

ANNEXURE G: RFQ 9455/19/04/2024 CHPC Conference Venue

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 23 to 29 November 2024 (Saturday to Friday). 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 **Bojanala Platinum District** (Northwest Province) or the **Nelson Mandela Bay Metropolitan** (Eastern Cape Province) area.
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 23 October 2024) in the event of a national pandemic event.
6. The venue must be available from 08h00 on Saturday 23 November 2024 (for sponsors exhibition booths build-up) until 12h00 on Friday 29 November 2024 (break down of booths). The conference will begin from 07h00 (registrations) on Sunday, 24 November 2024 until 21h00 (closing dinner) on 28 November 2024. Full numbers will be:

Date:	Numbers:	Comment:
23 Nov 2024	180 pax*	Students and Build-up of sponsor exhibitor booths;
24-25 Nov 2024	350 pax*	Students and Workshop Delegates;
26-28 Nov 2024	550 pax*	Main conference

7. 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 to Thursday, 24-28 November 2024.

8. Contracting is to be done directly with the venue, and not events management entities, is required as the CSIR will be managing the event itself.
9. Secure storage must be available before the event, from Friday, 22 November 2024, for the delivery of equipment, and until Friday, 29 November 2024, when equipment will be shipped out.

2 Rooms

1. 26-28 Nov 2024: 1× Main plenary hall/auditorium, 500 pax*, cinema and classroom seating (classroom first few* rows, then cinema).
2. 26-28 Nov 2024: 2× breakaway rooms for about 100 pax* and 1× 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.
3. 24-25 Nov 2024: 5× breakaway rooms for about 50 pax*, 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. 26-28 Nov 2024: 2× meeting rooms/boardrooms, 10 pax*, oval or U-shaped seating, accessible accommodation can be converted into meeting rooms and furnished as such.
5. Individual rooms should be appropriately soundproof, and draping must be provided where necessary for optimum sound acoustics.
6. AV, projector & screen in all breakaway rooms, including meeting rooms/boardrooms
7. 23-28 Nov 2024: Exhibition area(s) and display area(s) with combined floor space of about 800 m² — must be able to take 24× 6 m² stands, 15× 9 m² stands, 2× 16 m² stands, 40 poster display boards, and catering stations along with a suitably furnished standing eating area.

3 Network connectivity requirements

3.1 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.
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.

3.2 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 "CHPC" 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 23 November 2024 from 07h00 to 12h00; and will be removed along with booth break-down on Friday 29 November 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.

4 Evening functions

1. Evening function 550 pax*: 'South African Braai Evening' on Tuesday 26 November 2024 with a R100 000 soft drink limit.
2. Evening function 550 pax*: 'Gala/Awards Evening function' on Thursday 28 November 2024 with a R100 000 soft drink limit.

5 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.
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 Friday 22 November 2024 in the morning till close of business on Friday 29 November 2024. 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. 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.

6 Exhibition stands layout and furnishing

1. 2× 16 m² Diamond Sponsor stands, 4× 9 m² Platinum Sponsor stands, and 2× 6 m² Gold Sponsor stands for exhibitors. Venue to only provide floorspace, table 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.

7 Student Competitions Catering

1. The students and competition staff will stay on site, with most arriving on Saturday 23 November 2024, and will have breakfast at the accommodation.
2. Take-away lunch packs are needed for their arrival on Saturday and departure on Friday. The competition students and staff will eat lunch with the general conference delegates from Sunday to Thursday. See table below.
3. Students (150 pax) will all require dinner (except for the conference dinner evenings of Tuesday and Thursday): see table below.
4. There must be 1 soft drink per person with each meal.

5. Provision must be made for 20 full halaal and 3 strict kosher plates per meal. Vegan options should also be provided.
6. Schedule of extra meals for students:

Sat 23 Nov	Sun 24 Nov	Mon 25 Nov	Tue 26 Nov	Wed 27 Nov	Thu 28 Nov	Fri 29 Nov
Students Arrive						Students Depart
Lunch packs for students to collect on arrival (150 pax)						Lunch packs for students to take with them (150 pax)
Dinner	Dinner	Dinner	<i>No Dinner</i>	Dinner		
5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	5pm snacks (150 pax) with coffee, water jugs and juice to be left for consumption over night	<i>No Dinner.</i>

7. All student competition areas to have 24-hour available refreshment stations (coffee, tea, drinking water) in proximity to the competitions from 08:00 on Sunday 24 November 2024 to 12:00 on Friday 29 November 2024. The refreshment stations to be fully serviced during the day hours (at 08:00, 11:00, 14:00, from Sunday to Thursday, 24–28 November 2024). The refreshment stations to be replenished with beverages and snacks at end of each day (at 17:00, from Saturday to Wednesday, 23–27 November 2024) to cover the night shift.

8 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 10 SCC stands to contain:
 - i. 2× 1.8m×0.5m table
 - ii. 5× chairs

3. For the SCC Organisers' Office, we need:
 - i. 2× 1.8m×0.5m table
 - ii. 6× chairs

9 SANReN Cyber Security Challenge (CSC)

1. 10 of the 6 m²exhibition stands will be used for the Student Cyber Security Challenge (CSC). One larger 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

10 DIRISA Student Datathon Challenge (SDC)

1. 10 of the 6 m² exhibition stands will be used for the DIRISA Student Datathon Challenge (SDC). One larger 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.

11 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.

Note:

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

All catering must make provision for halaal and vegan capacity as well as 3 kosher meals per meal session.