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 057/2016 ARCHIVING AND STORAGE SOLUTION	80/20 80 = PRICE 20 = BBBEE 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 have sufficient experience in the provision of archiving and storage solutions.	**100**
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.

The following personnel may be contacted **only in writing** in respect of enquiries with the following subject line: "RFQ 057/2016 – Enquiries"

- General Enquiries: Eben Lewis at eben@cticc.co.za
- Technical Enquiries: Dave Logie 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 057/2016)** 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 **Tuesday, 31 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.