



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
MARKET SQUARE, DURBAN, KZN, SOUTH AFRICA

REQUEST FOR QUOTATION – TECH 04/2015

RE-ADVERTISMENT

REFURBISHMENT AND REPAIRS OF DURBAN ICC LECTERNS

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 ensuring our operations are run optimally.

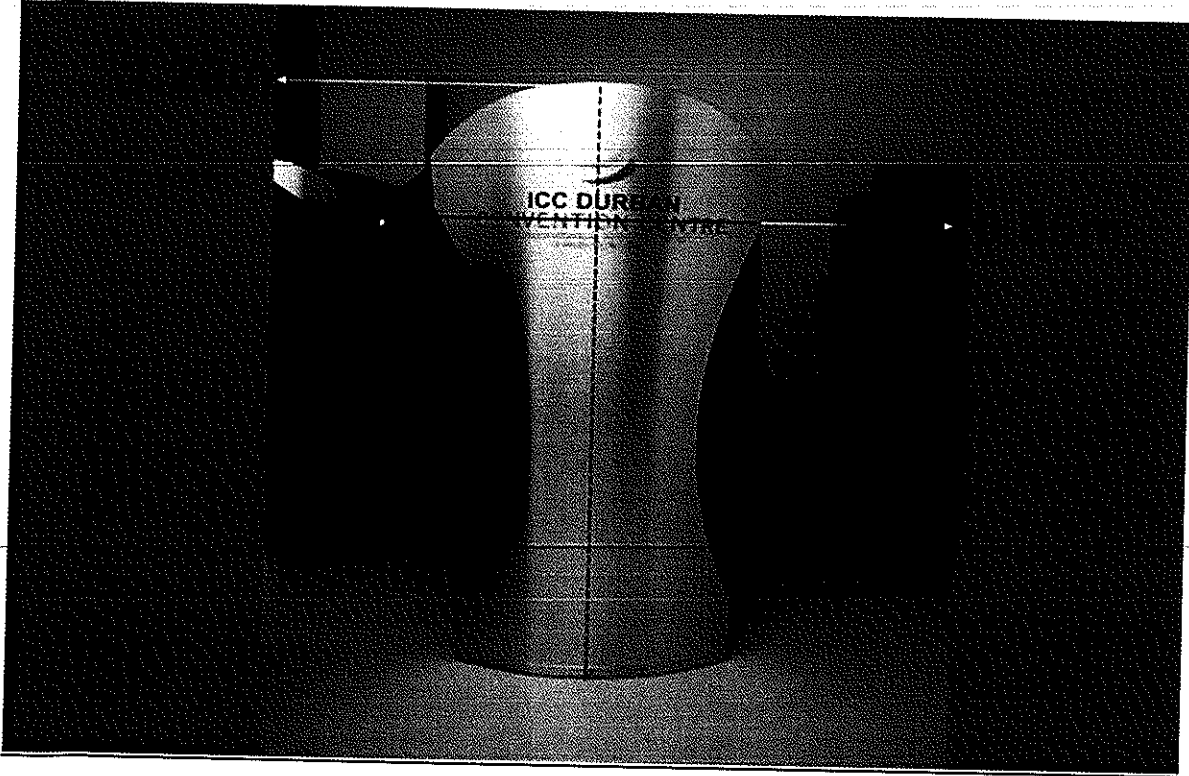
2. Purpose of the request for proposal

The Durban ICC requires a competent contractor for the refurbishment and repair of eleven existing lecterns.

3. Mandatory Requirements:

Does the service provider comply with the mandatory specifications? Please tick as illustrated	Yes	No
	✓	X
The appointed service provider must ○ Repaint eleven current lecterns.		
○ Re-structure the lecterns by removing the silver finish on them		
○ Fix corner edges of each lectern		
○ Repair all wooden damages		

4. Sample picture of the current lecterns



5. Compulsory Site Visit

Please note that a compulsory site inspection will be held on at **10h00 on 19 June 2015**. Service Providers to meet with Technical Operator, Joe Mkhize at the Durban ICC Foyer Reception Desk where they will be briefed and escorted to view the lecterns.

