good demonstration of methodology • 5 offerings = excellent demonstration of methodology	
Floor plans - Examples of different set ups for the different sessions required.	20
• Project Team and individual experience relevant to the project • Bidders to present team structure and experience in the field of audio visual services rendered in the conference organising industry. • 3 to 5 years' experience per individual = 3 • 5 – 7 years' experience per individual = 4 • more than 7 years' experience per individual = 5	15
Value Add's Bidders to present the value add's available from the company for the event. Value add's are to have no additional financial implications for Synergy Business Events, South African Tourism or the Meetings Africa Organising Team.	10
TOTAL POINTS FOR FUNCTIONALITY	100
A threshold of 70% is applicable.	

"functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
III. The score for functionality will be calculated in terms of the 1 - 3 rating scale as shown in the functionality criteria matrix.
IV. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added

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and expressed as a fraction of the best possible score for all criteria. Only bidders who score 70% or more will be further evaluated on comparative price and B-BBEE level of contribution.

V. The points for comparative price and B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

Cost Structure of Proposal:
Please provide costs as a total project fee rather than a monthly retainer. All prices to be inclusive of VAT and all payment terms to be specified. No additional costs to be considered over and above the RFP submissions. Should you wish to sponsor these services, please advise what your requirements would be in order for us to make an informed decision.

Additional points will be awarded for any innovative suggestions, as well as submission of your company sustainability / environmental policy and how you aim to implement this at Meetings Africa 2027.Consideration should be given to using energy efficient appliances and recycling material should be put in place in conjunction with the organisers.

Event Greening:
In line with international best practice Meetings Africa 2027 aims to be a low carbon event where event greening is considered in all the different work streams and appointment of suppliers. You are required to indicate in your proposal how you intend to implement this. Please include all relevant costs into your proposal, bearing in mind that it needs to still be competitive and make financial sense. The emphasis should be on innovation around current business practice to ensure positive impact around social and environmental issues, while it is still financially viable.

For additional information about event greening please visit the resource section of the Event Greening Forum on www.eventgreening.co.za.

RFP Submissions:
Submission date – 16:00, Monday, 26 October 2026

Please note that the following documentation must be submitted with the application:

- A valid tax clearance certificate
- Certified copies of your company registration
- Certified copy of a valid B-BBEE verification / rating certificate

Please email your proposal to Khosi Khoza - Khosi@synergybe.co.za
Queries:
Should you have any questions relating to this RFP, please contact Khosi Khoza – Khosi@synergybe.co.za +27 11 476 5104.

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

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