

REQUEST FOR PROPOSALS

INVITATION FOR PROPOSALS FOR WEBSITE DEVELOPMENT AND SUPPORT FOR THE DURATION OF THREE (3) YEARS

REF NO.: DTP/RFP/25/CEO/09/2017

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

Dube TradePort Corporation (DTPC) has a number of online platforms and digital communication tools that support the corporation's marketing strategy. The primary platform is the entity's website, www.dubetradeport.co.za, which requires ongoing maintenance, support and development.

DTPC wishes to appoint a suitable service provider that will provide professional advisory services, digital development, support and maintenance of online domains and communication tools. The service provider will need to adhere to the relevant timeframes and specifications and produce work of a high quality that is in line with current trends and security best practice.

Pre - Qualification criteria: It is the condition of the bid that the service provider must sub-contract a minimum of 45% of the contract to black Exempted Micro Enterprise (EME) or Qualifying Small Enterprises (QSE), which are African Black Companies.

EVALUATION OF THIS BID

All proposals will be evaluated in various stages – compliance and functionality will be assessed first, and thereafter prices and preference points for all compliant and responsive proposals will be evaluated in accordance with the PPPFA regulations, 2017 using the 80/20 preference system.

REQUESTS FOR DOCUMENTS & ENQUIRIES

Bid documents will be available from **11 December 2017 to 20 December 2017** during the weekdays (Mon – Fri) between 08h30 and 16h00, at the Dube TradePort Corporation offices at 7 Umsinsi Junction, 4th floor, 29° South, La Mercy, KwaZulu-Natal. A non-refundable document fee of **R500.00** (Five hundreds only) must be paid via EFT prior to collection of the Bid Documents. No cash will be accepted and proof of payment must be produced on collection of the Bid Documents. Please allow 2 days for funds to reflect in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, "**RFP/25/CEO/09**" 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

A **Compulsory** briefing session for service providers, who have paid for the Bid Documents, will be held at DTPC 29° South, 7 Umsinsi Junction, La Mercy, KZN on **09 January 2018 at 09h30**.

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

CLOSING TIME & DATE FOR SUBMITTING RESPONSES

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Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **23 JANUARY 2018**. Documents should be clearly marked **“WEBSITE DEVELOPMENT AND SUPPORT FOR THE DURATION OF THREE (3) YEARS”**