

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION



THE APPOINTMENT OF A PUBLIC RELATIONS COMPANY TO MANAGE PUBLIC RELATIONS AND COMMUNICATIONS ACTIVITIES, FOR DUBE TRADEPORT CORPORATION, FOR A PERIOD OF THREE (3) YEARS.

REF NO.: DTP/RFP/23/MKT/11/2015

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.

DTPC invites suitably experienced service providers to tender for the appointment of a public relations company to manage public relations and communications activities for Dube TradePort for a period of three (3) years.

The appointed PR Company would be expected to drive the development and implementation of a comprehensive PR and communication strategy, developing an impactful roll-out plan and execution, as well as the ability to respond with swift, strategic crisis communication support.

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 **Monday, 14th December 2015 until Friday, 18th December 2015 and from Monday 4th January 2016 until Friday 15th January 2016** during the weekdays (Mon – Fri) between 08h30 and 16h00, at Dube TradePort Corporation offices at 4th floor, 29° South, 7 Umsinsi Junction, Dube City, La Mercy, KwaZulu-Natal. A non-refundable fee of **R500.00** (five hundred 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/23/MKT/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 **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 **Monday, 18th January 2016 at 11:00.**

Enquiries should be directed to Vanishree Naidoo 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 **Friday, 29th January 2015**. Documents should be clearly marked “**APPOINTMENT OF A PUBLIC RELATIONS COMPANY TO MANAGE PUBLIC RELATIONS AND COMMUNICATIONS ACTIVITIES, FOR DUBE TRADEPORT CORPORATION, FOR A PERIOD OF THREE (3) YEARS.**”