

ANNEXURE A: 2025 CHPC National Conference Venue

RFQ 9483-1/14/03/2025

QUOTATION REQUIREMENTS

The National Integrated Cyberinfrastructure System (NICIS) of the Council for Scientific and Industrial Research (CSIR) is looking for a venue for the annual CHPC National Conference to be held from 30 November 2025 to 3 December 2025 (Sunday to Wednesday). The venue must provide overall requirements for the event, working together with NICIS events management staff.

1 General requirements:

1. Conference venue must be in either the **Western Cape province** or the **Free State province** in South Africa.
2. Walking distance to hotels and accommodation venues is necessary, and ample secure parking on site, for about 200 cars is essential.
3. As power-cuts are a risk, the venue must have a generator as a backup for power and must indicate how closely the generator kicks in after a power cut.
4. The security and safety of all attendees is paramount, and the venue must be in a low risk for crime area.
5. With COVID-19 in mind, the venue must allow a late, 30 days before conference starts to be the latest, zero penalty-fee release date (i.e. up to 27 October 2025) in the event of a national pandemic event.
6. As we are organisers of academic conferences ourselves, we do not require the services of an events management company and will not be accepting bids from professional conference organisers or events management entities.
7. The venue must be available from 8h00 on Saturday 29 November 2025 (for exhibition booths build-up) until 12h00 on Thursday 4 December 2025 (break down of booths). The conference will begin from 08h00 (registrations) on Saturday 29 November 2025 until 21h00 (closing dinner) on Wednesday 3 December 2025. Full numbers will be:

Date:	Numbers:	Comment:
29 Nov 2025	150 pax*	Students; (20 halaal and 20 vegan inclusive)
30 Nov 2025	350 pax*	Students and Workshop Delegates; (30 halaal and 30 vegan inclusive)

1-3 Dec 2025

550 pax*

Main conference (40 halaal and 40 vegan
Inclusive)

8. Catering (at daily rate for the above pax) to include refreshments and lunch. Refreshment breaks in morning and afternoon; lunch at midday. Coffee and tea to be available from 08h00 to 17h00 each day, Sunday, 30 November 2025, to Wednesday, 3 December 2025. (See the special requirements for the student catering below.)
9. Secure storage must be available before the event, from Thursday, 27 November 2025, for the delivery of equipment, and until Thursday, 4 December 2025, when equipment will be shipped out.

2 Rooms

Summary of the rooms required for the conference:

	Sat 29 Nov	Sun 30 Nov	Mon 1 Dec	Tues 2 Dec	Wed 3 Dec	Thu 4 Dec
Exhibition Hall	<i>Build up</i>	<i>Exhibition, refreshments & lunch</i>	<i>Exhibition, catering & lunch</i>	<i>Exhibition, catering & lunch</i>	<i>Exhibition, catering & lunch</i>	<i>Break down</i>
Plenary Hall			500 seats	500	500	
Breakaway room 1		50 seats	100	100	100	
Breakaway room 2		50 seats	100	100	100	
Breakaway room 3	50 seats <i>p.m.</i>	50	50	50	50	
Breakaway room 4		50 seats	50	50	50	
Breakaway room 5		50 seats (U-shape)				
Meeting room 1		12 seats	12	12	12	
Meeting room 2		12 seats	12	12	12	

1. 29 Nov – 3 Dec 2025: Exhibition area(s) and display area(s) with combined floor space of about 800 m² — must be able to take 26× 6 m² stands, 15× 9 m² stands, 2× 16 m² stands, 80 poster display boards, and catering stations along with a suitably furnished standing eating area. Build-up of exhibition space to take place on morning of Saturday, 29 Nov 2025 and break-down on morning of Thursday, 4 Dec 2025.

Summary of requirements for Exhibition Area:

- Floorspace for 43 stands (300 m² floorspace occupied by stands);
 - Furnishing, tables (covered) and 4 chairs per stand: 86 tables and 172 chairs total.
 - Floorspace for 80 poster boards.
 - Catering stations;
 - Floorspace for adequate freestanding high cocktail tables for delegate numbers.
 - Sufficient floorspace for foot traffic throughout the exhibition area.
2. 29 Nov 2025: 1× breakaway room in the afternoon only, for about 50 pax*, classroom seating.
 3. 30 Nov 2025: 5× breakaway rooms for about 50 pax* each, classroom seating in 4 rooms, U-shape seating in 1 room, and none of the breakaway rooms should share an entrance to avoid disturbances.
 4. 1-3 Dec 2025: 2× breakaway rooms for about 100 pax* and 2× breakaway rooms for about 50 pax*, mixed classroom (first two* rows) and cinema seating, and none of the breakaway rooms should share an entrance to avoid disturbances.
 5. 1-3 Dec 2025: 1× Main plenary hall/auditorium, 500 pax*, cinema and classroom seating (classroom first few* rows, then cinema).
 6. 1-3 Dec 2025: 2× meeting rooms/boardrooms, 10 pax*, oval or U-shaped seating, accessible accommodation can be converted into meeting rooms and furnished as such.
 7. Individual rooms should be appropriately soundproof, and draping must be provided where necessary for optimum sound acoustics.
 8. Indicate if AV, projector or screen are fitted in main hall, breakaway rooms, including meeting rooms/boardrooms. *If not fitted, do not quote — additional equipment will be for a separate RFQ.*

