



REQUEST FOR QUOTATION OPS 31/2016

ISO ONLINE INDUCTION

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a number of events which include conferences, concerts, exhibitions and private events. Due to the public having access to the centre and due to the type of events hosted within the centre, Health & Safety is paramount to ensure the well-being of all delegates, clients and employees.

In order for the Durban ICC to manage the health & safety requirements adequately, it offers an induction and accreditation process, specific to health & safety awareness.

In order to enhance the current induction and accreditation process, the Durban ICC would like to implement an online system.

2. Purpose of the request for proposal

A Service Provider is required to design an interactive **eLearning** programme specific to the Durban ICC, in the form of a supplier/contractor online induction, as well as a site-specific employee induction programme.

The following topics must be covered in the programme:

Anticipated duration: approximately 30 minutes

- Brief introduction to the Durban ICC
- OSH Act, SANS code and SASREA Act
- Site Regulations (This includes hot works, loading and offloading, overhead working, ladders, tools and equipment, housekeeping, PPE, general site rules and prohibited actions).
- Emergency Evacuation Procedures (*The above content will be provided by the Durban ICC*)

In addition to the above, the Durban ICC requires a corresponding and customisable **Learning Management System (LMS)** as a platform to host, manage and play the above mentioned eLearning content in an online environment. The LMS must therefore allow participants to engage with the training material from anywhere using the online platform and enable the Durban ICC to manage participants' access and track their progress as they work through the **eLearning** modules. The desired LMS must also contain publishing tools to allow for the continued addition of interactive content to the platform in the future.

(NB – The Service Provider must explain what format the final exported eLearning material will be produced as in order to play on your LMS)

The Durban ICC would like the chosen service provider to be able to produce and provide **both** the eLearning training modules, as well as the LMS software to host them on.



3. Mandatory Service 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 is required to have past experience in the design, production and configuration of interactive eLearning curriculum/course using a range of multimedia such as HD video footage (1,920 x 1,080 progressive scan), SD infographics, 3D animation and interactive learning assessments for medium to large sized corporates where health and safety are key focus points. Please attach proof 		
<ul style="list-style-type: none"> The service provider has past experience in the creation and/or provision, implementation and hosting of a Learning Management System (LMS) and all corresponding content on behalf of a client. Please attach proof 		
<ul style="list-style-type: none"> The service provider must be able to provide technical support of the said LMS on an adhoc basis and can actively engage the client's internal IT department in terms of integration to their existing HR structures. 		
<ul style="list-style-type: none"> The Durban ICC reserves all rights to the eLearning content created and will use the LMS and training material at its sole discretion. 		

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 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 5.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 5.4 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.
- 5.5 All the mandatory documents must be included with this application.
- 5.6 Facilitator to advise what technical equipment will need to be provided by the Durban ICC for presentation purposes.

6. Terms and Conditions

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

7. Compulsory Pricing Schedule

Description	Quantity	Unit Price	Total
Production Services (eLearning)	1	R	R
Learning Management System (LMS)	1	R	R
Please Indicate license fee – annual or monthly and what does the license fee include:		R	R
		Total excl. VAT	R
		14 % VAT	R
		Total incl. VAT	R

8. Contact Person

Etienne Erlank
 Risk Manager
 +27 31 360 1307
 etiennee@icc.co.za

9. 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 **03 August 2016**.

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: _____



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
PROSPECTORS LUTHERBURG COMPLEX
SOUTH AFRICA

10. Request for proposals approved by:

Operations Director
Nicolette Elia-Beissel

26/07/2016

SCM Compliance Officer
Ritesh Ramkissoon

26/07/2016

SCM Manager
Thenashree Naidoo

27/7/16

Finance Director
Melanie Rambally

27/7/16

Chief Executive Officer
Lindiwe Rakharebe



11. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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: _____

12. 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)

13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 13.3.1 Full name of bidder or his/her representative.....
 - 13.3.2 Identity number
 - 13.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 13.3.4 Company Registration Number:
 - 13.3.5 Tax Reference Number
 - 13.3.6 Tax Reference Number:
 - 13.3.7 VAT Registration Number:
 - 13.3.8 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.

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

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

YES	NO
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13.3.11 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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13.3.12 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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13.3.13 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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13.3.14 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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13.3.15 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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14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

