

INVITATION TO BID

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES TENDERS FOR CTICC 001/2018 PROVISION OF COMPANY SECRETARY PROFESSIONAL SERVICES TO THE CTICC

Suitably qualified, experienced and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tender:

BID NUMBER	SCORING MECHANISM	COLLECTION DETAILS		
		DATE	TIME	VENUE
CTICC 001/2018: Provision of Company Secretary Professional Services to CTICC	80/20 80 = PRICE 20 = BBBEE STATUS	04 JULY 2017	10H00	CTICC Main reception

The tenders will be evaluated on the functionality criteria as stated in the tender document. The minimum qualification score for functionality is 70.

The following personnel may be contacted only in writing in respect of enquiries with the subject line: **"TENDER NO. CTICC 001/2018 – Enquiries"**

- General Enquiries: Nadia Barnard at nadiab@cticc.co.za

Tenderers not registered on the CTICC Database or the Central Supplier Database are not precluded from submitting tenders, but must be registered prior to the closing date of this tender to be responsive.

Tender documents can only be purchased in cash, at a non-refundable fee of **R 200 per document** and can be collected directly from the supply chain office from **04 July 2017**. Please reserve yourself a set of tender documents, by sending an email to nadiab@cticc.co.za. Alternatively, tender documents can be requested electronically, free of charge, by sending a request to the above email address.

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre.

CLOSING DATE AND TIME FOR BID: 21 July 2017 AT 12:00

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals or to accept any part of it. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

CAPE TOWN INTERNATIONAL CONVENTION CENTRE