

# REQUEST FOR PROPOSAL (RFP)

## INTERNATIONAL TRAVEL & ACCOMMODATION SERVICES FOR PERIOD OF THREE YEARS

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent service providers to respond to the Request for Proposals (RFP) for the appointment of International Travel and Accommodation Services, service provider for the East London Industrial Development Zone SOC Ltd.

Tender Reference No.	Tender Description / Name	Closing Date / Time
RMC/ITA/004/2016	International Travel and Accommodation Services for the period of three years	18 November 2016 12h00 pm

### BRIEFING MEETING:

**Note:** A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at **East London IDZ Head Office building, Auditorium on 27 October 2016 starting at 10:00 hours. Participants arriving more than 15 minutes late from start time will not be allowed to attend the meeting.**

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate or PIN with their tender
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter or affidavit confirming turnover and black ownership split.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "**Envelope A - Technical Proposal**" and "**Envelope B – Financial Proposal**". Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- Non-written and non-signed ELIDZ Price Schedule of the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any price details in "Envelope A - Technical Proposal" will result in the disqualification of the tender.
- Tenderers are required to submit company registration documents and ELIDZ procurement handbook with their tender.
- Provision of IATA registration documents
- Provision of ASATA registration documents
- Tenderers must be registered on CSD database from Treasury

### EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBBEE.

### Score breakdown:

- 90 Points for Price
- 10 Points for BBBEE

All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

In the event that the successful Bidder has been awarded the contract will be for the duration of three (3) years for the services of international travel and accommodation.

### TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for collection on **21 October 2016, 10h00 from the reception area of the ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London**, upon payment of a non-refundable cash deposit of R 500.00.

Alternatively, the RFT documents can be downloaded from the eTender Publication Portal ([www.treasury.gov.za](http://www.treasury.gov.za)) as well as government tender bulletin.

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London.

**ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.**

### TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Zandile Mtebele,  
T: +27 43 702 8200, E: [zandile@elidz.co.za](mailto:zandile@elidz.co.za)



Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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