

# REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

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## REQUEST FOR PROPOSALS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

**REF NO.: DTP/RFP/13/COR/08/2021**

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

Dube TradePort invites proposals from professional, experienced, and competent service providers to provide consistently reliable travel management services through an online travel management system at an optimal cost and low risk.

### Prequalification criteria

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

- a) Only B-BBEE level 1 or 2 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 **via email** from, **12 December 2022 up to 15 December 2022 and 16 January 2023 up to 23 January 2023** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R250.00 (Two hundred and fifty rands) must be paid via EFT and must be emailed in order for the Bid Documents to be sent via email. No cash will be accepted, and proof of payment **must be emailed to [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za)**. Please allow 2 days for funds to reflect in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, **“DTP/RFP/13/COR/08/2021”** 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

### BRIEFING SESSION

A **COMPULSORY** briefing session meeting (**Virtual**) for service providers, who have paid for and was emailed the Bid Documents during the collection period as specified above, will be held via **Microsoft Teams** on, **24 January 2022 at 15:00**.

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Enquiries should be directed via email: [tenders@dubetradeport.co.za](mailto: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 **10 FEBRUARY 2023**.

Documents should be clearly marked “**PROVISION OF TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS**”