



REQUEST FOR QUOTATION: OPS 20/2017

ISO LEGAL COMPLIANCE

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world. The Centre has an Integrated Management System which consists of certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and OHSAS 18001 (Health and Safety Management System) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

2. Purpose

The Durban ICC requires the services of an accredited ISO 14001 and OHSAS 18001 legal advisor to update the legal register with the latest legislation, update the Risk register and perform legal evaluation audits in accordance with international, national, provincial and local bylaws.

3. Mandatory Requirements

| Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated. | Yes | No |
|--|-----|----|
| | ✓ | X |
| <ul style="list-style-type: none"> The service provider must be ISO 9001 accredited. (Please attach proof) | | |
| <ul style="list-style-type: none"> The service provider must be able to update the legal and risk registers and conduct the legal compliance evaluations for both ISO 14001 and OHSAS 18001. The legal compliance evaluation must be based on all legal and other requirements applicable to the Durban ICC and not be evaluated only on a sample basis. | | |
| <ul style="list-style-type: none"> The service provider must have experience in providing these services to entities having similar size and capacity as the Durban ICC. Please attach two external references. | | |

Please note: Failure to meet all of the above stipulated mandatory requirements will result in the bid submission being deemed non-responsive and not evaluated further.



4. Preconditions

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

- 4.1 Full name.
- 4.2 Identification or company or other registration number.
- 4.3 Tax reference number and VAT number, if any.
- 4.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 4.5 Valid BBBEE Certificate.
- 4.6 MBD 4 Declaration of Interest form must be completed.
- 4.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 4.8 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 4.9 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.

5. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

6. Contact Person

Renil Harbhajan - ISO Officer
+27 31 360 1324
renilh@icc.co.za

7. 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 20th March 2017.**

8. Compulsory Pricing Schedule (Form of offer)

| Requirements | Frequency | Please state the estimated Duration | Cost |
|---|---------------------------------|-------------------------------------|------|
| (a) Review of Risk Register - ISO 14001 and OHSAS 18001 | Once off for the period of 2017 | | R |
| (b) Revise Legal Register – ISO 14001 and OHSAS 18001, update with latest legislation and link to updated risk register | Once off for the period of 2017 | | R |
| (c) Conduct ISO 14001 EMS legal compliance evaluation including other requirements, full report and action plan | Once off for the period of 2017 | | R |
| (d) Conduct OHSAS 18001 legal compliance evaluation including other requirements, full report and action plan | Once off for the period of 2017 | | R |
| Additional costs (if any) : | | | R |
| Total (VAT exclusive) | | | R |
| VAT @ 14% | | | R |
| Total (VAT inclusive) | | | R |


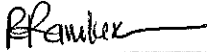


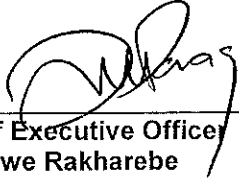
Please note: the SABS OHSAS 18001 audit is scheduled for 28 November 2017.

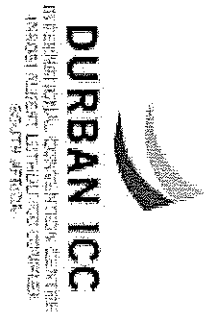
I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____

Date: _____

9. Request for proposals approved by:

| |
|---|
|  _____ Acting Facilities Director Siphwe Khuzwayo |
|  07/02/2017 _____ SCM Compliance Ritesh Ramkissoon |
|  07/03/2017 _____ SCM Manager Thenashree Naidoo |
|  7/3/17 _____ Finance Director Melanie Rambally |
|  8/3/17 _____ 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 proprietorship / 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:

Account Number: to be completed by tenderer.

Consolidated Account No.

Electricity

Water

Rates

Other

Other

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 Contractor 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. 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 Tax Reference Number:
- 12.3.7 VAT Registration Number:
- 12.3.8 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.

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

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

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

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

12.3.11 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 |
|-----|----|

12.3.12 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 |
|-----|----|

12.3.13 Are any 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 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 |
|-----|----|

12.3.15 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

