

## REQUEST FOR PROPOSAL IT 13/2017

### AUDIO VISUAL TECHNOLOGY COMPANY TO PARTNER WITH THE DURBAN ICC

#### 1. Background

The Durban International Convention Centre (Durban ICC) was built as a catalyst for economic impact and job creation. This multi-award winning Centre has been voted Africa's Leading Meetings and Conference Centre by the World Travel Awards for the 15th time and has been rated amongst the World's Top 15 Convention Centres by the International Association of Convention Centres (AIPC).

The Complex has played a pivotal role in blazing the trail of success for South Africa's Meetings, Conventions and Exhibition sectors by pioneering, attracting and hosting major international and national events. It also boasts the largest column-free, flat floor, multi-purpose space in Africa with ISO 9001, 14001, 22000, OHSAS 18001 and HACCP certifications.

#### 2. Purpose of the Request for Proposal

The Durban ICC is seeking the services of a specialized A-V (Audio-Visual) partner willing to collaborate in providing state of the art, world-class A-V technology for events hosted at the facility.

#### 3. Scope of Works

##### 3.1 This project includes:

- Modernizing and integrating new technology systems in the VIP hospitality suites and meeting rooms within the Durban ICC and renovating audio visual systems,
- Removal and storage of existing audio-visual equipment,
- The installation of new equipment and cabling,
- Programming of control systems,
- Configuration and programming of digital signal processing systems,
- Testing and recalibration of the installed systems, and
- Maintenance and support of the updated systems.

- In addition to the standard audio and visual elements, interested A-V production companies must provide innovative and engaging production strategies and stage direction that align with the Durban ICC's overall brand and message.

##### 3.2 Event A-V Production & Management

- The A-V partner will be responsible for providing all aspects of A-V production and management including, but not limited to:
  - Rental of A-V equipment;
  - All A-V staffing and on-site A-V management;
  - Set-up and break-down for each event/breakout;
  - Custom design work for digital signage based on our client's requirements;
  - Management of lighting/sound/video/projection/internet; and
  - Placement and management of branding elements such as gobos, video/image projection, up lighting, special effects, carpet branding, spotlighting, music, and/or custom brand pieces.

##### 3.3 Commission

- The Durban ICC will be entitled to a commission percentage, based on the total quote (VAT excl.) for the provision of these services, for each event held at the Centre.

**4. Evaluation Process and Criteria**

- The Durban ICC will independently evaluate all proposals received.
- The criteria for the scoring of the proposals are outlined in section 5 of this Request for Proposal.
- The shortlisted bidders, as determined by the independent panel, will also be requested to further conduct an oral presentation to the independent panel. The oral presentation scoring criteria is outlined in section 6 of this document.

**5. Written Proposal Evaluation Criteria**

Proposals will be reviewed, evaluated and scored by an independent panel. Evaluation of proposals will be based on the following criteria, for each component. Each criterion will be scored according to the degree of responsiveness present in the proposal being evaluated.

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Score</b>
5.1 <u>Overall Experience of the Supplier</u>  - Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, relevance of past contracts awarded, references, and related items.	20	
5.2 <u>Experience of Staff</u>  - Our evaluation will include an assessment of the experience and expertise of your staff as a whole as well as the experience of those individuals assigned to this project.	20	
5.3 <u>Evaluation of Past Experience Relating to the Hospitality Industry</u>  - Our evaluation will include an assessment of your past performance, case studies, confirmation of similar past projects undertaken, etc.	20	
5.4 <u>Hire Cost of Equipment and Cost Effectiveness</u>  - Effective and efficient delivery of quality services is to be demonstrated in relation to the fee and monetary value of the overall project.  - The rate per item must be reasonable and appropriate. Approach to fee structure is balanced and structured to maximize investment.	40	
<b>Total Points</b>	<b>100</b>	

**6. Oral Presentation Component**

- The evaluation committee will select the top three bidders based on the written proposals submitted in order to be eligible for the oral presentation component.
- Detailed presentations will only be requested from the top three finalist(s), as determined by the evaluation committee.
- This oral interview and presentation will allow finalists to demonstrate their understanding of the project objectives and to articulate their capability to meet or exceed the requirements of this Request for proposal.

**7. Mandatory Requirements for Submissions**

Does the service provider comply with the mandatory submission criteria? Please acknowledge as illustrated	Yes	No
<ul style="list-style-type: none"> <li>○ The prospective service provider must possess a minimum of 3 years' experience, with a comprehensive list of A-V services having been undertaken within the hospitality industry or entities having similar size and capacity as the Durban ICC.</li> <li>○ This involves in-depth technical knowledge of specialised sound, interpretation, lighting, audio-visual, rigging, personal computers/networks and staging.               <ul style="list-style-type: none"> <li>- Please attach a minimum of three (3) positive references from clients serviced. The references need to be on the client's letterhead.</li> </ul> </li> <li>○ Please include Images of previous A-V event production projects undertaken, together with dates, locations and the detailed scope of works for each event.</li> </ul>	✓	X
<ul style="list-style-type: none"> <li>○ Provide a current comprehensive pricing list for all equipment and services based on a daily/weekly rate. Include hourly labour costs for all personnel, including project managers, technicians, operators, etc.</li> </ul>		

**Please note:**

- Service providers who fail to comply with the mandatory submission criteria, as illustrated above, will be deemed non-responsive and not considered for further evaluation.
- Responsive service providers will be contacted to showcase their service offering in response to this bid, if necessary and the shortlisting will take place accordingly. The date and time of the interview will be confirmed, in due course.

**8. Compulsory Pricing Schedule:**

Description	Commission Entitlement for the Durban ICC
- Percentage of commission income proposed by the service provider for the Durban ICC	_____ %

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:** \_\_\_\_\_

**9. Preconditions**

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

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


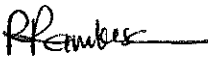
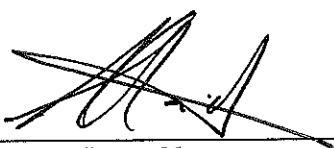

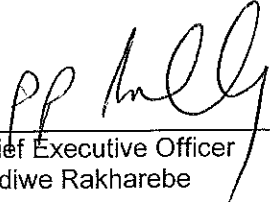
**10. Contact Person**

Mark Enslin  
Acting Operations Director  
Email: [marke@icc.co.za](mailto:marke@icc.co.za)  
Land Line: 031 360 1062

**11. 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 24<sup>th</sup> February 2017.**

12. Request for proposals approved by:

<p>8/2/2017  J.C. Hurter</p> <hr/> <p>Facilities Director Jerry Craig Hurter</p>
<p> 07/02/2017</p> <hr/> <p>SCM Compliance Officer Ritesh Ramkissoon</p>
<p> 07/02/2017</p> <hr/> <p>SCM Compliance Manager Thenashree Naidoo</p>
<p> 10/2/17</p> <hr/> <p>Finance Director Melanie Rambally</p>
<p> 10/2/17</p> <hr/> <p>Chief Executive Officer Lindiwe Rakharebe</p>



**13. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	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: \_\_\_\_\_

**14. 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</u> : to be completed by tenderer.
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)

## 15. MBD 4 Declaration of Interest

- 15.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 15.2 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.
- 15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 15.3.1 Full name of bidder or his/her representative .....
- 15.3.2 Identity number: .....
- 15.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 15.3.4 Company Registration Number: .....
- 15.3.5 Tax Reference Number: .....
- 15.3.6 VAT Registration Number: .....
- 15.3.7 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.



15.3.8 Are you presently in the service of the state? 

YES	NO
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If yes, furnish particulars:

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

YES	NO
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15.3.10 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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15.3.11 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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15.3.12 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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15.3.13 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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15.3.14 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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16. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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