

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

REQUEST FOR PROPOSALS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR OFFICE USE AT DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/09/COR/09/2020

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 Corporation invites proposals from suitable service provider to supply, deliver and off load stationery at DTPC offices for a duration of three (3) years.

The services will include but not limited to:

- Supply and deliver continuous Standard Stationery Items;
- Supply and deliver Non Standard Stationery Items;
- Specified Stationery items that will require customised branding, etc.

In line with the PPPFA regulations 2017, sub regulation 4, the prequalification for this bid is for bidders to meet the following:-

1. The main bidder must have B-BBEE Level 1 status and the main bidder must sub contract 40% to a Black Youth Owned company or Black EME/QSE company.

OR;

2. Only B-BBEE Level 1 who are EME/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 **via email** from, **12th October 2020 up to 16th October 2020** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R250.00 (Two hundred and fifty Rands) must be paid via EFT and must be emailed in order for the Bid Documents to be sent via email. No cash will be accepted and proof of payment must be emailed to tenders@dubetradeport.co.za 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/09/COR/09/2020**” 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:

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DUBE TRADEPORT CORPORATION

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation;
Account type: Current

BRIEFING SESSION

A **NON-COMPULSORY** briefing session meeting (**Virtual**) for service providers, who have paid for and collected the Bid Documents during the collection period as specified above, will be held via **Microsoft Teams** on, **19th October 2020 at 11:00**.

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 on **2nd NOVEMBER 2020**.

Documents should be clearly marked "**SUPPLY AND DELIVERY OF STATIONERY FOR OFFICE USE AT DUBE TRADEPORT CORPORATION FOR A PERIOD OF 3 YEARS.**"