

REQUEST FOR PROPOSALS

DUBE TRADEPORT CORPORATION

APPOINTMENT OF A PUBLIC RELATIONS AGENCY TO MANAGE DUBE TRADEPORT PUBLIC RELATIONS AND COMMUNICATION REQUIREMENTS FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/16/COR/10/2023

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.

Dube TradePort Corporation requests proposals from qualified and exceptional Public Relations Agencies to manage Dube TradePort public relations and communication requirements in order to enhance and promote the Dube TradePort brand (and its sub-brands). The Public Relations Agency will be required to develop highly effective public, media and crisis communication strategies and implement rollout, for a period of three (3) years, in support of the organisation's strategic objective.

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 will be allocated to the following groups, as per the split included in the bid document:

- i. 10 points be allocated to enterprises (or bidders) that are that are at least 51% or more owned by Black People; AND
- ii. 10 points be allocated to enterprises (or bidders) that are that are at least 51% or more owned by Women; OR
- iii. 10 points be allocated to enterprises (or bidders) that are that EMEs or QSEs.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from **14th December 2023 up to 15th January 2024** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R250 (Two hundred and fifty Rands) must be paid via EFT and **must be emailed** in order for the Bid Documents to be sent to 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/16/COR/10/2023**"; 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.

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 **16th January 2024 at 15:00**.

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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 **2nd February 2024**.

DOCUMENTS SHOULD BE CLEARLY MARKED “**APPOINTMENT OF A PUBLIC RELATIONS AGENCY TO MANAGE DUBE TRADEPORT PUBLIC RELATIONS AND COMMUNICATION REQUIREMENTS FOR A PERIOD OF THREE (3) YEARS**”.