

REQUEST FOR QUOTATION – OPS 06/2017

SUPPLY AND DELIVERY OF WAISTCOATS, APRONS AND BOWTIES

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 World Travel Awards for 15 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO14001 (Environmental Management) and ISO 22000 (Food Safety).

2. Purpose

In keeping with the Durban ICC five (5) star standards, it is necessary to ensure that the contracted flexible staffs are provided with branded uniforms in order to represent the Durban ICC in a well-groomed, professional manner, during events.

The Durban ICC requires a service provider for the Supply and Delivery of Male and Female Waistcoats, Bow ties and Aprons.

3. Specification Required:

Description	Specification	Colour
Ladies lined, classic fit waistcoat	<ul style="list-style-type: none"> o Durable fabric o Lined with back only in lining o Adjustable back buckle tie o Jet pockets o Approximately 59 cm centre back o Durban ICC logo <u>with white lettering</u> on front left shoulder 	Navy Blue
Men's regular fit lined waistcoat	<ul style="list-style-type: none"> o Durable fabric o Adjustable back buckle tie o Lined with back only in lining o Jet pockets o Approximately 59 cm centre back o Durban ICC logo <u>with white lettering</u> on front left shoulder 	Navy Blue
Unisex multi pocket bistro apron	<ul style="list-style-type: none"> o Minimum composition: polyester (40%) / Cotton (60%) o Length 49 cm o Two or three front pocket with pen slot o Cloth loop 	Black
Bow tie	<ul style="list-style-type: none"> o Minimum (40%) Polyester/ Cotton (60%) 	Navy Blue

Please note the following when quoting:

- o Samples to be dropped off at the Durban ICC, marked for the attention of Ritesh Ramkissoon.
- o All samples are to be labelled accordingly including contact details of the service provider.
- o The samples are returnable to the service provider.

4. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<u>Delivery:</u> <ul style="list-style-type: none"> Bulk orders (minimum quantity of 40 units per order): within 1 - 2 weeks from date of receiving an official purchase order from the Durban ICC. Limited orders (minimum quantity of 10 units per order): within 1 week from date of receiving an official purchase order from the Durban ICC. 		
<ul style="list-style-type: none"> Sizes available 28 – 54 (Small to 5XL) 		
<ul style="list-style-type: none"> The service provider needs to submit a sample of the product (one of each type) as specified in the mandatory product requirements. Kindly note, the service provider will bear the costs of the samples. <p><i>Samples can be of previous work executed / off the shelf products, provided they meet our specifications.</i></p>		

5. Compulsory Pricing Schedule (form of offer)

Description item	Unit cost	Estimated Quantity	Total cost (Unit cost x est. quantity)
Ladies lined, classic fit waistcoat	R	300	R
Men's regular fit lined waistcoat	R	300	R
Unisex multi pocket bistro apron	R	350	R
Bow tie	R	350	R
Total (excl. VAT)			R
VAT @14%			R
Total (incl. VAT)			R

Please Note:

- o The pricing is to remain firm for 6 months.
- o There should be no hidden costs or additional charges.
- o In line with the MFMA, the Durban ICC does not make payments in advance.
- o The quantity may be subject to change at time of order.

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: _____

6. Preconditions

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

- 6.1 Full name.
- 6.2 Identification or company or other registration number.
- 6.3 Tax reference number and VAT number, if any.
- 6.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 6.8 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

Mark Enslin
Food & Beverage Manager
Email: marke@icc.co.za
Land Line: 031 360 1201


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 **12:00 on 23 November 2016.**


9. Request for proposals approved by:



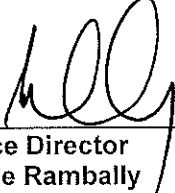
Acting Operations Director
Mark Enslin

 09/11/2016

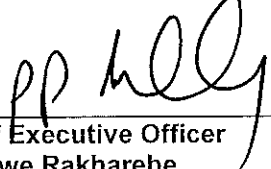
SCM Compliance Officer
Ritesh Ramkissoon

 09/11/2016

SCM Compliance Manager
Thenashree Naidoo

 10/11/16

Finance Director
Melanie Rambally

 10/11/16

Chief Executive Officer
Lindiwe Rakharebe

10. 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: _____



11. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number: to be completed by tenderer.</u>
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (of person authorised to sign on behalf of the Tenderer)

12. MBD 4 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.*



DURBAN ICC
 INTERNATIONAL COMMERCE CENTER
 100 WEST ALBERTA STREET, SUITE 2000
 DURBAN, SOUTH AFRICA

12.3.8 Are you presently in the service of the state?

YES	NO
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 If yes, furnish particulars: _____

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?

YES	NO
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 If yes, furnish particulars: _____

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?

YES	NO
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 If yes, furnish particulars: _____

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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DURBAN ICC
INTERNATIONAL CONVENTION CENTER
PROSPECTIVE LESUTHU AND COMPANY
DURBAN SOUTH AFRICA

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

