

## 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) for the following request for quotation:

CTICC

REQUEST FOR QUOTATION NUMBER	SCORING MECHANISM	RFQ COLLECTION DETAILS		
		DATE	TIME	VENUE
RFQ 052/2016 PROFESSIONAL SERVICES: FACILITATION OF A YOUTH DAY WORKSHOP	80/20 80 = PRICE 20 = BBBEE LEVEL	Please request a set of documents via e-mail to <a href="mailto:willem@cticc.co.za">willem@cticc.co.za</a>		

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

<u>FUNCTIONALITY / QUALITY CRITERIA</u>	<u>SUB CRITERIA</u>	<u>MAXIMUM NUMBER OF POINTS</u>
<b>TENDERERS EXPERIENCE</b>	Bidders are requested to submit a comprehensive portfolio of similar projects successfully completed over the last five years within the events and hospitality industry and have a proven track record.	<b>70</b>
	Bidders must submit a list of contactable references	<b>30</b>
<b>MAXIMUM POSSIBLE POINTS</b>		<b>100</b>

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 tender 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 052/2016 – Enquiries"**

- General Enquiries: Mr. Willem Scholtz at [Willem@cticc.co.za](mailto:Willem@cticc.co.za);
- Technical Enquiries: Ms. Sive Bali at [siveb@cticc.co.za](mailto:siveb@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 052/2016**) 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 Thursday, 19 May 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.

**EBEN LEWIS (SUPPLY CHAIN MANAGER)**  
**CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY SOC LTD (RF)**

Cape Town International Convention Centre