

**REQUEST FOR QUOTATION – HR 02/2018**  
**SUPPLY AND DELIVERY OF FORMAL JACKETS**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

**2. Purpose of the request for proposal**

The Durban ICC requires a service provider for the supply and delivery of male and female formal jackets

**3. Mandatory requirements:**

Does the service provider comply with the mandatory requirement? Please acknowledge as illustrated	Yes	No
<ul style="list-style-type: none"> <li>- The service provider is required to submit a sample of the male and female jacket for evaluation purposes.</li> <li>- The service provider will bear all cost associated with the sample.</li> </ul>	✓	X

Failure to comply with the mandatory requirement will result in the service provider being deemed non-responsive and will not be considered for evaluation.

**4. Conditions of contract**

- All samples will be returned to the service providers after the evaluation has been completed.
- The lead time for the delivery of products should not exceed 2 weeks from date of receiving an official purchase order from the Durban ICC.
- Inferior products are to be replaced within 3 days from date of complaint.
- Service providers must ensure size availability from XS – 5XL
- The Durban ICC reserves the right to withdraw the award from the service provider should they fail to perform their duties or fail to deliver timeously.
- The Durban ICC is not liable to make any deposit payments upfront.
- Quantities may be subject to change at the time of placing an order.
- The Durban ICC reserves the right to appoint more than one service provider for the provision of these products.

**5. Compulsory Pricing schedule (Form of offer)**

Items required	Colour	Approximate Quantity	Unit cost	Cost (approx. quantity x unit cost)
(a) Formal jacket – male	Navy Blue	75 units	R	R
(b) Formal jacket – female	Navy Blue	95 units	R	R
Please state additional costs (if any) :				R
				Total (VAT Excl.) R
				VAT @ 14% R
				Total (VAT Incl.) R

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**

**6. Contact Person**

Ritesh Ramkissoon  
 Tel: +27 31 360 1125  
 riteshr@icc.co.za  
 SCM Compliance Officer

**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 27<sup>th</sup> March 2018.**

**8. Preconditions**

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

- 8.1 Full name
- 8.2 Identification or company or other registration number
- 8.3 Tax reference number and VAT number, if any
- 8.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 8.5 Valid BBBEE Certificate
- 8.6 MBD 4 Declaration of Interest form must be completed
- 8.7 The service provider must be registered on the CSD database and EThekweni 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.

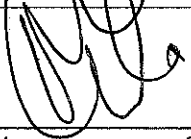
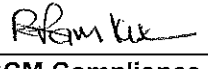


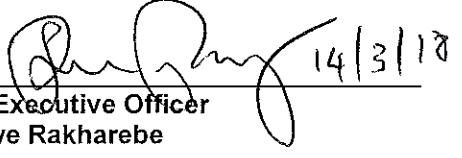
**CSD registration website:** <https://secure.csd.gov.za>

**EThekweni Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**9. Request approved by:**

	
HR Director Mamma Mokaba	06/03/18
	06/03/2018
SCM Compliance Officer Ritesh Ramkissoon	
	07/03/2018
SCM Manager Thenashree Naidoo	
	13/3/18
Finance Director Melanie Rambally	
	14/3/18
Chief Executive Officer Lindiwe Rakharebe	

## 12. MBD4 Declaration of Interest

- 12.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....
- 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:*

<sup>1</sup> 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.

<sup>2</sup> "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.

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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder