

REQUEST FOR PROPOSALS

APPOINTMENT OF A BUILT ENVIRONMENT TECHNICAL SPECIALIST FOR THE BID SPECIFICATION COMMITTEE (BSC) AND BID EVALUATION COMMITTEE (BEC)

REF NO.: DTP/RFP/14/CEO/07/2018

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, experienced and independent Professional Service Providers for the provision of services in the acquisition of built environment projects for its Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC).

These services will include but not limited to:

- Market research on each proposed project;
- Attendance at BSC and BEC meetings;
- Complete final specification document for each project/service being procured;
- Bid Specification Committee Close out report;
- Summary review of each compliant tender response contained in a Technical Report for procurements less R5 million;
- Technical capability statement and risk assessment report of each compliant bid for all procurements in excess of R5 million;
- Attendance at quarterly report back session; and
- Any other ad hoc deliverable as may be required for specific procurements.

In line with the PPPFA regulations, 2017 sub regulation 4(1) (b), the prequalification criteria for this bid is that **only** companies who are EME or QSE are eligible to tender.

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, 2017 using the 80/20 preference points system.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from, **20th August 2018** to **27th August 2018** during the weekdays (Mon – Fri) between 08h30 and 16h00, at the Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, La Mercy, KwaZulu-Natal. A non-refundable document fee of R250.00 (Two hundred and fifty Rands) must be paid via EFT prior to collection of 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, "**RFP/14/CEO/07/2018**" 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

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A **COMPULSORY** briefing session meeting for service providers, who have paid for and collected the Bid Documents during the collection period as specified above, will be held at DTPC, 7 Umsinsi Junction, 4th Floor, 29° South, La Mercy KwaZulu Natal on, **28th August 2018 at 13:00.**

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 **14th September 2018**. Documents should be clearly marked "**APPOINTMENT OF A BUILT ENVIRONMENT TECHNICAL SPECIALIST**"