

# REQUEST FOR PROPOSAL

## PREFERRED SERVICE PROVIDERS FOR SERVICES AT THE VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE (VACC) AND CDC BLUEWATER BAY SUNRISE HOTEL (SH).

CONTRACT NO: CDC/36/25- et el

The Coega Development Corporation is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. Coega's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. Coega's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. Coega's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of Coega's approach, backed by its core values, is innovation and continuous improvement.

### INVITATION TO TENDER

The VACC and SH is inviting professional service providers to respond to the Request for Proposal (RFP) for the aforementioned supply Services for VACC and SH sites in the Nelson Mandela Bay. The scope of work encompasses the following Services:

CONTRACT NO.	SERVICE	NO OF SERVICE PROVIDERS REQUIRED	CERTIFICATE
CDC/36/25 (A)	Printing Services	3	N/A
CDC/36/25 (B)	Draping & Décor for Large Events	3	N/A
CDC/36/25 (C)	Equipment Hire for Large Events	3	N/A
CDC/36/25 (D)	Kitchen Hygiene Auditors	3	Tertiary qualification related to food safety - microbiology, food science, or food technology or SANS 10049:2019 Certified Auditor qualification
CDC/36/25 (E)	Halaal Caterers	3	<ul style="list-style-type: none"><li>Halaal Certificate</li><li>Certificate of Acceptability for Food Premises</li></ul>
CDC/36/25 (F)	General Laundry Services	3	Membership of the South African Textile Services Association for Laundry Services
CDC/36/25 (G)	Audio Visual Equipment Hiring Services	3	N/A
CDC/36/25 (H)	Transport Services	3	Public Driving Permit for Vehicle & Driver
CDC/36/25 (I)	Hygiene and Pest Control Services	1	Certificate of Registration with South African Pest Control association (SAPCA)
CDC/36/25 (J)	Aerial Installation Services	3	DSTV Installer Accreditation
CDC/36/25 (K)	Fire protection Equipment Services	3	SABS Approved Technicians must be SAQCC Approved
CDC/36/25 (L)	Gardening Services	1	N/A
CDC/36/25 (M)	Guest Laundry and Dry Clean Services	3	Membership of the South African Textile Services Association for Laundry Services
CDC/36/25 (N)	Global Distribution System Service	3	N/A
CDC/36/25 (O)	Carpet Cleaning Services	3	N/A
CDC/36/25 (P)	Window Cleaning Services	3	N/A
CDC/36/25 (Q)	Photography Services	3	N/A
CDC/36/25 (R)	Videography Services	3	N/A
CDC/36/25 (S)	Entertainment Management Services	3	N/A
CDC/36/25 (T)	DJ Equipment Hiring Services	3	N/A

Refer to the RFP document for detailed scope of work.

The appointment will be for 2 years with an option for a further 12 months based on performance.

