

# REQUESTS FOR PROPOSAL (RFP)

## PRINTING SERVICES 2022

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 objective of this bid is to appoint a suitable, independent service provider that can provide and manage printing services for the ELIDZ

Reference No.	Description / Name	Closing Date / Time
PROJ-ICT-100	PRINTING SERVICES 2022	10 December 2021 at 12h00

### BRIEFING MEETING:

**Note:** There will be no briefing session. Tenderers are encouraged to submit written questions by email to [zandile@elidz.co.za](mailto:zandile@elidz.co.za) not later than the **03 December 2020 at 16:00**.

### 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 "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.
- In the event that the successful Bidder has been awarded the contract with value above 5 000 000.00 for the same goods/services on a consecutive basis, the successful Bidder will be required to submit a Supplier development plan for SMMEs to be agreed with the ELIDZ.

### 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 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

### PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **19 November 2021 by 12h00 (Noon)**, at [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 Zandile Mtebele,

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

