



REQUEST FOR QUOTATION – SAE 02/2019

PRINTING OF THE DURBAN ICC 2017/2018 ANNUAL REPORT AND PRESENTATION CASE

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 17th 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 to print its 2017/2018 Annual Report as per the specifications listed.

3. Mandatory Specifications

Please refer to **Addendum A** for the printing specifications.

	Yes	No
Does the service provider comply with the mandatory specifications for the 2017/2018 Durban ICC Annual Report ? Kindly acknowledge as indicated	✓	X
Annual Report - Book		
Binding: Perfect Bound		
Colour: CMYK throughout the book		
Cover: (Front and Back)		
<ul style="list-style-type: none"> • Dimensions: A4 - 297mm x 210mm + a 5mm bleed all round, with a 5mm spine 		
<ul style="list-style-type: none"> • Paper stock: Wibalin Board 535 Cherry 		
<ul style="list-style-type: none"> • CMYK print for the Logo, plus Spot Colour White, Spot Colour Yellow as per design supplied 		
<ul style="list-style-type: none"> • Treatments: Embossing and High-gloss metallic foil as per pattern design 		
Book pages:		
<ul style="list-style-type: none"> • 60 x internal pages. Dimensions: : A4 - 297mm x 210mm + a 5mm bleed all round 		
<ul style="list-style-type: none"> • Paper stock: Munken Polar White 170gsm 		
<ul style="list-style-type: none"> • Full process CMYK throughout the book 		



Does the service provider comply with the mandatory specifications for the 2017/2018 Durban ICC Annual Report Presentation Case ? Kindly acknowledge as indicated	Yes	No
	✓	X
Presentation Case		
<ul style="list-style-type: none"> • Paper stock: Wibalin Board 535 Cherry 		
<ul style="list-style-type: none"> • CMYK print for the Logo, plus Spot Colour White, Spot Colour Yellow as per design supplied 		
<ul style="list-style-type: none"> • Treatments: Embossing and High-gloss metallic foil as per pattern design 		
<ul style="list-style-type: none"> • Single Case Page Size: 216mm (w) x 303mm (h) + 5mm bleed all-round, includes 10mm spine height to cover the Annual Report 		
<ul style="list-style-type: none"> • Full height and width of Case size: 216mm (w) x 03mm (h) x 3 + 20mm • Total Width = 668mm (w) x 929mm (h) – not including bleed 		

4. Conditions of tender

- Prospective service providers must submit a sample of previous work with similar finishes together with the bid document. The service provider will bear all associated costs.
- The successful service provider will be required to provide Sherpa prints of various pages for quality assessment as well as a digital proof of the final layout prior to printing.
- The Durban ICC will not make any upfront payments.
- Quantities may change at time of order



5. Compulsory pricing schedule (form of offer)

Description	Unit cost	Estimated quantity	Total (unit cost x est. quantity)
Cost to print the 2017/2018 annual report	R	100 units	R
Cost to print the Presentation case	R	100 units	R
Delivery charge			R
Please state any additional cost:			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



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 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

7. Contact Person

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

8. Closing Date

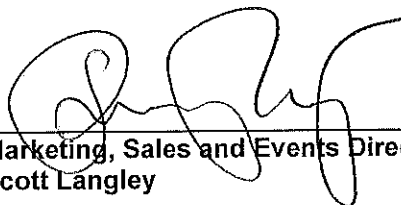
Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 10th May 2019.**





DURBAN ICC


INTERNATIONAL CRICKET COUNCIL
17 MOORE ROAD, DURBAN 4001
SOUTH AFRICA


9. Request approved by:

 30/4/19
Marketing, Sales and Events Director
Scott Langley

 30/04/2019
SCM Compliance Officer
Ritesh Ramkissoon

 02/05/2019
SCM Compliance Manager
Thenashree Naidoo

 2/5/19
Finance Director
Melanie Rambally

 2/5/19
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 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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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. MBD4 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 –
- 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
-----	----

