EXPRESSION OF INTEREST
YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR THE SKA SA - SQUARE KILOMETRE ARRAY PROJECT'S ANNUAL CONFERENCE
REFERENCE: SKA SA- 01/06/15

1 Background to the South African SKA Project’s Human Capital Development Programme, and the Annual Postgraduate Bursary Conference

Every year, since 2006, the South African SKA project has hosted a conference at which the SKA SA-supported PhD and MSc students, and postdoctoral fellows, present their research. In addition to the students and postdoctoral fellows, the conference is attended by the students' supervisors, the SKA SA team and international experts in radio astronomy science and engineering. The conference has been instrumental in showcasing Africa’s competence in radio astronomy research and technology development, and has been the start of much collaboration between African universities and leading universities elsewhere in the world.

This year (2015) will be the tenth SKA SA postgraduate bursary conference, and is scheduled to take place from 30 November 2015 to 4 December 2015.

2 Specifications for a conference venue for the 2015 SKA SA Postgraduate Bursary Conference

The conference venue for the 2015 SKA SA Postgraduate Bursary Conference must:
2.1 Be available from Monday 30 November 2015 to Friday 4 December 2015 (not negotiable).
2.2 Be located in the Western Cape Province, less than one hour’s drive away from Cape Town International Airport.
2.3 Be located in a safe and secure area, within walking distance of: Affordable hotel / guesthouse accommodation (maximum cost must be R1300 per person per night, inclusive of bed and breakfast). There must be sufficient accommodation available to accommodate 100 delegates, on a single-occupancy basis, from 30 November 2015 to 4 December 2015. (Note: Approximately 10 of the 100 rooms will be required from 29 November 2015 to 5 December 2015).
2.4 Safe and secure budget accommodation (maximum cost must be R500 per person per night, inclusive of bed and breakfast) (e.g. university student residences). There must be sufficient accommodation to accommodate 90 students on a single-occupancy basis. The
accommodation must provide bedding and towels, and must be available from 30 November 2015 to 4 December 2015.

2.5 Affordable restaurants.

2.6 Be able to provide secure, free parking, for 100 motor vehicles. The parking area must be no more than 300 metres from the conference venue.

2.7 Have an auditorium-style room, with comfortable seating, that can accommodate 200 people seated theatre style. The room must have air-conditioning.

2.8 Provide at least 5 examples of affordable hotels / guesthouses. Include the average cost per person per night (B and B basis) for each hotel / guesthouse, and the distance from the conference venue to each hotel / guesthouse.

3 Site Visits

As part of the adjudication process, SKA SA will visit the conference venues, which are shortlisted. The purpose of the site visit will be to ascertain the compliance of the conference venue with the requirements listed in Section 2, as well as the aesthetics and cleanliness of the venue, and the quality of the catering. The site visit will include an inspection of the accommodation and parking that is required.

4 Only service providers who confirmed formally the availability as per the non-negotiable dates and specified requirements may be invited to provide SKA SA with a financial proposal on a date to be communicated.

5 Proposal must be placed in the tender box at SKA SA Office 3rd Floor, The Park, Park Road, Pinelands, Cape Town, on or before 14:00 on Friday the 26th June 2015.

6 For queries, or to obtain additional information, contact the Supply Chain Manager, Mr. Ian Fielding, at ian@sk.ac.za or telephone number (021) 506 7304.