1 Network connectivity requirements

The conference will require use of both WiFi and wired LAN connectivity.

2.1 General network connectivity requirements:

1. The venue should provide an Internet connection for the conference, with at least 250 Mbps of international bandwidth, with a preferred one-to-one contention ratio. Internet must be accessible via WiFi and Ethernet LAN connections.
2. At least 200 Mbps of Internet bandwidth should be available for the conference delegates via the venue's WiFi network.

3. At least 50 Mbps of dedicated Internet bandwidth (not shared with WiFi traffic) should be available for the competitions (LAN points in the exhibition hall) and presenters (LAN points in plenary hall and breakaway rooms).
4. The Internet router/firewall should not run out of CPU power during high network utilisation. Traffic on the LAN points needs a higher priority than traffic to the WiFi network.
5. About 550 delegates* are expected and the network should cater for at least three devices per delegate (approx. 1500 devices).
6. The venue must provide someone that can assist with network configurations. During the build-up, competitions, and conference, dedicated IT/LAN support must be available.

2.2 WiFi requirements:

1. Each conference room must have sufficient WiFi connectivity for all the delegates in that room. The wireless network in the exhibition hall and plenary venue should cater for all delegates at the same time.
2. The conference requires two custom WiFi SSIDs. The first SSID, called "NICIS" should be an open network, with a shared secret. The second SSID, called "eduroam", needs to operate in the "WPA2 enterprise" mode with radius authentications to a radius server. The CSIR will provide the IP address and shared key for the radius server. More info on eduroam is available at www.eduroam.org. The CSIR will assist with debugging eduroam authentications.

3.3 Internal Local Area Network (LAN) requirements:

1. The presentation rooms and main hall must have a LAN point near the lectern or stage to allow the speaker's laptop to connect to the LAN.
2. The registration area must have a LAN point available.
3. The exhibition hall should have at least 3× LAN points available for the competition network switches. *The network switches are sourced outside of this RFQ and should not be quoted here.*

3.4 Competition Local Area Network (LAN) requirements:

Installation of temporary network cabling to booths and LAN points in the booths is a process that falls outside this RFQ and should not be quoted here.

1. All the booth areas must allow for cabling and LAN points. The venue must allow for the installation of all temporary network cabling that is required.
2. LAN cables will be installed in conjunction with booth build-up on Saturday 29 November 2025 from 12h00 to 18h00; and will be removed along with booth break-down on Thursday 4 December 2025 from 08h00 to 12h00.
3. The 50 Mbps of dedicated competition bandwidth should NOT be connected to invasive network security hardware. TCP/IP or UDP traffic on this network should NOT be filtered/blocked in any way.
4. Special network requirements for the Cyber Security Challenge (CSC):
 - i. The exhibition hall needs floor place for an 8U 19" server rack (provided by the CSIR) next to the CSC organisers' stand (the 11th stand of the CSC will be for the organisers).
 - ii. The 19" server rack needs power and a connection to the Internet. All LAN cabling to the CSC booths will connect to the equipment in this rack.

3 Evening functions

1. Evening function 550 pax*: 'South African Braai Evening' on Monday 1 December 2025 with a R100 000 soft drink limit. Minimal décor with cocktail tables, café tables, and small centre pieces and some couches. We also require 20 LED up-lights.
2. Poster Cocktail Session for 300 pax on Tuesday, 2 December 2025 with a R50 000.00 soft drink limit.
3. Evening function 550 pax*: 'Gala/Awards Evening function' on Wednesday 3 December 2025 with a R100 000 soft drink limit. We require minimal décor such as table and chair covers as well as a centre piece.

4 Security and storage

1. 24-hour security, including CCTV, to secure storeroom and exhibition floor; security personnel to regularly patrol storage location and exhibition hall. CCTV to be live monitored by security personnel and recorded for later review and/or evidence. Security personnel to control access to venue and check delegate badges.

