

**REQUEST FOR QUOTATION – FIN 05/2017**

**DRAFTING AN ECONOMIC IMPACT REPORT FOR THE DURBAN ICC**

**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 has also obtained certification for ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management), OHSAS18001 (Occupational Health and Safety) and a 5-star grading from the South African Tourism Grading Council.

**2. Purpose**

- The Durban ICC requires the services of a professional and qualified service provider who has expertise in the field of drafting economic impact reports.
- The report should consist of the following key macro-economic indicators for the period **01 July 2016 to 30 June 2017**:

Does the service provider comply with the mandatory report specifications? Please acknowledge as illustrated	Yes	No
	✓	X
• Contribution to South Africa's GDP		
• Contribution KwaZulu-Natal's GGP		
• Contribution to Indirect Household Income		
• Net Foreign Exchange Earnings		
• Tax Revenue Generated		
• Total Delegate and Visitor Days, within the following Categories: - KwaZulu-Natal - Rest of South Africa - International		
• Jobs Created (direct and indirect) - within KwaZulu-Natal - within South Africa		

**Please Note:** Failure to meet all of the stipulated mandatory report specifications will result in the service provider being deemed non-responsive and will not be considered for evaluation.

### 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>The service provider must be a qualified economist <u>or</u> must be specialised in the field drafting of economic impact reports. <b><u>Attach proof</u></b></li> </ul>		
<ul style="list-style-type: none"> <li><b><u>Attach two (2)</u></b> positive references of previous work performed which entailed drafting detailed economic impact reports for various entities.</li> </ul>		

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation.

### 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 quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Companies must submit a company profile and provide examples and references of similar such work performed.
- 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. Compulsory Pricing Schedule (form of offer)**

scope of work	Quantity	Cost for drafting the report
Drafting a detailed Economic Impact Report as per specifications	1	R
Please state any additional costs:		R
	Subtotal (VAT excl.)	R
	VAT @ 14%	R
	Grand Total (VAT Incl.)	R

**Note:** The Durban ICC is not liable to make any deposit payments upfront.

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.

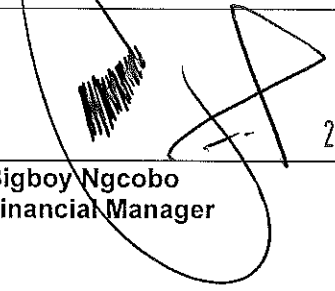
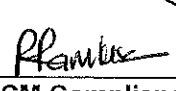
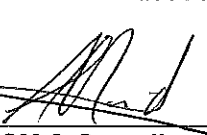
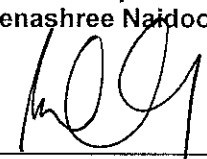
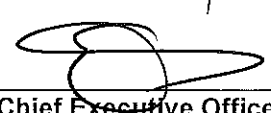
**8. Contact Person**

Bigboy Ngcobo  
Tel: +27 31 360 1304  
Financial Manager

**9. 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 **12h00 on 22 May 2017**.

**10. Request for proposals approved by:**

	2017-05-12
Bigboy Ngcobo Financial Manager	
	12/05/2017
SCM Compliance Officer Ritesh Ramkissoon	
	12/05/2017
SCM & Compliance Manager Thenashree Naidoo	
	15/5/17
Finance Director Melanie Rambally	
	15/5/17
Chief Executive Officer Lindiwe Rakharebe	



11. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value



# DURBAN ICC

INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
DURBAN SOUTH AFRICA

## 12. 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)

**13. MBD4 Declaration of Interest**

No bid will be accepted from persons in the service of the state<sup>1</sup>.

13.1 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.

13.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

13.2.1 Full name of bidder or his/her representative .....

13.2.2 Identity number: .....

13.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

13.2.4 Company Registration Number: .....

13.2.5 Tax Reference Number: .....

13.2.6 VAT Registration Number: .....

13.2.7 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.*



## DURBAN ICC

INTERNATIONAL CONVENTION CENTRE  
IBHOSI ALBERT LUTHULI ICC COMPLEX  
DURBAN SOUTH AFRICA

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

YES	NO
-----	----

---

---

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

YES	NO
-----	----

---

---

13.2.10 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
-----	----

---

---

13.2.11 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
-----	----

---

---

13.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
-----	----

---

---

13.2.13 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
-----	----

---

---

13.2.14 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
-----	----

---

---





**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
DURBAN SOUTH AFRICA

**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

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

