

## REQUEST FOR QUOTATION

Notice is hereby given that quotations from suitable experienced providers for the above mentioned RFQ, located at the Cape Town International Convention Centre Company SOC Ltd (RF)(CTICC) for the following request for quotation:

REQUEST FOR QUOTATION NUMBER	SCORING MECHANISM	RFQ COLLECTION DETAILS		
		DATE	TIME	VENUE
RFQ 013/2017 DESIGN AND PRINT OF THE 2017 CTICC COURTESY CARD AND PACKAGING MECHANISM	80/20  80 = PRICE 20 = BBBEE LEVEL	Please request a set of documents via e-mail to <a href="mailto:mfortune@cticc.co.za">mfortune@cticc.co.za</a>		

CTICC

The quotation 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	MAXIMUM NUMBER OF POINTS
TENDERERS EXPERIENCE	Tenderers Experience on Similar Projects	100
TOTAL POINTS FOR FUNCTIONALITY		100

Vendors must be registered on the CTICC and Central Supplier Databases. Vendors who are not registered on these databases are not precluded from submitting RFQ's, but must however be registered prior to the closing date of this RFQ to be responsive.

Vendors who wish to register on the Cape Town International Convention Centre Supplier Database may download the supplier application form from our website [www.cticc.co.za](http://www.cticc.co.za) under the ABOUT CTICC tab.

Vendors who wish to register on the Central Supplier Database may do so online on [www.csd.gov.za](http://www.csd.gov.za) and click on the register a new CSD account tab.

The following personnel may be contacted **only in writing** in respect of enquiries with the following subject line: "RFQ 013/2017 – Enquiries"

- General Enquiries: Mariam Fortune at [mfortune@cticc.co.za](mailto:mfortune@cticc.co.za)
- Technical Enquiries: Susan Davis at [susand@cticc.co.za](mailto:susand@cticc.co.za)

Sealed quotations may only be submitted in hard copy on the quotation documentation that has been issued. The completed original quotation documents must be placed in a sealed envelope – clearly stating the Quotation number (**Request for Quotation RFQ 013/2017**) and the name of service provider. The sealed quotations must be deposited into the **Tender box 2** situated at the reception area on the ground floor of the Cape Town International Convention Centre.

The closing time for receipt of quotations is **12:00 on Tuesday, 15 November 2016**.

Telegraphic, telephonic, telex, facsimile, electronic mail and late quotations 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 quotation in full or a part thereof.