

REQUEST FOR QUOTATION – OPS 19/2017

SUPPLY AND DELIVERY OF CLEANING STAFF UNIFORMS

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), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 18001 (Occupational Health and Safety).

2. Purpose

The Durban ICC requires a service provider for the Supply and Delivery of cleaning staff uniforms.

3. Product Specifications

| Does the product comply with the mandatory specifications? Please acknowledge as illustrated. | | | Yes | No |
|--|---|--|-----|----|
| | | | ✓ | X |
| Description | Specification | Colour | | |
| CLEANING SUPERVISOR | | | | |
| 3.1 Ladies collared, short sleeve, relaxed fit blouse | <ul style="list-style-type: none"> • Minimum Polyester (40%) / Cotton (60%) • Long length with side slits • Darts front & back • Constructed placket & raised collar • Durban ICC logo with white lettering on front left shoulder | Dark navy with vertical double white stripe | | |
| 3.2 Ladies relaxed fit lined skirt | <ul style="list-style-type: none"> • Minimum Polyester (100%) • Constructed waistband (with elasticated inserts in larger sizes) • Mock jet pockets • Knee length | Dark navy | | |
| 3.3 Men's collared, short sleeve, relaxed fit work top | <ul style="list-style-type: none"> • Minimum Polyester (40%) / Cotton (60%) • Constructed placket • Two chest pockets • Long length with side slits • Durban ICC logo with white lettering on front left shoulder | Dark navy with vertical single white stripe | | |
| 3.4 Men's regular fit Chinos | <ul style="list-style-type: none"> • 100% Cotton • Constructed waistband • Straight leg with turn-ups • Side pockets | Dark navy | | |

| Does the product comply with the mandatory specifications? Please acknowledge as illustrated. | | | Yes | No |
|--|--|---|-----|----|
| | | | ✓ | X |
| Description | Specification | Colour | | |
| CLEANERS | | | | |
| 3.5 Ladies collared, short sleeve, relaxed fit dress | <ul style="list-style-type: none"> • Polyester (100%) • Two side pockets • Durban ICC Cleaner logo with white lettering on front left shoulder | Dark navy with vertical sky blue pin stripe | | |
| 3.6 Men's collared, short sleeve, relaxed fit work shirt | <ul style="list-style-type: none"> • Polyester (100%) • Two chest pockets • Durban ICC Cleaner logo with white lettering on front left shoulder | Dark navy with vertical blue pin stripe | | |
| 3.7 Men's regular fit Chinos | <ul style="list-style-type: none"> • 100% Cotton • Constructed waistband • Straight leg with turn-ups • Side pocket | Dark navy | | |
| 3.8 Durban ICC Cleaning Team logo  | <ul style="list-style-type: none"> • Embroided • 70 mm x 37 mm • Durban ICC horns in brand colours • Wording in <u>white</u> | Durban ICC to provide colour chart | | |

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 uniforms per order): 4 - 6 weeks from date of receiving an official purchase order from the Durban ICC. Limited orders (minimum quantity of 10 uniforms per order): 3 - 4 weeks from date of receiving an official purchase order from the Durban ICC. | | |
| <ul style="list-style-type: none"> Size availability 28 – 54 (Small to 5XL) | | |
| <ul style="list-style-type: none"> The service provider must 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 all costs associated with the samples. Samples can be of previous work executed. | | |

5. Compulsory Pricing Schedule (Form of offer)

| Description Item | Quantity Required | Unit cost | Total (Unit cost x Quantity) |
|--|-------------------|-----------|---------------------------------|
| Cleaning Supervisor Uniforms | | | |
| 5.1 Ladies collared, short sleeve, relaxed fit blouse | 6 | R | R |
| 5.2 Ladies relaxed fit lined skirt | 6 | R | R |
| 5.3 Men's collared, short sleeve, relaxed fit work top | 6 | R | R |
| 5.4 Men's regular fit Chinos | 6 | R | R |
| Cleaning Staff Uniforms | | | |
| 5.5 Ladies collared, short sleeve, relaxed fit dress | 100 | R | R |
| 5.6 Men's collared, short sleeve, relaxed fit work shirt | 25 | R | R |
| 5.7 Men's regular fit Chinos | 25 | R | R |
| Total Excl. VAT | | | R |
| VAT @14% | | | R |
| Total Incl. VAT | | | R |

Please note:

- Quantities may be subject to change at the time of order
- The Durban ICC is not obligated to purchase all the products from one service provider.
- There will be no upfront deposit.
- Pricing to include branding

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.

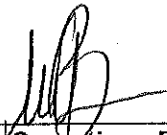
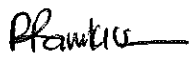

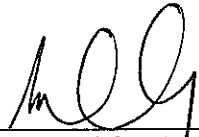
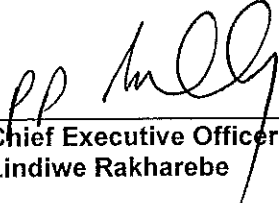
7. Contact Person

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

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 01st March 2017.**

9. Request for proposals approved by:

| |
|--|
|  _____ Acting Operations Director Johannes Basi |
|  17/02/2017 _____ SCM Compliance Officer Ritesh Ramkissoon |
|  17/02/2017 _____ SCM Compliance Manager Thenashree Naidoo |
|  20/2/17 _____ Finance Director Melanie Rambally |
|  20/2/17 _____ 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:</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)

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.

12.3.8 Are you presently in the service of the state?

| | |
|-----|----|
| YES | NO |
|-----|----|

 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 |
|-----|----|

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 |
|-----|----|

 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 |
|-----|----|

12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

| | |
|-----|----|
| YES | NO |
|-----|----|

 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 |
|-----|----|

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 |
|-----|----|



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

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder