

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 05/2018

INTERIOR DESIGN SERVICES

1. Background

The Durban ICC is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 15 times.

2. Purpose of the Request for Quotation

The Durban ICC requires the services of a skilled and experienced interior designer to provide an innovative, modern and an aesthetically appealing design proposal for Arena Basement Offices located within the Centre which will provide office space to the Executive Management team.

3. Specifications

The main deliverables from this assignment are, as follows:

- Develop a schematic layout;
- Present recommendations for the designated space in terms of a colour palette, furniture and overall aesthetic appeal transformation;
- Identify colour statements and modern design concepts for the designated area; and
- Produce initial sketches of the design concept, for approval by the Executive Committee;

4. Mandatory Requirements

Does the service provider comply with the mandatory submission criteria? Please acknowledge below, as illustrated	Yes	No
	✓	X
4.1 The prospective service provider must have minimum 5 years requisite experience relating to interior design. Please attach a portfolio of prior work / references from clients serviced.		
4.2 The prospective service provider must be affiliated to the South African Institute of Interior Designers (IID) and proof of this accreditation must be provided.		
4.3 The written proposal is to include generic concept detailing as well as site specific documentation.		

Please note:

- Service providers, who fail to comply with the mandatory submission criteria, as illustrated above, will be deemed non-responsive and not considered for further evaluation.
- Responsive service providers will be contacted to elaborate on their written proposals, if necessary and the shortlisting will take place accordingly.

5. Compulsory Pricing Schedule:

Description	Amount
5.1 Generic Concept Detailing which includes: <ul style="list-style-type: none"> - Concept elements sketched and detailed; - Generic detailed pack for costing purposes; - Specifications and schedule of finishes and materials; - Issue of details and plans, for procurement purposes 	R
5.2 Site Specific Documentation which includes: <ul style="list-style-type: none"> - Sketch layout; - Fixtures and fitting layout; - Building requirements 	R
Total (VAT excl.)	R
VAT @ 14%	R
Total (VAT Incl.)	R

Kindly note

- Due to the nature of the required services, the service provider is requested to submit a detailed pricing schedule in their own format, provided the final price correlates back to the pricing on the compulsory pricing schedule, as depicted above.
- The request for these services are predominantly focused on acquiring a modern, classy and aesthetically appealing design suitable to be transformed to an Executive area.
- An approximate costing must also be provided to ascertain the monetary outflow of funds for the acquisition of furniture, fittings and other suggested décor enhancements, in order to transform the earmarked space.

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

6. Preconditions

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

- 6.1 Full name.
- 6.2 Identification or company or other registration number.
- 6.3 Tax reference number and VAT number, if any.
- 6.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 6.8 The service provider must be CSD accredited. Attach proof of registration / CSD vendor number

7. Contact Person

Siphiwe Khuzwayo– Acting Facility Director
Tel: 031 360 1326
Email: siphiwek@icc.co.za

8. Compulsory Site Inspection

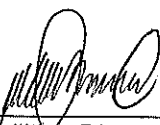


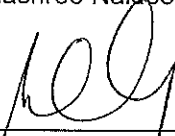
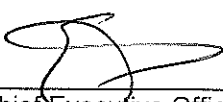
Please note that a site inspection will be held at **10h00, on 09th October 2017**. Contractors are to meet Siphiwe Khuzwayo at the ICC Foyer Reception Desk where they will be briefed and escorted.

Failure to attend the compulsory site inspection will invalidate the bid submission.

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 16th October 2017**.

10. Request for Quotation approved by:

	04/10/2017
Facilities Director (Acting) Siphwe Khuzwayo	
	04/10/2017
SCM Compliance Officer Ritesh Ramkissoon	
	04/10/2017
SCM Manager Thenashree Naidoo	
	4/10/17
Finance Director Melanie Rambally	
	4/10/17
Chief Executive Officer Lindiwe Rakharebe	



11. Past experience in similar assignments

Assignment Description	Key Elements	Contract Dates	Contact Person and Telephone Number	Assignment Value

I.....being duly authorised thereto bydo 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:** _____

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.	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				
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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

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative
- 13.3.2 Identity number:
- 13.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 13.3.4 Company Registration Number:
- 13.3.5 Tax Reference Number:
- 13.3.6 VAT Registration Number:
- 13.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *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.*

² *"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.*

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

YES	NO
-----	----

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

YES	NO
-----	----

13.3.10 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
-----	----

13.3.11 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
-----	----

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

YES	NO
-----	----

13.3.13 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
-----	----

13.3.14 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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

