

# REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

## INVITATION FOR PROPOSALS FOR THE APPOINTMENT OF THE EVENTS MANAGEMENT COMPANY FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF 3 YEARS REF NO.: DTP/RFP/20/MKT/10/2014

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.

DTPC has developed an exceptionally strong brand over the last 5 years. Given the number of marketing campaigns and activities required to be executed in the next three years, DTPC intends to appoint a suitably qualified Events Management company to work alongside Dube TradePort's marketing team to align with the brand and communication strategy and assist with the planning and execution of events, for a period of 3 years. The successful service provider will be required to ensure enterprise development as stated within the tender document.

### 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, 2011 using the 90/10 preference point system where 90 points will be reserved for price only and 10 points reserved for preference as per the B-BBEE verification certificates or EME letters.

### REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will be available **from Monday, 24<sup>th</sup> November 2014** until **Monday, 1<sup>st</sup> December 2014** during the weekdays (Mon – Fri) between 08h30 and 16h00, at Dube TradePort Corporation offices at 7 Umsinsi Junction, 4<sup>th</sup> floor, 29° South, Dube City, La Mercy, KwaZulu-Natal. A non-refundable fee of **R 500.00** (five hundred Rands) must be paid prior to receipt of 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 DTPC bank account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, **"DTP/RFP/20/MKT/10"** 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 for service providers, who have paid for the Bid Documents, will be held at DTPC 29° South, 7 Umsinsi Junction, Dube City, La Mercy, KZN on **Tuesday, 02<sup>nd</sup> December 2014 at 11:00**.

Enquiries should be directed to Vanishree Naidoo 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 **Friday, 19<sup>th</sup> December 2014**. Documents should be clearly marked **"PROPOSALS FOR THE APPOINTMENT OF**

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**THE EVENTS MANAGEMENT COMPANY FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF 3 YEARS”**

29° South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399

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Board Members: Dr B Gasa (Chairperson), Ms C Sibiyi (Deputy Chairperson), Mr V Mtshali, Mr G Muller, Mr M Ramgobin, Ms S van Coller (CEO)