2. Small and secure storage room for general conference equipment. This can also be the conference organiser's office with a table, chair, and black and white printer with paper.
3. 36 m² (minimum size: 6m×6m), preferably 42 m², secure storeroom for valuable items and boxes. Secure storeroom to be available from Thursday 27 November 2025 in the morning till close of business on Thursday 4 December 2025. Several storerooms that add up to the required total may be proposed — provide details on area and height of rooms, and height and width of doors.
4. 2× flatbed trolleys.

5 Exhibition stands layout and furnishing

The conference exhibition will consist of student competition stands and exhibitor stands. See further sections below for details on the competition stands.

1. There will be 2× 16 m² Diamond Sponsor stands, 4× 9 m² Platinum Sponsor stands, and 4× 6 m² Gold Sponsor stands for exhibitors. Venue to only provide floorspace, tables and chairs – *exhibition booths will be provided by a third party outside of this contract.*
2. All the stands need to have:
 - i. 1× trestle table with 2 chairs.
 - ii. Access to power — *power cables and lighting for booths to be covered by exhibition RFQ outside of the scope of this RFQ.*
 - iii. Allow for a network cable and LAN point — *temporary network cabling for booths to be covered by cabling RFQ outside of the scope of this RFQ.*
3. We will give exhibitors the option to erect their own custom-made stands on site after the building of the general stands. They will build in the allocated spaces and no additional space will be allocated.

See below for details of student competition stands in the exhibition hall

6 Student Competitions Catering

1. Take-away lunch packs are needed for the students' arrival on Saturday 29 November 2025 and departure on Thursday 4 December 2025. The competition students and staff will eat lunch with the general conference delegates from Saturday 29 November 2025 to Wednesday 3 December 2025. See table below.
2. Students (150 pax) will all require dinner (except for the conference dinner evenings of Monday, 1 Dec 2025, and Wednesday, 3 Dec 2025). See table below.
3. There must be 1 soft drink per person with each meal.

4. Provision must be made for 20 full halaal and 20 Vegan options should also be provided (inclusive of total number of meals).
5. Schedule of extra meals for students:

Sat 29 Nov	Sun 30 Nov	Mon 1 Dec	Tue 2 Dec	Wed 3 Dec
Students Arrive				
Lunch packs (150 pax)				
7pm Dinner (150 pax)	7pm Dinner (150 pax)	<i>No Dinner</i>	Dinner (150 pax)	<i>No Dinner.</i>
5pm snacks (150 pax), coffee, tea, water to be left for consumption over night	5pm snacks (150 pax), coffee, tea, water to be left for consumption over night	5pm snacks (150 pax), coffee, tea, water to be left for consumption over night	5pm snacks (150 pax), coffee, tea, water to be left for consumption over night	<i>No overnight snacks.</i>

6. All student competition areas to have 24-hour available refreshment stations (coffee, tea, drinking water) in proximity to the competitions from 12:00 on Saturday 29 November 2025 to 17:00 on Wednesday 3 December 2025. The refreshment stations to be fully serviced during the day hours (at 08:00, 11:00, 14:00, from Saturday to Wednesday, 29 November 2025 – 3 December 2025). The refreshment stations to be replenished with beverages and snacks at end of each day (at 17:00, from Saturday, 29 November, to Tuesday, 2 December 2025) to cover the night shift.

7 CHPC Student Cluster Competition (SCC)

1. 10 of the 9 m² exhibition stands will be used for the Student Cluster Competition (SCC). The 11th will be the SCC Organiser's Office. Venue to only provide floorspace, table and chairs — *exhibition booths, power cabling and booth lighting will be provided by a third party outside of this contract.* There are specific technical requirements for the 10 competition stands.
2. The SCC stands will host power hungry computer equipment which outputs heat, so adequate cooling is required for the SCC exhibition hall. The HVAC should be able to maintain 24°C or lower when the hall is fully populated with equipment and delegates.
3. The 10 SCC stands to contain:
 - i. 2× 1.8m×0.5m table
 - ii. 5× chairs

4. For the SCC Organisers' Office, we need:

- i. 2× 1.8m×0.5m table
- ii. 6× chairs

8 SANReN Cyber Security Challenge (CSC)

1. 10 of the 6 m² exhibition stands will be used for the Student Cyber Security Challenge (CSC). One additional stand will be the CSC Organiser's Office. Venue to only provide floorspace, table and chairs — *exhibition booths will be provided by a third party outside of this contract*. There are specific technical requirements for the CSC stands.

