

# REQUEST FOR INFORMATION DUBE TRADEPORT CORPORATION

---

## REQUEST FOR INFORMATION IN RESPECT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE BENEFIT CONSULTING SERVICES

**REF NO.: DTP/RFI/01/COR/02/2024**

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.

DTPC has a remuneration policy that incorporates a component of fringe benefits as part of its employee's salaries or wages packages.

DTPC hereby request for information from authorised financial services provider to render provident fund, risk benefit and healthcare or medical aid services to its staff compliment of more than 250 employees.

**Only shortlisted respondents to this RFI will be given a fair opportunity to respond to a Request for Proposal to be issued at a later stage.**

### REQUESTS FOR DOCUMENTS & ENQUIRIES

RFI documents will only be available **via email** from **2 October 2024 up to 10 October 2024** during the weekdays (Mon – Fri) between 08h30 and 16h00 at no cost to the bidder. Request for the electronic version of the RFI document must be emailed to [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za)

### BRIEFING SESSION

A **non - COMPULSORY but recommended** briefing session meeting (**Virtual**) for respondents who have requested the RFI during the collection period, will be held **via Microsoft Teams** on **11 October 2024 at 11:00**. The briefing session is not compulsory but will provide RFI respondents with an opportunity to obtain clarity on certain aspects of the procurement process as set out in this RFI document.

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

### CLOSING TIME & DATE FOR SUBMITTING RESPONSES

RFI responses must be submitted at the DTPC offices on or before **11h00**, South African time on **25<sup>th</sup> October 2024**.

Documents should be clearly marked **“REQUEST FOR INFORMATION IN RESPECT OF A SERVICE PROVIDER TO PROVIDE EMPLOYEE BENEFIT CONSULTING SERVICES”**