

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:

| BID NUMBER | SCORING MECHANISM | COLLECTION DETAILS | | |
|---|--|--------------------|-------|----------------------|
| | | DATE | TIME | VENUE |
| CTICC 033/2016 APPOINTMENT PROFESSIONAL BARSTAFF AND EQUIPMENT SERVICE PROVIDER | 90/10 90 = PRICE 10 = BBBEE STATUS | 04 FEBRUARY 2016 | 10H00 | CTICC MAIN RECEPTION |

CTICC

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 |
|---------------------------------------|--|-------------------------|--------------------------|
| TENDERER EXPERIENCE | The service provider must have experience within the hospitality industry that caters for large conference/meeting/events establishments, preferably 4/5 star facilities, in the rendering of professional bar staff and equipment services, to the value of R 1 300 000 per annum per contract. | 20 | 30 |
| | Service Provider must be able to provide 3 contactable references | 10 | |
| EXPERIENCE OF KEY PERSONNEL | The service provider must submit CV's of the following personnel: - 3x Site Managers - 10x Supervisors - 20x Barman - 10x Cocktail Barman | 40 | 40 |
| TRAINING PLAN | Approach and Methodology for training and submission of a detailed training plan | 20 | 20 |
| ORGANISATION AND STAFFING | Structure and composition of the proposed team | 10 | 10 |
| TOTAL POINTS FOR FUNCTIONALITY | | | 100 |

Tenderers must be registered on the CTICC Supplier Database. Tenderers 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.

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. The following personnel may be contacted only in writing in respect of enquiries with the following subject line: "**CTICC 033/2016 – Enquiries**"

- General Enquiries: Mr. Eben Lewis at eben@cticc.co.za;
- Technical Enquiries: Mr. Hitesh Panchal at hitesh@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 033/2016: APPOINTMENT OF PROFESSIONAL BARSTAFF AND EQUIPMENT SERVICE PROVIDER**) 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, 19 February 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.