

REQUEST FOR QUOTATION FIN 06/2017

EVENT MANAGEMENT AND CO-ORDINATION SERVICES

1. Background

The Durban International Convention Centre (Durban ICC) was built as a catalyst for economic impact and job creation. 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).

2. Purpose

The Durban ICC is inviting suitably qualified service providers who would be able to offer professional event management and co-ordination services on behalf of the Durban ICC.

The objective of this initiative to ensure that an event hosted by the Durban ICC will be successfully managed and co-ordinated, until its realisation.

3. Scope

The key deliverables from the appointed service provider includes the overall management and co-ordination of the event, based on the brief provided by the Durban ICC, which will include deliverables as outlined in a project plan as well as delivery of a successful and world-class event for the Durban ICC.

4. Mandatory Submissions

Does the service provider comply with the mandatory submission criteria? Please acknowledge as illustrated	Yes	No
	✓	X
4.1 The service provider needs to submit two (2) detailed references from clients serviced. The references need to be on the client's letterhead.		
4.2 Please attach a detailed CV of the project manager, who will be on site, managing the event. The CV is to incorporate achievements / accolades and details surrounding the successful executions of large events, conferences and exhibitions.		

Please note:

- Service providers who fail to comply with the mandatory submission criteria will not be considered for further evaluation.
- Responsive service providers may be contacted for a detailed interview to discuss their proposals.

5. Contact Person

Thenashree Naidoo – SCM Manager
 Tel: 031 360 1358
 Email: thenashreen@icc.co.za

6. Quality Criteria Scoring

- The scoring methodology will be based on the logarithmic 0,40,70,90 and 100 approach.
- The scoring will be undertaken by three (3) independent officials of the Durban ICC.
- The scores allocated by these officials will be totaled and thereafter averaged to obtain the final score for quality.
- The Service providers **must** score at least 70 percent in the first evaluation stage in order to be deemed "responsive" and considered for evaluation in the second evaluation stage based on price and empowerment calculated on the 80/20 accreditation system.

The quality criteria and maximum score are as follows:

Quality Criteria	Weight
6.1 Tenderers Experience	50
6.2 Managerial Expertise	50
Maximum possible score for quality (Ms)	100

6.1 Experience of Service Provider

Please try to use the following as a template for both references:

<p><u>CLIENT LETTERHEAD</u></p> <p>Employer/Client Address Contact Details</p> <p>Date _____</p> <p>Dear Durban ICC (Pty) Ltd</p> <p><i>Please ensure that included in this letter is:</i></p> <ul style="list-style-type: none"> - <i>Company information (institution / facility / site)</i> - <i>Contract amount and duration</i> - <i>Quality of services rendered and adherence to the service level agreement</i> - <i>Quality of staff supplied and adherence to lead times</i> - <i>After service and addressing non-conformance issues identified.</i> - <i>Referral</i> <p>_____</p> <ul style="list-style-type: none"> - Name of Company representative - Designation in the company
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The scoring criteria for the tenderers experience; will be as follows:

Tenderers Experience	
No Response (Score 0)	No response received / insufficient information to evaluate
Poor (score 40)	References not sufficiently detailed, as per requirements stated in the Request for Quotation, to determine the experience of the service provider / or failed to perform adequately in key areas as per references received. Less than two (2) references have been submitted with an average contract value under R1, 00,000.00 (one million rand).
Satisfactory (score 70)	References generally acceptable in all key areas including quality of service, quality of staff supplied; quality of contract management and turn-around times in dealing non-compliance issues identified. The value of the contracts previously undertaken by the service provider does not exceed R2, 000, 000 (two million rand).
Good (score 90)	References indicate good performance across all key areas including quality of service, quality of staff supplied, quality of contract management and turn-around times in dealing non-compliance issues identified. The value of the contracts previously undertaken by the service provider exceeds R2, 000, 000.00 (Two million rand), but is less than R3, 000, 000 (Three million rand)
Very good (score 100)	Meets the "good" criteria above and the value of the contracts previously undertaken by the service provider exceeds R3, 000,000.00 (Three million rand)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within his/her personal knowledge and are to the best of his/her belief both true and correct.

NAME: (Block Capitals)

SIGNATURE: DATE:

(Of person authorized to sign on behalf of the service provider)

6.2 Managerial Expertise

The scoring of managerial expertise will be dependent on the number of years of requisite experience / accolades / qualifications of the **project manager** which plays a pivotal role in ensuring smooth, seamless management of future events.

In light of the above, the Durban ICC requests a detailed CV of the project manager who will be in charge of upcoming events, including at least two (2) references from clients which have been serviced under their supervision (these references need to be on the client's letterhead).

Managerial Experience	
No Response (Score 0)	No response received / insufficient information to evaluate
Poor (score 40)	The CV / references submitted are not sufficiently detailed, as per requirements stated in the Request for quotation, to determine the experience / accolades / qualifications of the project manager who will oversee the function. In addition, the project manager has less than 3 years' requisite experience in the field.
Satisfactory (score 70)	The CV submitted is generally acceptable as it focused on the requisite experience, qualifications and accolades of the manager. The references submitted emphasized about the quality of project management, the lead time in dealing with non-conformance issues identified, the quality of staff supplied and overall service delivery. In addition to the above, the manager has more than 3 years but less than 7 years' requisite experience in the field.
Good (score 90)	The CV submitted is well detailed, together with supporting documents to verify qualifications / accolades of the project manager. The references submitted indicate good performance and recommended the manager for their quality of project management; the short lead time in dealing with non-conformance issues identified; the quality of staff supplied and overall service delivery. In addition to the above, the project manager has more than 7 years' experience, but less than 10 years' requisite experience in the field.
Very good (score 100)	Meets the "good" criteria above and the manager has more than 10 years' requisite experience in the field.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within his/her personal knowledge and are to the best of his/her belief both true and correct.

NAME: (Block Capitals)

SIGNATURE:

DATE:

(Of person authorized to sign on behalf of the Tenderer)

7. 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 29 May 2017.**

8. Compulsory Pricing Schedule (form of offer)

Description	Hourly rate	Estimated hours	Total
Cost for the provision of project management / co-ordination services	R	250 hours	R
Please specify any additional costs:			R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

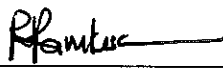
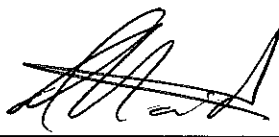


I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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

9. Request for Quotation approved by:

 16/05/2017
SCM Compliance Officer Ritesh Ramkisson
 16/05/2017
SCM Manager Thenashree Naidoo
 17/5/17
Finance Director Melanie Rambally
 17/5/17
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, 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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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 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.
- 12.3.8 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.

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

