



## REQUEST FOR QUOTATION – SAE 16/2017

### SUPPLY OF A VIRTUAL REALITY SOLUTION FOR THE DURBAN ICC

#### 1. **Background**

The Durban ICC is one of the world's leading events and meetings venues. In order to maintain the extremely high standards demanded by clients and stakeholders, all marketing collateral needs to be specifically purchased, according to the requirements of our venue.

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

The Company seeks to further enhance the Durban ICC brand using Virtual Reality (VR) technology as a marketing tool to showcase the services and facilities of the Durban International Convention Centre, Durban ICC Arena and the Durban Exhibition Centre, within the destination of Durban, KwaZulu-Natal.

#### 3. **Scope of Works**

- Exposing potential clients to the City of Durban and all that the City has to offer via virtual reality
- Immersing the viewer in the world of the Durban ICC to deliver key product information
- Footage from local attractions including the Durban Beachfront, Moses Mabhida Stadium, UShaka Marine World and the King Shaka International Airport should be included in the video.
- Footage from a variety of event types (Concert, Conference, Exhibition, Banquet and Sporting Events) hosted at the Durban ICC should be included in the video
- The video will be required to be of the highest production quality and include professional voice-over narration.
- The virtual reality experience should be accessible on various digital platforms including virtual reality headsets, web and mobile platforms.

#### 4. **Specifications**

The appointed Service Provider will need to supply a hardware solution and VR video content

The VR Headsets should meet or exceed the following technical specifications:

- 4.1 Display device: Samsung S8 64GB (or similar approved)
- 4.2 Samsung Gear VR (or similar approved)
- 4.3 Samsung Level Head Gear – wireless studio sound (or similar approved)

*Please note: if an alternative is suggested, please submit all relevant product specifications / product catalogues, including warranty details. Damaged products to be replaced within 3 working days.*



**5. Intellectual Property**

- All Intellectual Property created by the successful Service Provider in the course of performing the services or exclusively for the purpose of performing the services shall ultimately belong to the Durban ICC.
- All raw footage shot in the performing of these services shall belong to the Durban ICC and be provided for any future video edits which the Durban ICC chooses to commission.

**6. Appointment**

The Durban ICC reserves the right to appoint one or more service providers to produce the solution or to not make an appointment if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

**7. Evaluation**

- Interested Service Providers are required to submit a summary of their VR projects produced to date, as well two (2) examples of VR Videos which they have produced previously.
- The first round of evaluation of the proposals will be based on their experience and how well the service provider demonstrates their creativity, expertise and ability to produce high-quality VR experiences.
- The second round of evaluation will involve the assessment of the pricing of the hardware and production costs for the VR video, and the Service Provider's B-BBEE status.
  - A minimum quality criteria score of 70 must be obtained in order for the bidder to be deemed responsive and evaluated for price.
  - A bidder, who does not meet the minimum quality criteria score of 70, will be deemed non-responsive and not further evaluated.

**8. Prompts for Judgement**

Quality Criteria	Weighting
8.1 Service providers experience in producing similar VR Videos (please attach minimum 2 references from client serviced)	30
8.2 VR Video sample submission	40
8.3 CV of the project manager.	30
<b>Total</b>	<b>100</b>



## 9. **Methodology**

The successful provider must appoint a suitable project manager who will be the single point of contact for this project and will liaise with the Durban ICC. All the phases listed below must conclude with a document detailing the phase, and sign off must be obtained from the Durban ICC that the work has been done to required standard.

- Phase 1 – Pre-Production
- Phase 2 – Production Phase
- Phase 3 – Post Production
- Phase 4 - Testing
- Phase 5 - Go Live and Support

## 10. **Preconditions**

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

- 10.1 Full name.
- 10.2 Identification or company or other registration number.
- 10.3 Tax reference number and VAT number, if any.
- 10.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 10.5 Valid BBBEE Certificate.
- 10.6 MBD 4 Declaration of Interest form must be completed.
- 10.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## 11. **Requirements to submit quotations**

- 11.1 All schedules in this document must be populated and will form part of the quotation.
- 11.2 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.



**12. Compulsory Pricing Schedule (Form of Offer)**

Description	Quantity	Unit Price	Total (quantity x unit cost)
Virtual Reality Headsets complete with Headphones as per the provided specification. (Hardware and Software)	4	R	R
Cost for scripting and filming the VR Video	1	R	R
Stitching, editing and post production	1	R	R
Training Costs	1	R	R
Please state any additional costs:			R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

Price per hour for additional <u>ad-hoc filming and editing</u> , during the next 12 months. (During working hours, including VAT)	R
Price per hour for <u>ad hoc technical</u> support during the next 12 months. (During working hours, including VAT)	R

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

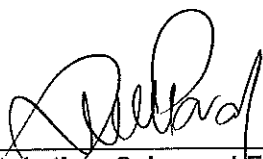


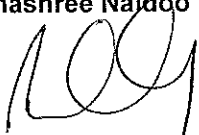
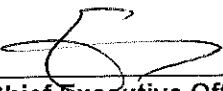
**13. Contact Person**

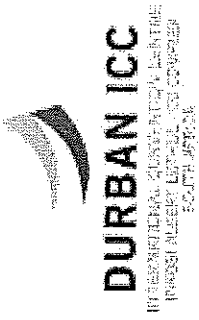
Scott Langley – Corporate Affairs and Marketing Manager  
Tel: 031 360 1315  
Email: scottl@icc.co.za

**14. 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 29<sup>th</sup> June 2017.

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

	21/06/17
<b>Marketing, Sales and Events Director</b> Mala Dorasamy	
	21/06/2017
<b>SCM Compliance Officer</b> Ritesh Ramkissoon	
	21/06/2017
<b>SCM Compliance Manager</b> Thenashree Naidoo	
	21/6/17
<b>Finance Director</b> Melanie Rambally	
	21/6/17
<b>Chief Executive Officer</b> Lindiwe Rakharebe	



16. 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: \_\_\_\_\_

**17. 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: to be completed by tenderer.</u>
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"/>

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)

**18. MBD4 Declaration of Interest**

- 18.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 18.2 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.
- 18.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 18.3.1 Full name of bidder or his/her representative .....
- 18.3.2 Identity number: .....
- 18.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 18.3.4 Company Registration Number: .....
- 18.3.5 Tax Reference Number: .....
- 18.3.6 VAT Registration Number: .....
- 18.3.7 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.*



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

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

YES	NO
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18.3.10 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
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If yes, furnish particulars:

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18.3.11 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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18.3.12 Are any of the company's directors, trustees, managers, principal  
shareholders or stakeholders in service of the state? 

YES	NO
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If yes, furnish particulars:

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18.3.13 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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18.3.14 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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19. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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