

REQUEST FOR QUOTATION – TECH 04/2016

HIRE OF EQUIPMENT FOR THE ETHEKWINI SYMPOSIUM CONFERENCE

1. Background

The Durban ICC is hosting the EThekwini Symposium: Municipality Institute of Learning Conference in the second week of April 2016. The Plenary will be taking place in Hall 2ABFH from the 05th – 06th April 2016 inclusive. Set up will commence on the 04th April 2016 and is scheduled for breakdown immediately after the conference.

In order for the Durban ICC Technical Department to provide the appropriate audio visual services, a suitably experienced and qualified service provider will be required.

2. Purpose of the request for proposal

The Durban ICC requires a competent service provider for the provision of audio visual services for the EThekwini Municipality Symposium Conference as detailed above.

3. Mandatory Product Specifications - EThekwini Symposium: (05 – 06 April 2016)

Does the service provider comply with the mandatory product specifications? Please tick as illustrated	Yes	No
	✓	X
• 18m x 4.5m wide screen surface		
• Trussing for screen		
• Trussing: H40v for Projectors		
• 3 x Motors: 1/4 Ton		
• 2 x Motors: 1/2 Ton		
• Motor controller		
• 3 x HD14k 14000 ANSI Projectors		
• 2 x Video cameras and Operators		
• 1 x Vision Mixer and Operator		
• Multi display image processor		
• 2 x LCD preview monitors		
• Fibre Optic 100m Drum		
• DVI Gear Dongle kit		
• Screen Pro II HD controller		
• Staffing		

Please note: failure to comply with the mandatory product specifications will result in the service provider being deemed non-responsive and not evaluated further.

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 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. Contact Person

Wiseman Zulu – Section leader
wisemanz@icc.co.za
Telephone: 031 360 1331

7. 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 Friday 01 April 2016.**

8. Compulsory Pricing Schedule

Description	Unit cost	Quantity required	No. of days	Total (Unit cost x Quantity X No. of days)
18m x 4.5m wide screen surface	R	1	2	R
Trussing for screen	R	1	2	R
Trussing: H40v for Projectors	R	1	2	R
Motors: 1/4 Ton	R	3	2	R
Motors: 1/2 Ton	R	2	2	R
Motor controller	R	1	2	R
HD14k 14000 ANSI Projectors	R	3	2	R
Multi display image processor	R	1	2	R
Video Camera and Operators	R	2	2	R
Vision Mixer and operator	R	1	2	R
LCD preview monitors	R	2	2	R
Fibre Optic 100m Drum	R	1	2	R
DVI Gear Dongle kit	R	1	2	R
Screen Pro II HD controller	R	1	2	R
Service provider to supply complete staffing – please indicate staff accomplishment	R		2	R
Subtotal (VAT Excl.)				R
VAT @ 14%				R
Grand Total (VAT Incl.)				R

The service provider must have catered for functions having similar size and complexity as the EThekwini Symposium. Please attach **two (2) letters** of reference of prior / current work servicing minimum 300 guests. Failure to provide the information will result in your submission being deemed non-responsive and not evaluated further.

I.....being duly authorized thereto by to 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.



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PROFESSOR ALBERT LUTHULI ICC COMPLEX
DURBAN SOUTH AFRICA

9. Request for proposals approved by:

Operations Director
Nicolette Elia-Beissel

Ramkissoon 22/03/2016

SCM Compliance Officer
Ritesh Ramkissoon

P.P. *Ramkissoon* 22/03/2016

SCM Compliance Manager
Thenashree Naidoo

PP.

2016-03-22

Financial Director
Melanie Rambally

Chief Executive Officer
Lindiwe Rakharebe



10. 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:** _____



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.



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IN ROSSAUBERT LUTHULI ROAD COMPLEX
DURBAN SOUTH AFRICA

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
-----	----

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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12.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder