

# REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

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## THE APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE, INSTALL AND SUPPORT A MIMICAST SOLUTION FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS REF NO.: DTP/RFP/25/CEO/11/2015

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 on DTPC.

DTPC invites suitably experienced and accredited service providers to provide, install and support, a Mimecast solution. This will include provisioning and reporting which will be required to integrate with the existing Microsoft exchange.

### 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, 2011 using the 90/10 preference point system.

### REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will be available from **Tuesday, 15<sup>th</sup> December 2015 until Monday, 21<sup>st</sup> December 2015 and from Monday 4<sup>th</sup> January 2016 until Friday, 15<sup>th</sup> January 2016** during the weekdays (Mon – Fri) between 08h30 and 16h00, at Dube TradePort Corporation offices at 4<sup>th</sup> floor, 29° South, 7 Umsinsi Junction, Dube City, La Mercy, KwaZulu-Natal. A non-refundable fee of **R1000.00** (one thousand Rands) must be paid prior for the Bid Documents. No cash will be accepted and proof of payment must be produced on collection of the Bid Documents. 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/25/CEO/11**” 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 **NON-COMPULSORY** briefing session for service providers, who have paid for the Bid Documents, will be held at DTPC 29° South, 7 Umsinsi Junction, Dube City, La Mercy, KZN on **Friday, 15<sup>th</sup> January 2016 at 11:00.**

Enquiries should be directed to Vanishree Naidoo via email: [tenders@dubetradeport.co.za](mailto: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 **Friday, 29<sup>th</sup> January 2016**. Documents should be clearly marked “**APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO PROVIDE, INSTALL AND SUPPORT A MIMICAST SOLUTION FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS.**”