

Annexure G

Request for Quotation No: 6378/03/10/2024

Exhibition and Registration Build Services for the 2024 CHPC National Conference

QUOTATION REQUIREMENTS

1. Background

The National Integrated Cyberinfrastructure System (NICIS) of the Council for Scientific and Industrial Research (CSIR) is hosting its annual CHPC National Conference at the Boardwalk International Convention Centre, Gqeberha, 1–4 December 2024.

The services required for the different components of the events of the conference are summarised as follows:

Main Conference

- Sponsors booths (9 of different sizes as specified below) and;
- Building of 33 booths for the three NICIS student competitions.
- All booths to include fascia with booth title in white letters on black;
- Power cables, multiplugs and lighting for each booth;
- The lighting to include battery backup in case of load shedding.
- Freestanding A/C units will be required to cool area, especially booths containing computer servers.
- Additional equipment in competition booths as specified below.
- Standby generator to cover load-shedding or other outages.
- Poster display boards.
- Building of a welcoming arch at entrance;
- Build and/or branding of check-in/on-site registration desk.
- Install temporary draping on exposed back walls in the exhibition area.
- The supply and installation of all equipment needs to be done on Friday, 29 Nov 2024, from 12:00 and completed at the latest by 18:00.

2. Services Required at Boardwalk International Convention Centre (BICC)

2.1. Provide and Build Exhibition Equipment

1. Exhibition booths to be built and equipped in the Exhibition Hall (BICC, Level 1): 1× 16m² booth, 3× 18m², 34× 9m² booths, and 4× 6m² booths. Note that 3 booths are to be 18 m² (3m×6m) in size or comprise two adjoining 9 m² (3m×3m) booths side-by-side without a separating internal wall. The booths in the foyer must only be built on Friday, 29 November 2024 from 12 noon and ready by 18:00 (see BICC Level 1 floor layout in Appendix A). 33 of the booths will be used for the student competitions which have special requirements: see below.
2. All booths to include power and lighting.
3. 80 Poster Boards to be built in the Exhibition Hall allowing flow of delegates, also to be built on Friday, 29 November 2024 from 12 noon and ready by 18:00 (see BICC Level 1 floor layout in Appendix A)
4. The venue floor is bare cement, standard carpeting for entire exhibition floor area is needed.
5. Draping of the back wall (see diagram in Appendix A).
6. Freestanding A/C units to cool area.
7. Automatic standby generator of at least 160kVA capacity in case of load-shedding or other power interruption for full duration (24h per day) of competitions: from 08:00 on Saturday 30 November to 18:00 on Wednesday 4 December 2024. Fuel and refuelling to be included. Qualified electrician to support generator and all needed cabling to be on standby to mitigate any downtime.

2.2. Build Branded Welcoming Arch

Branded outside welcoming arch with banner (see example image in Appendix C) by the entrance of the **BICC** (see ground floor in Appendix B) to be built on Friday, 29 November 2024 from 12 noon and ready by 18:00.

2.3. Branding for On-Site Registration Desk

Build and/or application of branding to the receptionists' desk and self-service check-in kiosks in the **BICC foyer** to be installed on Friday, 29 November 2024 from 12 noon and ready by 18:00 (see BICC ground floor layout in Appendix B). *The supply of self-registration equipment and services are a separate RFQ.*

2.4. Stage in plenary hall (Tsitsikamma B1 room, ground floor, Appendix B) with lectern.

2.5. Power cables from the venue power supply are to be laid to each booth to provide sufficient power connections with multiplugs (as specified below) and for lighting in all booths. Lighting to include battery backup in case of load shedding to cover the period before the standby generator starts.

2.6. Each booth to include a fascia with a title in white on black, using a large and legible sans-serif typeface (Gotham bold, or Metropolis bold, or similar font).

2.7. Booth build-up to allow for running of LAN cables to each booth. *The supply and installation of local area network (LAN) Ethernet cabling is a separate RFQ,*

2.8. **Competition 1: CHPC Student Cluster Competition (SCC)**

1. 11 of the exhibition booths will be used for the Student Cluster Competition (SCC). 10× 9 m² (3m×3m) sized booths will be used for the student teams, 1 double-sized booth (3m×6m) will be the organisers booth for this competition. There are specific technical requirements for the 10 competition booths. All booths will be furnished (by the **BICC**) with 5 chairs and two tables once they are fully constructed.
2. Provide the following for each of the 10 SCC team booths:
 - i. 3× standard power 5-socket multi-plug
 - ii. 2× VGA display screen (computer monitor)
 - iii. 2× USB Keyboard
 - iv. 4× Kettle Cables (South African Power Supply Cables)
 - v. Booth walls must be whiteboard marker compatible cleanable
3. For the SCC Organisers' booth provide:
 - i. 1 × standard power 6-socket multi-plug
 - ii. 1× VGA display screen (computer monitor)
 - iii. 4× booth walls to have sponsor logos printed on them

2.9. **Competition 2: SANReN Cyber Security Challenge (CSC)**

1. 11 of the exhibition booths will be used for the Student Cyber Security Challenge (CSC). 10× 9 m² (3m×3m) sized booths will be used for the student teams, 1 double-sized booth (3m×6m) will be the organisers booth for this competition. All booths will be furnished with 5 chairs and two tables (by the **BICC**). There are specific technical requirements for the 11 CSC stands.
2. For each of the 10 CSC team booths provide:
 - i. 1× standard power 6-socket multi-plug.
3. For the CSC Organisers' booth provide:
 - i. 1× standard power 6-socket multi-plug
 - ii. 1× VGA display screen (computer monitor)

2.10. **Competition 3: DIRISA Student Datathon Challenge (SDC)**

1. 11 of the exhibition booths will be used for the DIRISA Student Datathon Challenge (SDC). 10× 9 m² (3m×3m) sized booths will be used for the student teams, 1 double-sized booth (3m×6m) will be the organisers booth for this competition. There are specific technical requirements for the 11 SDC stands. All stands will be furnished with 5 chairs and two tables (by the **BICC**).
2. Provide the following for each of the 10 SDC team booths:
 - i. 1× standard power 6-socket multi-plug
 - ii. 1× VGA display screen (computer monitor)

- iii. Booth walls must be whiteboard marker compatible cleanable.
3. For the SDC Organisers' booth provide:
- i. 2× Standard power 5-socket multi-plug
 - ii. 1× VGA display screen (computer monitor)

Note:

When you provide a quote, please make sure that you list and number the items as per the above list so that it is clear which item you are quoting. This will allow us easier referencing.

APPENDIX A: Exhibition Floor Booths Layout



APPENDIX B: Foyer Registration Kiosks Layout



APPENDIX C: Example of Welcome Arch Build at CSIR ICC Entrance

