

REQUEST FOR PROPOSALS DUBE TRADEPORT CORPORATION

REQUEST FOR PROPOSALS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS

REF NO.: DTP/RFP/27/COR/03/2024

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop the Dube TradePort precinct and other industrial opportunities. Refer to www.dubetradeport.co.za for more information on DTPC.

Dube TradePort invites proposals from professional, experienced, and competent service providers to provide consistent and reliable travel management services through an online travel booking system at an optimal cost and low risk for a period of three (3) years.

It is the requirement of this contract that the service provider must:

- a) Be accredited by International Air Transport Association (IATA); and
- b) Provide proof of ownership or an agreement with a service provider of an online travel booking system.

Bidders who do not meet the above requirements will be non-compliant and disqualified.

EVALUATION OF THIS BID

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2022 using the 80/20 preference points system.

The 20 preference points will be allocated to the following as included in the bid document:

- I. 20 points allocated to the Enterprises (or bidders) who are at least 51% Owned by Black People will be allocated.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will only be available from **17th April 2024 up to 25th April 2024** during the weekdays (Mon – Fri) between 08h30 and 16h00. A non-refundable document fee of R250.00 (Two hundred and fifty Rands) must be paid via EFT, and proof of payment **must be emailed** in order for the Bid Documents to be sent you. No cash will be accepted and proof of payment must be emailed for the Bid Documents to be sent to you. Please allow 2 days for funds to reflect in the account. DTPC will only email documents once the payment has been cleared in its bank account. Payments must contain the reference, "**DTP/RFP/27/COR/03/2024**"; and must clearly identify the Bidder, e.g., "ABC Consortium". Electronic versions of these documents will only be available on confirmation and/or proof of payment.

Dube TradePort Corporation banking details:

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation;
Account type: Current

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A **COMPULSORY** briefing session meeting (virtual) for service providers, who have paid for and received the Bid Documents via email will be held via Microsoft Teams (**Virtually**) on the **26th April 2024** at **11:00** for service providers who have paid for and were emailed the Bid Documents during the collection period as specified above.

Enquiries should be directed via email: tenders@dubetradeport.co.za

CLOSING TIME & DATE FOR SUBMITTING RESPONSES

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **17th May 2024**.

DOCUMENTS SHOULD BE CLEARLY MARKED "**PROVISION OF TRAVEL MANAGEMENT SERVICES TO DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS**".