

REQUEST FOR QUOTATION – OPS 08/2016

RE-ADVERTISEMENT: ONCE OFF PURCHASE OF GLASSWARE FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

2. Purpose of the request for proposal

The Durban ICC requires a competent service provider for the supply and delivery of various glassware (once off purchase)

3. Glass Requirements:

- Glasses must be fully tempered and recommended for commercial use within the hospitality industry.
- Please refer to pages 9-11 for styles of the various glassware required.
- Samples of the existing glassware will be showcased at the compulsory site inspection.

4. Compulsory Pricing Schedule

Description	Unit Cost	Estimated Quantity	Total cost (Unit cost x Est. Quantity)
Highball Glasses	R	2000	R
Champagne Glasses (Fluet)	R	1000	R
Beer Glasses	R	1000	R
Wine Glasses - Red	R	2000	R
Water jugs	R	500	R
Brandy Goblets	R	500	
Whisky Glasses	R	500	
Wine Glasses - White	R	2000	R
Total (VAT excl.)			R
VAT @ 14%			R
Total (VAT Incl.)			R

Please Note:

- There should be no hidden costs or additional charges.
- The Quantity ordered will be dependent on the unit cost and budget allocation.
- Price quoted should accommodate for Delivery charges
- In line with the MFMA, the Durban ICC does not make payments in advance.

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: _____

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 BBEE 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. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 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. Contact Person

Operations Administrator: Sindisiwe Portia Ndlovu
Email: sindisiwepn@icc.co.za
Land Line: 031 360 1045

8. Compulsory Site Visit

Please note that a compulsory site inspection will be held on **13 June 2016 at 10h00**. Contractors are to meet the Food and Beverage Manager; Mark Enslin at the Durban ICC Foyer Reception Desk where they will be briefed.

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 June 2016**.



10. Request for proposals approved by:

Operations Director
Nicolette Elia-Beissel

03/06/2016

SCM Compliance Officer
Ritesh Ramkisson

03/06/2016

SCM Compliance Manager
Thenashree Naidoo

3/6/16

Finance Director
Melanie Rambally

3/6/16

Chief Executive Officer
Lindiwe Rakharebe



DURBAN ICC

INTERPERSONAL CONVENTION CENTER
PROSPECT HILLS, ILLINOIS 60070
847.575.4400

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:

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)



13. MBD 4 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? If yes, furnish particulars:

YES	NO
-----	----

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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DURBAN ICC
INTERNATIONAL CHAMBER OF COMMERCE
16001 ALBERT LUTHULI ROAD COMPLEX
SOUTH AFRICA

14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

Style of Glassware:



Champagne glass 1



Stemmed Beer glass 1



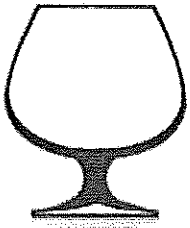
Red wine glass 1



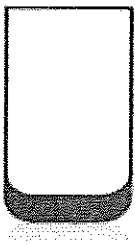
DURBAN ICC
INTERNATIONAL CONVENTION CENTRE
TRUST PORTLAND BUILDING COMPLEX
SOUTH AFRICA



White wine glass 1



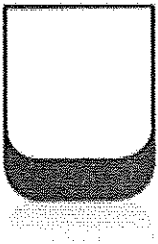
Brandy goblet 1



Hi ball glass 1



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INDESPALBERT EAST-HILLS 103 COMPLEX
SOUTH AFRICA



Whisky glass 1



Zombie Glass 1

