

REQUEST FOR PROPOSAL (RFP)

ICT DIGITAL SIGNATURE SOFTWARE SOLUTION 2019 FOR THE ELIDZ OVER A PERIOD OF 2 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:

Tenders are hereby invited by the East London Industrial Development Zone SOC Ltd from suitably qualified and experienced service provider to provide digital signature software solution to the East London Industrial Development Zone for the period of 2 years.

The successful tenderer will be required to enter into a Service Level Agreement (SLA) with the ELIDZ for a period of two years.

Tender Reference No.	Tender Description / Name	Closing Date / Time
RFP-ICT-077	PROVISION OF ICT DIGITAL SIGNATURE SOFTWARE SOLUTION 2019 FOR THE ELIDZ OVER A PERIOD OF 2 YEARS	21 May 2019 (12:00pm Noon)

BRIEFING MEETING :

Note: A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at **ELIDZ Auditorium, Lower Chester Road, Sunnyridge, EAST LONDON on 6 May 2019 starting at 12h00. Participants arriving more than 15 minutes late will not be allowed to attend the meeting.**

BID CONDITIONS:

Tenderers are required to submit:

- Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES; Sworn Affidavit confirming annual turnover and B-BEE management split of Company Profile;
- Valid Tax Clearance Certificate or SARS PIN;
- Valid Proof of Office Location (e.g. Relevant, verifiable municipal utility bill, rental / lease agreement of business location);
- Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.);
- CSD Registration Certificate and/or Report;
- JV Participation Documentation (compulsory if applicable);

EVALUATION:

The evaluation will be guided by the ELIDZ 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 not providing compulsory responsive documentation and with functionality scoring less than 70%, will not be considered for the next stage of tender evaluation

TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for download at no cost on **29 April 2019 12h00 (Noon)** from the East London Industrial Development Zone website: **www.elidz.co.za** under **Opportunities >> Tenders**

The tender must be returned in two separate sealed envelopes clearly marked "Envelope A - Technical Proposal" and "Envelope B - Financial Proposal" with each marked "Confidential" and with the name/address of the submitting company and the tender reference number on each envelope. Both envelopes are to be deposited in the allocated Tender Box at the **Head Office Reception Area of the ELIDZ, Lower Chester Road, Sunnyridge, East London on or before 12h00 on Tuesday, 21 May 2019.**

ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. The complete set of tender documentation must be returned with the submission and only original intact tenders will be considered. Telegraphic, telephonic, telex, facsimile and e-mail tenders will not be accepted.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Ms Z. Mtebele

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