



REQUEST FOR QUOTATION – SAE 07/2018

VIRTUAL REALITY SOLUTION FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the world's leading events and meetings venues. In order to maintain the extremely high standards demanded by clients and stakeholders, all marketing collateral needs to be specifically purchased, according to the requirements of our venue.

2. Purpose of the request for proposal

The Company seeks to further enhance the Durban ICC brand using Virtual Reality (VR) technology as a marketing tool to showcase the services and facilities of the Durban International Convention Centre, Durban ICC Arena and the Durban Exhibition Centre, within the destination of Durban, KwaZulu-Natal.

The objectives of the project include:

- Exposing potential clients to the City of Durban and all that the City has to offer via virtual reality
- Immersing the viewer in the world of the Durban ICC to deliver key product information
- Creating a platform by which the Durban ICC can showcase its venues and service offerings.

3. Specifications

The Durban ICC invites eligible and accredited service providers to render a quotation for a turnkey VR solution.

The quotation must include:

- the cost to purchase four (4) Virtual Reality Headsets complete with headphones,
- the cost of scripting, filming, editing and producing a 3 – 4 minute VR video,
- training for internal staff members on the use of the headsets for demonstrating the experience,
- Support and maintenance of the solution for a period of 12-months from appointment.

4. Display device

Royole Moon or similar approved display device with audio headset

Display

- Screen Size 800-inch curved screen at 20 meters (adjustable screen size)
- Resolution 1920×1080(x2 displays)
- Interpupillary Distance 58 to 70mm
- Diopter adjustment -7.0 to +2.0 (No need for contact lenses)
- Contrast: >10000:1
- Color Mode: 24bit RGB
- Refresh Rate: 60Hz

Sound:

- Noise Cancelling Mode: Active noise cancelling
- Noise Reduction Percentage >92%
- Noise Reduction Rating >22dB
- Total Harmonic Distortion <1% @ 94dB, 1kHz

Storage:

- RAM2G
- Internal Storage32GB

Battery:

- Minimum Battery capacity 6000mAh
- Minimum Battery Life: 5 hours of video playback
- Charging time: 2 hours or less to full charge

Cable Interfaces:

- USB Micro-USB(connect to Flash Memory)
- HDMI Micro HDMI (connect to game consoles, PC, and smartphones)

Compatible Video Formats:

- 3D Formats: Side by side, Anaglyph
- 2D Formats: MP4, MKV, MOV, AVI, 3GP, FLV, M2TS, M2V, M4V, MPEG, MPG, TS, VOB, WEBM, ASF and other mainstream video formats

5. VR Video

- The video is to showcase the destination of Durban as well as the services and facilities of the Inkosi Albert Luthuli ICC Complex and the variety of event types it hosts.
- Footage from local attractions including the Durban Beachfront, Moses Mabhida Stadium, UShaka Marine World should be included in the video.
- Footage from a variety of event types (Concert, Conference, Exhibition, Banquet and Sporting Events) hosted at the Durban ICC should be included in the video
- The video will be required to be of the highest production quality and include professional voice-over narration.
- The virtual reality experience should be accessible on various digital platforms including virtual reality headsets, web and mobile platforms.
- All associated costs for the production of the video, (travel, accommodation, filming permissions, etc.) are for the account of the Service Provider and should be factored into their quotation. No costs additional to the submitted quotation will be paid by the Durban ICC.

6. Mandatory Requirements:

Does the service provider comply with the mandatory Requirements? Kindly acknowledge as Illustrated	Yes	No
	✓	X
The service provider must have minimum 2-years' prior experience in creating Virtual Reality experiences and producing high-quality content for VR solutions. Please attach proof and letters of reference.		
The service provider needs to submit a show-reel of at least two (2) examples of previous VR projects successfully implemented for other clients.		

Failure to acknowledge and fulfil the mandatory requirements as illustrated in the schedule above will result in the service provider being deemed non-responsive and not evaluated further.

7. Intellectual Property

- All Intellectual Property created by the successful Service Provider in the course of performing the services or exclusively for the purpose of performing the services shall ultimately belong to the Durban ICC.
- All raw footage shot in the performing of these services shall belong to the Durban ICC and be provided for any future video edits which the Durban ICC chooses to commission.
- The Durban ICC reserves the right to appoint one or more service providers to produce the solution 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.

8. Evaluation

- Interested Service Providers are required to submit a summary of their VR projects produced to date, as well two (2) examples of VR Videos which they have produced previously.
- The first round of evaluation of the proposals will be based on their experience and how well the service provider demonstrates their creativity, expertise and ability to produce high-quality VR experiences.
- The second round of evaluation will involve the assessment of the pricing of the hardware and production costs for the VR video, and the Service Provider's B-BBEE status.
- A minimum quality criteria score of 70 must be obtained in order for the bidder to be deemed responsive and evaluated for price.
- A bidder, who does not meet the minimum quality criteria score of 70, will be deemed non-responsive and not further evaluated.

Quality Criteria	Weighting
1. Experience in producing similar VR Videos	40
2. VR Video – Example 1	30
3. VR Video – Example 2	30
Total	100

9. **Methodology**

The successful provider must appoint a suitable project manager who will be the single point of contact for this project and will liaise with the Durban ICC. All the phases listed below must conclude with a document detailing the phase, and sign off must be obtained from the Durban ICC that the work has been done to required standard.

Phase 1 – Pre-Production

Phase 2 – Production Phase

Phase 3 – Post Production

Phase 4 - Testing

Phase 5 - Go Live and Support

10. **Preconditions**

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

- 10.1 Full name.
- 10.2 Identification or company or other registration number.
- 10.3 Tax reference number and VAT number, if any.
- 10.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 10.5 Valid BBBEE Certificate.
- 10.6 MBD 4 Declaration of Interest form must be completed.
- 10.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 10.8 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

11. **Contact Person**

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

12. **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 06th February 2018.**

13. Compulsory Pricing Schedule

Description	Quantity	Unit cost	Total (quantity x unit cost)
Virtual Reality Headsets complete with Headphones as per the provided specification. (Hardware and Software)	4	R	R
Cost for scripting and filming the VR Video	1	R	R
Stitching, editing and post production	1	R	R
Training Costs (if applicable)	1	R	R
Please state any additional costs:			R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

Price per hour for additional ad-hoc filming and editing, during the next 12 months. (during working hours, including VAT)	R
Price per hour for ad hoc technical support during the next 12 months. (during working hours, including VAT)	R




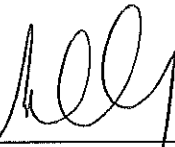
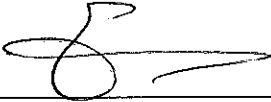
I.....being duly authorised thereto by.....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____

Date: _____

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

14. Request for proposals approved by:

 16/01/2018
Marketing, Sales and Events Director Scott Langley
 16/01/2018
SCM Compliance Officer Ritesh Ramkissoon
 16/01/2018
SCM Manager Thenashree Naidoo
 22/1/18
Finance Director Melanie Rambally
 23/1/18
Chief Executive Officer Lindiwe Rakharebe

15. 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:

16. 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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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 Contractor 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)

17. MBD4 Declaration of Interest

- 17.1 No bid will be accepted from persons in the service of the state¹.
- 17.2 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.
- 17.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 17.3.1 Full name of bidder or his/her representative
- 17.3.2 Identity number:
- 17.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 17.3.4 Company Registration Number:
- 17.3.5 Tax Reference Number:
- 17.3.6 VAT Registration Number:
- 17.3.7 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.

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

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

YES	NO
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17.3.10 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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17.3.11 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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17.3.12 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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17.3.13 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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17.3.14 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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18. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

