

# REQUEST FOR PROPOSALS (RFP)

## ASSETS MANAGEMENT PROJECT

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 is seeking to appoint a suitable service provider to provide Assets Management Project. The project comprises determining and physically capturing backlog asset information, purchasing of a software solution and providing ongoing system support. The outcome of the proposed project will include an automated asset management system that is able to produce both accurate asset information as well as trend information. This will allow for improved asset management (short and long term asset maintenance, budgeting for CAPEX replacement and reducing misappropriation of assets) as well as improved financial reporting.

Reference No.	Tender Description / Name	Closing Date / Time
RFP-CEO-001	ASSETS MANAGEMENT PROJECT	30 March 2020 at 12h00

### BRIEFING MEETING:

**Note:** A Briefing Meeting with representatives of the Employer will take place at **East London IDZ Head Office Building, Auditorium on 9 March 2020 starting at 10h00 hours. Please note that the briefing session is only compulsory if a service provider has not attended a previous briefing session relating to the asset management project.**

### 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.
- A non-written and non-signed ELIDZ Price Schedule in the financial proposal in the "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.
- Tenderers should be registered on CSD database from Treasury and in possession of a 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 at no cost on the 28 February 2020, 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 Lulama Giba:

T: +27 43 702 8206 | E: [lulama@elidz.co.za](mailto:lulama@elidz.co.za)