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

YES	NO
-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

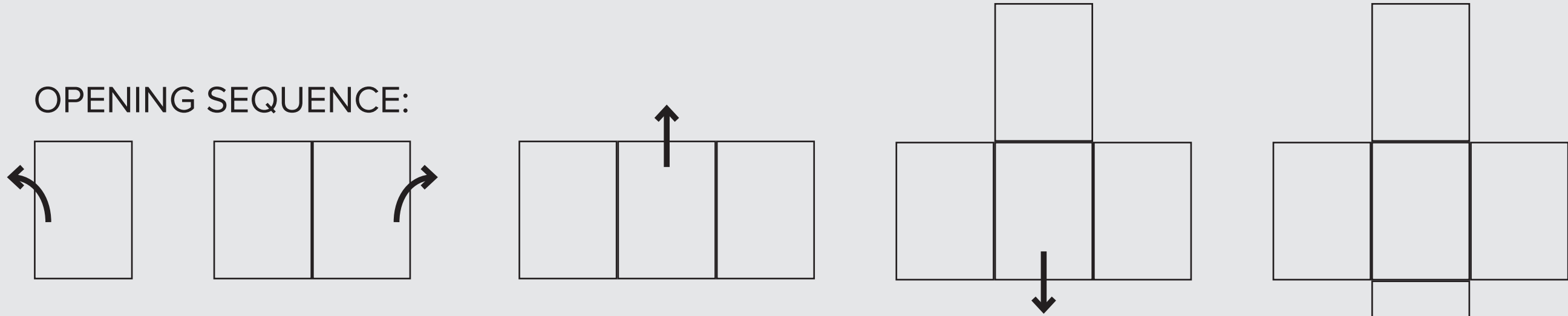


SPECIFICATIONS SHEET

FOR PRINTING THE

2018 DURBAN ICC ANNUAL REPORT

OPENING SEQUENCE:



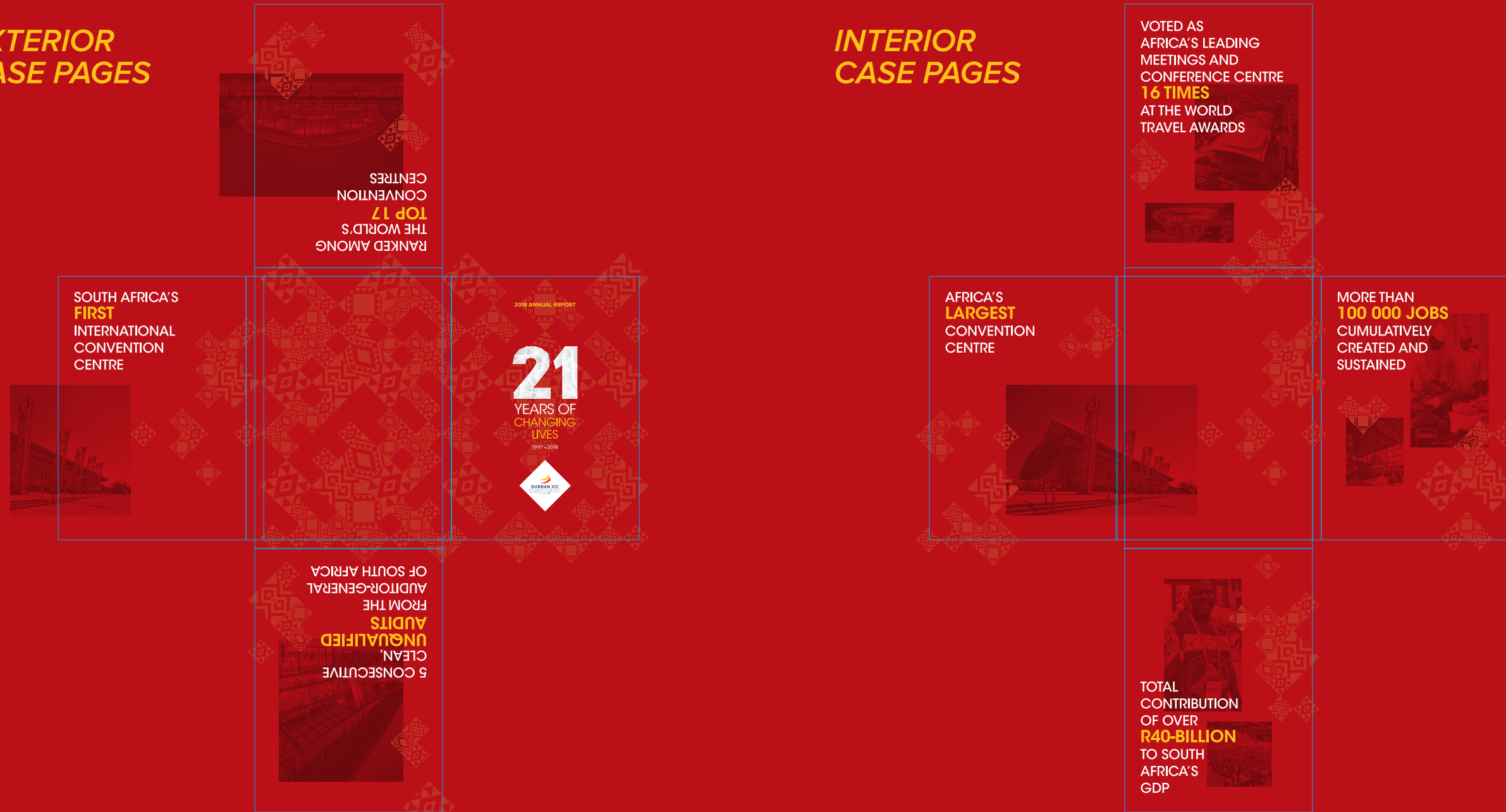
This concept visual serves to indicate how the CASE and the actual ANNUAL REPORT will interact.

