

# REQUEST FOR PROPOSAL (RFP)

## SUPPLY AND MANAGEMENT OF PRINTING SERVICES FOR 3 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 a Request for Proposal (RFP) for the **Supply and Management of Printing services for the East London Industrial Development Zone.**

Tender Reference No.	Tender Description / Name	Closing Date / Time
ICT-RFP-065	Supply and Management of Printing Services for 3 years.	31 May 2018 (12:00pm Noon)

### 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 16 May 2018 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 with their tender or SARS PIN number
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers to provide certified copy of Company Registration Certificate
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **"Envelope A - Technical Proposal"** and **"Envelope B – Financial Proposal"**. The financial proposal will only be opened should the technical proposal be deemed responsive.
- A Non-signed "Form of Offer" in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- CSD Registration Certificate with MAAA number

### 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:

- 80 Points for Price
- 20 Points for BBBEE

All tenders with functionality less than 80% 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 download on **09 May 2018 12h00 (Noon)**, from the East London Industrial Development Zone website: [www.elidz.co.za](http://www.elidz.co.za) under **"Opportunities > Tenders"**

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: Ms Z. Mtebele

T: +27 43 702 8200 | E: [zandile@elidz.co.za](mailto:zandile@elidz.co.za)