

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	COLLECTION DETAILS		
		DATE	TIME	VENUE
CTICC 042/2016 INTEGRATED ANNUAL REPORT	80/20 80 = PRICE 20 = BBBEE STATUS	21 APRIL 2016	10H00	CTICC MAIN RECEPTION

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) of similar projects successfully completed over the last five years within the events and meetings industry and have a proven track record of single contracts equal to or above a value of R 400 000 pertaining to Integrated Annual Report Production or Annual Report Production.	10	30
	Three contactable references must be listed	20	
QUALITY CONTROL PROCEDURES AND PRACTICES	The service provider will have to pitch three (3) design concepts to a panel formed by the CTICC, in line with CTICC requirements, image and philosophy. Designs will be evaluated on application of expanding our value/gateway into Africa (hosting of international events)	50	50
EXPERIENCE OF KEY PERSONNEL	The service provider must submit CV's of the Project Director, Senior Designer, Junior Designer, Photographer, Copy writer and Copy editor. Minimum Experience of 3 - 5 years works design experience with a senior designer. Minimum of 5 years work evidence of integrated annual report writing.	20	20
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: **"CTICC 042/2016 – Enquiries"**

- Enquiries: Mr. Eben Lewis at Eben@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 042/2016: INTEGRATED ANNUAL REPORT**) 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 **Friday, 06 May 2016**.

Telegraphic, telephonic, telex, facsimile, electronic mail and late quotations will **not be accepted**. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the instructions 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 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.