

REQUEST FOR PROPOSALS

DUBE TRADEPORT CORPORATION

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

REF NO.: DTP/RFP/03/MKT/01/2026

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

DTPC invites proposals from suitably qualified, experienced and competent service providers 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
- Event Management of Outsourced Services

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, 2022 using the 80/20 preference points system.

The 20 preference points (Specific Goals) will be allocated to the following as included in the bid document:

- I. Enterprises who are at least 51% owned by black people (10 Points)
- II. Enterprises who are based in KZN (10 Points)

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from **17th April 2026 to 29th April 2026** during the weekdays (Mon – Fri) between 08h30 and 16h00. Documents will not be available physically but will be e-mailed to all companies that purchased bid documents. A non-refundable document fee of R500.00 (Five hundred rands) must be paid via EFT, proof of payment must be emailed to request the Bid Documents. No cash will be accepted, and proof of payment must be emailed to tenders@dubetradeport.co.za. Please allow 2 days for funds to be reflected in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, "**RFP/03/MKT/01/2026**". And must clearly identify the Bidder, e.g. "ABC Consortium". Electronic versions of these documents will only be available via email on confirmation and/or proof of payment.

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

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A **COMPULSORY** briefing session meeting for service providers (virtually), who have paid for and received the Bid Documents via email will be held **virtually via MS Teams** on **30 April 2026 at 14:00**.

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 on **15th May 2026**.

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