

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

INVITATION FOR PROPOSALS TO PROVIDE TRAVEL MANAGEMENT AND RELATED SERVICES FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE YEARS REF NO.: DTP/RFP/07/COR/05/2015

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 provisioning of Travel Management and related services for Dube TradePort for a period of three years.

The scope of work for the project consists of:

- Air Travel (Domestic and International);
- Car Rental (Domestic and International);
- Shuttle and Transfer services (Domestic and International);
- Accommodation (Domestic and International);
- Visa and Passport Applications;
- Structuring of Corporate deals; and
- International Travel Insurance.

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, 6th July 2015 until Tuesday, 14th July 2015** during the weekdays (Mon – Fri) between 08h30 and 16h00, at Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, Dube City, La Mercy, KwaZulu-Natal. A non-refundable fee of **R 500.00** (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/07/COR/05**” 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 and site visit 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 **Tuesday, 14th July 2015 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, 31st July 2015**. Documents should be clearly marked “**TO PROVIDE TRAVEL MANAGEMENT AND RELATED SERVICES FOR DTPC**”

29° South, 7 Umsinsi Junction, Dube City, La Mercy, KwaZulu-Natal, 4399
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