

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:

BID NUMBER	SCORING MECHANISM	COLLECTION DETAILS		
		DATE	TIME	VENUE
CTICC 015/2017 PRINTING AND OFFICE AUTOMATION GOODS AND SERVICES	90/10 90 = PRICE 10 = BBEE STATUS	01 NOVEMBER 2016	10H00	CTICC Main reception

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 OF POINTS
TENDERER EXPERIENCE	The service provider must provide proof of printing and office automation goods and services render, to the value of R 400 000 per contract.	60
TECHNICAL APPROACH PLAN	The service provider must submit a technical approach plan indicating the processes and procedures (Full roll out plan; user training to be conducted, responsiveness of maintenance team, etc.) 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.	40
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 015/2017 – Enquiries**"

- Enquiries: Mr. 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 tender documentation must be placed in a sealed envelope – clearly stating the tender number (**CTICC 015/2017: PRINTING AND OFFICE AUTOMATION GOODS AND SERVICES**) 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, 18 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.