



## REQUEST FOR QUOTATION – OPS 27/2017

### FULL COFFEE BAR SERVICE FOR THE INDABA AND WORLD ECONOMIC FORUM (WEF) 2017

#### 1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all venue services need to be of an international standard and specifically contracted to the needs and requirements of the venue.

#### 2. Purpose of the request for proposal

The Durban ICC requires coffee bar services for the World Economic Forum (WEF) and Indaba 2017 scheduled to take place as follows:

##### The World Economic Forum:

- Build up date: 01 & 02 May 2017
- Live event dates : 03 to 05 May 2017
- Operating hours for service : 07h00 to 19h00

##### The Indaba 2017:

- Build-up: 13 - 14 May 2017
- Dry-Run: 15 - May 2017
- Show Dates: 16 - 18 May 2017
- Breakdown: 19- 20 May 2017

- Tea / Coffee beverages are to be sold at risk on a cash basis (Prices to range between R15.00 – R25.00).
- The appointed service provider must provide the structure, coffee machines, ingredients, condiments; stirrers etc. as well as till points – thus fully serviced stations.
- The Durban ICC will be entitled to a fifteen percent (**15%**) of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative.

**Please note:** the Durban ICC reserves the right to appoint more than one (1) service provider for the provision of these services.



**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"> <li>Provide six (6) fully serviced bars offering a selection of tea and coffee.</li> </ul>		
<ul style="list-style-type: none"> <li>Bar structure to be erected on site and to remain for the duration of the event. (The bars can be branded for marketing exposure, to be approved by the Durban ICC).</li> </ul>		
<ul style="list-style-type: none"> <li>Fully trained, presentable, well groomed staff who are fluent in the English language.</li> </ul>		
<ul style="list-style-type: none"> <li>A minimum of two groups of espresso machines and grinders.</li> </ul>		
<ul style="list-style-type: none"> <li>Menu ranging from espresso, cappuccino, selection of Ceylon and herbal teas, hot chocolates, latte's, Iced Coffees.</li> </ul>		
<ul style="list-style-type: none"> <li>Support services for repairs must be onsite and available during operating hours to ensure an immediate turn-around for repairs / replacements.</li> </ul>		
<ul style="list-style-type: none"> <li>Coffee bars must be able to produce a minimum of 200 cups an hour.</li> </ul>		
<ul style="list-style-type: none"> <li>All packaging products to be 100% recyclable. The preferred packaging is 100% biodegradable or compostable.</li> </ul>		
<ul style="list-style-type: none"> <li>Own tills which include Z reports or a POS system where sales reports can be submitted daily</li> </ul>		
<ul style="list-style-type: none"> <li>Coffee Bars must remain neat and tidy throughout the event.</li> </ul>		
<ul style="list-style-type: none"> <li>Staff members are to conduct themselves in a professional manner at all times whilst on site.</li> </ul>		
<ul style="list-style-type: none"> <li>The Durban ICC will be entitled to a fifteen percent (15%) of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative.</li> </ul>		
<ul style="list-style-type: none"> <li>The service provider must have minimum two years' experience, catering for an event which hosted an audience of minimum 2 000 (two thousand) people. <b>Attach two positive references</b></li> </ul>		

**Please Note:** Failure to comply with all the mandatory requirements, as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated.



#### 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.

#### 5. Terms and Conditions

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

#### 6. Requirements to submit proposal

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 6.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://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

Johannes Basi  
Acting Operations Director  
Tel: + 27 360 1332  
Email: [johannesb@icc.co.za](mailto:johannesb@icc.co.za)



**8. 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 20 April 2017.**

**THIS RFQ DOCUMENT CAN BE DOWNLOADED FROM THE VENDORS SECTION OF THE DURBAN ICC WEBSITE [WWW.ICC.CO.ZA](http://WWW.ICC.CO.ZA)**

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.


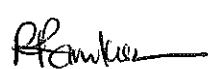

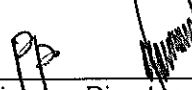
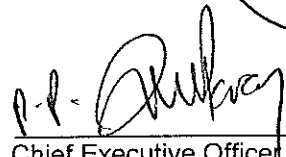
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**DURBAN ICC**  
INTERNATIONAL COUNCIL FOR PORTS  
AND SHIP MANAGEMENT  
SOUTH AFRICA

9. Request for proposals approved by:

 _____ Acting Operations Director Johannes Basi
 11/04/2017 _____ SCM Compliance Officer Ritesh Ramkissoon
<del> 13/04/2017 _____ SCM Manager Thenashree Naidoo</del>
 2017-04-13 _____ Finance Director Melanie Rambally
 13/14/17 _____ Chief Executive Officer Lindiwe Rakharebe



10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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: \_\_\_\_\_

**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. MBD4 Declaration of Interest**

- 12.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....
  - 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:*

<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.*



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

YES	NO
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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?  
If yes, furnish particulars: 

YES	NO
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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?  
If yes, furnish particulars: 

YES	NO
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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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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