

INVITATION TO BID

Suitably qualified, experienced and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tender:

CTICC

BID NUMBER	SCORING MECHANISM	TENDERS WILL BE AVAILABLE FROM:		
		DATE	TIME	VENUE
CTICC 034/2017 PROFESSIONAL SERVICES: TRAVEL MANAGEMENT	90/10 90 = PRICE 10 = BBBEE STATUS	17 FEBRUARY 2017	08H00	CTICC Main reception or www.etenders.gov.za

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'S EXPERIENCE	- Bidders must submit a detailed portfolio indicating all current and previous travel management experience.	50
QUALITY OF PROPOSED KEY TEAM MEMBERS, TIME – AND RESOURCE ALLOCATION	- 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.	30
TOTAL MAXIMUM POSSIBLE SCORE FOR FUNCTIONALITY		100

Tenderers not registered on the CTICC Database or the Central Supplier Database are not precluded from submitting tenders, but must 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. Alternatively, the tender document 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 subject line: **“TENDER NO. CTICC 034/2017– Enquiries”**

- General Enquiries: Willem Scholtz at willem@cticc.co.za
- Technical Enquiries: Adele Maritz at adele@cticc.co.za

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre.

CLOSING DATE AND TIME FOR BID: 3 MARCH 2017 at 12:00PM

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data.

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will not be accepted. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals or to accept any part of it. 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. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

CAPE TOWN INTERNATIONAL CONVENTION CENTRE

Cape Town International Convention Centre