



REQUEST FOR QUOTATION – TECH 05/2016

SUPPLY AND DELIVERY OF DIGITAL SOUND CONSOLE AND COMPACT STAGE BOX

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 a Digital Sound Console and Compact Stage Box (Once off purchase).

3. Product Specifications

3.1 DIGITAL SOUND CONSOLE		
Does the service provider comply with the Product Specifications? Please specify alternatives should u not meet the product specifications as listed below.	Yes	No
	✓	X
• The mixer shall be a desktop digital mixer with 32 mono and 3 stereo input channels mixing to 24 mix outputs.		
• The surface shall include 33 moving faders with 3 layers, each layer having dedicated keys and indicators.		
• Ability to assign channel on/off status to the current mix using the channel 'Mix' keys shall be provided.		
• All processing, Pre/Post fade routing and assignments of signals to mix send, FX send and Audio, DCA and Mute Groups shall be accessed and adjusted via a touchscreen provided on the mixing surface.		
• An Automatic Mic Mixer shall be provided for automatic level control of up to 16 microphones.		
• Send levels to mixes shall be displayed and adjusted using the faders.		
• There shall be 4 stereo rack FX engines, 4 DCA groups and 4 Mute groups.		
• There shall be a local audio expansion port with locking connector, providing up to 38 input signals and 20 output signals.		
• The mixer shall provide the facility to save 100 scenes of the settings of the mixing system and these scenes shall be nameable.		
• An option shall be provided for password protection for log-in of several users with different levels of system access and permissions.		
• The mixing system shall periodically record all current settings and return the mixer to that state after reboot following a power-cycle.		

16 INPUTS / 8 OUTPUTS COMPACT STAGE BOXES		
Does the service provider comply with the Product Specifications? Please specify alternatives should u not meet the product specifications as listed below.	Yes	No
	✓	X
• The remote audio rack shall provide 16 XLR inputs and 8 XLR outputs.		
• Audio connection shall be over Cat5 cable, allowing the remote audio rack to be positioned up to 120m from the mixer or expanded audio rack.		
• The remote audio rack shall provide an expander port to allow the connection of an additional remote audio rack.		

Description	Unit Cost	Estimated Quantity	Total (Unit cost x quantity)
1. Digital sound console	R	1	R
2. 16 inputs / 8 outputs compact stage boxes.	R	2	R
3. Transport Cost			R
4. Other Associated Cost – please specify			R
		Total (VAT Excl.)	R
		VAT @ 14%	R
		Total (VAT Incl.)	R
Please attach a catalogue / digital presentation of the products, including the warranty details. Failure to supply the information will result in our bid being deemed non-responsive and not evaluated further.			

Please Note:

- The Durban ICC is not liable to make any deposit payments upfront.
- There should be no hidden costs
- The prices submitted should be firm prices, **not** subject to exchange rate fluctuations.
- Durban ICC reserves the right to purchase all or part of the goods listed subject to budget.



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

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. Terms and Conditions

- 5.1 The supplier should be able to deliver all items on the premises of Durban ICC.
- 5.2 All items should be delivered within 14 days of issued quotation acceptance letter and Order number by Durban ICC.
- 5.3 Supplier should guarantee the supply of high quality product, failing to so Durban ICC reserved the right to cancel the order.



6. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 6.3 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.


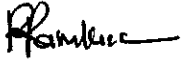
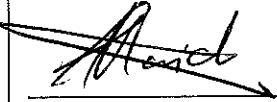
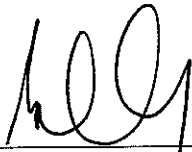

7. Contact Person

Wiseman Zulu
Tel: +27 31 3601331
wisemanz@icc.co.za
Technical Operator

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 on 31 May 2016.**

9. Request for proposals approved by:

	
Operations Director Nicolette Elia-Beissel	
	18/05/2016
SCM Compliance Officer Ritesh Ramkissoon	
	18/05/2016
SCM Manager Thenashree Naidoo	
	18/5/16
Finance Director Melanie Rambally	
	19/5/16
Chief Executive Officer Lindiwe Rakharebe	



10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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.

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