

## REQUEST FOR PROPOSALS

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### **APPOINTMENT OF A SERVICE PROVIDER TO MANAGE DUBE TRADEPORT SPECIAL ECONOMIC ZONE'S EVENT REQUIREMENTS FOR A PERIOD OF THREE (3) YEARS**

**REF NO.: DTP/RFP/05/CEO/05/2018**

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort. Refer to [www.dubetradeport.co.za](http://www.dubetradeport.co.za) for more information on DTPC.

Dube TradePort invites proposals from suitably qualified, experienced and independent professional service providers to manage Special Economic Zone (SEZ)'s event requirements for a period of three (3) years. The services will include but not limited to:

- Account management and project coordination
- On-site event management, procurement and compliance management
- Financial management and event reporting
- Consultation, compilation of event proposals to stakeholders

In line with the PPPFA regulations, 2017 sub reg. 4(a); (b), the prequalification criteria for this bid is that only companies who are B-BBEE Level 1, 2, or 3 or EME or QSE are eligible to tender for this bid.

### **EVALUATION OF THIS BID**

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2017 using the 80/20 preference points system.

### **REQUESTS FOR DOCUMENTS & ENQUIRIES**

Bid documents will only be available from, **11<sup>th</sup> June 2018 to 19<sup>th</sup> June 2018** during the weekdays (Mon – Fri) between 08h30 and 16h00, at the Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, La Mercy, KwaZulu-Natal. A non-refundable document fee of R250 (Two Hundred and Fifty Rands) must be paid via EFT prior to collection of the Bid Documents. No cash will be accepted and proof of payment must be produced on collection of the Bid Documents. Please allow 2 days for funds to reflect in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, "**RFP/05/CEO/05/2018**" and must clearly identify the Bidder, e.g. "ABC Consortium". Electronic versions of these documents will only be available on confirmation and/or proof of payment.

### **Dube TradePort Corporation banking details:**

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation;  
Account type: Current

A **COMPULSORY** briefing session meeting for service providers, who have paid for and collected the Bid Documents during the collection period as specified above, will be held at DTPC, 7 Umsinsi Junction, 4th Floor, 29° South, La Mercy KwaZulu Natal on, **20<sup>th</sup> June 2018 at 11h00**.

Enquiries should be directed via email: [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za).

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### **CLOSING TIME & DATE FOR SUBMITTING RESPONSES**

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **9<sup>th</sup> July 2018**. Documents should be clearly marked "**MANAGEMENT OF SPECIAL ECONOMIC ZONE EVENT REQUIREMENTS**"