



**REQUEST FOR QUOTATION ISO 04/2016**

**ISO LEGAL COMPLIANCE**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world. The Centre has an Integrated Management System with which consists of certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management), HACCP (Hazard Analysis and Critical Control Point system) and OHSAS 18001 (Health and Safety Management System) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

**2. Purpose of the request for proposal**

The Durban ICC requires the services of an accredited ISO 14001 and OHSAS 18001 legal advisor to update the legal register with the latest legislation, update the Risk register and perform legal evaluation audits in accordance with international, national, provincial and local bylaws for a period of 12 months.

**3. Mandatory Service Requirements**

<b>Does the service provider comply with the mandatory requirements? Please tick as illustrated.</b>	<b>Yes</b>	<b>No</b>
	✓	X
• The service provider must be ISO 9001 accredited. <b>(Please attach proof)</b>		
• The service provider must update the legal and risk register and conduct the legal compliance audits. The service provider must be competent in ISO 14001 and OHSAS 18001 and provide proof thereof.		
• The service provider must have experience in providing similar service to entities having similar size and capacity as the Durban ICC. (Please attach two external references)		
• All legal updates to include applicable international, national, provincial and local bylaws		

Please note: Failure to meet all of the above stipulated mandatory requirements will result in your submission being deemed non-responsive and not be 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. 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 contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 5.4 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://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.
- 5.5 All the mandatory documents must be included with this application.
- 5.6 Auditor to advise what technical equipment will need to be provided by the Durban ICC for any presentation purposes.

#### **6. Terms and Conditions**

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



**7. Compulsory Pricing Schedule**

Requirements	Frequency	Estimated Duration	Cost per Review/update	Total
(a) Review of Risk Register	Annually		R	R
(b) Revise Legal Register – ISO 14001 and update with latest legislation	Annually		R	R
(c) Revise Legal Register – OHSAS 18001 and update with latest legislation				
(d) Combine ISO 14001 and OHSAS 18001 legal registers, and link to updated risk register				
(e) Conduct ISO 14001 EMS legal compliance audit, full report and action plan	Annually		R	R
(f) Conduct OHSAS 18001 legal compliance audit, full report and action plan	Annually		R	R
Additional costs (if any) :				R
Additional costs (if any):				R
Additional costs (if any):				R
Total ( VAT exclusive )				R
VAT @ 14%				R
Total ( VAT inclusive )				R



**8. Contact Person**

Renil Harbhajan  
ISO Administrator  
+27 31 360 1324  
renilh@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 on 17 December 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.


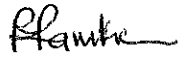
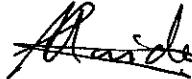


**Signature:**

**Date:**



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
MADON ALBERT LUTHI - 200 COMPLEX  
SOUTH AFRICA

10. Request for proposals approved by:

 _____ <b>Facilities Director</b> Jerry Craig Hurter
 03/12/2015 _____ <b>SCM Compliance</b> Ritesh Ramkissoon
 03/12/2015 _____ <b>SCM Manager</b> Thenashree Naidoo
 3/12/15 _____ <b>Finance Director</b> Melanie Rambally
 3/12/15 _____ <b>Chief Executive Officer</b> 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 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:** \_\_\_\_\_

**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:

<b>Account</b>	<b>Account Number *</b>
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 state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....
- 13.3.4 Company Registration Number: .....
- 13.3.5 Tax Reference Number .....
- 13.3.6 Tax Reference Number: .....
- 13.3.7 VAT Registration Number: .....
- 13.3.8 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

#### References:

<sup>1</sup> 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.

<sup>2</sup> "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.



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

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

YES	NO
-----	----
- 
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- 13.3.11 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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- 
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- 13.3.12 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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- 13.3.13 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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- 13.3.14 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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- 13.3.15 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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13.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**