



**REQUEST FOR QUOTATION – SAE 06/2016**

**RENTAL SPACE AT THE DURBAN EXHIBITION CENTRE FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by the World Travel Awards for 14 years.

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

The purpose of the Request for Quotation is to invite prospective service providers to submit formal business proposals for the renting of office space at the Durban Exhibition Centre.

The proposals submitted must clearly indicate the nature of the business activity to be conducted on the premises, including a business profile of the service provider.

**3. Specifications**

The Durban Exhibition Centre currently has Five (5) available office blocks for rent, as indicated in the schedule below and as per the attached floorplan illustrations:

Description	Total Square Metres	Please indicate (✓) which office block you submitting a proposal for	Is your Business proposal attached? Yes / No
• Office One	34.00 metres		
• Office Three	25.70 metres		
• Office Four	34.80 metres		
• Office Five	105.50 metres		
• Office Six	10.30 metres		

**Kindly note:**

- Failure to submit a Business Proposal will result in your submission being deemed non-responsive and not evaluated further.
- You are permitted to bid for more than one office block however the award will ultimately take into account the viability of your business proposal and the rental offered in relation to other bids received.

#### 4. Compulsory Pricing Schedule

Description	Total Square Metres	Please indicate (✓) which Office block you submitting a proposal for	Rental Offered
• Office One	34.00 metres		R
• Office Three	25.70 metres		R
• Office Four	34.80 metres		R
• Office Five	105.50 metres		R
• Office Six	10.30 metres		R
Total (VAT excl.)			R
VAT @ 14%			R
Total (VAT Incl.)			R

**Please take note of the following:**

The rental proposal will:

- Include water and electricity charges;
- Excludes parking costs (Parking costs are currently R237.60 per bay per month);
- Excludes cleaning costs (Cleaning of premises can be arranged at an extra charge);
- Excludes telephone and internet costs (These services can be provided at an extra charge);
- Excludes branding costs (Branding needs to be pre-approved by the Durban ICC);
- Any modifications to the leased premises will need to be pre-approved by the Durban ICC and will be for the cost of the lessee.
- The Office space will only be available from 01 August 2016 for a period of 12 months.

#### 5. Preconditions

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

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



**6. Terms and Conditions**

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

**7. Requirements to submit quotations**

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.3 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. All the mandatory documents must be included with this application.

**8. Contact Person**

Bigboy Ngcobo  
Tel: 031 360 1304  
Email: [bigboyn@icc.co.za](mailto:bigboyn@icc.co.za)

**9. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **17 March 2016 at 10h00**. Contractors are to meet Siphwe Khuzwayo at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

**10. Closing Date**

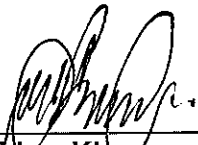
Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 24 March 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

11. Request for proposals approved by:

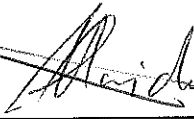


**Siphwe Khuzwayo**  
**Facilities General Manager**



08/03/2016

**SCM Compliance Officer**  
**Ritesh Ramkisson**



08/03/2016

**SCM Manager**  
**Thenashree Naidoo**



9/3/16

**Finance Director**  
**Melanie Rambally**



15/3/16

**Chief Executive Officer**  
**Lindiwe Rakharebe**

**12. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	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: \_\_\_\_\_

**13. 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)

## 14. MBD4 Declaration of Interest

14.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

14.2 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.

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

14.3.1 Full name of bidder or his/her representative .....

14.3.2 Identity number: .....

14.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

14.3.4 Company Registration Number: .....

14.3.5 Tax Reference Number: .....

14.3.6 VAT Registration Number: .....

14.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

### References:

<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.

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

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 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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14.3.13 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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14.3.14 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. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

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

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

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

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