



REQUEST FOR QUOTATION OPS 26/2016

THE SUPPLY & DELIVERY OF HAND TOWELS FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 15 years. The centre has also obtained certification in ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) and 5 star grading from the South African Tourism Grading Council.

2. Purpose of the Request for Proposal

The Durban ICC requires a service provider for supply and delivery of hand towels. We require good quality paper that is suitable for our facility and presentable to our delegate/clients.

3. Mandatory Product Specifications

Does the product comply with the mandatory specifications? Please acknowledge as illustrated.	Yes	No
	✓	X
• Approximate dimensions to accommodate the existing equipment at the Durban ICC 400mm x 240mm		
• We require the hand towels in a pack. o The submission is to include the units per pack and the number of packs per box for transparency and evaluation purposes.		
• Good quality, strong paper - white		
• The service provider needs to submit a sample of the hand towel (one pack) together with their bid document.		
• We require a lead time of 72 hours (or earlier) from time of receiving an official purchase order from the Durban ICC.		

Please note:

- Failure to comply with the mandatory product specifications will result in the bidder being non-responsive and not evaluated.
- There should be no hidden costs. Pricing should be inclusive of delivery costs.
- The compulsory pricing schedule will be priced per pack and multiplied against an estimated quantity of packs.



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 All companies **must** submit a company profile and provide examples and references of similar such work 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

Product description	Estimated Packs	Pack price	Total Price (Est. quantity x pack price)
1 pack of hand towels as per specifications. (please indicate how many towels per pack)	12 000	R	R
Subtotal (VAT excl.)			R
VAT @ 14%			R
Grand Total (VAT Incl.)			R

Please note: the estimated packs may be subject to change, based on requirement, at time of order.

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
KUMKAMAZIWE DURBAN ICC
IKHOSI ALBERT LINDIHLI KUMKAMAZIWE
KUMKAMAZIWE

7. Contact Person

Sindisiwe Portia Ndlovu

Tel: +27 31 360 1045

Email: sindisiwepn@icc.co.za

8. 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, 01 July 2016.**



DURBAN ICC
INDEPENDENT CONTRACTORS ASSOCIATION
INDEPENDENT CONTRACTORS ASSOCIATION
OF SOUTH AFRICA

9. Request for proposals approved by:

Operations Director
Nicolette Elia-Beissel

22/06/2016

SCM Compliance Officer
Ritesh Ramkissoon

22/06/2016

SCM Compliance Manager
Thenashree Naidoo

24/6/16

Finance Director
Melanie Rambally

27/6/16

Chief Executive Officer
Lindiwe Rakharebe



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.



DURBAN ICC

INTEGRITY
TRANSPARENCY
ACCOUNTABILITY
EFFICIENCY

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
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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
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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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DURBAN ICC

INTEGRITY IN CONSTRUCTION
PROFESSIONALITY IN CONTRACTS
SUSTAINABILITY IN SERVICE

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

