

REQUEST FOR QUOTATION SAE 06/2018

SUPPLY AND DELIVERY OF FRESH FLOWER ARRANGEMENTS FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all the facilities need to be of an international standard.

2. Purpose of the Request for Quotation

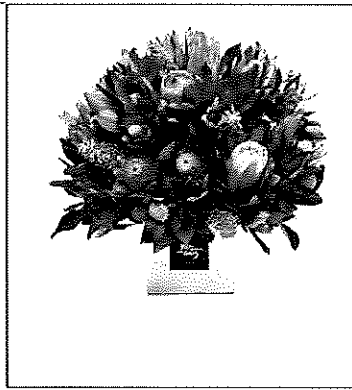
The Durban ICC requires a service provider for the supply and delivery of fresh flower arrangements, on an ad-hoc basis, as per the specifications below, for a period of twelve (12) months.

3. Specifications

3.1) Fresh Flower arrangements for the Information Desk, Main foyer and the Reception area
(5th Floor, Marketing department of the Durban ICC)

- A modern, African ethnic arrangement of Strelitzias, Proteas, Orange roses, Guinea fowl feathers, Porcupine quills with greenery in a terracotta pot
- Bouquet consisting of 5 large Proteas and Fynbos in a bowl
- Arrangement of mixed flowers, including exotic flowers – 30 in total in a pot
- Arrangement of mixed flowers, seasonal flowers – 30 in total in a pot
- Bouquet with 12 long stems Roses or Lilies in a glass vase

Example of arrangements for the information desk and Reception area:



3.2) Fresh Flower arrangements for special occasions,

- To be arranged with the appropriate and correct colours of flowers in sync with the occasions such as birthdays, anniversary, Get well, Congratulations, Romance, New Baby, Sympathy and thank you.
- Fresh flower arrangement supplied in a vase, pot or cellophane wrapping as per request.
- The costs for these arrangements should **include** the pots/vases as these will be kept.

3.3) Fresh Flower arrangements during the Christmas period

- Fresh flower arrangements to be kept in line with the Christmas theme.
- To provide arrangements in pots or vases or small sized Christmas trees.
- The costs for these arrangements should **exclude** the pots/vases as these will be returned once the display period has finished.

Examples of arrangements for special occasions



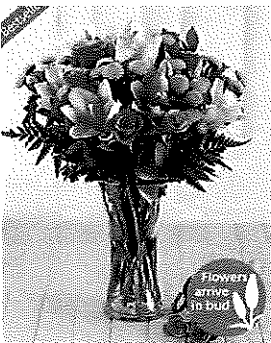
Get well Card



Birthdays



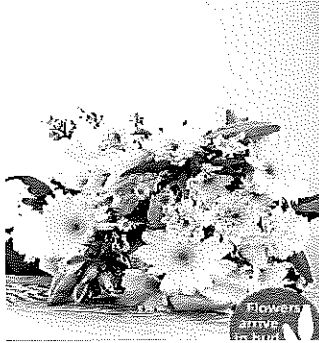
Anniversary



Congratulations



Romance



Sympathy

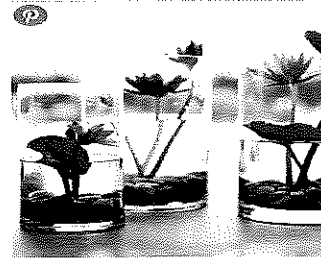
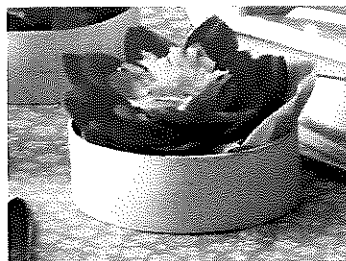


Thank You

3.4) Fresh Flower arrangements for the bathrooms during major events at the ICC & DEC-

- Small sized fresh flower arrangements in a glass or ceramic vase with pebbles/stones consisting off South African flowers and greenery.
- The costs for these arrangements should **exclude** the pots/vases as these will be returned once the display period has finished.

Examples of small arrangements for the bathrooms



Please note: Arrangements that are ordered will not be limited to the above. The specifications are for evaluation purposes only.



3.5) **Conditions of contracts**

- The Durban ICC will advise and confirm the frequency of the deliveries (i.e. flowers will not necessarily be refreshed on a weekly basis unless requested by the Durban ICC).
- Regular arrangements should be delivered the day following the request, by no later than 8:30am to the designated areas at the Durban ICC.
- Prices quoted must be secured for the duration of the contract.

Please note: No increase in price will be entertained within the duration of the contract i.e. within the 12 month period.

- Maintenance of the bowls, pots or glass vase to be the responsibility of the florist.
- In case of special themed months and conferences, the florist will provide arrangements in tune with the theme for the month or the conference.
- The florist must provide flower arrangements with new and professionally creative ideas suitable for a five-star conference centre.

3.6) **Care Packages**

- The appointed service provider must cater for the provision of "care packages", as and when required, by the Durban ICC.
- The care packages should comprise of a variety of products, such as, good quality wine, dry fruit, nuts, chocolates, sweets, soft toys and any other product deemed essential / complimentary or appealing.
- The product selection requires prior approval from the Durban ICC.
- Should the product selection or arrangement not be approved, The Durban ICC reserves the right to go out into the open market to source the desirable package and is not obligated to the appointed service provider.

4. **Mandatory Requirement submissions**

The prospective service provider needs to submit the follow information, in order to be deemed responsive and considered for evaluation. Failure to do so will result in the service provider being deemed non-responsive and not evaluated further.

4.1 Please attach a portfolio of previous work executed, including pictures of flower arrangements

4.2 Please submit minimum two (2) positive references.

5. Preconditions

A written proposal/quotation will not be considered unless the 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 from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

6. Contact Person

Vishali Mariemuthu
Tel: 031 360 1323
Email: vishalim@icc.co.za

7. Closing Dates

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, no later than **06th February 2018**.



8. Compulsory Pricing Schedule



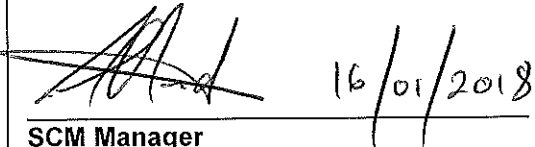
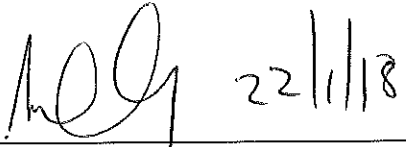

Flower arrangements	Estimated quantity	Unit cost	Total (Unit cost x estimated quantity)
<ul style="list-style-type: none"> • Arrangements for the reception area: The following can be used as a guideline to the type of arrangements required:: <ul style="list-style-type: none"> ○ A modern African ethnic arrangement of Strelitzias, Proteas, Orange roses, Guinea fowl feathers, Porcupine quills with greenery in a terracotta pot; ○ large Proteas and Fynbos, arrangements of mixed flowers, including exotic flowers; or seasonal flowers or stems of roses – 30 in total in a pot. 	80	R	R
<ul style="list-style-type: none"> • Fresh Flower arrangements in vase, pot or cellophane wrapping for special occasions, to be arranged with the appropriate and correct colours of flowers in sync with the occasion e.g.: birthdays, anniversary, Get well, Congratulations, Romance, New Baby, Sympathy and Thank you 	10	R	R
<ul style="list-style-type: none"> • Fresh flower arrangements for the Christmas period to be provided in pots or vases or small sized Christmas trees 	5	R	R
<ul style="list-style-type: none"> • Small sized fresh flower arrangements in a glass or ceramic vase with pebbles/stones with Ethnic or South African flowers and leafy greenery 	50	R	R
Sub-total (excluding VAT)			R
VAT @14 %			R
Total (inclusive VAT)			R

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

Signature _____

Date _____

9. Request for proposals approved by:

 16/01/2018
Marketing Sales and Events Director Scott Langley
 16/01/2018
SCM Compliance Officer Ritesh Ramkissoon
 16/01/2018
SCM Manager Thenashree Naidoo
 22/1/18
Finance Director Melanie Rambally
 23/1/18
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 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 firm may be disqualified from quoting to the Durban ICC.





11. Declaration of Municipal 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. MBD 4 Declaration of Interest

- 12.1 No bid will be accepted from persons in the service of the state¹.
- 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, shareholder²):
.....
 - 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:

¹ MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council
 - (ii) any provincial legislature
 - (iii) 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.



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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YES	NO
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YES	NO
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YES	NO
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YES	NO
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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

