

ANNEXURE “A” RFQ 9310/31/08/2021

Bill of Material (BOM) Venue for CHPC 2021

1. QUOTATION MAIN REQUIREMENTS

(a) General requirements:

1. We request a virtual conferencing package that makes use of multiple platforms to give our event the best options for the various parallel parts.
2. As power-cuts are a risk, we request the service provider to contact all the speakers and the recording and uploading of all talks and presentations.
3. The service provider must also contact all exhibitors prior the event dates and load all their content onto to the event platform.
4. All sessions to be recorded and videos be provided one day after the competition for upload on our NICIS YouTube Channel.
5. Full analytics of the competition 3 days post event, for our records and for our sponsors/exhibitors.
6. Survey options for all delegates.
7. Full numbers to be available for online logins must be:
 - 1 December – 3 December 2021: 700 unique logins per dayWe will still have physical delegates, but this is just the maximum provisions for the online part since we do not yet know how many physical delegates we will have.

(b) Rooms/booths

1. 1 December - 2 December: allow 700 people to connect virtually to four breakaway rooms for, allow virtual presentations and questions via text and a moderator for each session.
2. Physically: we require live streaming inside all the breakaway rooms, live streaming should link to the online platform for online delegates.
3. Sponsors, allow three virtual boardrooms (pre-booked and private) for sponsors.
4. 1x diamond sponsor booth, 5x platinum sponsor booths, 3x gold sponsor booths.

(c) Registration

1. Create a mini registration site long before conference that should have the same look and feel as the platform and that should allow delegates to select the sessions they wish to attend and to waive rights to information we may need to collect in order to

communicate with them. We will use their private information to communicate any info about speakers or sessions, they must accept this upon first registration.

2. Physically: as the event will be hybrid, we require an on-site self-registration system and lanyards for about 250 (government gazette rule for internal events) guests. The registration system should in the end be able to merge with the online system to provide proper attendee numbers. The physical part of the event will be at a venue still to be announced, but in the Mpumalanga province as mentioned before.

(d) AV - Physical

1. AV, projector & screen in all breakaway rooms, including meeting rooms/boardrooms
2. 1x roving mike, 1x lapel mic + 1x laser pointer + 1x presentation laptop in all breakaway rooms.
3. Main Plenary Hall:
 - i. PA system
 - ii. 2x Additional delay speakers
 - iii. 1x (3mx6m) stage with steps
 - iv. 2x roving microphones
 - v. 1x lectern with space for bottles of water for the speaker
 - vi. 1x presentation laptop with allowance for sound and DI box
 - vii. 1x lapel mic
 - viii. 1x laser pointer
 - ix. 2x 16.9 ratio screens
 - x. 2x projectors
 - xi. Seamless switcher
 - xii. 1x Remote mouse
 - xiii. 2x CAT 6 VGA distributor
 - xiv. 2x VGA splitter (1:4)
 - xv. 2x 42" LCD monitor
4. Cabling: All of the breakaway venues must be adequately fitted with multi-plug points for charging of laptops/devices, the main plenary hall must also be fitted with charging points (one 5-socket multi-plug per 10 pax in all rooms).

(e) Network connectivity requirements - Physical:

Network connectivity requirements:

1. Each conference room must be equipped with a LAN point (available to the presenter).
2. The registration booths must be equipped with a LAN point.

(f) Registration - Physical

1. Registration booth: 1x registration booth with 4 counters (4m×2m), 1x LAN cable to one of the 4 counters
2. Registration booth must include artwork design and print of registration booth (fascia, front and side panels)
3. On-site electronic registration for 30 November – 1 December 2021

(g) Exhibition - Physical

CHPC Student Cluster Competition (SCC)

x10 9sqm exhibition stands will be used for the Student Cluster Competition (SCC). The 11th will be the SCC Organiser's Office. There are specific technical requirements for the 10 competition stands:

The 10 SCC stands to contain:

- 1x 1.8m×0.5m table
- 1x 1.8m×0.5m table
- 5x chairs
- 2x standard power 5-socket multi-plug
- 1x VGA display screen (computer monitor)
- 1x USB Keyboard
- 1x USB Mouse

For the SCC Organisers' Office we need:

- 1x 1.8m×0.5m table
- 1x 1.8m×0.5m table
- 5x chairs
- 1x standard power 5-socket multi-plug

DIRISA Datathon Challenge (DDC)

x11 9sqm exhibition stands will be used for the DIRISA Datathon Challenge (DDC). One will be the organisers office for this competition. There are specific technical requirements for the 10 DDC stands:

The 10 DDC stands to contain:

- 1x 1.8m×0.5m table
- 1x 1.8m×0.5m table
- 5x chairs
- 1x standard power 5-socket multi-plug

For the DDC Organisers' Office we need:

- 1x 1.8m×0.5m table

1x 1.8m×0.5m table

4x chairs

1x standard power 5-socket multi-plug

General exhibition stands (non-competition stands)

1x 16sqm – diamond level

3x 9sqm – platinum level

3x 6sqm – gold level

Each of these stands to have:

1. 1x trestle table with 2 chairs.
2. 1x standard power 5-socket multi-plug
3. LAN cable

CHPC 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.

Note:

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