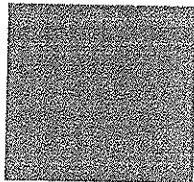


DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
100 ALBERT LUTHELLI ROAD DONSBURG
SOUTH AFRICA

6. Branding guideline: Durban ICC Pantone / CMYK / RGB Colour Codes

- Whenever possible the Durban ICC logo is to be used in full colour on a white background.
- Whenever the logo is printed, the following Pantone/CMYK/RGB colours are to be used. These international colour codes ensure standardisation of the colours on the finished product.
- Whenever the logo cannot be printed in full colour, the only other acceptable versions are solid black logo on white background, solid white logo on black background or full colour logo on blue background with the text changed to white.



Durban ICC Yellow - Pantone 123

0%	Cyan	R= 255
25%	Magenta	G= 194
100%	Yellow	B= 14
0%	Black	



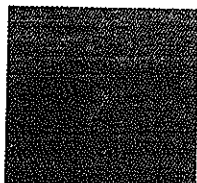
Durban ICC Red – Pantone Warm Red

0%	Cyan	R= 239
90%	Magenta	G= 66
100%	Yellow	B= 36
0%	Black	



Durban ICC Blue – Pantone 2747

100%	Cyan	R= 27
90%	Magenta	G= 50
0%	Yellow	B= 129
20%	Black	



Durban ICC Grey – Pantone Cool Grey 9

32%	Cyan	R= 153
28%	Magenta	G= 150
28%	Yellow	B= 149
16%	Black	

7. Preconditions

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

- 7.1 Full name.
- 7.2 Identification or company or other registration number.
- 7.3 Tax reference number and VAT number, if any.
- 7.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 7.5 Valid BBBEE Certificate.
- 7.6 MBD 4 Declaration of Interest form must be completed.
- 7.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

8. Requirements to submit quotations

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.4 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.
- 8.5 All the mandatory documents must be included with this application.

9. Compulsory Pricing Schedule:

Description item	Quantity	Unit Price	Total (Unit price x quantity)
Refurbishment and repair	11	R	R
Transportation	1	R	R
Total (excl. VAT)			R
14 % VAT			R
Total (incl. VAT)			R

Note: The Durban ICC is not liable to make any deposit payments upfront.
No payment will be made prior to the goods or services being received by the Durban ICC



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
IN AND NEAR ALBERT LUTHULI ICC COMPLEX
DURBAN, SOUTH AFRICA

10. Contact Person

Joe Mkhize
Technical Operator
joem@icc.co.za
Tel: +27 31 3601308

11. 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 26 June 2015**.

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: _____



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
17 ADAM ALBERT LEWIS ICC COMPLEX
CENTRAL SQUARE

12. Request for proposals approved by:

P.P.  12/06/2015

Operations Director
Nicolette Elia-Beissel

 12/06/2015


SCM Compliance Officer
Ritesh Ramkissoon

 12/06/2015

SCM Compliance Manager
Thenashree Naidoo

 17/6/15

Finance Director
Melanie Rambally

 17/6/15

Chief Executive Officer
Lindiwe Rakharebe



DURBAN ICC

INTERNATIONAL CONVENTION DIVISION
PROPERTY INVESTMENT DIVISION
SOUTH AFRICA

13. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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: _____

14. 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)

15. MBD4 Declaration of Interest

15.1 No bid will be accepted from persons in the service of the state¹.

15.2 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.

15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

15.3.1 Full name of bidder or his/her representative

15.3.2 Identity number:

15.3.3 Position occupied in the Company (director, trustee, shareholder²):

15.3.4 Company Registration Number:

15.3.5 Tax Reference Number:

15.3.6 VAT Registration Number:

15.3.7 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.

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

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

YES	NO
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15.3.10 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?

YES	NO
-----	----

 If yes, furnish particulars:

15.3.11 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
-----	----

15.3.12 Are any of the company's directors, trustees, managers, principal
 shareholders or stakeholders in service of the state?

YES	NO
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 If yes, furnish particulars:

15.3.13 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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15.3.14 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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15.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder