

## REQUEST FOR PROPOSALS

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### REQUEST FOR PROPOSALS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

**REF NO.: DTP/RFP/21/COR/08/2018**

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.

Dube TradePort invites proposals from professional, experienced and competent service providers to provide consistently reliable travel management services at optimal cost and low risk. These services will include but not limited to:

- Provision of local and international travel management during normal and after hours
- Provision of Reservations, Road (Car rental and shuttle), Air Travel and Accommodation Management
- Provision of Communication, Information, Technology and Reporting management
- Provision of account, cost and financial management services
- Provision of quarterly and annual travel reviews
- Provision of value added services

In line with the PPPFA regulations, 2017 sub reg. 4 (1) (a) and 4 (1) (c) (iii) the prequalification for tenderers eligible to bid is as follows:

- i) Tenderers who are B-BBEE Level 1 or 2; or
- ii) Tenderers subcontracting a minimum of 40% to black women owned EME or QSE Company.

### 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, **15<sup>th</sup> October 2018 to 23<sup>rd</sup> October 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 (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/21/COR/08/2018**" 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, **24<sup>th</sup> October at 13h00**.

Enquiries should be directed 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 **5<sup>th</sup> November 2018**. Documents should be clearly marked "**TRAVEL MANAGEMENT SERVICES**"