

INVITATION TO BID

Tenders are hereby invited from suitably experienced registered service providers to submit proposals to the Cape Town International Convention Centre Company SOC Ltd (RF)(CTICC) for the following tender:

CTICC

BID NUMBER	SCORING MECHANISM	TENDERS MAY BE COLLECTED FROM:		
		DATE	TIME	VENUE
CTICC 004/2017	90/10	6 SEPTMEBER 2016	10H00	CTICC MAIN ECEPTION
PANEL: CUSTOM STAND BUILDING	90 = PRICE 10 = BBEE STATUS			

The tender will be evaluated on the below functionality criteria. The minimum threshold of **70** is required for functionality, in order to be regarded as responsive.

FUNCTIONALITY / QUALITY CRITERIA	SUB CRITERIA	POINTS PER SUB-CRITERIA	MAXIMUM NUMBER OF POINTS
TENDERER EXPERIENCE	The service provider must have a proven comprehensive portfolio (current and expired contracts) within the events and exhibitions industry, to the value of R 5 000 000 per annum.	40	60
	Five contactable references must be listed in the provision of custom stand building services.	20	
EXPERIENCE OF KEY PERSONNEL	The service provider must submit a list of the team with CVs, allocated to manage the CTICC's portfolio, together with an Organogram of the Staffing Structure.	25	25
QUALITY CONTROL PROCEDURES AND PRACTICES	Bidders are required to submit 3 digital (hard & soft copy) design concepts that must be linked to the requirements in the pricing schedule which must cover the following aspects; - Innovation & Creativity - Exhibition script – Storytelling around the brand to put the brand/brief to life - Presentation concept – Putting the brand/brief “on stage” and making it a – “brand experience”; - Bespoke stand design – Using tools from other arts: architects, design and theatre.	15	15
TOTAL POINTS FOR FUNCTIONALITY			100

Tenderers must be registered on the CTICC Supplier Database. Tenderers who are not registered on the CTICC Database are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive. Tenders documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available on request as from date of advertisement.

The following personnel may be contacted **only in writing** in respect of enquiries with the following subject line: “Tender no. CTICC 004/2017 – Enquiries”

- General Enquiries: Mr Willem Scholtz at willem@cticc.co.za
- Technical Enquiries: Mr Arno Ruiters at arno@cticc.co.za

Tenders may only be submitted in hard copy on the bid documentation that has been issued. The completed original bid documents must be placed in a sealed envelope – clearly stating the bid number (**CTICC 004/2017: PANEL: CUSTOM STAND BUILDING**) and the name of tenderer. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre.

The closing time for receipt of tenders is **12:00** on **Thursday, 22 September 2016**.

All bids received will be opened in public; late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals. The CTICC reserves the right to accept any tender in full or a part thereof. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.