

INVITATION TO BID

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES TENDERS FOR TENDER NO. CTICC 011/2017: PROFESSIONAL SERVICES: CLIENT SURVEY RESEARCH AND REPORTING

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 011/2017 PROFESSIONAL SERVICES: CLIENT SURVEY RESEARCH AND REPORTING	80/20 80 = PRICE 20 = BBBEE STATUS	25 October 2016	10H00	CTICC Main reception

The tenders will be evaluated on the below functionality criteria. The minimum qualification score for functionality is **70**.

FUNCTIONALITY / QUALITY CRITERIA	SUB CRITERIA	MAXIMUM NUMBER POINTS
TENDERER EXPERIENCE	The service provider must provide proof of rendering professional services that entails client survey research and reporting, to the hospitality industry, to the value of R 300 000 per annum.	40
EXPERIENCE OF STAFF	The service provider must submit CVs of the key personnel.	30
METHODOLOGY/ PROJECT PLAN	The service provider must submit a project/process plan indicating the processes and procedures to be followed and resources that will be used to ensure that the deliverables and objectives of this contract will be met, and the highest quality of services are rendered, resulting in efficient and profitable operations for the CTICC.	30
TOTAL POINTS FOR FUNCTIONALITY		100

Tenderers who are not registered on the CTICC Database or the Central Supplier Database are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive. Tender documentation can be purchased at a **non-refundable cash fee of R 200** per document during office hours, which will be made available as per date stated on the advertisement or can be obtained electronically from the eTender Publication at www.etenders.gov.za.

The following personnel may be contacted only in writing in respect of enquiries with the following subject line: "CTICC 011/2017 – Enquiries"

- Enquiries: Mariam Fortune at mfortune@cticc.co.za;

Tenders may only be submitted in hard copy on the bid documentation that has been issued. The completed original tender documentation must be placed in a sealed envelope – clearly stating the tender number (**CTICC 011/2017: PROFESSIONAL SERVICES CLIENT SURVEY RESEARCH AND REPORTING**) and the name of the tenderer.

The sealed offers must be deposited into the **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 12h00 on Friday, 11 November 2016.

Telegraphic, telephonic, telex, facsimile, electronic mail and late tenders will **not be accepted**. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the instructions to bidders. 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.

CAPE TOWN INTERNATIONAL CONVENTION CENTRE