



REQUEST FOR QUOTATION – OPS 10/2014

PURCHASING OF TABLE NUMBERS AND RESERVED SIGNS FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all venue accessories need to be specifically purchased, according to both the needs and requirements of the venue and clients.

2. Purpose of the request for proposal

The Durban ICC hosts banquets on a regular basis. Tables for functions need to be numbered for ease of guest seating and waitron allocations, for this purpose the Durban ICC needs to purchase Table Numbers and Reserved Signs.

The Durban ICC requests quotations for **three sets** of table numbers and **thirty** reserved signs as per the specifications below.

3. Specifications

<u>Quantity Required:</u>	Two sets numbered 1 to 100 One set numbered 101 to 300 Thirty Reserved Signs
<u>Height:</u>	54 cm from base to top
<u>Numbering:</u>	Numbers & Reserved to be individually engraved onto table number stand
<u>Finish:</u>	18/10 Stainless Steel
<u>Item Description:</u>	Table number stand must be one solid piece, numbering must not detach from stand.
<u>Sample:</u>	A sample must be provided to the Durban ICC to verify correct specifications are met.



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.
- 4.8 All guarantees on workmanship / products used to be supplied upon completion of the project.

5. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part of the quotation.
- 5.2 All companies **must** submit a company profile and to provide examples and references of similar such work performed.
- 5.3 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.



6. Compulsory Pricing Schedule

DESCRIPTION ITEM	UNIT COST	TOTAL COST
Two Sets of Table Number Stands numbered 1 to 100	R	R
One Set of Table Number Stands numbered 101 to 300	R	R
Thirty Table number stands engraved with 'RESERVED'	R	R
	Total excl. VAT	R
	VAT @14%	R
	Total incl.VAT	R

7. Contact Person

Gary Blenner-Hasset
garyb@icc.co.za
 Tel: +27 31 3601201
 Food & Beverage Manager

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 **12:00 on Tuesday, 29th July 2014.**

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: _____



9. Request for proposals approved by:


Operations Director Nicolette Elia-Beissel

SCM Compliance Manager Ritesh Ramkissoon

Finance Director Melanie Rambally

Chief Executive Officer Julie-May Ellingson TRP (SA)

16/07/14



10. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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. MBD 4 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