



PROVISION OF BOARD SECRETARIAT SERVICES

RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE COMPANY SOC Ltd

Tenders are hereby invited for the Services included in the following contract which is to be implemented by the Richards Bay Industrial Development Zone SOC Ltd (RBIDZ) for:

CONTRACT NO. MO/ADM/142/18: PROVISION OF BOARD SECRETARIAT SERVICES.

Tender documents may be obtained during office hours between 09h00 and 16h00, as from **12 February 2018** from the RBIDZ Office Complex, 4 Harbour Arterial, Richards Bay (GPS coordinates: 28°46'50.3"S 32°00'54.0"E) upon producing proof of payment. A non-refundable cash payment of R 200.00 paid into the RBIDZ's bank account, namely **Absa, Branch Code: 632005 Account No: 4072219190. No cash payments will be accepted at the RBIDZ offices.**

The tender document can also be sent via email upon an indication of interest from the prospective tenderers. Tenderers requesting tender documents via email must send a valid proof of payment to tenders@rbidz.co.za. Tenderers must clearly indicate the company name of the tenderer, address and contact details and should quote the relevant tender number and description on the subject line to which they are requesting tender document for.

Tenders are to be completed in accordance with the conditions attached to the documents and must be sealed and endorsed with the relevant contract number and must be personally deposited in the official tender box at the RBIDZ Office Complex, 4 Harbour Arterial, Richards Bay **not later than 12h00 on 08 March 2018**, at which time tenders will be opened in public.

No briefing session will be conducted for this project. All queries relating to this tender and documents must be forwarded via email, tenders@rbidz.co.za.

Tenders will first be evaluated in terms of functionality, and thereafter price and preference on an 80/20 system as contemplated in the Preferential Procurement Policy Framework Act and must score a minimum of **70%** on functionality to be considered further in terms of price and preference. Tenderers who do not obtain the minimum functionality scoring will be regarded as non-responsive that will lead to the disqualification of the Tender Submission.

It is a condition of tender that only tenderers that are EMEs and have a valid B-BBEE that is Level 1 to Level 3 shall be eligible to tender. Tenderers that do not meet this pre-qualification criteria for preferential procurement shall be immediately disqualified.

The RBIDZ is not bound to accept the lowest price, highest scoring or any tender and reserves the right to accept or not to accept any tender in whole or part thereof. The RBIDZ reserves the right to appoint a tenderer that best meets the requirements of the company on reasonable grounds.

Telegraphic, telephonic, telex, electronic, e-mailed and late tenders will not be accepted.

CEO, Richards Bay Industrial Development Zone

TIPS-OFFS ANONYMOUS HOTLINE

Assist the RBIDZ to act against: fraud/corruption/conflict of interest/abuse of company resources/theft/unethical behaviour.

South Africa Toll Free: 0800 003 333

Free Fax: 0800 00 77 88

Email: rbidz@tip-offs.com