



REQUEST FOR QUOTATION – SAE 04/2016

PRINTING OF THE DURBAN ICC 2014/2015 ANNUAL REPORT

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 14 times.

2. Purpose of the request for proposal

The Durban ICC requires the services of a competent service provider for printing the company’s Annual Report for the 2014/2015 financial year. The document should reflect the professional status of the organization as one of the world’s leading convention centres.

3. Specifications

Does the service provider comply with the Mandatory specifications? Please tick as illustrated	Yes	No
	✓	X
1) Binding: Perfect Bound		
2) Colour: CMYK throughout the book, unless where specified otherwise		
3) Quantity: 250 units		
4) Cover:		
o 420mm x 297mm with a 5mm spine		
o Final Size of A4 portrait with spine		
o Paper stock: Magno Star White Matte 400gsm		
o Foil + UV Spot Varnish + Emboss/Deboss		
o See Addendum A: Annual Report Cover Emboss/Deboss for exact layout of cover.		
5) Book pages:		
o 56 x A4 pages		
o Paper stock: Magno Star White Gloss 170gsm		
6) Transparency Inserts:		
o 8 x A4 pages		
o Paper stock: Curious Translucent Clear 112gsm		
o Clear Raised Varnish + Spot Colour		



Does the service provider comply with the Mandatory specifications? Please tick as illustrated	Yes	No
7) Proofs: The successful service provider will be required to provide Sherpa prints of various pages for quality assessment as well as a digital proof of the final layout.	✓	X
8) Sample: Prospective service providers must submit a sample of previous work with similar finishes.		
9) Delivery: Cost to include delivery to 45 Bram Fischer Road, Durban, 4000		

Please Note: A supplier will be deemed non-responsive and not evaluated if they fail to comply with the mandatory specifications as illustrated in the schedule above.

4. Preconditions

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

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

5. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part of the quotation.
- 5.2 Company's **must** submit a company profile and provide examples and references of similar such works performed.
- 5.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (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.



6. Compulsory Pricing Schedule

Description	Quantity	Unit cost	Total (Quantity x Unit cost)
Printed 2014/2015 Annual Report	250	R	R
Delivery charge	1	R	R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

Kindly note – if you are not VAT-registered, please indicate as such in the above pricing schedule. Incorrect quote calculations will result in your submission being deemed non-responsive.

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

7. Contact Person

Scott Langley – Sales and Marketing Manager
 Tel: 031 360 1315
 Email: scottl@icc.co.za

8. Closing Date

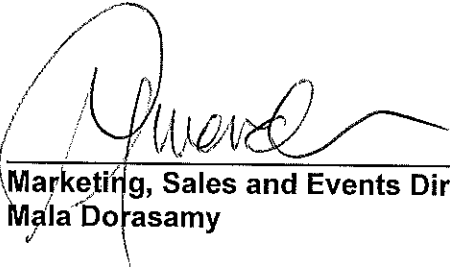
The print example, quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 25 January 2016**.




DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
1000 WEST ALBERTA BLVD
DURBAN ICC COMPLEX
DURBAN
SOUTH AFRICA


9. Request for proposals approved by:

PP



Marketing, Sales and Events Director
Mala Dorasamy

 11/01/2016

SCM Compliance Officer
Ritesh Ramkissoon

 11/01/2016.

SCM Compliance Manager
Thenashree Naidoo

 13/1/16

Finance Director
Melanie Rambally

 15/1/16

Chief Executive Officer
Lindiwe Rakharebe



10. 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: _____

11. 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)

12. MBD4 Declaration of Interest

12.1. No bid will be accepted from persons in the service of the state¹.

12.2 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.

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

12.3.1 Full name of bidder or his/her representative

12.3.2 Identity number:

12.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....

12.3.4 Company Registration Number:

12.3.5 Tax Reference Number:

12.3.6 VAT Registration Number:

12.3.7 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.

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

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

YES	NO
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12.3.10 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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12.3.11 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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12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
-----	----

12.3.13 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
-----	----

12.3.14 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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

