

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

SUPPLY AND DELIVERY OF STATIONERY FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/28/COR/03/2024

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

Dube TradePort invites proposals from suitably qualified service provider to supply and deliver stationery for Dube TradePort Corporation for a three (3) year period.

The appointed service provider will be required to provide, inter alia, the following items but not limited to:

- Standard Items – Typical stationery items purchased by DTPC on a regular basis.
- Non-Standard Items – not part of the list of standard items (stationery) but may be required during the contract period.
- Branding of specified items like name badges, stamps etc.

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 (Specific Goals) will be allocated to the following as included in the bid document:

- I. Enterprises (or bidders) who are at least 51% or more Owned by Black People (10 Points)
- II. Enterprises that are located within KZN Province (10 Points)

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from **21 MAY 2024 to 30 MAY 2024** during the weekdays (Mon – Fri) between 08h30 and 16h00. Documents will not be available physically but will be e-mailed to all companies that have purchased the bid document. A non-refundable document fee of R250.00 (Two hundred and fifty rands) must be paid via EFT, proof of payment must be emailed for the Bid Documents. No cash will be accepted and proof of payment must be emailed. 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/28/COR/03/2024**" and must clearly identify the Bidder, e.g. "ABC Consortium". Electronic versions of these documents will only be available via email 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 (**Virtually**) for service providers, who have paid for as specified above, will be held via Microsoft Teams on **31 MAY 2024 at 09:00**.

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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 **14 JUNE 2024**. Documents should be clearly marked **“SUPPLY AND DELIVERY OF STATIONERY FOR A PERIOD OF THREE (3) YEARS”**