



REQUEST FOR QUOTATION – SAE 22/2018

AV / TECHNICAL SERVICES FOR THE DURBAN ICC 21st ANNIVERSARY GALA DINNER

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 16th time and has been rated amongst the world's top 17 convention centres by the international association of convention centres (AIPC).

2. Purpose

The Durban ICC requires a service provider for the provision of AV and Technical specific to the Durban ICC's 21st Anniversary Celebration for 500 - 700 VIP guests which will take place on the 27th of October 2018 at the Durban ICC facility.

3. Event theme & concept

- Over the past 21 years the Durban ICC has played a pioneering role in attracting international conferences and concerts to South Africa's shores.
- With that in mind, the overarching theme for the gala dinner is "21 Years of Changing Lives".
- It's the track record of changing lives over the past two decades that sets the Durban ICC apart from other Convention Centres.

4. Requirements

- The service provider must submit a written and visual response proposal based on the following scope of work for 500 - 700 guests.
- The scope of work herein with is to serve the purpose of the tender, and may change once the selected service provider has been appointed

Welcome Foyer

- Truss structures or Totems with moving heads for lighting

Main Show Production

- Audio system for approx. 700 Pax including DJ Equipment as well as Lectern with relevant mics (lectern and presenters)
- Full Standard backline equipment (subject to artists confirmation)
- Full Lighting setup/design for main stage and house.
- Stage size approximately 20x20 @ various levels, main performance level at 1m

Stage finish in black gloss

- Hydraulic stage lift or alternative reveal prop for Main artists
- Hide/Reveal for main set to mask band
- Construction of a set based on Durban skyline (tall flats boxed into shape of buildings)
- Minimum 6 projector mix on stage set
- Matrix switcher and operating system...Wings or Watchout
- AV: image screens x 2 live feed
- Camera for live feed relay and recording onto hard drive

Crew/Staff / Technicians

- Crew and staff for event setup, the professional running on the event day including all technicians, engineers, backstage crew and to facilitate the event breakdown.
- All hospitality for said crew.

5. Dates

- Dates for build up from 22nd – 25th October 2018
- Rehearsals 26th October 2018
- Show October 27th October 2018
- Load out 28th October 2018

6. Negotiations and contracting

- 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.

7. Appointment

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.



8. Evaluation

The first round of evaluation will involve the quality criteria. Prospective service providers would be required to submit a written and visual response proposal based on the following scope of work for 500 - 700 guests.

The evaluation of the proposals will be based on how well the service provider demonstrates their AV/Technical design ability and how this is expressed creatively in the written and visual proposal.

The second round of evaluation will involve the assessment of the respective pricing for each element of the project. Only bidders which score 70 or higher from the first round of evaluation will proceed to the second round of evaluation (Pricing and B-BBEE).

Quality Criteria	Weight
<p>8.1 Written and Visual Proposal Bidders are required to submit written and visual response proposal based on the following scope of work for 500 - 700 guests.</p> <p>These proposals are intended to demonstrate the level of creativity, expertise and overall ability of the service provider to produce high-quality AV/Technical competence for events of this nature.</p>	80
<p>8.2 Value added services / sponsorship opportunities / collaborations Should your company wish to sponsor additional elements to add value to your proposal, these will be evaluated separately. Please include these elements in your written and visual proposal.</p>	20
Total	100

9. Compulsory pricing schedule (Official form of offer)

Description	Total
<p>Total cost for all equipment, as addressed under the services required:</p> <p><i>Please submit a detailed breakdown of costs on a separate schedule / in your own format, which correlates back to the total price on the compulsory pricing schedule. There should be no hidden cost.</i></p>	R
<p>Please state any additional cost:</p>	R
Total (VAT excl.)	R
VAT @ 15%	R
Total (VAT Incl.)	R



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

10. **Preconditions**

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

- 10.1 Full name
- 10.2 Identification or company or other registration number
- 10.3 Tax reference number and VAT number, if any
- 10.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 10.5 Valid BBBEE Certificate
- 10.6 MBD 4 Declaration of Interest form must be completed
- 10.7 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


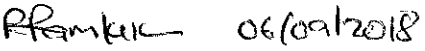


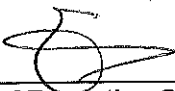
11. **Contact Person**

Scott Langley - Marketing, Sales and Events Director
Tel: 031 360 1315
Email: scottl@icc.co.za

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 18 September 2018.**

13. **Request approved by:**


Marketing, Sales and Events Director Scott Langley
 06/09/2018
SCM Compliance Officer Ritesh Ramkissoon
 07/09/2018
SCM Compliance Manager Thenashree Naidoo
 7/9/18
Finance Director Melanie Rambally
 10/9/18
Chief Executive Officer Lindiwe Rakharebe



DURBAN ICC

INDEPENDENT CONTRACTORS ASSOCIATION
PROFESSIONAL EMPLOYERS ORGANIZATION
SOUTH AFRICA

14. 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 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 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:

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

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Electricity

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Water

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Rates

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Other

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Other

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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)

16. MBD4 Declaration of Interest

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

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.*

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder