

INVITATION TO BID

Tenders are hereby invited from suitably experienced registered service providers to submit proposals to the Cape Town International Convention Centre Company SOC Ltd (RF)(CTICC) for the following tender:

CTICC

BID NUMBER	SCORING MECHANISM	COLLECTION DETAILS		
		DATE	TIME	VENUE
CTICC 003/2017 PROFESSIONAL SERVICES: DEFINITION AND DESIGN OF WAY FINDING AND DIRECTIONAL SIGNAGE FOR THE CTICC EAST BUILDING	80/20 80 = PRICE 20 = BBBEE STATUS	29 JULY 2016	10H00	CTICC MAIN RECEPTION

The tender will be evaluated on the below functionality criteria. The minimum threshold of **70** is required for functionality, in order to be regarded as responsive.

FUNCTIONALITY / QUALITY CRITERIA	SUB CRITERIA	MAXIMUM NUMBER OF POINTS
QUALITY OF PROPOSED KEY TEAM MEMBERS, TIME- AND RESOURCE ALLOCATION	Qualifications and demonstrated experience of the key staff in relation to the scope of work, clearly depicting the associated time and resource allocation	50
COMPANY EXPERIENCE IN COMPARABLE PROJECTS	Demonstrated experience of the tendering entity with respect to comparable projects	40
QUALITY MANAGEMENT SYSTEMS AND ORGANISATIONAL RESOURCES	Quality Management Systems and Organisational resources	10
TOTAL POINTS FOR FUNCTIONALITY		100

Tenderers must be registered on the CTICC Supplier Database. Tenderers who are not registered on the CTICC Database are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive. Tenders documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available on request as from date of advertisement.

The following personnel may be contacted only in writing in respect of enquiries with the following subject line: **“CTICC 003/2017 – Enquiries”**

- Enquiries: Eben Lewis at eben@cticc.co.za;

Tenders may only be submitted in hard copy on the bid documentation that has been issued. The completed original bid documents must be placed in a sealed envelope – clearly stating the bid number (**CTICC 003/2017: PROFESSIONAL SERVICES: DEFINITION, DESIGN WAY FINDING AND DIRECTIONAL SIGNAGE**) and the name of tenderer. 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.

The closing time for receipt of tenders is **12:00 on Thursday, 22 August 2016.**

All bids received will be opened in public; late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals. The CTICC reserves the right to accept any tender in full or a part thereof. 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.