



## **RE-ADVERTISEMENT: REQUEST FOR QUOTATION – SAE 20/2018**

### **VIDEO CONTENT SERVICES FOR THE DURBAN ICC 21<sup>st</sup> ANNIVERSARY GALA DINNER**

#### **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 16<sup>th</sup> time and has been rated amongst the world's top 17 convention centres by the International Association of Convention Centres (AIPO).

#### **2. Purpose**

The Durban ICC requires a service provider to film and produce a promotional video in three segments for the Durban ICC's 21<sup>st</sup> Anniversary Celebration which will take place on the 27<sup>th</sup> of October 2018, at the Centre.

#### **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. Requirements**

- The Durban ICC has a proud and impressive track record of hosting events that have received both national and international acclaim over the past 21 years. An updated video in three segments is required to showcase:
  - The history of the Centre from original concept, to construction to beginning operation. Short testimonial videos from past CEO's and stakeholders should be included in the video segments.
  - The vast crop of successful events hosted at the centre and the myriad lives changed for the better as a result. Emphasis will be put on the resolutions passed at the events, the economic impact generated and the jobs created as a result of the Centres' activities.
  - The current facilities, capabilities and services and future plans of the Durban ICC and the City of Durban.
- The video segments need to be professionally produced with a high production value, professional narration and background music.
- The video segments will form part of a full programme of entertainment and a 5-course gala dinner.
- The appointed service provider will therefore 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.



- Service provider must copy-write a script to cover the various communication points of the various video segments and submit for approval
- The three video segments should each be between 3-5 minutes in length
- The video should include authentic, exciting and inspiring South African music and a professional voice over artist
- The video must be broadcast quality (1920x1080 resolution) and be provided to the Durban ICC in the following formats: MP4, .MOV, and .WMV
- The Durban ICC reserves the right to two edits of the video draft included in the service provider's costing
- The service provider will be required to follow a validation process at each stage of the production process allowing for regular input from Durban ICC marketing personnel, to ensure the best possible product
- The Durban ICC reserves all rights to the promotional content used and will use the video at its sole discretion.
- All Intellectual Property created by the successful Service Provider in the course of performing the services or exclusively for the purpose of performing the services shall ultimately belong to the Durban ICC.
- All raw footage shot in the performing of these services shall belong to the Durban ICC and be provided for any future video edits which the Durban ICC chooses to commission.

## 5. Methodology

The successful provider must appoint a suitable project manager who will be the single point of contact for this project and will liaise with the Durban ICC. All the phases listed below must conclude with a document detailing the phase and sign off must be obtained from the Durban ICC that the work has been done to required standard.

- Phase 1 – Pre-Production (Storyboard and Scriptwriting)
- Phase 2 – Production Phase (Filming and Editing)
- Phase 3 – Post Production
- Phase 4 – Evaluation and Client Edits
- Phase 5 – Final Production supplied in various formats stipulated above

## 6. Resources

- The Durban ICC possesses a bank of High-Definition (HD) Video Footage of the venue and the destination which will be made available to the appointed Service Provider in order to incorporate into the Promotional Video.
- The service provider would need to source any additional historical footage required for the segments themselves.

**7. Negotiations and contracting**

- 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.

**8. Appointment**

The Durban ICC reserves the right to appoint one or more service providers for the provision of these services if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

**9. Evaluation**

The first round of evaluation will involve the quality criteria. Prospective service providers would be required to submit at least two example videos for similar projects which they have produced in the past.

A minimum quality criteria score of 70 points must be obtained in order for the bidder to be deemed responsive and evaluated at the next stage, in terms of price and empowerment. A bidder, who does not meet the minimum quality criteria score of 70 points, will be deemed non-responsive and not evaluated further.

The second round of evaluation will involve the assessment of the respective pricing for each element of the project.

Quality Criteria	Weight
<b>8.1 Experience in producing similar Promotional Videos.</b> <ul style="list-style-type: none"> <li>- Bidders are required to submit minimum two (2) examples of videos which were produced for clients. These videos are intended to determine the level of creativity, expertise and overall ability of the service provider to produce high-quality corporate videos.</li> </ul>	50
<b>8.2 CV of the producer / film maker or project manager</b> <ul style="list-style-type: none"> <li>- The analysis of the CV received will be used to determine requisite experience of the individual/s who will be undertaking the video project. In addition please attach references from client of previous work undertaken by the individual, accolades, qualifications etc.</li> </ul>	20
<b>8.3 Methodology</b> <ul style="list-style-type: none"> <li>- Please submit the methodology / proposed schedule which will be used to undertake the required work at hand in the time frame available.</li> </ul>	30
<b>Total</b>	<b>100</b>



**10. Compulsory pricing schedule (official form of offer)**

Description	Total
<b>Total cost for all project elements, as addressed under Section 4 above: Requirements. Scripting, filming, editing, voice-over, production.</b>  <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 cost.</i>	R
Please state any additional cost:	R
Total (VAT excl.)	R
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

**11. Preconditions**

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

- 11.1 Full name
- 11.2 Identification or company or other registration number
- 11.3 Tax reference number and VAT number, if any
- 11.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 11.5 Valid BBBEE Certificate
- 11.6 MBD 4 Declaration of Interest form must be completed
- 11.7 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)

**12. Contact Person**

Scott Langley - Marketing, Sales and Events Director  
Tel: 031 360 1315  
Email: [scottl@icc.co.za](mailto:scottl@icc.co.za)

**13. 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 26<sup>th</sup> September 2018.**



**DURBAN ICC**

INTERNATIONAL CRICKET COUNCIL (ICC)  
INTERNATIONAL CRICKET CENTER  
SOUTH AFRICA

14. Request approved by:

Marketing, Sales and Events Director  
Scott Langley

18/09/2018

SCM Compliance Officer  
Ritesh Ramkissoon

19/09/2018

SCM Compliance Manager  
Thenashree Naidoo

pp 19/09/2018

Finance Director  
Melanie Rambally

19/9/18

Chief Executive Officer  
Lindiwe Rakharebe



15. 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: \_\_\_\_\_

**16. 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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)



## 17. **MBD4 Declaration of Interest**

- 17.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 17.2 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.
- 17.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 17.3.1 Full name of bidder or his/her representative .....
- 17.3.2 Identity number: .....
- 17.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 17.3.4 Company Registration Number: .....
- 17.3.5 Tax Reference Number: .....
- 17.3.6 VAT Registration Number: .....
- 17.3.7 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.*

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

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

YES	NO
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17.3.10 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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17.3.11 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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17.3.12 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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17.3.13 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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17.3.14 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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18. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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

