

REQUEST FOR PROPOSALS

DUBE TRADEPORT CORPORATION

PROCUREMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF PRECINCT WIDE OFFICE FURNITURE FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/24/PRO/12/2022

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.

DTPC invites a suitably qualified and experienced will be expected to assist DTPC with furniture requirements for new staff members, broken furniture and some other furnisher/office needs that DTPC may require.

The purpose of this bid is to appoint a single qualified service provider for the supply, delivery, offloading and installation of office furniture and miscellaneous equipment at various premises of the Dube TradePort.

Quotes must include supply, delivery, offloading and installation charges.

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 as per the split included in the bid document:

- i. Enterprises (or bidders) who are at least 51% Owned by Black People.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from, **16 August 2023 up to 23 August 2023** 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/24/PRO/12/2022"**; 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, **24 August 2023 at 11:00**.

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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 **15 September 2023**.

DOCUMENTS SHOULD BE CLEARLY MARKED "**PROCUREMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF PRECINCT WIDE OFFICE FURNITURE FOR A PERIOD OF THREE (3) YEARS**".