

INVITATION TO BID

Tenders are hereby invited from suitable 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	NON-COMPULSORY BRIEFING SESSION DETAILS		
		DATE	TIME	VENUE
CTICC 009/2017 PROVISION OF SPECIALIZED COFFEE SOLUTION EXCLUSIVELY FOR CTICC COFFEE SHOP	80/20 80 = PRICE 20 = BBEE STATUS	11 OCTOBER 2016	09H00	BOARDROOM G

The tender will be evaluated on the below mentioned 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 provide proof of providing specialized coffee solution for coffee shops / restaurants inclusive of dispensing equipment, to the value of R 300 000 per annum.	20	30
	The service provider must be able to provide 3 contactable references	10	
EXPERIENCE OF KEY PERSONNEL	The service provider must submit CV's of the following personnel: - Project Manager - Coffee Specialist - Service Technicians	10	10
TRAINING PLAN	Approach and methodology for training and submission of a detailed training plan	10	10
QUALITY CONTROL PROCEDURES AND PRACTICES	- The service provider must provide proof of sustainability and environmental practices policy in place. - Proof of certification to association memberships (for example Fairtrade) will be advantageous. - It will be advantageous to supply locally sourced and roasted coffee beans. - Coffee tasting to be conducted to determine whether product is in line with CTICC's requirements, image and philosophy.	50	50
TOTAL POINTS FOR FUNCTIONALITY			100

Tenderers who are not registered on the CTICC Database or the Central Supplier Database are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive. Tender documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available as per date stated on the advertisement or can be obtained electronically from the eTender Publication at www.etenders.gov.za.

The following personnel may be contacted only in writing in respect of enquiries with the following subject line: **"CTICC 009/2017 – Enquiries"**

- General Enquiries: Mr. Eben Lewis at eben@cticc.co.za;
- Technical Enquiries: Mr. Hitesh Panchal at hitesh@cticc.co.za

Tenders may only be submitted in hard copy on the bid documentation that has been issued. The completed original tender documentation must be placed in a sealed envelope – clearly stating the tender number **(CTICC 009/2017: PROVISION OF SPECIALIZED COFFEE SOLUTION EXCLUSIVELY FOR CTICC COFFEE SHOP)** and the name of tenderer.

The sealed offers must be deposited into the **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 Friday, 21 October 2016.**

Telegraphic, telephonic, telex, facsimile, electronic mail and late proposals will **not be accepted**. Requirement for sealing, addressing, delivery, opening and assessment of tenders are stated in the instruction to bidders. 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 bid 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.