

REQUEST FOR QUOTATION – SAE 02/2014

DÉCOR RATE CARD

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have a specific standard ensuring efficient client service delivery.

2. Purpose of the request for proposal

The Durban ICC requires a professional service provider who will provide superior décor products and services to clients for future events.

3. Specifications

Special note:

1. Pictures must be provided of suggested décor options per category
2. Mock set up for each suggestion may be required prior to approval
3. Prices and stock availability must be valid for a period of 1 year
4. Stock limitations must be provided in advance e.g. Banquet for maximum of 250pax

SILVER PACKAGE R , per table of 10pax	GOLD PACKAGE R , per table of 10pax
	
<p>Rate includes: Durban ICC Crockery and Cutlery Durban ICC Glassware Durban ICC Table numbers Durban ICC White table cloth Durban ICC White napkins White Chair covers Low or high floral centrepiece</p>	<p>Rate includes: Durban ICC Crockery and Cutlery Durban ICC Glassware Durban ICC Table numbers Durban ICC White table cloth Durban ICC White napkins Table Overlay - all colours White chair covers Chair tiebacks - all colours Low or high floral centrepiece</p>
Refer to page 3 for pricing schedule	Refer to page 4 for pricing schedule

DIAMOND PACKAGE R , per table of 10pax	PLATINUM PACKAGE R , per table of 10pax
	
<p>Rate includes: Durban ICC Crockery and Cutlery Durban ICC Glassware Durban ICC Table numbers Durban ICC White napkins Table cloth - Black or White or Neutral colours Table runner - all colours Baseplate - Silver or Gold Chair covers - all colours Chair tiebacks - all colours Centrepiece - floral or crystal display with candle holders</p>	<p>Rate includes: Durban ICC Crockery and Cutlery Durban ICC Glassware Table numbers Table cloth - all colours Table runner - all colours Napkins to match table cloth Napkin detail Baseplate - all colours Tiffany Chairs Centrepiece Entrance Feature</p>
Refer to page 4 for pricing schedule	Refer to page 5 for pricing schedule

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 Companies **must** submit a company profile and to provide examples and references of similar such works 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

Please complete and provide any additional items for consideration under "General". (refer to page 5).

Silver Package	Cost per table (10 Pax)	Total
Durban ICC Crockery and Cutlery	Provided by the Durban ICC	n/a
Durban ICC Glassware	Provided by the Durban ICC	n/a
Durban ICC Table numbers	Provided by the Durban ICC	n/a
Durban ICC White table cloth	Provided by the Durban ICC	n/a
Durban ICC White napkins	Provided by the Durban ICC	n/a
White Chair covers		
Low or high floral centre piece		
Other Costs		
• Delivery and collection		
• Set up		
	Subtotal (VAT exclusive)	
	VAT at 14%	
	Grand total (VAT inclusive)	



Gold Package	Cost per table (10 Pax)	Total
Durban ICC Crockery and Cutlery	Provided by the Durban ICC	N/A
Durban ICC Glassware	Provided by the Durban ICC	N/A
Durban ICC Table numbers	Provided by the Durban ICC	N/A
Durban ICC White table cloth	Provided by the Durban ICC	N/A
Durban ICC White napkins	Provided by the Durban ICC	N/A
Table overlay - all colours		
White Chair covers		
Chair tiebacks - all colours		
Low or high floral centre piece		
Other Costs		
• Delivery and collection		
• Set up		
Sub Total (VAT exclusive)		
VAT at 14%		
Grand total (VAT inclusive)		

Diamond Package	Cost per table (10 Pax)	Total
Durban ICC Crockery and Cutlery	Provided by the Durban ICC	N/A
Durban ICC Glassware	Provided by the Durban ICC	N/A
Durban ICC Table numbers	Provided by the Durban ICC	N/A
Durban ICC White napkins	Provided by the Durban ICC	N/A
Table cloth - Black or White or Neutral colours		
Table runner - all colours		
Baseplate - Silver or Gold		
Chair covers - all colours		
Chair tiebacks - all colours		
Centre piece - Floral or Crystal display with candle holders		
Other Costs		
• Delivery and collection		
• Set up		
Sub Total (VAT exclusive)		
VAT at 14%		
Grand total (VAT inclusive)		



7. Contact Person

Vishali Mariemuthu: Marketing and Sales Support Officer
Tel: 031 3601351
Email: vishalim@icc.co.za

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 10 July 2014.**

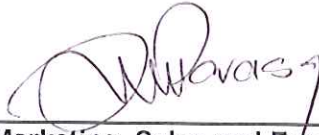

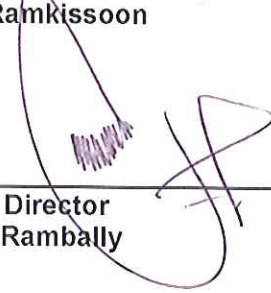

I.....being duly authorized thereto by
do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____ **Date:** _____

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



Request for proposals approved by:

 Marketing, Sales and Events Director Mala Dorasamy
 SCM Compliance Manager Ritesh Ramkissoon
 Finance Director Melanie Rambally
 Chief Executive Officer Julie-May Ellingson



9. 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: _____

10. 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)

11. 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.

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
-----	----

12.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder