

RE-ADVERTISEMENT: REQUEST FOR QUOTATION OPS 19/2016

FULL DRAUGHT /CRAFT BEER SERVICES AT THE DURBAN INTERNATIONAL CONVENTION CENTER FOR THE 22ND INTERNATIONAL AIDS CONFERENCE 2016

1. Background / Purpose

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards, all required service and equipment need to be of a specified type and quality, ensuring high performance to maintain our international standards.

2. Purpose of the request for proposal

The Durban ICC requires full draft/craft beer services for the 22nd International Aids Conference 2016 scheduled to take place at the Durban ICC.

We are anticipating an attendance of approximately 18 000 - 22 000 national and international delegates on a daily basis for the conference duration.

The appointed service provider/s will be notified of the official set up dates, live days and break-down dates once confirmed and within a reasonable time frame before the event

3. The provisional dates for the conference are as follows:

- o Build-up: 13 to 17 July 2016
- o Pre-Conference Dates: 16 to 17 July 2016
- o Conference Dates: 18 to 22 July 2016
- o Breakdown Dates: 23 to 24 July 2016

Branding opportunities will be discussed with the appointed Service Provider/s.

Please note: The Durban ICC reserves the right to appoint more than one (1) service provider for the provision of these services.

4. Mandatory Scope Of Works

Does the Service Provider comply with the Mandatory Scope of Works? Please tick as illustrated	Yes	No
	✓	X
• Operating Hours: 08h00 to 22h00.		
• Bar structure that will be erected on site and remain for the duration of the event. (The bars can be branded for marketing exposure, to be approved by the Durban ICC).		
• Fully trained, presentable, well groomed staff who are fluent in the English language.		
• Each Draught station should have a minimum of four taps		
• Support services for repairs -- available during operating hours to ensure a 2 hour turn around for repairs / replacements.		
• All the necessary legal requirements for the sale of draught to the public to be submitted to the Durban ICC prior to the event.		

Does the Service Provider comply with the Mandatory Scope of Works? Please tick as illustrated	Yes	No
	✓	X
• Sufficient stock of draught and gas to service the event from start to finish.		
• Own tills which include Z reports or a POS system where sales reports can be submitted daily		
• Draught Stations must remain neat and tidy throughout the event.		
• Staff members are to conduct themselves in a professional manner at all times whilst on site.		
• The Durban ICC will be entitled to fifteen percent (15%) of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative.		
• The Durban ICC with the appointed service provider will approve the pricing for all items to ensure that pricing is in line with the Durban ICC pricing structure. (Prices to range from R20.00 – R30.00).		
• Any cash / stock shortages will remain the Catering Service Provider/s responsibility and will in no way affect the 15% calculation on revenue paid to the Durban ICC.		
• The service provider must have minimum two years' experience, catering for an event which hosted an audience of minimum 4000 (two thousand) people. Attach two positive references		

Please Note: Failure to comply with all the mandatory scope of works, as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated.

5. Service Methodology

Services

The service provider/s will be required to outline their methodology specific to set-up / layout of the catering area (front and back-of-house), the flow and service specific to the catering service they are tendering for.

The service provider will need to prove and ensure the highest quality food operations will be co-ordinated and managed on a professional level, ensuring efficient service and optimal turnover. They will need to indicate that they have the necessary equipment and staff incl. refrigeration required to hold stock for such large events.

Different methodologies will be considered for the different catering services. This methodology will be heavily weighted for the evaluation process to ensure there are no / limited service lapses and the risk of substandard food offering is eliminated.

6. Packaging Requirements

- All items to be packaged in 100% recyclable and/or 100% biodegradable packaging.
- No polystyrene is to be used.

7. Preconditions

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

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

8. Requirements to submit quotations

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 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.

9. Contact Person

Mark Enslin
marke@icc.co.za
Food & Beverage Manager: 031 360 1201

Site visits may be conducted on request.

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 **12h00 on 29 June 2016.**




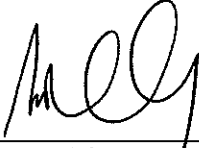

THIS RFQ DOCUMENT CAN BE DOWNLOADED FROM THE VENDORS SECTION OF THE DURBAN ICC WEBSITE WWW.ICC.CO.ZA

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.

11. Request for proposals approved

 Operations Director Nicolette Elia-Beissel
 22/06/2016 SCM Compliance Officer Ritesh Ramkissoon
 22/06/2016 SCM Compliance Manager Thenashree Naidoo
 22/6/16 Finance Director Melanie Rambally
 22/6/16 Chief Executive Officer Lindiwe Rakharebe



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
FACILITY MANAGEMENT COMPANY
SOUTH AFRICA

12. 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: _____



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. MBD 4 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.



DURBAN ICC
INTERNATIONAL EVALUATION CENTRE
ENROD STREET LUTHULI ICC COMPLEX
DURBAN SOUTH AFRICA

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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DURBAN ICC
INTERNATIONAL CONVENTION CENTRE
BYROBI ALBERT LUTHELI ICC COMPLEX
SOUTH AFRICA

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

