



## REQUEST FOR QUOTATION – SAE 19/2017

### VIDEOGRAPHY AND PHOTOGRAPHY SERVICES FOR THE DURBAN ICC

#### 1. Background

The Durban ICC is a multi-award winning centre which 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 requires a service provider for the provision of photography services specific to the Durban ICC's 20<sup>th</sup> Anniversary Celebratory Gala Dinner consisting of 500 pax.

#### 3. Event theme & concept

- Over the past 20 years innovation has been the root of most sector shake-ups. It's the potent trend of controversy around us and the challenge of conventional notions.
- With that in mind, the overarching theme for the gala dinner is – "DISRUPTION".
- It's the positive disturbance of excellence over the past 2 decades that sets the Durban ICC apart from other Convention Centres.

#### 4. Services Required

- 2 x photographers for 6hrs each on the 25th of August 2017 (17h00 – 23h00)
- 1 x videographer for 6 hours on the 25<sup>th</sup> of August 2017
- 1 x Drone videographer for 1 hour on the 25<sup>th</sup> of August 2017
- Instant souvenir pictures for guests to take home with
- The purpose of the photographers will be to take photos of the event as a whole, i.e. arrival, welcome drinks area, main banquet event, master of ceremonies, keynote speakers, entertainment, etc.
- We require the event photos by the end of the night for PR/media purposes. Kindly supply these on a flash drive or disc.
- Please submit technical specifications / model number of the camera to be utilised in order for the Durban ICC to determine the picture quality of the camera.

#### 5. Negotiations and contracting

- The Durban ICC reserves the right to enter into negotiation with one or more bidders regarding any terms and conditions.

R	Please state the cost for an additional hour for videography services (VAT excl.)
R	Please state the cost for an additional hour for photography services, for 2 photographers (VAT excl.)
R	Please state the cost for an additional hour for the drone pilot services (VAT excl.)

Description	Quantity Required	Estimated hours	Hourly rate	Total (est. hours x hourly rate)
Videographer	1 videographer	6 hours	R	R
Photographer	2 photographers	12 hours in total	R	R
Drone videographer	1 drone pilot	1 hour	R	R
Please state any additional costs:				R
Total (VAT Excl.)				R
VAT @ 14%				R
Total (VAT Incl.)				R

8. **Compulsory pricing schedule**

The Durban ICC reserves the right to appoint one or more service providers for the provision of these services if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

7. **Appointment**

- The Durban ICC pays the contractor the fees set out in the final contract according to the table of deliverables. No deposit payments will be paid prior to the services rendered.

6. **Supplier Payments**

- A supplier contract will only be deemed to be concluded when reduced to writing in a formal service level agreement signed by the designated responsible person of both parties.
- Under no circumstances will negotiations with any bidders constitute an award or promise / undertaking to award the contract.





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

#### 9. **Preconditions**

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

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

#### 10. **Requirements to submit quotations**

- 10.1 All schedules in this document must be populated and will form part of the quotation.
- 10.2 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.

#### 11. **Contact Person**

Marlene Govender – General Manager: Marketing, Sales & Events  
Tel: 031 360 1355  
Email: [marleneg@icc.co.za](mailto:marleneg@icc.co.za)

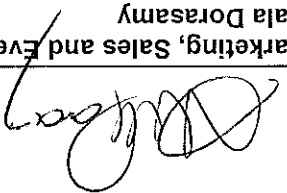
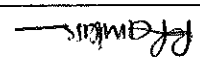
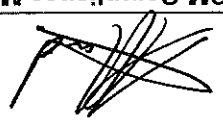
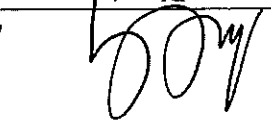
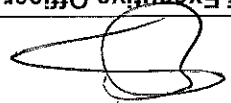


**DURBAN ICC**  
INDEPENDENT CONTRACTORS ASSOCIATION OF SOUTH AFRICA  
PO BOX 10000, DURBAN, SOUTH AFRICA  
TEL: 031 261 1111

12. 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 17<sup>th</sup> July 2017.

13. Request for proposals approved by:

 Mala Dorasamy Marketing, Sales and Events Director	16/7/17
 Ritesh Ramkisson SCM Compliance Officer	10/07/2017
 Thenashree Naidoo SCM Compliance Manager	10/07/2017
 Melanie Rambally Finance Director	10/7/17
 Lindiwe Rakharebe Chief Executive Officer	11/7/17



14. 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: \_\_\_\_\_

**15. 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:

<u>Account</u>	<u>Consolidated Account No.</u>																					

<u>Electricity</u>																							

<u>Water</u>																							

<u>Rates</u>																							

<u>Other</u>																							

<u>Other</u>																							

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)

**16. MBD4 Declaration of Interest**

- 16.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 16.2 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.
- 16.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 16.3.1 Full name of bidder or his/her representative .....
- 16.3.2 Identity number: .....
- 16.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 16.3.4 Company Registration Number: .....
- 16.3.5 Tax Reference Number: .....
- 16.3.6 VAT Registration Number: .....
- 16.3.7 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.*

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

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

YES	NO
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16.3.10 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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16.3.11 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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16.3.12 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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16.3.13 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
-----	----

16.3.14 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
-----	----



17. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

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

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

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

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

