

INVITATION TO BID

Tenders are hereby invited from suitable 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	DOCUMENT COLLECTION DETAILS	
		DATE & TIME	VENUE
CTICC 012/2017	80/20	FROM: 28 OCT 2016 - 10:00AM	CTICC MAIN RECEPTION
PROFESSIONAL SERVICES: TRAVEL MANAGEMENT	80 = PRICE 20 = BBBEE STATUS		

The tender will be evaluated on the below mentioned 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 POINTS
TENDERER'S EXPERIENCE	- Bidders must submit a detailed portfolio indicating all current and previous travel management experience.	50
EXPERIENCE OF STAFF	- Experience of Key Personnel	20
QUALITY CONTROL PROCEDURES AND PRACTICES	- 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 operations for the CTICC. - It will be advantageous for the bidder to indicate and provide, proof of the airlines, vehicle rental companies and hotels with whom they have special prices and agreements with.	30
TOTAL MAXIMUM POSSIBLE SCORE FOR FUNCTIONALITY		100

Tender documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available from date of advertisement. Please reserve yourself a set of tender documents, by sending an email to willem@cticc.co.za. Tender documents can also be obtained electronically, free of charge, 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 009/2017 – Enquiries**"

- General Enquiries: Willem Scholtz at willem@cticc.co.za;
- Technical Enquiries: Adele Maritz at adele@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 012/2017: PROFESSIONAL SERVICES: TRAVEL MANAGEMENT**) and the name of 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 **12:00 on Friday, 11 November 2016**.

Telegraphic, telephonic, telex, facsimile, electronic mail and late proposals will **not be accepted**. Requirement for sealing, addressing, delivery, opening and assessment of tenders are stated in the instruction 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 bid 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.