

# REQUEST FOR PROPOSALS

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## **APPOINTMENT OF A TECHNICAL SPECIALIST FOR THE ACQUISITION OF PROJECTS IN THE INFORMATION TECHNOLOGY (IT) BID SPECIFICATION COMMITTEE (BSC)**

**REF NO.: DTP/RFP/06/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 provide technical services in the acquisition of projects in the information technology (IT) bid specification committee (BSC)

The services include the following but not limited to:

- Market research on each proposed procurement;
- Compilation of Bid Specifications and Bid Documents;
- Attendance of Bid Specification Committee and Bid Evaluation Committee (BSC and BEC) meetings;
- Summary review of each compliant tender response contained in a report;
- Technical capability and risk assessment report of each compliant bid for all procurements in excess of R10million;
- Attendance at a three monthly report back session; and
- Any other ad hoc deliverable as may be required for specific procurements.

In line with the PPPFA regulations, 2017 sub reg. 4 (b), the prequalification criteria is only companies who are 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, **16<sup>th</sup> July to 24<sup>th</sup> July 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/06/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

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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, 4th Floor, 29° South, 7 Umsinsi Junction, La Mercy, KwaZulu Natal on, **25<sup>th</sup> July 2018 at 13:00**.

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

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

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **13<sup>th</sup> August 2018**. Documents should be clearly marked " **ICT SPECIALIST**"