

## REQUEST FOR PROPOSAL SAE 05/2017

### CONCEPTUALISATION, EVENT DESIGN AND CO-ORDINATION OF THE DURBAN ICC 20<sup>TH</sup> ANNIVERSARY CELEBRATIONS

#### 1. Background

The Durban International Convention Centre (Durban ICC) was built as a catalyst for economic impact and job creation. The Durban ICC was South Africa's first International Convention Centre and was opened by former president, Nelson Mandela in the year 1997. The complex is known as the Inkosi Albert Luthuli Complex and comprises of the Durban ICC Arena, Convention Centre and Exhibition Centre. This multi-award winning Centre has been voted Africa's Leading Meetings and Conference Centre by the World Travel Awards for the 15th time and has been rated amongst the World's Top 15 convention centres by the International Association of Convention Centres (AIPC).

The complex has played a pivotal role in blazing the trail of success for South Africa's Meetings, Conventions and Exhibitions sectors by pioneering, attracting and hosting major international and national events. It also boasts the largest column free, flat floor, multi-purpose space in Africa coupled with state of the art technology. The facility is ISO 9001, 14001, 22000 and HACCP certified.

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

In celebration of the Durban ICC's 20th Anniversary, we intend hosting a "grand celebratory banquet" and is seeking proposals from experienced Event Organisers who can:

- Provide the ICC with an exciting, creative concept/theme for this "must be at" banquet;
- Identify entertainment artists; and
- Provide overall co-ordination for this event.

#### 3. Objectives

As part of the 20 year celebrations, the Durban ICC would like to achieve the following objectives:

- Communicate the History, Journey and Success of the Durban ICC over the last 20 years
- Make all stakeholders and shareholders feel part of the reason for the ICC success story
- Showcase the Capacity, Versatility and Flexibility of the ICC Durban to stage major, innovative events
- Communicate the overall contribution the Durban ICC has made to the Local, Provincial and National Economy.

#### 4. Project Requirements

It is envisaged that approximately 500 guests will be invited to attend the event which will be staged as part of a formal banquet at the Durban ICC during August 2017. This will be a further opportunity for the Durban ICC to showcase its venue, culinary and service offering.

The Event Organiser will be expected to provide the following services:

- Creative concept, theme and design of the event
- Project plan with deadline dates
- Co-ordination of all pre and post event meetings
- Design of invitations in line with the approved theme
- Distribution of invitations and management of RSVP's
- Design and management of the programme for the evening
- Sourcing, co-ordination, production of all entertainment
- Management and co-ordination of all service providers involved prior to the event

- Management and co-ordination of all service providers at the event
- Overall event management on the night, including registration
- Sourcing of gifts for guests
- Media Plan to ensure maximum media exposure for the Durban ICC
- The program content should be aligned to the theme and must include live entertainment
- Elements of the 20 year achievement history must be incorporated into the program.

**5. Mandatory Submission:**

Does the service provider comply with the mandatory submission criteria? Please acknowledge as illustrated	Yes	No
The prospective service provider must have minimum 2 years' experience, providing a comprehensive list of event services, servicing entities having similar size and capacity as the Durban ICC. Please attach minimum two (2) positive references from clients serviced. The references need to be on the client's letterhead.	✓	X

**Please note:**

- Service providers who fail to comply with the mandatory submission criteria will not be considered for further evaluation which will include a value proposition to the Durban ICC panel.
- Responsive service providers will be contacted to showcase their service offering in response to this bid and the shortlisting will take place accordingly. The date and time of the interview will be confirmed, in due course.

**6. Budget**

In order to contain costs for this event, the ICC will be seeking to secure certain levels of sponsorship from service providers for the following:

- Decor
- Specialist technical equipment
- Photography and video coverage at the event itself
- Depending on the concept there may be other additional sponsorships required.

The budget for entertainment must not exceed R100, 000 (One hundred thousand rand VAT Incl.) including contingencies. Entertainers will be paid directly by the ICC.

**7. Contact Person**

Marlene Govender – General Manager Marketing, Sales and Events  
Tel: 031 360 1355  
Email: [marleneg@icc.co.za](mailto:marleneg@icc.co.za)

**8. Closing Date**

Proposals, 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 02 December 2016.**


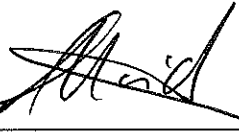

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

9. Request for proposals approved by:

 Mala Dorasamy Marketing, Sales & Sales Director
 07/11/2016 SCM Compliance Officer Ritesh Ramkissoon
 07/11/2016 SCM Manager Thenashree Naidoo
 22/11/16 Finance Director Melanie Rambally
 23/11/16 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 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.

Name: *(Block Capitals)* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**11. 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"/>
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)

**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**