

REQUEST FOR PROPOSALS (RFP)

PROVISION OF DOMESTIC 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 Domestic 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 Domestic Travel and Accommodation Services.

Reference No.	Description / Name	Closing Date / Time
RFP-DTA-005-2022	PROVISION OF DOMESTIC TRAVEL AND ACCOMMODATION SERVICES	23 September 2022 at 12h00

BRIEFING MEETING:

Note: Non-compulsory briefing session will be held on the **12 September 2022 at 10h00**. Kindly click on the following link: [meeting link](#)

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-BBEE management split of Company Profile.
- Valid Tax Clearance Certificate or SARS PIN.
- 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 separate **“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 of the financial proposal in the “Envelope B” submission will result in the disqualification of the tender.
- Provision of IATA registration document is mandatory.
- Provision of ASATA registration document is mandatory.

EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded based on 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.

PROPOSAL DOCUMENT & SUBMISSION:

The RFQ document will be available for download on **05 September 2022, 12h00 (Noon)** from the East London Industrial Development Zone website: www.elidz.co.za under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time (23 September 2022 at 12h00). Only PDF documents must be uploaded with a maximum size limit of 2GB per file.

Telegraphic, telephonic, telex, facsimile and e-mail and hard copy tenders will not be accepted. No late tenders will 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