### CONDITIONS OF TENDER

- Respondents must comply with the CDC's Procurement Policy & Procedures.
- The following legislation shall apply:
  - Public Finance Management Act (PFMA) (Act No. 1 of 1999);
  - Preferential Procurement Policy Framework Act (PPPFA), 2000;
  - The Preferential Procurement Regulations 2022. The following scores will be applied:
    - Price - **80**
    - Specific Points - **20**
  - National Treasury Regulations.
  - The National Qualifications Framework Act (Act No. 67 of 2008);
  - The National Qualifications Framework Amendment Act (Act No. 12 of 2019);
  - Occupational Health and Safety Act and Regulations Act (Act No. 85 of 1993);
  - Compensation for Occupational injuries and disease Act (Act No.130 of 1993);
  - National Environmental Management Act, NEMA (Act No. 107 of 1998);
  - Disaster Management Act (Act No. 57 of 2002);
  - Board-Based Black Economic Empowerment (BBBEE) Act (Act No. 53 of 2003), as amended by Act No. 46 of 2013);
  - Competition Act (Act No. 89 of 1998);
  - Protection of Personal Information Act (Act No. 4 of 2013); and
  - Any other applicable legislation.
- Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses.
- As per amended Generic sector codes, generic entities as well as Qualifying Small Enterprises (QSE) with less than 51% black shareholding are to submit a valid SANAS Accredited B-BBEE Verification Certificate. All Exempted Micro Enterprises (EME) and Qualifying Small Enterprises (QSE) with more than 51% black shareholding are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template.
- Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAAD...
- The preferred bidder is required to have a footprint in the Nelson Mandela Bay Municipality area.
- The CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and South African Revenue Services (SARS) website. Prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- Bidders must be Value Added Tax (VAT) registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the SARS as VAT vendors. The award of contract would be conditional pending the successful Bidder submitting proof of registration as a VAT vendor with SARS.
- Prices will be adjusted annually according to Consumer Price Index (CPI), and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract. The consumer price index (CPI) is the official measure of inflation in South Africa.
- The empowerment and development objectives (33% SMME Involvement) will be controlled and implemented where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).
- The CDC requires appointing a minimum of three (3) Service Providers in order to mitigate supply risks, with the exception of CDC/36/25 (L) - Gardening services and CDC/36/25 (I) - Hygiene and Pest control services where (1) service provider will be appointed. The intention is to spread the work on a rotational basis when a need arises.
- The CDC will not award more than five (5) active contracts to one bidder, unless one contract has reached 80% completion stage and beyond. If a bidder is successful in more than five contracts, the contracts will then be awarded according to the highest values. Capacity assessment may be conducted in an event that the recommended Bidder is the only responsive service provider and has already been awarded five (5) contracts.
- Joint Venture & Consortiums will not be accepted due to the nature of goods and services that require a single entity appointment.
- Bidders must complete and sign the POPI Act Consent Form.
- Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and Bidders will be disqualified should they be found to be in contravention with the Regulations. If the Bidder has been granted permission by Treasury, the letter must be provided with the bid document.
- The successful Bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act (Act No. 130 of 1993), National Environmental Management Act (Act No. 107 of 1998) and Disaster Management Act (Act No. 57 of 2002) and, all relevant legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
- It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Request for Proposal (RFP) Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- CDC will conduct site visits to do capacity assessment on all contracts before appointment.
- The bids will be evaluated as follows:
  - Stage 1: Responsiveness Assessment,
  - Stage 2: Quantitative Assessment
  - Stage 3: Qualitative Assessment
- Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission.
- The bid validity period shall be twenty-four (24) weeks from the RFP closing date.

The RFP documents will be available for download from the CDC Website [www.coega.co.za](http://www.coega.co.za), e-tender portal and Eastern Cape (EC) Provincial tender portal from **Friday, 21 February 2025 from 10:00**, at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

The RFP Document can be downloaded on E-Tender Portal at no cost. It is the bidder's responsibility to ensure the document is downloaded correctly and submitted as per the original document sequence as CDC will not be responsible for any inconsistencies in the tender document which may lead to the disqualification of the bidder.

A **compulsory briefing** meeting will be held on site where representatives from the Coega Development Corporation will meet prospective Bidders. The meeting will be held on **Friday, 28 February 2025 at 10:00** at the following address:

Coega Vulindlela Accommodation and Conference Centre  
Addo Road,  
Gqeberha,  
Mankman,  
6001

Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: [tenderscdc3625@coega.co.za](mailto:tenderscdc3625@coega.co.za) between the period of **21 February 2025 to 7 March 2025**. No new queries received after **7 March 2025** will be considered.

The **closing date** and time for the receipt of completed bids is **Friday, 14 March 2025 at 12:00 at the CDC Head Office, Corner Alcyon Road & Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth)**. Bids must be handed in the tender box on the Ground Floor.

One original completed bid document shall be placed in a sealed envelope clearly marked:

**"CDC/36/25(A-T): PREFERRED SERVICE PROVIDERS FOR SERVICES AT THE VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE (VACC) AND CDC BLUEWATER BAY SUNRISE HOTEL (SH)."**

The bidder must place all bids in one sealed envelope and clearly indicate the services being tendered for.

Bids will not be opened in public, and no late submission will be considered. Should a bidder prefer to use a Courier, the onus is on the bidder to make sure that the documents are received by the CDC on time.

Failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

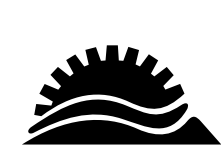
Telegraphic, telexed, facsimiled or e-mailed submissions will not be accepted.

**No telephonic or any other form of communication relating to this Bid with any other CDC member of the staff, CDC Agent, client, or any other role players will be permitted other than Ms Zine Mtanda, Unit Head: Supply Chain Management.**

**All enquiries regarding this tender must be in writing only, and must be directed to:**  
Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: [tenderscdc3625@coega.co.za](mailto:tenderscdc3625@coega.co.za)

**The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.**

TIP-OFFS ANONYMOUS HOTLINE:  
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /  
BLACKMAIL / INTIMIDATION  
Call Toll-free TODAY: 0800 007 035 and remain anonymous.



• right PLACE • right TIME • right CHOICE

BBBEE LEVEL 1 CONTRIBUTOR  
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018  
ISO 20000-1:2018 • ISO 27001:2022

