

**REQUEST FOR QUOTATION – IT 03/2017**

**INTERACTIVE DIGITAL MEDIA SOLUTION AND MANAGEMENT FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 15 times.

The Durban ICC has recently purchased 5 X 46 inch digital poster information kiosks and requires a service provider to Design and implement a digital content solution for the screens that can be updated regularly or when required, from an online content management portal.

**2. Purpose of the Request for Proposal**

To supply/design, install, and commission the content services for the 5 X digital screens according to the needs and requirements of the Durban ICC as detailed in the specifications. The service provider must also quote on providing the necessary support over a 12 month period.

**3. Mandatory Scope of Works**

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• Application to support built-in Touch Integration		
• Multiple image support including but not limited to JPG, JPEG, PNG, BMP and GIF		
• Support for Google Maps locations and interaction		
• Remote management and monitoring of endpoint displays		
• Support for Analytics of viewers, age, gender, emotion etc. through webcam		
• Must be able to support and display PDF documents and QR codes		
• Ability to embed live video as a content source within the Digital Signage layout		
• Support for static and animated text		
• Support for subtitles in at least nine different languages		
• Configure multiple regions or windows within a single display for content distribution		

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• Must support the use of multiple pages/frames with automatic scrolling (Layout per page will vary and change from time to time depending on the current needs and requirements)		
• Convenient scheduling and content management. The system is to allow automatic display of different content based on timeframes (hour, day, week, month, etc.).		
• Ability to receive live updates from external locations such as weather, breaking news, stock ticker, roadway traffic information, RSS and twitter feeds etc		
• Ability to manage and distribute unique content to any display at the Durban ICC via an online content management portal.		
• User and group permissions may be leveraged to restrict or grant control to all areas of the digital signage platform. If desired, this may extend as far down as the individual regions of screen layouts.		
• Video support for MKV, WMV, AVI, MPG, MPEG, MP4 and MOV formats		
• Support for all web pages including HTML5.		
• Ability to remotely support the application and perform extensive changes with a minimum four hour response time.		

**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirement? Please tick as illustrated	Yes	No
	✓	X
• The service provider must have sufficient requisite experience in similar projects. Please attach two (2) positive references from clients serviced.		

**Please Note:** Failure to comply with all of the stipulated mandatory requirements and scope of works will result in the service provider being deemed non-responsive and will not be considered for evaluation.

## **5. Preconditions**

**A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:**

- 5.1 Full name.
- 5.2 Identification or company or other registration number.
- 5.3 Tax reference number and VAT number, if any.
- 5.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 5.5 Valid BBBEE Certificate.
- 5.6 MBD 4 Declaration of Interest form must be completed.
- 5.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## **6. Terms and Conditions**

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

## **7. Requirements to submit quotations**

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and provide examples and references of similar such work performed.
- 7.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://www.icc.co.za)). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

**8. Compulsory Pricing Schedule:**

Description	Total
8.1 Cost per month for support, content management and software licenses (VAT excl.)	
VAT @ 14 %	R
Total (Incl. VAT)	R
<b>Total cost for the 12 month period (Monthly fee including VAT x 12)</b>	
	R
8.2 Software development (Once off cost)	R
8.3 Associated hardware costs if necessary including any sundries (once off cost)	R
8.4 Fixed hourly labour rate for work deemed out of scope (VAT Incl.)	R

Weighting	8.1 = 40 %	8.2 = 40 %	8.3 = 10 %	8.4 = 10 %
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**Note:** The Durban ICC is not liable to make any deposit payments upfront.

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

**Note:** Failure of a Service Provider to complete and sign this page will invalidate the quotation.



9. Contact Person

Preshan Haripershadh  
Tel: +27 31 360 1344  
IT Manager

10. Compulsory site inspection and Closing Date

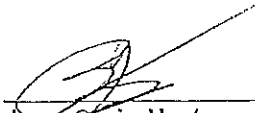
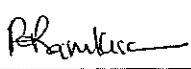
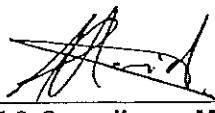

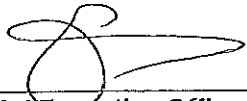
Compulsory site inspection

Please note that a compulsory site inspection will be held at 10h00, on 01 September 2016. Contractors are to meet Preshan Haripershadh at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

Closing date:

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before 12h00 on 05 September 2016.

11. Request for proposal approved by:

 _____ Jerry Craig Hurter Facilities Director
 25/08/2016 _____ SCM Compliance Officer Ritesh Ramkissoon
 26/08/2016 _____ SCM & Compliance Manager Thenashree Naidoo
 26/8/16 _____ Finance Director Melanie Rambally
 27/8/16 _____ Chief Executive Officer Lindiwe Rakharebe



**12. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	Contact Person & Telephone Number	Assignment Value



**13. Declaration of Municipals Fees**

I / we do hereby declare that the Municipal fees of the company:-

.....  
 (Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

Account	Account Number *
Electricity	
Water	
Rates	

**\* To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

**Name:** (Block Capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (of person authorized to sign on behalf of the Tenderer)



**14. MBD4 Declaration of Interest**

No bid will be accepted from persons in the service of the state<sup>1</sup>.

14.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

14.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

14.2.1 Full name of bidder or his/her representative .....

14.2.2 Identity number: .....

14.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

14.2.4 Company Registration Number: .....

14.2.5 Tax Reference Number: .....

14.2.6 VAT Registration Number: .....

14.2.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> *MSCM Regulations: "in the service of the state" means to be –*

- (a) *a member of –*
  - *any municipal council*
  - *any provincial legislature*
  - *the National Assembly or the National Council of Provinces*
- (b) *a member of the board of directors of any municipal entity;*
- (c) *an official of any municipality or municipal entity;*
- (d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) *a member of the accounting authority of any national or provincial public entity;*
- (f) *an employee of parliament or a provincial legislature.*

<sup>2</sup> *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*



## DURBAN ICC

INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULU ICC COMPLEX  
DURBAN SOUTH AFRICA

14.2.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
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14.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars: 

YES	NO
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14.2.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

YES	NO
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14.2.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

YES	NO
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14.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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14.2.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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14.2.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars: 

YES	NO
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**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
DURBAN SOUTH AFRICA

**15. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**