2. The 10 CSC stands to contain:

- i. 2× 1.8m×0.5m tables (back-to-back setup)
- ii. 5× chairs

3. For the CSC Organisers' Office, we need:

- i. 2× 1.8m×0.5m tables (L-shape setup)
- ii. 6× chairs

9 DIRISA Student Datathon Challenge (SDC)

1. 10 of the 6 m² exhibition stands will be used for the DIRISA Student Datathon Challenge (SDC). One additional stand will be the organisers office for this competition. Venue to only provide floorspace, table and chairs — *exhibition booths will be provided by a third party outside of this contract*. There are specific technical requirements for the SDC stands.

2. The 10 SDC stands to contain:

- i. 2× 1.8m×0.5m table (Back-to-Back setup)
- ii. 5× chairs

3. For the SDC Organisers' Office we need:

- i. 2× 1.8m×0.5m table (L Shape setup)
- ii. 8× Chairs

4. The exhibition venue should include a projector and screen, or space for a temporary screen to be installed.

10 Student Competition Sponsors

Sponsors of the competitions will have the option to display banners in the competition venue(s). There will not be any booths or stands for them.

Notes:

- When you provide a quote, please make use of the pricing list table included below and take care to quote on every item listed on the table.
- All catering must make provision for halaal and vegan capacity.

Pricing List Table to be used in listing and quoting on every specified item.

Day	Type	Item	Qty	Unit cost R)	Net cost (R)
Thu 27 Nov	Room	Secure storage 36m² min	1		
	Service	24h CCTV security			
Fri 28 Nov	Room	Secure storage 36m ² min	1		
	Service	24h CCTV security			
Sat 29 Nov	Room	Secure storage 36m ² min	1		
	Service	WiFi and LAN Internet connections as per Annexure G			
	Room	Exhibition hall 800m² min	1		
	<i>Furniture included</i>	<i>86 tables and 172 chairs for booths (see Annexure G)</i>			
	Service	Allow for Power and Network cabling to be installed (Annex. G)			
	Service	Backup generator and adequate fuel supply	1		
	Catering	Half-day conference package (afternoon refreshments)	150		
	Catering	Lunch packs for students	150		
	Room	Breakaway room 50 seats min (schoolroom) in afternoon only	1		
	Catering	Student dinners	150		
	Room	Lobby / reception area for registration kiosks	1		
	Service	24h CCTV security			
	Service	security guards at access points and patrol exhibition area			
Sun 30 Nov	Room	Secure storage 36m ² min			
	Service	WiFi and LAN Internet connections as per Annexure G			
	Room	Exhibition hall 800m² min			
	Service	Backup generator and adequate fuel supply	1		
	Catering	Conference package (Lunch + refreshment breaks)	300		
	Room	Breakaway room 50 seats min (schoolroom)	4		
	Room	Breakaway room 50 seats min (U-shape seating)	1		

	Room	Meeting room 12 seat (boardroom or U-shape)	2		
	Catering	Student dinners	150		
	Service	24h CCTV security			
	Service	security guards at access points and patrol exhibition area			
Mon 1 Dec	Room	Secure storage 36m ² min	1		
	Service	WiFi and LAN Internet connections as per Annexure G			
	Room	Exhibition hall 800m² min	1		
	Service	Backup generator and adequate fuel supply	1		
	Catering	Conference package (Lunch + refreshment breaks)	500		
	Room	Plenary hall 550 seats (mixed schoolroom and cinema)	1		
	Room	Breakaway room 100 seats min (schoolroom)	2		
	Room	Breakaway room 50 seats min (schoolroom)	2		
	Room	Meeting room 12 seat (boardroom or U-shape)	2		
	Catering	Conference Dinner (braai)	550		
	Catering	Soft drink/wine/beer, 2 per pax, R 100 000 max.	1100		
		NB: No cash bar. No hard alcohol.			
	Service	24h CCTV security			
	Service	security guards at access points and patrol exhibition area			
Tue 2 Dec	Room	Secure storage 36m ² min	1		
	Service	WiFi and LAN Internet connections as per Annexure G			
	Room	Exhibition hall 800m² min	1		
	Service	Backup generator and adequate fuel supply	1		
	Catering	Conference package (Lunch + refreshment breaks)	500		
	Room	Plenary hall 550 seats (mixed schoolroom and cinema)	1		
	Room	Breakaway room 100 seats min (schoolroom)	2		
	Room	Breakaway room 50 seats min (schoolroom)	2		
	Room	Meeting room 12 seat (boardroom or U-shape)	2		
	Catering	Cocktails evening function (finger food)	300		
	Catering	Soft drink/wine/beer, 2 per pax, R 50 000 max.	600		
		NB: No cash bar. No hard alcohol.			
	Catering	Student dinners	150		

