

**REQUEST FOR QUOTATION – ADMIN 01/2018**

**ACCOMODATION 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 Centre's by the International Association of Convention Centre's (AIPC).

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

The Durban ICC requires accommodation for a Board strategic session scheduled to take place from the 11<sup>th</sup> – 13<sup>th</sup> of December 2017, for a duration of 3 days and two nights.

\*The date is subject to change, depending on the availability of the Board members.

**3. Venue Requirements**

Description	Requirements
Preferred Location	KZN Midlands
Venue Setting	Luxury Hotel and/or Spa with a certified 5 star rating by the Tourism Grading Council of South Africa
Venue Offering	Five Star Accommodation, Breakfast, Lunch, Dinner, Snacks, Tea and Beverages, Spa treatments, Fully equipped conferencing facility on-site, transportation services around the area (if required) and a range of activity options for the delegates.
Number of Nights Stay	Two nights
Number of Delegates	Approximately 15 – 20
Date	11 <sup>th</sup> – 13 <sup>th</sup> December 2017

**4. Mandatory Requirement:**

Does the service provider comply with the mandatory requirements? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>Minimum five (5) star accommodation venue rated by the South African Tourism Grading Council of South Africa – <b>please attach proof</b></li> </ul>		
<ul style="list-style-type: none"> <li>Please attach a detailed proposal of the resort's accommodation, menu offering, activity options and conference facilities available.               <ul style="list-style-type: none"> <li>To this end, kindly submit pictures of the location / rooms / recreational amenities which are situated at the premises or surrounding areas to positively market the venue (These can be submitted on a memory stick)</li> </ul> </li> </ul>		

Please note: Failure to comply with all of the mandatory requirements as illustrated above will result in the service provider being deemed non-responsive and not evaluated further.

**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 The service provider must be registered on the CSD database. Please submit proof of registration.

**6. Compulsory Pricing Schedule**

Description	Cost per individual	No. of Nights	Quantity	Total (No. of nights x quantity x individual cost)
Accommodation, as per requirements stipulated above	R	2	Approx. 15-20 delegates	R
Please state any additional cost:				R
Total (Excl. VAT)				R
14 % VAT				R
Total (Incl. VAT)				R

Please note: The number of individuals may be subject to change at time of confirmation.

I.....being duly authorised 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


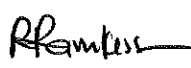
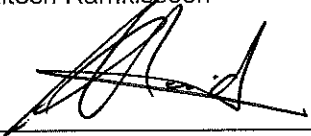
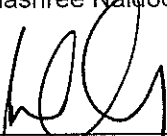

**7. Contact Person**

Thenashree Naidoo – SCM Manager  
 Tel: 031 360 1358  
 Email: [thenashreen@icc.co.za](mailto:thenashreen@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 12h00 on 27<sup>th</sup> October 2017.

9. Request for Quotation approved by:

	
_____ Brendan Chettiar Legal and Compliance Officer	
 17/10/2017	
_____ SCM Compliance Officer Ritesh Ramkissoon	
 17/10/2017	
_____ SCM Manager Thenashree Naidoo	
 18/10/17	
_____ Finance Director Melanie Rambally	
 18/10/17	
_____ Chief Executive Officer Lindiwe Rakharebe	

10. Past experience in similar assignments

Assignment Description	Key Elements	Contract Date/s	Contact Person and Telephone Number	Assignment Value

I,.....being duly authorised 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





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