

REQUEST FOR QUOTATION – IT 02/2017

INTEGRATED BOARDROOM RECORDING SOLUTION

1. Background

The Durban ICC is one of the most advanced conference facilities in the world, having been voted “Africa’s Leading Meetings and Conference Centre” at the World Travel Awards 15 times.

The Durban ICC requires 4 X microphones to be permanently installed on the table in the main boardroom mainly for recording purposes. All microphones must be connected to a sound mixer which will need to be installed in an existing AV equipment rack inside the boardroom. An input connector should be available in one of the existing table docking stations for the ease of recording with a portable recorder or a laptop. A professional handheld recorder must also be included in the quotation.

2. Purpose of the Request for Proposal

To seek quotations for the supply and installation of an end to end fully functional recording facility from suitably qualified and experienced audio installers according to the needs and requirements of the Durban ICC as detailed in the specifications.

3. Mandatory Scope of Works

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• To supply, install and commission a 16 channel Expandable Digital Mixing Console within the current cabinet in the boardroom. The mixer must be cabled to the boardroom table input.		
• To supply, install and commission 4 X high-performance, miniature boundary flush mount microphones with supercardioid pickup pattern. The microphones must be built for a clearer, more intelligible sound for applications such as teleconferencing, distance learning, boardrooms, courtrooms and security using PCC (Phase Coherent Cardioid) technology. The microphones must have a clear LED indicator for ON/OFF notification and must be built for a table mount application.		
• To supply, install and commission 1 X 4-Channel 96kHz/24-bit Digital Recorder with XLR Inputs. The recorder must have an ambient recording setting that allows one to set the recorder according to the ambient noise levels of the room.		
• To supply and install the necessary termination slot on the existing table		
• To supply the necessary cabling from the termination slot to the recorder together with the required cabling to retrieve recordings (eg. USB cabling to connect to laptop etc.)		
• To supply any necessary software and training pertaining to the functionality of the proposed solution.		
• All shop fitting work must be carried out by the service provider and provision for after-hours work if necessary must be accounted for.		
• All workmanship and supplied products must carry a minimum one year onsite warranty.		

Please Note: Failure to meet all of the stipulated mandatory scope of works will result in the service provider being deemed non-responsive and will not be considered for evaluation.

Please Note:

- All the necessarily safety precautions and preventative measures must be adhered to at all times. Contractors will be held liable for all damages caused by their staff members.
- All works are to be carried out in line with the OHS Act 85 of 1993.
- All Technicians must wear appropriate / necessary safety clothing or PPE.

4. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> • The service provider must have previous experience of such projects. Please attach two (2) positive references. 		

Please Note: Failure to meet the stipulated mandatory requirement will result in the service provider being deemed non-responsive and will not be considered for evaluation.

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 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.

8. Compulsory Pricing Schedule:

Description	Total
8.1 To supply, install and commission all of the items described in the Mandatory scope of works including labour, shop fitting and all related sundry costs providing a working end to end integrated recording solution for the Durban ICC.	R
8.2 Please state any additional costs:	R
Sub Total (Excluding VAT)	R
VAT @ 14 %	R
Total (Incl. VAT)	R

Note:

- The Durban ICC is not liable to make any deposit payments upfront.
- There should be no hidden costs.

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. Requirements to submit quotations

- 9.1 The Durban ICC is not liable to make any deposit payments upfront.
- 9.2 All schedules in this document must be populated and will form part of the quotation.
- 9.3 Companies **must** submit a company profile and to provide examples and references of similar such work performed.
- 9.4 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.

10. Contact Person

Wiseman Zulu
Tel: +27 31 360 1311
Technical Operator

11. Compulsory site inspection and Closing Date

Compulsory site inspection

Please note that a compulsory site inspection will be held at **10h00, on 01th September 2016**. Contractors are to meet Wiseman Zulu at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

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 September 2016**.



12. Request for proposals approved by:

P.P.
Prashant
19/08/2016

Jerry Craig Hurter
Facilities Director

Ramkissoo *19/08/2016*

SCM Compliance Officer
Ritesh Ramkissoon

Thenashree *19/08/2016*

SCM & Compliance Manager
Thenashree Naidoo

Melanie *22/8/16*

Finance Director
Melanie Rambally

Lindiwe *25/8/16*

Chief Executive Officer
Lindiwe Rakharebe



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
PIKISSI ALBERT LUTHI ICC COMPLEX
DURBAN SOUTH AFRICA

13. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
JFKENI ALBERT LUTHULU ICC COMPLEX
DURBAN SOUTH AFRICA

14. 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)

15. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

15.1 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.

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

15.2.1 Full name of bidder or his/her representative

15.2.2 Identity number:

15.2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

15.2.4 Company Registration Number:

15.2.5 Tax Reference Number:

15.2.6 VAT Registration Number:

15.2.7 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.*



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
JAKHISI ALBERTI LEITHULLUCCI COMPLEX
DURBAN SOUTH AFRICA

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

YES	NO
-----	----

15.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
-----	----

15.2.10 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
-----	----

15.2.11 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
-----	----

15.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
-----	----

15.2.13 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
-----	----

15.2.14 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
-----	----



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
1740ST ALBERT LEITCH ICC COMPLEX
DURBAN SOUTH AFRICA

15.3 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder