

REQUEST FOR QUOTATION – BS 08/2016

SUPPLY AND MAINTAIN INDOOR PLANTS FOR 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, furniture and decor in the various areas so that our operations run optimally and creates the right atmosphere thereby ensuring efficient client service.



2. Purpose of the request for proposal



The Durban ICC requires a competent service provider to supply and maintain indoor plants for a period of 12 months.



3. Specifications


Item no	Description	Quantity	Specifications
1.	Supply Aloe Bainesii	12	<ul style="list-style-type: none"> • Aloe Bainesii – Indigenous • High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.



Item no	Description	Quantity	Specifications
2.	Supply Clivia "Hybrid T"	4	<ul style="list-style-type: none"> • Clivia "Hybrid T" – Indigenous • Low to medium light • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
3.	Supply Dracaena alchemy	26	<ul style="list-style-type: none"> • Dracaena alchemy • Medium to High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
4.	Supply Euphorbia Trigona (African Milk Tree)	8	<ul style="list-style-type: none"> • Euphorbia Trigona (African Milk Tree) • Indigenous • High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
5.	Supply six large Aloe Bainesii for large clay pots	6	<ul style="list-style-type: none"> • Aloe Bainesii – Indigenous • High light area • Plant will be installed in a planter 1200mm high and 720mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
6.	Supply Zamifolia plants	10	<ul style="list-style-type: none"> • Indigenous • Medium to High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
7.	Supply Natal Mahogany plants	6	<ul style="list-style-type: none"> • Indigenous • Low light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide and must be sized accordingly.
			

Item no	Description	Quantity	Specifications
8.	Supply Sanservia Plants	2	<ul style="list-style-type: none"> • Low light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
9.	Maintenance of plants (Three plants belong to Durban ICC) <ul style="list-style-type: none"> ○ Ensure that the plants look healthy and are clean ○ Replace any damaged, diseased or dead plants within 24 hours 	77	

Special note:

1. Availability of plants needs to be specified on the quote.

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 provide examples and references of similar such works 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	Quantity	Unit cost	Total (Quantity x unit cost)
Item 1 - Supply Aloe Bainesii plants	12	R	R
Item 2 – Supply Clivia “Hybrid T” plants	4	R	R
Item 3 – Supply Dracaena alchemy plants	26	R	R
Item 4 – Supply Euphorbia Trigona (African Milk Tree) plants	8	R	R
Item 5 – Supply Large Aloe Bainesii plants	6	R	R
Item 6 - Supply Zamifolia plants	10	R	R
Item 7 - Supply Natal Mahogany plants	6	R	R
Item 8 – Supply Sansevieria plants	2	R	R
Item 9 – Maintenance of plants	77	R	R
Total (excl. VAT)			R
14 % VAT			R
Monthly Total (incl. VAT)			R
Price for entire year - supply 74 plants and maintain all 77 plants (Total Price Incl. VAT x 12 months)			R



7. Contact Person

Jerry Hurter – Facility Director
Tel: 031 360 1200
Email: jerrych@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 5th January 2016.**


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: _____

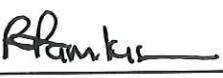
Date: _____

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


9. Request for proposals approved by:

 18/12/2015

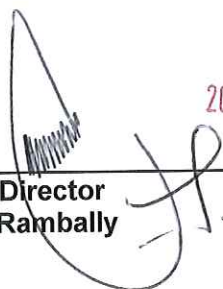
Facilities Director
Jerry Craig Hurter

 21/12/2015

SCM Compliance Officer
Ritesh Ramkissoon

P.P.  21/12/2015

SCM Manager
Thenashree Naidoo

PP.  2015 -12- 21

Finance Director
Melanie Rambally

 18/12/2015

Acting Chief Executive Officer
Jerry Hurter

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