

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION



INVITATION 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/01/COR/05/2016

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 wishes to enter into a three year contract with an experienced service provider for the supply and delivery of stationery for office use to Dube TradePort Corporation. A major consideration for this approach is to ensure that the goods delivered are of a high and consistent standard.

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.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will be available from **Monday, 15th August 2016** to **Tuesday, 23rd August 2016** 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 R 1000.00 (one thousand 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. The DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, “**RFP/01/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 for contractors, who have paid for the Bid Documents, will be held at DTPC 290 South, 7 Umsinsi Junction, La Mercy, KZN on **Wednesday, 24th August 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 **Tuesday, 6th September 2016**. Documents should be clearly marked “**SUPPLY AND DELIVERY OF STATIONERY FOR OFFICE USE AT DUBE TRADEPORT CORPORATION**”