



RBIDZ
Special Economic Zone

TENDER NO.: MO/ADM/386/23 - APPOINTMENT OF A SERVICE PROVIDER FOR THE IDENTIFICATION, SUPPLY, REFURBISHMENT AND LEASING OF A NEW LABOUR DESK OFFICE FOR THE RBIDZ.

The Richards Bay Industrial Development Zone Company SOC Ltd (RBIDZ) requires identification and sourcing of offices in the Richards Bay Central Business District (CBD) area that will be utilised as RBIDZ Labour Desk offices. The RBIDZ Labour Desk aims to centralise and streamline the process of sourcing labour by investors / contractors. The primary objective of this request is to invite service providers to submit proposals to RBIDZ to provide leasing of Corporate Office Accommodation for a period of three (3) years with an option to extend.

The RFP document will be available as from **10 April 2024 to 19 April 2024** and will be emailed upon an indication of interest and submission of proof of payment of the tender charge from the prospective tenderer. **A non-refundable cash payment of R500 paid into the RBIDZ's bank account, namely Absa, Branch Code: 632005 Account No: 4072219190.** Bidders should forward a request for RFP document via email to tenders@rbidz.co.za with their company name, address and contact details quoting the tender number and description on the subject line.

Bidders are advised that the RBIDZ will conduct an inspection on the proposed offices or sites as part of the evaluation process in the tender document, Part A – Section E, and the inspection of proposed offices will only be limited to shortlisted bidders and notification will be sent to the shortlisted bidders advising on the date and time the visit will be carried out.

Proposals must be completed in accordance with the conditions attached to the RFP, must be sealed and endorsed with the relevant contract number and must be deposited in the official tender box at the RBIDZ Office Complex, 4 Harbour Arterial, Alton, Richards Bay (GPS 28°46'50.3"S 32°00'54.0"E) **not later than 12h00 on 07 MAY 2024 at which time tenders will be opened in public.**

Tenders will first be evaluated in terms of compliance assessment, functionality, and thereafter price and preference on a 80/20 system as contemplated in the Preferential Procurement Policy Framework Act and must score a minimum of 70% on functionality to be considered further in terms of price and preference. Tenderers who do not obtain the minimum functionality scoring will be regarded as non-responsive and that will lead to the disqualification of the Tender Submission.

In accordance with the RBIDZ Preferential Procurement Policy and Broad Based Black Economic Empowerment Act and associated Codes of Good Practice, targeted enterprises are companies that are Level 1 - 4 in terms of the B-BBEE Status Level shall be eligible to tender. It is also a condition of tender that a tenderer makes provision for involving local emerging contractors through a competitive process from the local contractors.

All queries relating to this tender and documents must be forwarded via email, to tenders@rbidz.co.za.

The RBIDZ is not bound to accept the lowest price, highest scoring or any tender and reserves the right to accept or not to accept any tender in whole or part thereof. The RBIDZ reserves the right to appoint a tenderer that best meets the requirements of the company on reasonable grounds.

Telegraphic, telephonic, telex, electronic, e-mailed and late tenders will not be accepted.

TIPS-OFFS ANONYMOUS HOTLINE

Assist the RBIDZ to act against: fraud/corruption/conflict of interest/abuse of company resources/theft/unethical behaviour.

South Africa Toll Free: 0800 007 082

Free Fax: 0867 261 681

Email: rbidz@thehotline.co.za