

REQUEST FOR QUOTATION – CUL 04/2018
SUPPLY AND DELIVERY OF CHEFS UNIFORMS

1. Background

The Durban ICC is one of the world’s leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we keep up with the latest trends an aesthetic appeal in order to adequately and professionally attire our staff.

2. Purpose

The Durban ICC requires a service provider for the supply and delivery of various chefs' uniforms, as per specifications in the schedule below.


3. Durban ICC branded uniform specifications

Does the product comply with the required specifications? Please acknowledge as illustrated	Yes	No
	✓	X
3.1 <u>Chefs Jackets (Utility Type)</u> <ul style="list-style-type: none"> ○ Fabric Blend of Polyester/ Cotton ○ Short sleeves ○ Thermometer pocket ○ Two button placket ○ unisex ○ Commercial laundry tested and approved for long life ○ Colour: light blue with orange piping 		
3.2 <u>Chefs Cargo Trouser</u> <ul style="list-style-type: none"> ○ Poly Cotton ○ Two side Cargo pockets ○ Two Back pockets ○ Double stitching reinforced seams, and bar tracked Throughout ○ Elastic band for comfort ○ Commercial laundry tested and approved for long life ○ Colour: Black 		
3.3 <u>Supervisor Blouse</u> <ul style="list-style-type: none"> ○ Donna Blouse or similar approved ○ Cotton Rich yarn dye ○ Front and back darts ○ Tattersall check design ○ Short sleeve ○ Colour: powder blue 		
Does the product comply with the required specifications?	Yes	No

Please acknowledge as illustrated	✓	X
<p>3.4 <u>Supervisor Skirt</u></p> <ul style="list-style-type: none"> ○ 100 Polyester ○ Front Darts ○ Semi-elasticated Waist ○ Longer length for knee coverage ○ Fully lined with a concealed back Zip ○ Long vent pleat for easy of the movement ○ Colour: navy 		
<p>3.5 <u>Supervisor Trouser</u></p> <ul style="list-style-type: none"> ○ 100% polyester ○ Classical style ○ Single Back pocket ○ Pleated style front ○ Top quality durable Zip ○ Colour: navy 		
<p>3.6 <u>Supervisor Shirt</u></p> <ul style="list-style-type: none"> ○ Cameron shirt or similar approved ○ Cotton Rich yarn dye ○ Left breast pocket ○ Button down collar ○ Smart tattersall check design ○ Classy engraved Vanguard buttons ○ Colour: sky blue 		

4. Conditions of contract

- 4.1 Actual size requirements will be provided to the appointed service provider.
- 4.2 The quote must be inclusive of delivery charges
- 4.3 Shortlisted service providers will be requested to submit samples of the required uniforms for evaluation purposes.
- 4.4 The samples will undergo a quality assessment by a panel of minimum 3 Durban ICC representatives.
- 4.5 The assessment will take into account; material quality / strength and composition, aesthetic appeal, durability and any other check deemed necessary to ensure the correct sample is chosen.
- 4.6 The Chefs' jackets, supervisor's trousers and blouses will need to be branded with the Durban ICC logo. The specifications below can be used as a guide for costing purposes.
- 4.7 Final logo approval and pantone colour application will be provided by the Durban ICC's Corporate Affairs and Marketing Manager, namely Scott Langley.

Durban ICC Logo specifications	
Durban ICC logo 	<ul style="list-style-type: none"> • Branded (Embroider) • 70 mm x 37 mm • Durban ICC horns in brand colours • Wording in blue DURBAN ICC

4.8 Quantities may be subject to change at the time of order.

4.9 Inferior products, due to product shrinkage or other factors, will need to be replaced within 7 days from date of complaint.

4.10 The Durban ICC is not liable to make any deposit payments upfront.

4.11 No payment will be made prior to the goods or services being received by the Durban ICC

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 BBEE 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 needs to be registered on the CSD database

6. Contact Person

Thenashree Naidoo – SCM Manager
 Tel: +27 31 360 1358
 Email: thenashreen@icc.co.za

7. Compulsory Pricing Schedule

Product Description	Size	Approximate Quantity	Unit cost	Total (approx. quantity x unit cost)
Chef Jacket (Utility Coat)	Small	50	R	R
Chef Jacket (Utility Coat)	Medium	30	R	R
Chef Jacket (Utility Coat)	Large	40	R	R
Chef Jacket (Utility Coat)	1XL	15	R	R
Chef Jacket (Utility Coat)	2XL	12	R	R
Chef Jacket (Utility Coat)	3XL	06	R	R
Chef Jacket (Utility Coat)	4XL	12	R	R
Chef Jacket (Utility Coat)	5XL	12	R	R
Cargo Trouser	XS	9	R	R
Cargo Trouser	Small	60	R	R
Cargo Trouser	Medium	45	R	R
Cargo Trouser	Large	30	R	R
Cargo Trouser	1XL	12	R	R
Cargo Trouser	2XL	12	R	R
Cargo Trouser	3XL	12	R	R
Supervisor Blouse	Size 38	03	R	R
Supervisor Blouse	Size 54	03	R	R
Supervisor Cameron Shirt	Small	06	R	R
Supervisor Classic Trouser	Medium	02	R	R
Branded Durban ICC logo (Chefs Jackets, Shirts and blouse)		191	R	R
Please state any additional costs:				R
				Total (VAT excl.) R
				VAT @ 14% 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.

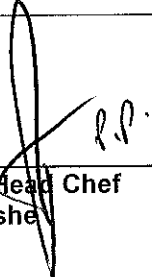


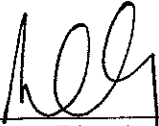
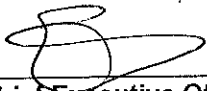
Signature: _____ Date: _____

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

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 29th August 2017.

9. Request for proposals approved by:

	
Executive Head Chef John Moatshe	
	14/08/2017
SCM Compliance Officer Ritesh Ramkisson	
	15/08/2017
SCM Manager Thenashree Naidoo	
	15/8/17
Finance Director Melanie Rambally	
	16/8/17
Chief Executive Officer Lindiwe Rakharebe	

10. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

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 Contractor 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

No bid will be accepted from persons in the service of the state¹.

- 12.1 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.
- 12.2 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 –

- 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.

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