

# REQUEST FOR PROPOSALS

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## REQUEST FOR PROPOSALS FOR THE PROVISION OF CLEANING AND HYGIENCE SERVICES FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

**REF NO.DTP/RFP/18/PRO/07/2018**

Dube TradePort Corporation (DTPC) is a provincial public entity. Refer to [www.dubetradeport.co.za](http://www.dubetradeport.co.za) for more information on DTPC.

DTPC hereby invites proposals from suitably experienced and competent service providers to provide cleaning and hygiene services for a period of three (3) years. The services will include but will not be limited to the following scope:

- Removal of dirt, dust and litter by way of washing, mopping, sweeping or vacuuming;
- Provision of hygiene services across the precinct;
- Provision of specialised cleaning services;
- Provision of suitably trained staff;
- Provision of accurate reporting.

In line with the PPPFA regulations, 2017 sub reg. 4 (1) the prequalification criteria for this bid is that **only** companies which are B-BBEE Level 1/ 2 or bidders subcontracting a minimum of 30% to black owned EME/QSE company or bidders subcontracting a minimum of 30% to black owned co-operative are eligible to tender for this bid.

### 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, **21<sup>st</sup> January 2019 up to 28<sup>th</sup> January 2019** 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, “**DTP/RFP/18/PRO/07**” 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 meeting **only** for companies, 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 **29<sup>th</sup> January 2019 at 11h00**.

Enquiries should be directed via email: [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za).

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## CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Full bid proposals must be submitted at the DTPC offices **on or before 11h00**, South African time on **15<sup>th</sup> February 2019**. Documents should be clearly marked "**CLEANING AND HYGIENE SERVICES TO DTPC**"