

### 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	TENDERS MAY BE COLLECTED FROM:		
		DATE	TIME	VENUE
<b>CTICC 019/2017</b> PROVISION OF A FIXED ASSET MANAGEMENT SOLUTION	80/20  80 = PRICE 20 = BBBEE STATUS	22 DECEMBER 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
<b>QUALITY OF PROPOSED KEY TEAM MEMBERS, TIME-AND RESOURCE ALLOCATION</b>	Qualifications and demonstrated experience of the key staff in relation to the scope of work, clearly depicting the associated time and resource allocation	<b>10</b>
<b>COMPANY EXPERIENCE IN COMPARABLE PROJECTS</b>	Demonstrated experience of the tendering entity with respect to comparable projects	<b>30</b>
<b>PROJECT PLAN</b>	Detail the key deliverables of the project plan and timeframes	<b>20</b>
<b>DEMONSTRATION OF THE SYSTEM</b>	Demonstrate a fully functional system with +/- 1000 active assets of similar types to that of CTICC's asset list to a panel formed by the CTICC with a key focus on how it will address all of the specifications detailed in the scope of works. All requested additional functionality and components to be operational for demonstration	<b>40</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 [Mpumelelo@cticc.co.za](mailto:Mpumelelo@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 019/2017 – Enquiries"**

- General Enquiries: Mpumelelo Cele at [mpumelelo@cticc.co.za](mailto:mpumelelo@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 019/2017: PROVISION OF A FIXED ASSET MANAGEMENT SOLUTION**) 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 13 January 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.