The ANNUAL REPORT will be placed within the centre of the CASE and the have the CASE PAGES fold in around it in sequence as indicated above.



**EXTERIOR
CASE PAGES**

**INTERIOR
CASE PAGES**



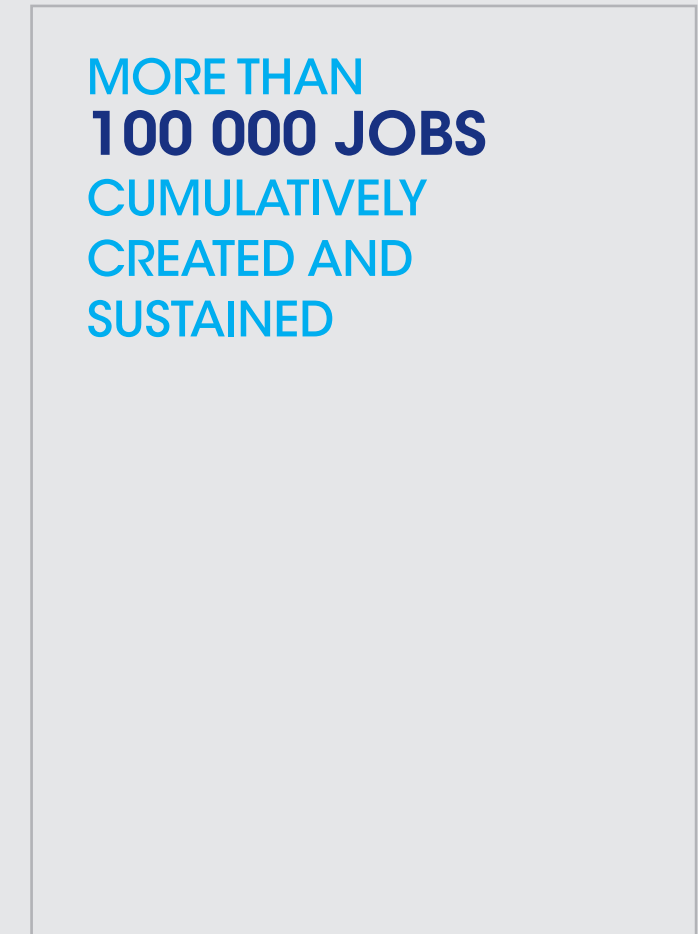
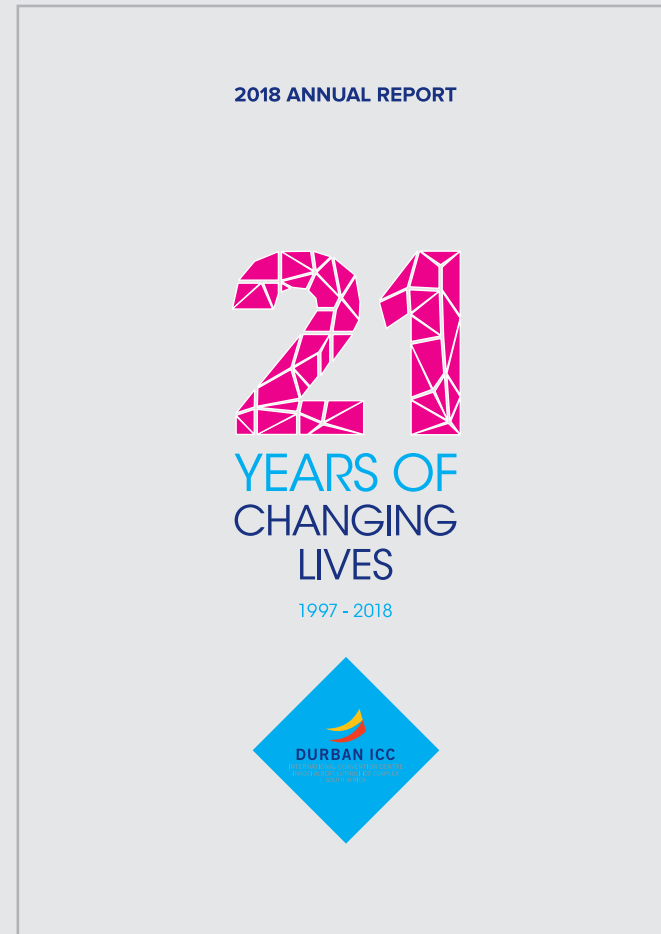
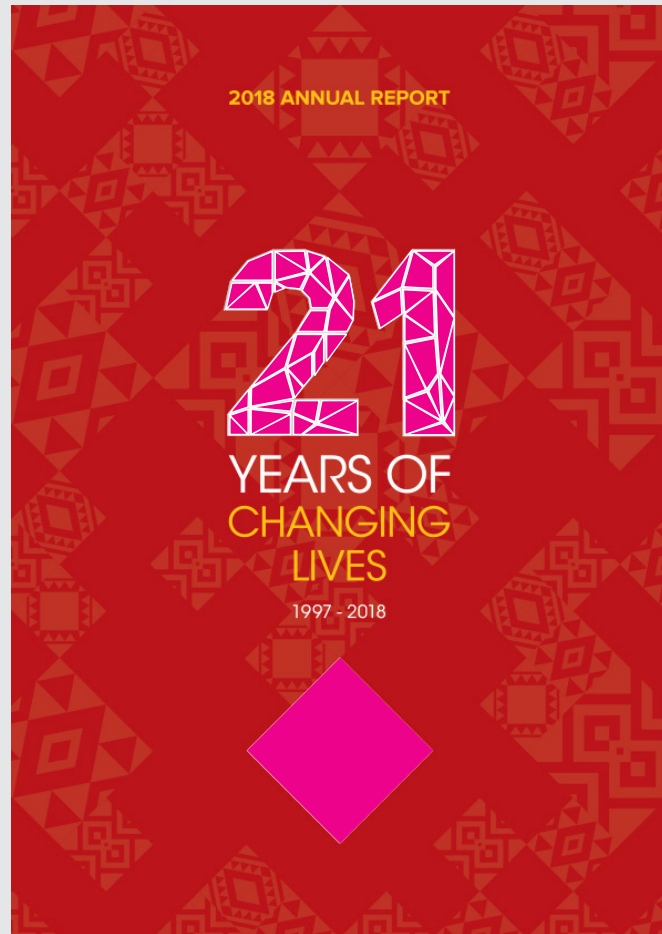
SINGLE CASE PAGE SIZE:

216mm (W) X 303mm (H) + 5mm Bleed All-round
Includes 10mm SPINE HEIGHT to cover the ANUAL REPORT

FULL HEIGHT AND WIDTH OF CASE SIZE:


+/- 216mm (W) X 303mm (H) x 3 + 20mm
TOTAL WIDTH = 668mm (W) x 929mm (H) - not including bleed







CASE PAGES - COVER ONLY

STOCK :
WIBALIN BOARD 535 CHERRY

EMBOSS
"21" AND LOGO "DIAMOND"
(as indicated by Magenta) 

PATTERN:
HIGH GLOSS METALLIC RED FOIL

TYPE :
SPOT COLOUR WHITE 
and further to that;

SPOT COLOUR YELLOW 
for the highlight wording;


and CMYK for the
FULL COLOUR LOGO.


