



RE-ADVERTISEMENT: REQUEST FOR QUOTATION – SAE 08/2018

HIRE OF SHELL SCHEME AND INFRASTRUCTURE

1. Background

The Durban ICC is a multi-award winning centre which has been voted Africa’s leading meetings and conference centre by the world travel awards for the 16th time and has been rated amongst the world’s top 15 convention centres by the international association of convention centres (AIPC).

2. Purpose of the request for proposal

The Durban ICC requires the services of a stand builder / event infrastructure company to design and erect stands for an event scheduled to take place at the Durban Exhibition Centre.

3. Mandatory Requirements:

Does the service provider comply with the mandatory requirements? Please acknowledge as indicated	Yes	No
	✓	X
<ul style="list-style-type: none"> The service provider must have minimum 5 years requisite experience erecting stands for either Events / Conferences Expo's etc. comprising of a minimum pax of 5000 individuals. Please attach two letters of reference from clients serviced. 		
<ul style="list-style-type: none"> The service provider must have public liability insurance cover of minimum 20 million rand or be willing to acquire such cover should they be considered for recommendation. 		

Failure to comply with all of the mandatory requirements as illustrated above will result in the service provider being deemed non-responsive and not considered for evaluation.

4. Negotiations and contracting

- The Durban ICC reserves the right to enter into negotiation with one or more bidders regarding any terms and conditions.
- A supplier contract will only be deemed to be concluded when reduced to writing in a formal service level agreement signed by the designated responsible person of both parties.
- Under no circumstances will negotiations with any bidders constitute an award or promise / undertaking to award the contract.

5. Supplier Payments

- The Durban ICC pays the contractor the fees set out in the final contract according to the table of deliverables. No deposit payments will be paid prior to the services rendered.



6. Appointment

The Durban ICC reserves the right to appoint one or more service providers to undertake the required tasks or to not make an appointment if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

7. Compulsory pricing schedule:

Description	Pricing	Estimated quantity	Total (pricing x est. quantity)
1. 3m (length) x 2m (breadth) stands inclusive of the following: <ul style="list-style-type: none"> - Shell Scheme Structure (white panels) - Fascia with exhibitor full logo plus brand name per stand - 1 x spot light per stand - 2 x plug point per stand - 1/4 Distribution board per stand 	Cost per stand R	50 stands	R
2. Registration booth	Cost per booth R	8 booths	R
3. Information booth	Cost per booth R	1 booth	R
4. Carpeting for DEC Hall 2 only DEC Hall 2- 3600 sqm			R
5. Pavilion 100sqm (10m x 10m) – The pavilion is to include branding, a reception area, lounge area and multi-meeting areas for sharing exhibitors.			R
6. Speakers Area within the exhibition floor-Stage with seating capacity for 50 pax (4m x 5m). Shell Scheme walling to be erected around this area.			R
7. Please state any additional costs:			R
Kindly note, the quantities are for evaluation purposes only and may change at time of order based on business requirements.		Total (VAT excl.)	R
		VAT @ 14%	R
		Total (VAT Incl.)	R



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

8. Preconditions

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

- 8.1 Full name.
- 8.2 Identification or company or other registration number.
- 8.3 Tax reference number and VAT number, if any.
- 8.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 8.5 Valid BBBEE Certificate.
- 8.6 MBD 4 Declaration of Interest form must be completed.
- 8.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 8.8 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

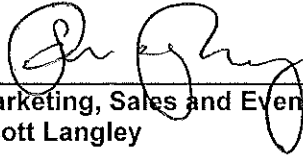


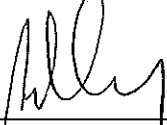
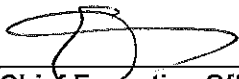
9. Contact Person

Scott Langley
Tel: 031 360 1315
Email: ScottL@icc.co.za

10. 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 **12:00 on 26th February 2018.**

11. Request for proposals approved by:

 Marketing, Sales and Events Director Scott Langley
 16/02/2018 SCM Compliance Officer Ritesh Ramkissoon
 16/02/2018 SCM Compliance Manager Thenashree Naidoo
 16/2/18 Finance Director Melanie Rambally
 19/2/18 Chief Executive Officer Lindiwe Rakharebe



12. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto bydo 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.

Name: *(Block Capitals)* _____

Signature: _____ **Date:** _____

13. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 ...

(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (of person authorised to sign on behalf of the Tenderer)

14. MBD4 Declaration of Interest

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 14.3.1 Full name of bidder or his/her representative
- 14.3.2 Identity number:
- 14.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 14.3.4 Company Registration Number:
- 14.3.5 Tax Reference Number:
- 14.3.6 VAT Registration Number:
- 14.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ 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.

² "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.

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

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 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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14.3.13 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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14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

