



REQUEST FOR QUOTATION –TECH 01/2015

RE-ADVERTISEMENT

CONTRACT FOR CERTIFICATION OF STAGING AND RIGGING FOR A PERIOD OF 12 MONTHS

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

To obtain the services of a suitably qualified professional structural engineer that will provide stage and rigging certifications for the Durban ICC for a period of 12 months on an adhoc basis.

3. Mandatory requirement

Does the service provider comply with the mandatory requirement? Please tick as illustrated, ✓ = Yes, X = No	Yes	No
Certification must comply with: <ul style="list-style-type: none"> • National Building Regulations and Building Standards Act, 103 (1977) certificate, in terms of section 14 (2A) of the Act by an appointed professional engineer/ approved competent person (in terms of section 7 of the act). 		
<ul style="list-style-type: none"> • CV of the engineer to be attached including proof of formal qualifications. 		
<ul style="list-style-type: none"> • Attach two (2) positive references together with your proposal. 		

Please Note: Failure to meet the stipulated mandatory requirement will result in the service provider being deemed non-responsive and will not be considered for evaluation.

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. Terms and Conditions

- 5.1 Services can be required at any time of the day.
- 5.2 Certificates to be issued at least four hours before start of the event.
- 5.3 The Service Provider must be prepared to offer his/her services during weekends and/or public holidays
- 5.4 Original certificates should be physically handed over to the Durban ICC.
- 5.5 It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

6. Requirements to submit quotations

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

7. Compulsory Pricing Schedule

Description	Quantity	Unit Price	Total (Quantity x unit price)
Staging certificate per event	1	R	R
Rigging certificate per event	1	R	R
Total (excl. VAT)			
14 % VAT			
Total (incl. VAT)			

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.

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






8. Contact Person

Wiseman Zulu
wisemanz@icc.co.za
 Tel: +27 31 360 1331
 Technical Operator

9. 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 03 July 2015**.

10. Request for proposals approved by:

	
Head of Department Nicolette Elia-Beissel	
	23/06/2015
SCM Compliance Officer Ritesh Ramkissoon	
	23/06/2015
SCM Compliance Manager Thenashree Naidoo	
	23/6/15
Finance Director Melanie Rambally	
	23/6/15
Chief Executive Officer Lindiwe Rakharebe	



11. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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: _____



12. 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:

count	count 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)

13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative
- 13.3.2 Identity number:
- 13.3.3 Position occupied in the Company (director, trustee, shareholder²):

- 13.3.4 Company Registration Number:
- 13.3.5 Tax Reference Number:
- 13.3.6 VAT Registration Number:
- 13.3.7 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.*



13.3.8 Are you presently in the service of the state?

YES	NO
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 If yes, furnish particulars:

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

YES	NO
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13.3.10 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
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 If yes, furnish particulars:

13.3.11 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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13.3.12 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:

13.3.13 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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13.3.14 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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14.1 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder