



REQUEST FOR QUOTATION – SAE 03/2017: ACCOMMODATION

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.

2. Purpose of the request for proposal

The Durban ICC requires accommodation for a strategic session scheduled to commence for the 7th - 9th October 2016.

3. Venue Requirements

- Date: 7-9 October 2016 (Two nights)
- Accommodation for approximate 26 people (individual units)
- Three meals (breakfast, lunch and Supper) and 2 snacks (comprising of Tea, fresh juice and snacks) - mid morning and mid afternoon
- Conference facility on site
- Projector/flip chart facility on site
- Minimum three star graded accommodation venue
- Location – within a maximum of a 200km radius from the Durban ICC (45 Bram Fischer Road, Durban)

4. Mandatory Requirement:

Does the service provider comply with the mandatory requirements? Please tick as illustrated	Yes	No
	✓	X
• Minimum four (4) star accommodation venue rated by the South African Tourism Grading Council of South Africa – please attach proof		
• Please attach a detailed menu offering for the period specified (7th – 9th October 2016) (Breakfast, Lunch and Supper)		
• Please submit pictures of the location / rooms / and recreational amenities which are situated at the premises or surrounding areas to positively market the venue. (these can be submitted on a memory stick)		

Please note: failure to comply with all of the mandatory requirements as illustrated above will result in the service provider being deemed non-responsive and not evaluated further.



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. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Company's **must** submit a company profile and provide examples and references of similar such works performed.
- 6.3 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.

7. Compulsory Pricing Schedule

Description	Cost per individual	No. of Nights	Quantity	Total (No. of nights x quantity x individual cost)
Accommodation as per requirement	R	2	Approx. 26	R
Please state any additional cost:				R
Total (Excl. VAT)				R
14 % VAT				R
Total (Incl. VAT)				R

Please note: the number of individuals may be subject to change at time of confirmation.



8. Closing Date

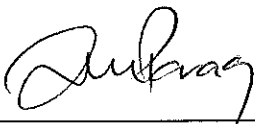



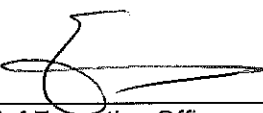
Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00, 19 September 2016**.

I.....being duly authorised 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:

 Marketing, Sales and Events Director Mala Dorasamy
 09/09/2016 SCM Compliance Officer Ritesh Ramkissoon
 09/09/2016 SCM Manager Thenashree Naidoo
 12/9/16 Finance Director Melanie Rambally
 13/9/16 Chief Executive Officer Lindiwe Rakharebe

10. Past experience in similar assignments

Assignment Description	Key Elements	Contract Date/s	Contact Person and Telephone Number	Assignment Value

I.....being duly authorised 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 authorised 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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

