



REQUEST FOR QUOTATION – HR 02/2016

TEAM BUILDING FOR THE DURBAN ICC

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 an organisation it is imperative that we facilitate change management and the pursuit of excellence in all employee programs which will influence positive employee-management relationship.

2. Purpose of the request for proposal

The Durban ICC requires a reputable organization to provide an effective teambuilding service in order to enhance staff morale and improve team work which will lead to enhanced productivity.

3. Mandatory Scope of Works

Does the service provider comply with the mandatory scope of works? Please tick as illustrated.	Yes	No
<ul style="list-style-type: none"> • The service provider is to facilitate in-door and outdoor team building activities for approximately 215 (junior, management and executive management) staff members at the Durban ICC venue. 	✓	X
<ul style="list-style-type: none"> • The team building session is to be conducted over a period of 1 day (provisional date 29 January 2016) at the Durban ICC. 		
<ul style="list-style-type: none"> • Bidders are to provide an overview of the suggested program (which caters for different genders and age groups) with the quote. 		
<ul style="list-style-type: none"> • The teambuilding session is to include a combination of physical and thought-provoking activities. 		
<ul style="list-style-type: none"> • It is mandatory that the proposed bidder/s present ideas and proposals to the Durban ICC team, as part of a presentation, which should address the following objectives: <ul style="list-style-type: none"> • Enhance effective communication amongst the Durban ICC staff • Real work scenarios in terms of the Durban ICC process flow • Motivate employees • Promote trust amongst ICC staff • Develop problem-solving skills • Break the existing barriers • Identify the team’s strengths and weaknesses • Getting to know each other better • Getting everyone "onto the same page", including goal setting • Practicing effective collaboration with team members • Promote accountability and responsibility • Promote the Durban ICC Values. 		

Please note:

- The date and time of the team building presentations will need to be mutually agreed upon by the Durban ICC and the prospective bidders.
- Failure to comply with all the mandatory scope of works as illustrated in the schedule above will result in your submission being deemed non-responsive and not evaluated.



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

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 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	Cost per individual	Total Individuals	No. of days	Total cost (Cost per individual x 200 x No. of days)
Team Building proposal as per requirements(including travel and other related costs)	R	215	1	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.

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: _____

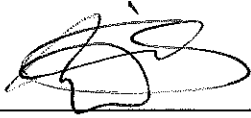
Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation.

8. Contact Person
Fred Hattingh
Tel: 031 360 1305
Email: fredh@icc.co.za

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, 18 November 2015.**

Request for proposals approved by:



Fred Hattingh
HR Senior Manager

 04/11/2015

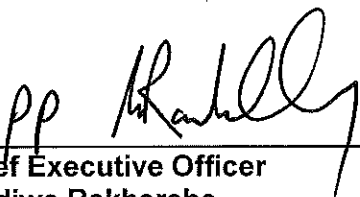
SCM Compliance Officer
Ritesh Ramkissoon



SCM Manager
Thenashree Naidoo

 4/11/15

Finance Director
Melanie Rambally

 4/11/15

Chief Executive Officer
Lindiwe Rakharebe



10. 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. 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)

12. 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
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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

