



REQUEST FOR QUOTATION – HR 04/2014

RE-ADVERTISEMENT

REQUEST FOR A UNIFORM DESIGNER FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain its internationally accredited standards it is imperative that all employees are well-groomed and kitted in professional corporate attire.

Purpose of the request for proposal

In keeping with the Durban ICC's five star accreditation status it is necessary to ensure that the contracted service employees are provided with branded uniforms in order to represent the establishment in a well-groomed and professional manner during site events. As such the Durban ICC requires the services of a suitably qualified clothing designer to assist with the compilation of tender specifications for corporate staff uniforms.

2. Specifications

- Reputable and contactable references must be provided for corporate uniform designs completed for similar sized organisations;
- All prospective bidders must have a proven track record in uniform design for large corporates; and
- Sketches or samples of previous corporate uniform designs must be provided to assess the level of competency.

Please note: The date and time of the uniform presentations will need to be mutually agreed to by the Durban ICC and the prospective bidders.

3. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 3.1 Full name.
- 3.2 Identification or company or other registration number.
- 3.3 Tax reference number and VAT number, if any.
- 3.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 3.5 Valid BBBEE Certificate.
- 3.6 MBD 4 Declaration of Interest form must be completed.



- 3.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 3.8 Prospective tenderers must supply hourly and daily rates for the purposes of evaluation.

4. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

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 are to provide examples and references of similar 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	Hourly rate	Total
Design of uniform	R	
Total excl. VAT		
14 % VAT		
Total incl. VAT		

Note: The Durban ICC is not liable to make any deposit payments upfront.

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.

Signature: _____ **Date:** _____

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



7. Contact Person

Fred Hattingh
Tel: 031 360 1305
Email: fredh@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 **12h00 on 29 January 2015**.

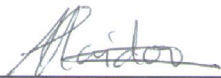
Request for proposals approved by:



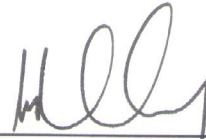
Fred Hattingh
HR Manager



SCM Compliance
Ritesh Ramkissoon



SCM Manager
Thenashree Naidoo

 13/1/2015

Finance Director
Melanie Rambally



Acting Chief Executive Officer
Nicolette Elia-Beissel

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:** _____

11. MBD4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state¹.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative
- 11.3.2 Identity number:
- 11.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 11.3.4 Company Registration Number:
- 11.3.5 Tax Reference Number:
- 11.3.6 VAT Registration Number:
- 11.3.7 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.

- 11.3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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- 11.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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- 11.3.10 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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- 11.3.11 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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- 11.3.12 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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- 11.3.13 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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- 11.3.14 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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11.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder