

**REQUEST FOR QUOTATION – SAE 24/2017**

**SUPPLY AND DELIVERY OF CUSTOMISED DIARIES FOR THE 2018 YEAR**

**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 Durban ICC requires a service provider for the Supply and delivery of customised A4 2018 Year Management Diaries (once off purchase).

**3. Mandatory Product specifications: A4 Management diary**

Does the service provider comply with the mandatory product specifications? Please acknowledge as indicated	Yes ✓	No X
1. <b>Quantity:</b> Approximately 500 units		
2. <b>Cover:</b> Hard Cover with padded front (minimum 1300 micron foam board) <ul style="list-style-type: none"> <li>- Durable material to be used for front and back covers</li> <li>- Front cover: foil embossed with Durban ICC logo and year (2018)</li> <li>- Additional foil embossed logo to commemorate the Durban ICC 20<sup>th</sup> Anniversary</li> <li>- Ribbon Stitch on the Front Cover</li> </ul>		
3. <b>Wraps:</b> 5 x 4-page colour wraps to be printed in full-colour on 115gsm Gloss Art paper and inserted between the sections		
4. <b>Interior:</b> Diary pages to be printed on good quality 70gsm, bleach free paper <ul style="list-style-type: none"> <li>- Sections to be thread sewn/back-lined, head and tail banded</li> <li>- Should include a page-marker ribbon</li> <li>- Accurate content regarding the South African religious, public and school holidays published in the diary</li> </ul>		
5. <b>Tip-in:</b> Consisting of 8 x Double-sided colour pages, printed on 115gsm Gloss Art paper and sewn into diary block		
6. <b>End Sheets:</b> Front and Back end sheets, printed in full colour on 150gsm Matt Art paper		
7. <b>Sample:</b> A sample of the diary should be provided. The sample can be from previous work produced by the supplier.		

**Please note:** a service provider will be deemed non-responsive and not evaluated if all the above requirements are not met.



**4. Conditions of contract:**

- 4.1 Prices are to include delivery charges
- 4.2 Delivery is to be made no later than eight weeks from the final proof being approved by the Durban ICC.
- 4.3 The Durban ICC reserves the right to apply penalties (5% of total contract value) should the lead time not be met.
- 4.4 The Durban ICC reserves the right to withhold payment (until rectified by the service provider) should the quality of the finished product be deemed inferior and not up to standard.
- 4.5 Damaged / inferior products need to be replaced within 7 days from date of complaint.

**5. Preconditions**

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

- 5.1 Full name.
- 5.2 Identification or company or other registration number.
- 5.3 Tax reference number and VAT number, if any.
- 5.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 5.5 Valid BBBEE Certificate.
- 5.6 MBD 4 Declaration of Interest form must be completed.
- 5.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 5.8 All schedules in this document must be populated and will form part of the quotation.

**6. Compulsory Pricing Schedule**

Description	Approximate Quantity	Unit price	Total
Customised A4 Management Diaries – as per specifications	500 units	R	R
Please state any additional costs:			R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

Kindly note: quantities may change at time of order, due to demand.

**7. Contact Person**

Sandile Makhanya – Sales and Marketing Manager  
Tel: 031 360 1192  
Email: sandilema@icc.co.za

**8. 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 16<sup>th</sup> August 2017**

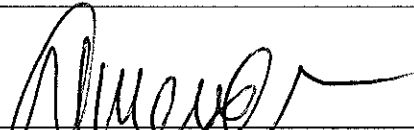
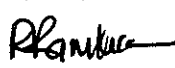

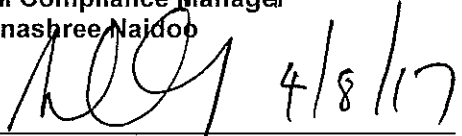
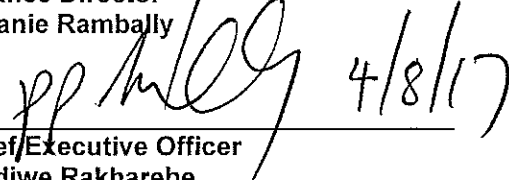
I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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

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

 Acting Marketing, Sales and Events Director Marlene Govender
 04/08/2017 SCM Compliance Officer Ritesh Rankisoan
 04/08/2017 SCM Compliance Manager Thenashree Naidoo
 4/8/17 Finance Director Melanie Rambally
 4/8/17 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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