INVITATION TO BID

Suitably qualified, experienced and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre Company SOC Ltd (RF) (CTICC):

BID NUMBER	SCORING MECHANISM	DOCUMENTS CAN BE COLLECTED FROM:		
		DATE	TIME	VENUE
CTICC 045/2016 PANEL: CLIENT DÉCOR SERVICES	90/10 90 POINTS = PRICE 10 POINTS = BBBEE	WEDNESDAY 8 JUNE 2016	10:00	CTICC MAIN RECEPTION

The bid will be evaluated on the below functionality criteria. A 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
TENDERER EXPERIENCE	Bidders must submit a detailed portfolio indicating where they provided décor services for various events, accommodating between 750 – 1000 pax. These portfolio's may include but is not limited to the following: - Creative Concepts/Story Boards - Involvement in Community Projects	**30**	**50**
	Three contactable references must be listed in the provision of event décor services	**20**	
QUALITY CONTROL PROCEDURES AND PRACTICES	Bidders are required to do two mock set-ups (one basic & one extravagant) with the **theme – Creating Exceptional Experiences;** which must cover the following aspects: - Innovation - Creativity - Elegance		**50**
TOTAL POINTS FOR FUNCTIONALITY			**100**

Vendors must be registered on the CTICC and Central Supplier Databases. Vendors who are not registered on the databases are not precluded from submitting a bid, but must however be registered prior to the adjudication date of this bid to be responsive. CTICC Supplier Database documentation can be downloaded from the link: http://www.cticc.co.za/about/tenders/documentation. Registration on the Central Supplier Database can be done online at www.csd.gov.za and clicking on the 'new CSD account' tab.

Bid documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available on request as from date of advertisement. The following personnel may be contacted only in writing in respect of enquiries with the following subject line: **"CTICC 045/2016 – Enquiries"**

- General Enquiries: Mr. Willem Scholtz at willem@cticc.co.za;
- Technical Enquiries: Mr. Arno Ruiters at arno@cticc.co.za

Bids may only be submitted in hard copy on the bid documentation that has been issued. The completed original bid documents must be placed in a sealed envelope – clearly stating the bid number **(CTICC 045/2016: PANEL: CLIENT DÉCOR)** and the name of bidder. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the CTICC.

The closing time for receipt of bids is **12:00** on **Wednesday, 22 June 2016.**

Telegraphic, telephonic, telex, facsimile, electronic mail and late bids will **not be accepted**. 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.