

REQUEST FOR PROPOSALS

DUBE TRADEPORT CORPORATION

PROCUREMENT OF AN EVENTS MANAGEMENT COMPANY TO MANAGE DUBE TRADEPORT EVENT REQUIREMENTS FOR A PERIOD OF THREE YEARS

REF NO.: DTP/RFP/02/MKT/05/2022

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort precinct. Refer to www.dubetradeport.co.za for more information on DTPC.

DTPC invites proposals from suitably qualified, experienced and competent service provider to provide event management services on small, medium and large scale onsite and offsite events to DTPC on an ad hoc basis.

The event management services will include but not limited to:

- ☐ Account Management services;
- ☐ Financial Management services;
- ☐ Pre-event, actual event and post event Operations; and
- ☐ Management of 3rd Party Procured Items/Services/ Supplies.

The appointment of an Events Management Company to Manage Dube TradePort Events Requirements will be for a period of three (3) years reckoned from the date of signing service level agreements with the DTPC.

In line with the PPPFA regulations, 2017-sub regulation 4, the prequalification for this bid is that

- a) EME or QSE with B-BBEE Level 1 or 2 or 3 status are eligible to tender.

EVALUATION OF THIS BID

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2017 using the 80/20 preference points system.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from, **13th December 2022 up to 15th December 2022** and **16th January 2023 up to 26th January 2023** during the weekdays (Mon – Fri) between 08h30 and 16h00, at the Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, La Mercy, KwaZulu-Natal. A non-refundable document fee of R250 (Two hundred and fifty Rands) must be paid via EFT and **must emailed** in order for the Bid Documents to be sent you. No cash will be accepted and proof of payment must be emailed for the Bid Documents to be sent to you. Please allow 2 days for funds to reflect in the account. DTPC will only email documents once the payment has been cleared in its bank account. Payments must contain the reference, "**DTP/RFP/02/MKT/05/2022**"; and must clearly identify the Bidder, e.g., "ABC Consortium". Electronic versions of these documents will only be available on confirmation and/or proof of payment.

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Dube TradePort Corporation banking details:

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation;
Account type: Current

A **COMPULSORY** briefing session meeting (**virtual**) for service providers, who have paid for and received the Bid Documents via email will be held via Microsoft Teams (**Virtually**) on, **27th January 2023 at 09:00**.

Enquiries should be directed via email: tenders@dubetradeport.co.za

CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time **24th February 2023**.

DOCUMENTS SHOULD BE CLEARLY MARKED “**PROCUREMENT OF AN EVENTS MANAGEMENT COMPANY TO MANAGE DUBE TRADEPORT EVENT REQUIREMENTS FOR A PERIOD OF THREE YEARS**”.