

# REQUEST FOR PROPOSALS (RFP)

## PROVISION OF INTERNATIONAL TRAVEL & ACCOMMODATION SERVICES PROVIDER FOR A PERIOD OF THREE 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 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.	Description / Name	Closing Date / Time
RFP/ITA-006/2023	PROVISION OF INTERNATIONAL TRAVEL AND ACCOMMODATION SERVICES PROVIDER FOR A PERIOD OF THREE YEARS	31 July 2023 at 12h00

### BRIEFING MEETING:

**Note:** A Compulsory Briefing meeting will be held on the **14 July 2023 at 10:00** via Microsoft Teams: [Click here to join the meeting](#)

### BID CONDITIONS:

- Tenderers are required to submit a copy of CIPC Registration.
- Tenderers are required to submit a Certified copy(s) of members I.D's.
- Tenderers are required to submit a copy of share certificate.
- Tenderers are required to submit a Proof of Disability from Medical Practitioner.
- Tenderers are required to submit a Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councilor).
- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers should submit a Valid original or certified B-BBEE certification for Generic and Sworn Affidavit for EME's and QSE's confirm annual turnover and the status of ownership.
- Tenderers to provide certified copy of Company Registration Certificate.
- Tenderers must submit technical and financial proposals separately. The financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-signed "Form of Offer" in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of the Price Offer and/or any other price related details in "Envelope A -Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.
- Tenderers are required to submit IATA registration document is mandatory.
- Tenderers are required to submit ASATA registration document is mandatory.

### EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and Specific Goals.

#### Score breakdown:

- 80 Points for Price
- 20 Points for Specific Goals

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 RFP document will be available for download on **7 July 2023 from 12:00 (Noon)** at [www.elidz.co.za](http://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 of 12h00 on 31 July 2023. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted.**

### TENDER ENQUIRIES:

Tenderers are encouraged to submit written questions by email to Zandile Mtebele via e-mail to [zandile@elidz.co.za](mailto:zandile@elidz.co.za) on/or before **21 July 2023 at 16:00** responses will be sent to all tenders attended briefing meeting not later than 15:00 on the 24 July 2023.

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)



TEL: 043 702 8200 | [www.elidz.co.za](http://www.elidz.co.za)

**east london idz**  
business streamlined