



RE-ADVERTISMENT

REQUEST FOR QUOTATION – HR 01/2014

LABOUR RELATIONS CONSULTANCY SERVICES FOR A 12 MONTH PERIOD

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 contract the most suitable service providers to ensure our operations run optimally thereby ensuring efficient client service.

2. Purpose of the request for proposal

The purpose of the request for proposal is to source and contract a suitable service provider who offers professional legal advice and support specific to labour / employment and industrial relations.

3. Specifications

The appointed company should be available during the working week business hours (08h00 – 17h00) and offer the following services;

- Assistance and advice with all labour related matters specific to industrial and employment relations, both by way of telephonic and/or face-to-face consultation.
- The review of labour related contracts (eg. Employment contracts, policy documents etc.).
- Guide and offer objective and unbiased advice to both management and employees on disciplinary hearings and grievances.
- Facilitating poor performance / incapacity counselling meetings
- Objective chairing of Disciplinary Hearings and grievance meetings
- Assistance in preparing for / or representation in Mediation and Arbitration proceedings (CCMA and Bargaining Councils), subject to the Rules of the CCMA
- Representation at CCMA-hearings and Bargaining Councils.
- Guiding employers through organisational restructuring exercises (retrenchments / redundancies / changing conditions of employment) and assisting with / leading the consultation / negotiation processes.
- Assistance with and joint attendance to Union Meetings where required.
- Guiding employers through strikes, go-slows, work-to-rule, lockouts, picketing and other industrial action

The Service provider shall offer the following guarantees;

- Guarantee confidentiality at all times when assisting management and employees.
- Guarantee objectivity and unbiased chairing of hearings and meetings conducted on site.
- Where the service provider has advised the company to proceed to the CCMA / Labour Court, the service provider will cover all costs incurred should the judgement, awards and settlements not be in the company's favour.



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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.

5. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part of the quotation.
- 5.2 Company's **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). 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	Monthly	Annual
Monthly Retainer	R	
Monthly Retainer x 12 Months		R
Total excl. VAT	R	R
14 % VAT	R	R
Total incl. VAT	R	R

- Please clearly list what services the monthly retainer includes.
- Please clearly list what services are not included.
- If available, please provide a list of other services related to IR / Employment relations not listed in the scope, with associated costs.



Contact Person

Nicolette Elia-Beissel – Acting CEO
Tel: 031 360 1301
Email: nicolettee@icc.co.za

7. 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, Wednesday 15 October 2014**.

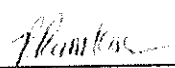
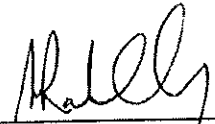
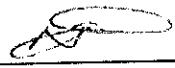
I.....being duly authorised thereto by
do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____ **Date:** _____

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



Request for proposals approved by:

 27/08/2014
SCM Compliance Manager Ritesh Ramkissoon
 2/9/2014
Finance Director Melanie Rambally
 02/09/2014
Acting Chief Executive Officer Nicolette Elia-Beissel

8. Checklist

Service		Yes	No
1	Assistance and advice with all labour related matters specific to industrial and employment relations, both by way of telephonic and/or face-to-face consultation.	<input type="checkbox"/>	<input type="checkbox"/>
2	The review of labour related contracts	<input type="checkbox"/>	<input type="checkbox"/>
3	Guide and offer objective and unbiased advice to both management and employees on disciplinary hearings and grievances.	<input type="checkbox"/>	<input type="checkbox"/>
4	Facilitating poor performance / incapacity counselling meetings	<input type="checkbox"/>	<input type="checkbox"/>
5	Objective chairing of Disciplinary Hearings and grievance meetings	<input type="checkbox"/>	<input type="checkbox"/>
6	Assistance in preparing for / or representation in Mediation and Arbitration proceedings (CCMA and Bargaining Councils), subject to the Rules of the CCMA	<input type="checkbox"/>	<input type="checkbox"/>
7	Representation at CCMA-hearings and Bargaining Councils.	<input type="checkbox"/>	<input type="checkbox"/>
8	Guiding employers through organisational restructuring exercises (retrenchments / redundancies / changing conditions of employment) and assisting with / leading the consultation / negotiation processes	<input type="checkbox"/>	<input type="checkbox"/>
9	Assistance with and joint attendance to Union Meetings where required.	<input type="checkbox"/>	<input type="checkbox"/>
10	Guiding employers through strikes, go-slows, work-to-rule, lockouts, picketing and other industrial action	<input type="checkbox"/>	<input type="checkbox"/>
Guarantee		Yes	No
11	Guarantee confidentiality at all times when assisting management and employees.	<input type="checkbox"/>	<input type="checkbox"/>
12	Guarantee objectivity and unbiased chairing of hearings and meetings conducted on site.	<input type="checkbox"/>	<input type="checkbox"/>
13	The service provider will cover all costs incurred should the judgement, awards and settlements not be in the company's favour.	<input type="checkbox"/>	<input type="checkbox"/>



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9. Past experience in similar assignments

Assignment Description	Key Elements	Contract Date/s	Contact Person and Telephone Number	Assignment Value

I being duly authorised 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:

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 authorised 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
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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
-----	----

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
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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