

REQUEST FOR PROPOSAL (RFP)

TENDER: TRAVEL & ACCOMMODATION SERVICES

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 a Request for Proposals for Provision of Domestic Travel & Accommodation Services (RFP: RMC/DTA/002/2015) and Provision of International Travel & Accommodation Services (RMC/ITA/003/2015).

Tender Reference No.	Tender Description / Name	Closing Date / Time
RMC/DTA/002/2015	Provision of Domestic Travel & Accommodation Services	02 November 2015 at 12h00
RMC/ITA/003/2015	Provision of International Travel & Accommodation Services	02 November 2015 at 12h00

BRIEFING MEETING:

Note: A compulsory Briefing Meeting with representatives of the Employer will take place at (East London IDZ Auditorium on the 19 October 2015) starting at (10h00) 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 with their tender
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate.
- 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 must be registered with South African Travel Agents ASATA and IATA
- Tenderers must submit two year company financial statements
- Tenderers must submit two references

EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone SOC 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.

TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for collection on the 12 October 2015, at 08h00 from the Reception Area of the ELIDZ's Head offices, East London Industrial Development Zone SOC, Head Office Building, Lower Chester Road, Sunnyridge, East London, upon payment of a non-refundable cash deposit of R500.00. Bidders who had previously made submission and have interest to bid again may collect their RFP document at no cost.

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 the ELIDZ Reception Area.

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:

Linda Gcilitshana, Tel (043) 702 8200, Fax: 08666 57169, email linda@elidz.co.za

