



REQUEST FOR QUOTATION – SAE 12/2018

ENTERTAINMENT BOOKING SERVICES FOR THE DURBAN ICC

1. Background

The Durban ICC is a multi-award winning centre which has been voted Africa's leading meetings and conference centre by the world travel awards for the 16th time and has been rated amongst the world's top 15 convention centres by the international association of convention centres (AIPC).

2. Purpose of the request for proposal

- The Durban ICC seeks proposals from experienced service providers for the provision of a talent manager/entertainment booking service for the Durban ICC's 21st Anniversary Celebratory Gala Dinner for 500 guests. The appointed service provider is to source and book a headline entertainment act for the event detailed below, including transportation, wardrobe, full production of the show i.e. technical cues, lighting, visual, props, etc. and rehearsals.

3. Event theme & concept

- Over the past 21 years the Durban ICC has played a pioneering role in attracting international conferences and concerts to South Africa's shores.
- With that in mind, the overarching theme for the gala dinner is "21 Years of Changing Lives".
- It's the track record of changing lives over the past two decades that sets the Durban ICC apart from other Convention Centres.

4. Scope of Works

The service provider must submit a short written proposal based on the scope of work detailing their suggestions for the possible headline act for an exclusive Gala Dinner for 500 guests;

- 1 x Headline entertainment performance for the main event
- The Headline Act should be a well-known, high-profile act which will appeal to a range of demographics in the audience.
- The performance should be between 30 – 40 minutes in duration
- KZN based performers will be given preference
- The submitted quotation must include costs for the Booking Agent's services as well as the proposed costs of the Headline entertainment act.
- Should the service provider wish to include value-added sponsorship elements in their proposal, these will be considered, however it is not a mandatory requirement.

The scope of work herein with is to serve the purpose of the tender, and may change once the selected service provider has been appointed



Negotiations and contracting

- The Durban ICC reserves the right to enter into negotiation with one or more bidders regarding any terms and conditions.
- A supplier contract will only be deemed to be concluded when reduced to writing in a formal service level agreement signed by the designated responsible person of both parties.
- Under no circumstances will negotiations with any bidders constitute an award or promise / undertaking to award the contract.
- The successful service provider will be expected to take direction from the appointed Industrial Theatre Production Director, but also be willing to collaborate in order to create the best possible end result for the event.

5. Supplier Payments

The Durban ICC pays the contractor the fees set out in the final contract according to the table of deliverables. No deposit payments will be paid prior to the services rendered.

6. Appointment

The Durban ICC reserves the right to appoint one or more service providers to produce the solution or to not make an appointment if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

7. Evaluation

- The first round of the evaluation process for the proposals received will be based on the concept and how well they have been incorporated therein, demonstrating their creativity, expertise and ability to execute the required tasks at hand.
- Service Providers are to submit a concept proposal of the suggested acts and artists to perform at the Event.
- The second round of evaluation will involve the assessment of the price and B-BBEE level.
 - A minimum quality criteria score of 70 must be obtained in order for the bidder to be deemed responsive and evaluated for price and empowerment.
 - A bidder, who does not meet the minimum quality criteria score of 70, will be deemed non-responsive and not evaluated further.

8. Prompts for Judgement

Quality Criteria Scoring	Weighting
1. Concept proposal providing examples of proposed performing artists for the Headline Act.	80
2. Value added services / sponsorship offer / collaborations	20
Total	100

9. Compulsory pricing schedule (Form of offer)

Description	Cost
Total cost for all services, as addressed in the scope of works <i>Please submit a detailed breakdown of costs on a separate schedule / in your own format, which correlates back to the total price on the compulsory pricing schedule. There should be no hidden costs.</i>	R (VAT excl.)
VAT @ 15%	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

10. Preconditions

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

- 10.1 Full name
- 10.2 Identification or company or other registration number
- 10.3 Tax reference number and VAT number, if any
- 10.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 10.5 Valid BBBEE Certificate
- 10.6 MBD 4 Declaration of Interest form must be completed
- 10.7 The service provider must be registered on the CSD database and EThekwini 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>

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

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za



DURBAN ICC
ICC DUMBOURNE DEVELOPMENT COMPANY
MIDDELBURG LITINA, 4040 KROON
DURBAN AIRPORT

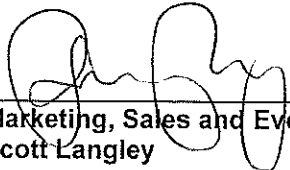
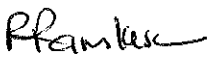
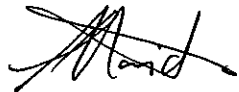
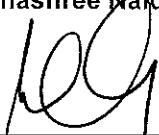

11. **Contact Person**

Scott Langley
Tel: 031 360 1315
Email: ScottL@icc.co.za

12. **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 **12:00 on 01 June 2018.**

13. **Request for proposals approved by:**

	
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Marketing, Sales and Events Director Scott Langley	
	23/05/2018
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SCM Compliance Officer Ritesh Ramkissoon	
	24/05/2018
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SCM Compliance Manager Thenashree Naidoo	
	24/5/18
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Finance Director Melanie Rambally	
	25/5/18
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Chief Executive Officer Lindiwe Rakharebe	

14. 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: _____

15. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....

(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:

(of person authorised to sign on behalf of the Tenderer)

16. MBD4 Declaration of Interest

- 16.1 No bid will be accepted from persons in the service of the state¹.
- 16.2 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.
- 16.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 16.3.1 Full name of bidder or his/her representative
- 16.3.2 Identity number:
- 16.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 16.3.4 Company Registration Number:
- 16.3.5 Tax Reference Number:
- 16.3.6 VAT Registration Number:
- 16.3.7 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.*

16.3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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16.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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16.3.10 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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16.3.11 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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16.3.12 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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16.3.13 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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16.3.14 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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17. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

