

REQUEST FOR PROPOSALS for

THE PROVISION OF CRISIS COMMUNICATION MANAGEMENT SERVICES TO DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/23/MKT/08/2018

Dube TradePort Corporation (DTPC) is a provincial public entity. Refer to www.dubetradeport.co.za for more information on DTPC.

Dube TradePort hereby invites proposals from suitably experienced and competent service provider to provide crisis communication management services to Dube TradePort. The services will include but are not limited to:

- Development of Crisis Communication Strategy
- Formulation of media responses
- Monitoring and Evaluation of events – pre and post crisis
- Media Training

In line with the PPPFA regulations, 2017 sub reg. 4 (1) the prequalification criteria for this bid is that **only companies which are B-BBEE Level 1 or 2 or 3 or only companies which 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, **19th November 2018 up until 27th November 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, “**DTP/RFP/23/MKT/08**” 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, **28th November at 15h00.**

Enquiries should be directed via email: 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 **10th DECEMBER 2018**. Documents should be clearly marked “**CRISIS COMMUNICATION MANAGEMENT SERVICES DTPC**”