



## REQUEST FOR PROPOSALS

Proposals are invited from suitably qualified and experienced companies for the following:

### ADVERTISEMENT OF RFP 001/2021: MEMBERSHIP REGISTRATION MANAGEMENT SOLUTION

**NB:** The Terms of Reference and Supplier Declaration Form are available on our website or obtainable at SACAP Building, 51 Wessel Road, Rivonia, Sandton. A non-refundable fee of R500.00. Payment can be made into the SACAP's FNB bank account as follows:

Account Number: 50411172203; Branch Code: 254005, Reference Number: 100067890.

The tender documents plus 4 additional copies of the documents (Original documents plus 4 additional copies of the original documents) must be deposited in sealed envelopes on or before the **Closing Date and Time 24 May 2022 at 12h00** into the tender box at the reception area at the above-mentioned address.

#### Terms and Conditions of this Tender:

- 1.1 Please note that the SACAP reserves the right not to accept the lowest bid or any bid in part or as a whole. It will award the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to SACAP.
- 1.2 Bids that are late or submitted by post, telegram, fax or e-mail will not be accepted.
- 1.3 Kindly note that the SACAP is entitled to amend any tender conditions, validity period, specifications or extend the closing date of tender. All bidders who submitted bids will be advised in writing of such amendments timeously.
- 1.4 Amended tenders may be sent in an envelope marked "amendment to tender" and should be placed in the tender box before the closing date and time.
- 1.5 Proposals will be subjected to evaluation, where 90/10 preference point system will be used. Bids will be evaluated 90 points for price and 10 points for BBBEE.
- 1.6 **Compulsory briefing** session is going to be held via ZOOM, please find the details of the briefing session in SECTION 4 of the Terms of Reference uploaded on our website.

SACAP is not bound to accept any Tender and reserves the right to cancel, withdraw or not to award services/tenders in respect of the Tenders received, as well as to re-advertise at its sole discretion. Responding to the request does not automatically qualify the suppliers as a preferred service provider.

Terms of Reference can be downloaded here [https://sacap.site-ym.com/resource/resmgr/2022/Terms\\_of\\_Reference\\_Membershi.pdf](https://sacap.site-ym.com/resource/resmgr/2022/Terms_of_Reference_Membershi.pdf)

and SACAP Supplier Declaration Form [https://sacap.site-ym.com/resource/resmgr/2022/SACAP\\_Supplier\\_Declaration\\_F.pdf](https://sacap.site-ym.com/resource/resmgr/2022/SACAP_Supplier_Declaration_F.pdf)

#### Contact Person:

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