

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/14/MKT/10/2022

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.

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.

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 or 3 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, **13 December 2022 up to 15 December 2022 and 16 January 2023 up to 24 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**. 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/14/MKT/10/2022**” 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.

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, **26 January 2023 at 15h00**.

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

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CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **17 FEBRUARY 2023**.

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**”.