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Request for Proposal – RFP Number ---**CCB/06/2019/Rental**

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Business:

From:

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Attention:

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Phone:

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Fax:

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Email address:

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Comments: Please provide us with a proposal for the items / services specified hereunder where applicable, or in accordance with the attached specifications.

Line	Item Description	Commodity	Unit of issue	Quantity
	See attached specifications.			

**PLEASE NOTE:**

1. **PROPOSALS should reach the CASTLE OF GOOD HOPE by not later than 11:00 AM FRIDAY 28 JUNE 2019**
2. Quotations should be valid for at least 7 Days
3. Please indicate your delivery period:
4. Is the delivery period firm? Yes/No
5. Is / is the price(s) firm for the duration of the contract Yes/No
6. Is the offer strictly to specification? Yes/No
7. If not specification, state deviation (s):
8. All prices must be VAT inclusive; if no indication is given prices will be evaluated as inclusive.
9. NO PROPOSALS received after the closing time and date will be accepted.
10. It is the responsibility of the tenderer to verify the receipt of any e-mail forwarded to this office.

Reason for no quote:

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I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by the Castle Control Board during the validity period indicated and calculated from the closing time stated

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Signature of tenderer

Name and Capacity

Date

This Request for proposal must be completed and be accompanied by the required documentation. Please email the ENQUIRIES to [procurement@castleofgoodhope.co.za](mailto:procurement@castleofgoodhope.co.za) / [finance@castleofgoodhope.co.za](mailto:finance@castleofgoodhope.co.za)



# CASTLE CONTROL BOARD

## REQUEST FOR PROPOSAL

REF.NO: CCB/06/2019/Rental

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The Castle Control Board (CCB) is a Schedule 3A Public Entity established in terms of the Castle Management Act, 1993 (Act 207 of 1993). Its mandate is to preserve and protect the military and cultural heritage of the Castle of Good Hope, to optimise its tourism potential, and to optimise accessibility of the Castle of Good Hope by the public.

The Castle Control Board is fully responsible in managing the oldest operating public building in the country and making the Castle of Good Hope appealing to the global market.

The Castle of Good Hope has made available the following spaces for lease:

1. Outside building at the main entrance to the Castle of Good Hope, named the Waterblommetjie Restaurant. This space was previously used as a restaurant and can be adapted.
2. Rooms C13, C14, C15, C16 and C26-30 comprising 9 rooms measuring approximately a total of 330 square metres. This space was previously used as offices.

The usage of the spaces must blend-in with the Castle of Good Hope as a National Heritage site and must comply with the heritage regulations as well as the Public Finance Management Act and other related regulations.

We are inviting interested companies/ individuals to submit proposals to **Mr Derek Williams** on how usage of space is envisaged. The proposal must include the following:

- The business plan;
- Security plans;
- Operational requirements;

Arrangement for viewing should be made with the Mr Derek Williams:  
[finance@castleofgoodhope.co.za](mailto:finance@castleofgoodhope.co.za)

### ***PLEASE NOTE:***

Submit together with this **Request for Proposal** the following compliance documents:

- The proposal
- SBD 2: Tax clearance certificate (CSD number (MAAA number));

- SBD 4: DECLARATION OF INTEREST;
- SBD 7.2(to be signed on acceptance of proposal).
- SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES;
- SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION.

All proposals shall be lodged or deposited in the CCB bid box situated at:

**CASTLE OF GOOD HOPE**

**CNR CASTLE AND DARLING STR**

**CAPE TOWN**

**8001 or alternatively can be sent by mail to**

**THE Supply Chain Management Specialist**

**THE CASTLE CONTROL BOARD**

**P.O. BOX 1**

**CAPE TOWN**

**8000**

All proposals in this regard shall only be accepted if they have been placed in the bid box before or on the closing date and stipulated time.

Proposal responses sent by post or courier must reach the CCB offices at least **36 hours** before the closing date to be deposited into the bid box. Failure to comply with this requirement will result in proposals being treated as "late bids" and will not be entertained. Such proposals will be returned to the respective bidders.

Proposals submitted via email or fax will not be entertained at all and will be disqualified immediately.

No proposal shall be accepted by the CCB if submitted in any manner other than as prescribed above.

The physical size of the envelope must be limited to 210mm x 300mm as the bid box aperture cannot accommodate larger sizes. Alternative arrangements for the submission of the bid shall be made with the SCMS on telephone number: **(021) 461 4673**.

**Closing date:**

**28 JUNE 2019 at 11h00**