CASE PAGES - THROUGHOUT

STOCK :
WIBALIN BOARD 535 CHERRY

IMAGES:
BLACK PLATE ONLY

PATTERN:
HIGH GLOSS METALLIC RED FOIL

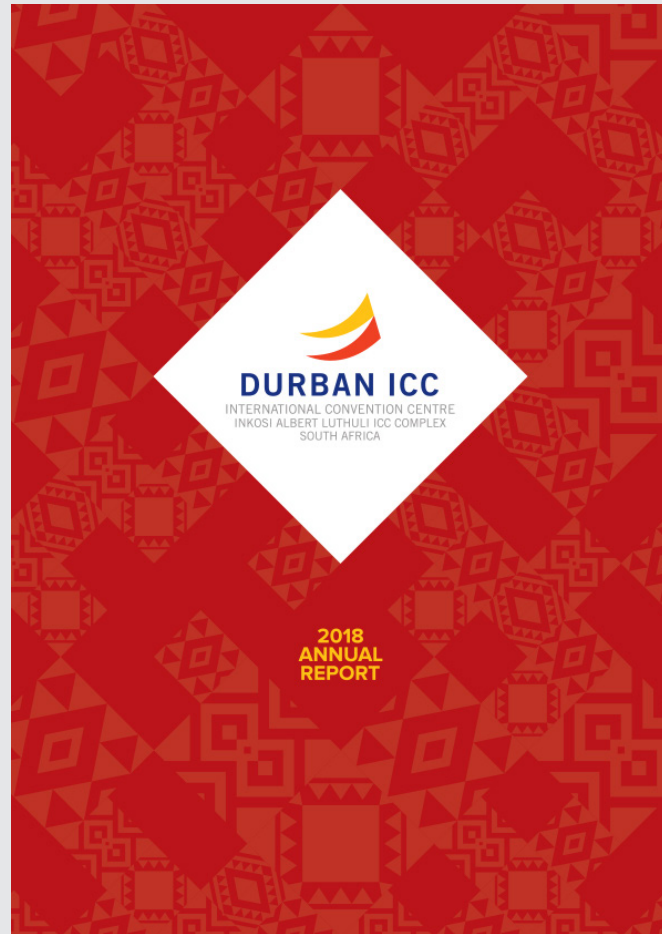
TYPE :
SPOT COLOUR WHITE 
and further to that;

SPOT COLOUR YELLOW 
for the highlight wording.



**2018 ANNUAL REPORT
SPEC SHEET : CASE**
EXTERIOR AND INTERIOR SPEC REQUIREMENTS





ANNUAL REPORT - COVER ONLY

STOCK :
WIBALIN BOARD 535 CHERRY

PATTERN:
HIGH GLOSS METALLIC RED FOIL

SINGLE PAGE SIZE:
A4 - 210mm (W) X 297mm (H) +
5mm Bleed All-round

TYPE :
SPOT COLOUR WHITE
and further to that;

SPOT COLOUR YELLOW
for the highlight wording;

and CMYK for the
FULL COLOUR LOGO.



ANNUAL REPORT PAGES - THROUGHOUT

STOCK :
MUNKEN POLAR WHITE 170/gsm

SINGLE PAGE SIZE:
A4 - 210mm (W) X 297mm (H) + 5mm Bleed All-round

COLOUR:
FULL PROCESS CMYK

TOTAL PAGE NUMBER :
60 Pages



2018 ANNUAL REPORT SPEC SHEET : ANNUAL REPORT BOOK

COVER AND PAGE SPEC REQUIREMENTS

