

**QUESTION AND ANSWERS FOR - GGDA-06-2025-26- GIC PR MEDIA BUYING&
GGDA-07-2025-26-GIC VANUE EXHIBITION**

No	Questions	Answers
1	On the submission portal, we are required to upload the SBD forms listed below. However, SBD 6.2, SBD 8, and SBD 9 are not included in the GGDA tender document.	Please note that the SBD documents mentioned are not requirements for us.
2	On page 10, point number 4, the first bullet point says 'Create and implement PR strategy to build interest and credibility for the conference.' Is the PR strategy fo the GGDA as a whole or for a specific conference?	We request development of a PR strategy for the Gauteng Investment Conference
3	How many logos will be on golf shirt?	2 GIC and sponsor of the golf days logo
4	How many branding positions are needed (e.g., left chest, right chest, or back)?	Back and right chest
5	What colour golf shirt is preferred?	This year the accents are more towards the green aligned to our CI
6	Do you require us to procure sponsorship for the delegate packs and gifts products?	We require company to initiate to engage products manufactures of Made in Gauteng Products and arrange some sponsored products for the delegate packs
7	Do we need to print, complete, sign tender forms in black ink, scan the documents or are electronically completed & signed forms acceptable?	All documents can be completed electronically since the submission process is electronic as well
8	Is the stage, sound, lighting, video recording, etc required for gala dinner 9 April? Do you require second stage design as well?	You will share 3 designs for the main stage. We will choose one that you will construct for the conference. For the dinner it's a business dinner so it does not necessarily need a stage
9	Is the stage, sound, lighting, video recording, etc required for Golf Day prize giving?	No stage sound or lighting required for golf day. Just video recording
10	Do you require different accreditation cards for media launch, conference, media briefing, gala dinner and golf day?	Yes

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	Will the guests use same accreditation for all meetings?	
11	How many people are expected to attend media launch and media briefing?	50 ppl
12	Exhibition stands requirements is 8 x (3x3m) and an additional 2 x floor kiosk stands. I.e. total of 10 (3x3m) stands? Or does the 8 include the floor kiosks?	8 (3x3) stands
13	What furniture is required in the exhibition stands?	Please propose the design and furniture and cost it
14	Please elaborate and provide the requirements of GGDA TV News channels squeeze back adverts (6 weeks staggered approach). Kindly provide as much information please.	We require you to propose the TV channels to promote the GIC. Then ensure that you implement and promote GIC on the platforms not at the same time on all channels but staggering the promotions on the individual channels over 6 weeks
15	Kindly advise on how service providers can best participate on bid GGDA/07/2025-26/Venue exhibition when the venue you've expressed interest on utilising is unable assist with a quotations for us to bench mark and quote the department as per your directive.	Kindly note that GGDA has already paid for the booking of the conference and exhibition venue. So, on that area you are allowed to leave the part without a cost. What we did not cater for will be for you as the service provider is venue costs for the dinner and golf.
16	This is the prizes for golf day, do you have a price minimum and maximum amounts we can work with. I may quote for a chocolate as prize which costs R20 and someone quotes for a laptop that costs R20K. So if you have some idea of the types of prizes you want that could really help.	My suggestion on Golf prizes please benchmark with normal golf corporate events. Last year the prizes where the bag of branded GIC bag with clubs, well packaged high-quality whisky or wine sets, tickets to some golf event etc. You can give us an idea from your companies perspective.
17	GGDA TV News channels squeeze back adverts (6 weeks staggered approach) - Please advise who will be responsible for production. It is us, we will need to quote for this over above advertising placements. This component is only	Service provide will be responsible for production

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		listed on the budget table SBD3, at item number 7, but not on the scope of work as such there is no full clarity as to what you need with this area.		
18		Breakaway rooms - Please confirm that only microphones, raised stage and technical support will be in these room and nothing else.	Service provide must provide technical	
19		Minor observation also, scope of work mentions 5 breakaway rooms under 4.2. Staging, but changes to 4 breakaways under 4.3. Audio and Tech. I am assuming, there is one plenary where all the big set up will go, and then 4 breakaways, all this making up 5 spaces.	Yes you are correct	
20		Do we need to reach out to the Marriot and request them for the amount they have quoted you so that we can quote this on our budget, or do we omit this and quote for other elements? SBD 3 seems to request this cost.	Please omit conference and exhibition venue cost and quote for other elements e.g. Golf venue and dinner venue	
21		Is it safe to assume that conference, exhibition, and gala dinner will be held at the Marriot?	Conference and exhibition these will be held at the Marriot. For the gala dinner you can propose another venue within the Melrose Arch vicinity or at least 30km radius	
22		Seeing the venue for conference, exhibition and gala is already pre-booked, do we only need to source and secure venue for the golf day element? And if so, is it safe to assume that the venue must be around the Marriot so that everything is near the venue!	No, you can propose the venue for gala dinner as well. But for the conference and exhibition the venue is already pre-booked	
23		Whether JOC is handles separately or not? Or should be quoted under venue expenses	JOC is responsibility of service provider it should be quoted by you and not the venue. If you choose for the venue to do it on your behalf that is acceptable but you as the service provider will pay the venue for JOC	

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	24	Kindly assist with the name and or contact details of the person who assisted with pre booking at the venue (Marriott Hotel Melrose Arch).	For the conference room, exhibition room and breakaway rooms GGDA has already paid Melrose Arch for those costs. There is no need for you to include that cost on your costing sheet. For any other matters like gala dinner etc. e-mail Teffo Katlego at the Marriot Hotel katlego.teffo@marriott.com
	25	May you kindly advise when the briefing session will be held if its not held yet	There will be no briefing session