

RE-ADVERTISEMENT: REQUEST FOR PROPOSAL FIN 03/2017

TRAVEL TOURS

1. Background

The Durban International Convention Centre (Durban ICC) was built as a catalyst for economic impact and job creation. The complex is known as the Inkosi Albert Luthuli Complex and comprises of the Durban ICC Arena, Convention Centre and Exhibition Centre.

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).

2. Purpose

The Durban ICC is inviting suitably qualified service providers who are registered with ASATA, for the provision of innovative and cost effective travel tour options for its local and international delegates.

The objective of this initiative for the Durban ICC is to create a mutually beneficial, financially viable partnership with the appointed service provider.

3. Scope

- The key deliverables from the appointed service provider include the structuring of exciting travel tour packages, exploring Durban and its surrounding areas.
- It is expected that the appointed service provider will customize travel tour packages to suit the Durban ICC's delegates to ensure the highest level of customer satisfaction with the objective of marketing and show-casing the natural beauty and potential which the Kwa-Zulu Natal province has to offer.
- The appointed service provider must provide efficient, trained and competent personnel to execute the travel tour package services.
- The travel tour packages should be innovative, exciting and tailor-made to suit the interests of different patrons. The customised package options may focus on (but not limited to) the following:
 - Game Reserve Experience
 - Durban's Key Attractions Tour (Moses Mabhida Stadium, Ushaka Theme Park)
 - Drakensberg/Midlands Meander Tour
 - Historic Tour incorporating the Nelson Mandela Capture Site/King Shaka Heritage Site
 - Cultural tour which includes places of religious interest, museums etc.
 - Boat Cruise around the Durban Harbour
 - Fusion of Cuisine Experience
- The Durban ICC will be entitled to earn a commission from each successful booking.

4. Mandatory Submission

Does the service provider comply with the mandatory submission criteria? Please acknowledge as illustrated	Yes	No
4.1 The service provider must possess the requisite experience and have a proven, successful track record of co-ordinating a comprehensive list of half day or full day tour packages. Please attach two (2) positive references from clients serviced.	✓	X
4.2 The service provider will need to submit a minimum of six (6) customised half day or full day tour packages which focus on the key tourist attractions in Durban and surrounding areas.		

Please note:

- Service providers who fail to comply with the mandatory submission criteria will not be considered for further evaluation.
- Responsive service providers will be contacted for a detailed interview to discuss their proposals, the date and time for which is still to be scheduled.

5. Contact Person

Thenashree Naidoo – SCM Manager
 Tel: 031 360 1358
 Email: thenashreen@icc.co.za

6. Closing Date

Proposals, 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, on 24th March 2017.**

- Please state the commission entitlement proposed to 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:

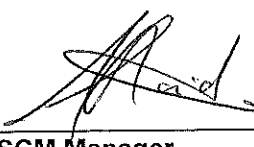
Date:

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

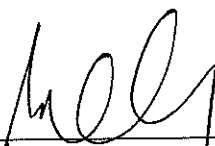
7. Request for proposals approved by:

 14/03/2017

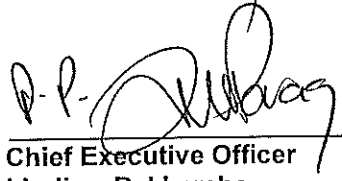
SCM Compliance Officer
Ritesh Ramkissoon

 14/03/2017

SCM Manager
Thenashree Naidoo

 15/3/17

Finance Director
Melanie Rambally

 16/3/17

Chief Executive Officer
Lindiwe Rakharebe

8. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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: _____

9. 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)

10. MBD4 Declaration of Interest

- 10.1 No bid will be accepted from persons in the service of the state¹.
- 10.2 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/adjudging authority.
- 10.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 10.3.1 Full name of bidder or his/her representative
- 10.3.2 Identity number:
- 10.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 10.3.4 Company Registration Number:
- 10.3.5 Tax Reference Number:
- 10.3.6 VAT Registration Number:
- 10.3.7 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.

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

YES	NO
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10.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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10.3.10 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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10.3.11 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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10.3.12 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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10.3.13 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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10.3.14 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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11. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder