

### 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	TENDERS MAY BE COLLECTED FROM:		
		DATE	TIME	VENUE
<b>CTICC 018/2017</b>	90/10	16 NOVEMBER 2016	10H00	CTICC MAIN RECEPTION
PANEL: CUSTOM STAND BUILDING SERVICES	90 = PRICE 10 = 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	POINTS PER SUB-CRITERIA	MAXIMUM NUMBER OF POINTS
<b>TENDERER EXPERIENCE</b>	The service provider must have a proven comprehensive portfolio (current and expired contracts) within the events and exhibitions industry, to the value of R 5 000 000 per annum.	<b>40</b>	<b>60</b>
	Five contactable references must be listed in the provision of custom stand building services.	<b>20</b>	
<b>EXPERIENCE OF KEY PERSONNEL</b>	The service provider must submit a list of the team with CVs, allocated to manage the CTICC's portfolio, together with an Organogram of the Staffing Structure.	<b>25</b>	<b>25</b>
<b>QUALITY CONTROL PROCEDURES AND PRACTICES</b>	Bidders are required to submit 3 digital (hard & soft copy) design concepts that must be linked to the requirements in the pricing schedule which must cover the following aspects; - Innovation & Creativity - Exhibition script – Story telling around the brand to put the brand/brief to life; - Presentation concept – Putting the brand/brief "on stage" and making it a – "brand experience"; - Bespoke stand design – Using tools from other arts: architects, design and theatre.	<b>15</b>	<b>15</b>
<b>TOTAL POINTS FOR FUNCTIONALITY</b>			<b>100</b>

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](mailto:willem@cticc.co.za). Tender documents can also be obtained electronically, free of charge, from the eTender Publication at [www.etenders.gov.za](http://www.etenders.gov.za)

The following personnel may be contacted only in writing in respect of enquiries with the following subject line: **"CTICC 018/2017 – Enquiries"**

- General Enquiries: Willem Scholtz at [willem@cticc.co.za](mailto:willem@cticc.co.za);
- Technical Enquiries: Arno Ruiters at [arno@cticc.co.za](mailto:arno@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 018/2017: PANEL CUSTOM STAND BUILDING 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 **Thursday, 1 December 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.