

**REQUEST FOR QUOTATIONS
 QUOTATION NO. 051/13/14
 OFFICE ACCOMMODATION FOR THE EASTERN CAPE PARKS & TOURISM AGENCY (DESTINATION TOURISM
 DEPARTMENT)**

Bids are hereby invited for the **APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISIONING OF SUITABLE OFFICE ACCOMMODATION FOR DESTINATION TOURISM DEPARTMENT IN EAST LONDON FOR THE PERIOD OF THREE (3) MONTHS**

Quotation documents outlining detailed specifications will be made available on the 21 February 2014 **free of charge**. The documents can only be e-mailed to bidders upon request.

Completed bid documents accompanied by all necessary documents are to be placed in a sealed envelope with the quotation name and number (as given above) clearly written in an envelope. All quotations must be **deposited in the Tender Box**, at the offices of the **Eastern Cape Parks and Tourism Agency at No. 6 St Marks Road, Southernwood, East London, 5200**, BY NOT LATER THAN **11H00 ON THE 28 FEBRUARY 2014**.

The following office space is required:

Nr	Quotation reference No.	Area	Square Meters (Useable Area)
1	051/13/14	EAST LONDON	1145m ²

Therefore the rentable area required would be **1284m²** if the R/U ratio is 1.12 (Minimum of **1145m²** of useable office will be accepted)

For all enquiries regarding the bid document please contact Mr. Mcebisi Diniso in writing only on E-mail: mcebisi.diniso@ecpta.co.za. All technical enquiries please contact Mr. Vuyani Dayimani, E-mail: Vuyani.dayimani@ecpta.co.za

POINTS WILL BE AWARDED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) of 2005 AS FOLLOWS

STAGE 1

CRITERIA FOR FUNCTIONALITY	POINTS
Experience in property business	10
Methodology	10
Location and the accessibility of the office <ul style="list-style-type: none"> • Offices ability to serve as Tourism Information Office (20) • for provision of access and ablutions facilities for physically challenged (10) • if current use of land is strictly used as office and if building is currently zoned for office use (10). • if Building is located within 2km from the City Centre (City Hall) (10) 	50

Readiness of building at site visit <ul style="list-style-type: none"> • Availability within 30 days (30) • Availability within 60 days (10) 	30
TOTAL	100

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria (Stage 1) above.

- NB:**
1. Only bidders who obtain 80 and above out of the 100 points for functionality (Stage 1 evaluation) will qualify for evaluation in terms of price (Stage 2 evaluation).
 2. Points scored by qualifying bidders in Stage 1 will not be taken into consideration for evaluation at Stage 2

STAGE 2

CRITERIA	POINT SYSTEM
PRICE (Subtotal 80 out of the 100)	80
B-BBEE VERIFICATION CERTIFICATE	20
TOTAL	100

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Eastern Cape Parks & Tourism Agency Supply Chain Management Policy will apply;
- Eastern Cape Parks & Tourism Agency does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted; The following documents must be submitted with the tender document:
- An original and valid SARS certificate
- Company Profile
- Company Registration Documents and shareholder's certificate showing ownership details of the Company.
- Certified Copy or an original B-BBEE Certificate
- Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
- Bids submitted are to hold good for a period of 90 days