

REQUEST FOR QUOTATION

Notice is hereby given that quotations are invited from suitable experienced and reputable service 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 038/2016 PROFESSIONAL SERVICES: DEBT COLLECTION	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
BIDDER'S EXPERIENCE	The service provider must submit its experience on rendering debt collection services, to an organisation of a similar size.	30
TECHNICAL APPROACH PLAN	The service provider is required to indicate the methodology and systems to be used in the debt collection process.	40
EXPERIENCE OF KEY STAFF	The service provider must submit CV's of key staff personnel working on the project.	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 proposals, but must however be registered prior to the closing date of this request for quotation 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 038/2016 – Enquiries"

- General Enquiries: Eben Lewis at eben@cticc.co.za
- Technical Enquiries: 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 038/2016**) and the name of service provider. 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 **Friday, 18 March 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.