

INVITATION TO BID

Bids are hereby invited from suitable experienced 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 026/2016 PANEL: CONFERENCE AND EXHIBITION SERVICE PROVIDERS	90/10 POINTS SYSTEM PRICE 90 POINTS BBBEE 10 POINTS	25 JANUARY 2016	10:00	CTICC MAIN RECEPTION

The bid will be evaluated on the below 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
TENDERER EXPERIENCE	The service provider must have a proven comprehensive portfolio (current and expired contracts) within the events and exhibitions industry, to the value of R 1 000 000 per annum.	30	50
	Three contactable references must be listed in the provision of conference and exhibitions services	20	
EXPERIENCE OF KEY PERSONNEL	The service provider must submit a list of the team with CV's, allocated to manage the CTICC's portfolio for the various disciplines, together with an Organogram of the Staffing Structure	50	50
TOTAL POINTS FOR FUNCTIONALITY			100

Bidders must be registered on the CTICC Supplier Database. Bidders who are not registered on the CTICC Database are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive.

Bid documents can be purchased at a **non-refundable fee of R200 per document** during office hours, which will be made available as from the date of advertisement.

The following personnel may be contacted **only in writing** in respect of enquiries with the following subject line: "Tender no. CTICC 026/2016 – 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 tender documentation that has been issued. The completed original bid documents must be placed in a sealed envelope – clearly stating the Bid number (**CTICC 026/2016: PANEL: CONFERENCE AND EXHIBITION SERVICE PROVIDERS**) and the name of bidder. The sealed bids 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 **12h00 on Monday, 8 February 2016**.

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

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