

**REQUEST FOR QUOTATION – BS 34/2014**

**DECORATIVE PLANTERS**


**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 the correct infrastructure, furniture and decor in the various areas so that our operations run optimally and creates the right atmosphere thereby ensuring efficient client service.



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

The Durban ICC requires a supplier who will provide superior products to complement existing décor in providing a uniquely African Theme.


**3. Specifications**

<u>Item no</u>	<u>Description</u>	<u>Qty</u>	<u>Specifications</u>
1.	Supply planters with similar style to the planter below	4	<ul style="list-style-type: none"> <li>• Height 840 mm</li> <li>• Diameter at top 450 mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planters must be supplied complete with liner for planting.</li> </ul>
			

<u>Item no</u>	<u>Description</u>	<u>Qty</u>	<u>Specifications</u>
2.	Supply planters similar style to the planter below	8	<ul style="list-style-type: none"> <li>• Height 1000mm</li> <li>• Width at top 440mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planters must be supplied complete with liner for planting.</li> </ul>
			
3.	Supply planters similar style to the planter below	8	<ul style="list-style-type: none"> <li>• Height 1000mm</li> <li>• Width at top 500mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planters must be supplied complete with liner for planting.</li> </ul>
			

<u>Item no</u>	<u>Description</u>	<u>Qty</u>	<u>Specification</u> <u>s</u>
4.	Supply planters similar style to the planter below	12	<ul style="list-style-type: none"> <li>• Height 1200mm</li> <li>• Diameter at top 430mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planters must be supplied complete with liner for planting.</li> </ul>
			
5.	Supply planters similar style to the planter below	4	<ul style="list-style-type: none"> <li>• Height of large center planter 900mm</li> <li>• Width of large center planter 1070mm</li> <li>• Height of two side planters 900mm</li> <li>• Width of square planters at top 380mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planters must be supplied complete with liner for planting.</li> </ul>
			



6.	Supply planters similar style to the planter below	8	<ul style="list-style-type: none"> <li>• Height 1200mm</li> <li>• Diameter at top 430mm</li> <li>• Colours will be chosen from available options. Colour options must be listed.</li> <li>• Planter must be supplied complete with liner for planting.</li> </ul>
			

**Special note:**

1. All changes in colour and patterns will need to be approved prior to order being placed. If the changes are not approved then the patterns and colours must match those in the attached photos.
2. Delivery date must be specified and delivery charges must be included in the costs.
3. Quantities on the RFQ may change depending on the prices received.

**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 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](http://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	Quantity	Unit Price	TOTAL
Item 1 - Supply planters	4		
Item 2 – Supply planters	8		
Item 3 – Supply planters	8		
Item 4 – Supply planters	12		
Item 5 – Supply planters	4		
Item 6 – Supply planters	8		
Delivery charge	1		
<b>Total excl. VAT</b>			
<b>14 % VAT</b>			
<b>Total incl. VAT</b>			
<b>Specify delivery date here</b>			

**7. Contact Person**

Jerry Hurter – Facility Director  
 Tel: 031 3601200  
 Email: [jerryh@icc.co.za](mailto:jerryh@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 Wednesday 17 September 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:**

 _____ <b>Facilities Director</b> <b>J.C. Hurter</b>
 05/09 _____ <b>SCM Compliance Manager</b> <b>Ritesh Ramkissoon</b>
 10/9/14 _____ <b>Finance Director</b> <b>Melanie Rambally</b>
 10/09/2014 _____ <b>Acting Chief Executive Officer</b> <b>Nicolette Elia-Beissel</b>



9. 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: \_\_\_\_\_



**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 :

<b>Account</b>	<b>Account Number *</b>
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 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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12.4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

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