

REQUEST FOR PROPOSALS (RFP)

INTERNATIONAL TRAVEL AND 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:

Tenders are hereby invited by the East London Industrial Development Zone SOC Ltd from suitably qualified and experienced service providers to provide International Travel and Accommodation Services, to the East London Industrial Development Zone.

The successful tenderer will be required to enter into a Service Level Agreement (SLA) with the ELIDZ for a period of three (3) years, for the provision of International Travel and Accommodation Services.

Reference No.	Tender Description / Name	Closing Date / Time
RFP-DOM ITA/005/2020	PROVISION OF INTERNATIONAL TRAVEL AND ACCOMMODATION SERVICES	20 March 2020 at 12h00

BRIEFING MEETING:

Note: A compulsory Briefing with representatives of the Employer will take place at **ELIDZ Head Office, Zone Development (ZD) Boardroom, Ground Floor, Lower Chester Road, Sunnyside, EAST LONDON on 06 March 2020 starting at 10h00 hours.**

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;
- JV Participation Documentation (if applicable);
- 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;
- Provision of IATA registration documents is mandatory;
- Provision of ASATA registration documents is mandatory.

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 the 28 February 2020, 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, Sunnyside, East London on or before 12h00 on Friday 20 March 2020.**

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 Zandile Mtebele

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