

INVITATION TO BID

Bids are hereby invited from suitable experienced registered service providers to submit proposals to the Cape Town International Convention Centre (CTICC) for the following:

CTICC

BID NUMBER	SCORING MECHANISM	TENDER COLLECTION DETAILS		
		DATE	TIME	VENUE
CTICC 019/2016 APPOINTMENT OF HIGH WINDOW CLEANING SERVICE PROVIDER	90/10 90 = PRICE 10 = BEE STATUS	6 NOV 2015	10H00	CTICC MAIN RECEPTION

The bid 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 bidder must submit details (comprehensive portfolio) indicating current and previous experience with in rendering high window cleaning services of similar scope to the value of R 700 000 or greater per annum.	30	50
	Three Contactable References	20	
EXPERIENCE OF KEY PERSONNEL	The bidder must submit CV's and qualifications of assigned key personnel.	30	30
QUALITY CONTROL PROCEDURES & PRACTICES	Greening Guidelines: The bidder must submit detailed proof of sustainability and/or environmental practices policy in place.	20	20
TOTAL POINTS FOR FUNCTIONALITY			100

Bidders must be registered on the CTICC Supplier Database. Bidders who are not registered on the CTICC Database are not precluded from submitting a bid, but must however be registered prior to the closing date of this bid to be responsive. Database documentation can be downloaded from the link: <http://www.cticc.co.za/about/tenders/documentation>

Bid 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: "**CTICC 019/2016 – Enquiries**"

- General Enquiries: Mr. Willem Scholtz at willem@cticc.co.za;
- Technical Enquiries: Mr. Shane Green at shane@cticc.co.za

Bids 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 019/2016: APPOINTMENT OF HIGH WINDOW CLEANING SERVICE PROVIDER**) and the name of bidder. The sealed bids 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 bids is **12:00 on Friday, 20 November 2015**.

Telegraphic, telephonic, telex, facsimile, electronic mail and late bids will **not be accepted**. 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.