

REQUEST FOR QUOTATION

Notice is hereby given that quotations are invited from suitable experienced and reputable Providers, for the below mentioned RFQ located at the Cape Town International Convention Centre Company SOC Ltd (RF) (CTICC).

CTICC

REQUEST FOR QUOTATION NUMBER	SCORING MECHANISM	RFQ COLLECTION DETAILS		
		DATE	TIME	VENUE
RFQ 030/2016 PROFESSIONAL SERVICES – SHORT TERM CASH MANAGEMENT	80/20 80 = PRICE 20 = BBEE STATUS	Please request a set of documents via e-mail to eben@cticc.co.za OR alternatively collect hard copy at CTICC Main Reception.		

The request for quotation will be evaluated on the below mentioned functionality criteria. The minimum qualification score for functionality is **70**.

FUNCTIONALITY / QUALITY CRITERIA	SUB CRITERIA	MAXIMUM NUMBER OF POINTS
TENDERER EXPERIENCE	Tenderers Experience on Similar Projects	30
TECHNICAL APPROACH PLAN	Approach Paper and Methodology	40
EXPERIENCE OF KEY STAFF	Key staff Personnel	30
TOTAL POINTS FOR FUNCTIONALITY		100

Vendors must be registered on the CTICC Supplier Database. Vendors 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 RFQ to be responsive. Database documentation can be downloaded from the link: <http://www.cticc.co.za/about/tenders/documentation>

The following personnel may be contacted **only in writing** in respect of enquiries with the following subject line: "RFQ 030/2016 – Enquiries"

- General Enquiries: Mr. Eben Lewis at eben@cticc.co.za
- Technical Enquiries: Miss Melissa Cupido at melissa@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 025/2016**) and the name of tenderer. The sealed quotation 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, 16 February 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.