



REQUEST FOR QUOTATION – SAE 05/2019

SUPPLY OF CUSTOMISED A4 AND A5 SIZE DIARIES FOR THE 2020 YEAR

1. Background

The Durban ICC is one of the world's leading events and meetings venues. In order to maintain the extremely high standards demanded by clients and stakeholders, all marketing collateral needs to be specifically purchased, according to the requirements of our venue.

2. Purpose

The Durban ICC requires a service provider for the supply and delivery of customised A4 and A5 size diaries for the 2020 year.

Does the product comply with the mandatory specifications? Please acknowledge as illustrated?	Yes	No
	✓	X
<u>Size:</u> A4 and A5		
<u>Quantity:</u> Approximately two hundred units each (A4 / A5), subject to change based on business requirements.		
<u>Cover:</u> <ul style="list-style-type: none"> • Hard Cover with padded front (minimum 1300 micron foam board) • Durable material to be used for front and back covers • Front cover: foil embossed with Durban ICC logo and year (2020) • Additional foil embossed logo to commemorate 21st Anniversary • Ribbon Stitch on the Front Cover 		
<u>Wraps:</u> 5 x 4 page colour wraps to be printed in full-colour on 115gsm Gloss Art paper and inserted between the sections		
<u>Interior:</u> <ul style="list-style-type: none"> • Diary pages to be printed on good quality 70gsm, bleach free paper • Sections to be thread sewn/back-lined, head and tail banded • Should include a page-marker ribbon • Accurate content regarding the South African religious, public and school holidays published in the diary 		
<u>Tip-in:</u> Consisting of 8 x Double-sided colour pages, printed on 115gsm Gloss Art paper and sewn into diary block		
<u>End Sheets:</u> Front and Back end sheets, printed in full colour on 150gsm Matt Art paper		
<u>Sample:</u> A sample of the diary should be provided. The sample can be from previous work produced by the supplier, provided it complies with the above specifications.		
<u>Delivery:</u> Cost to include delivery to 45 Bram Fischer Road, Durban, 4000		
<u>Time Frame:</u> Delivery is to be made no later than eight weeks from the final proof being approved by the Durban ICC. The Durban ICC reserves to the right to apply penalties should delivery be made later than this date.		

Kindly note, a service provider will be deemed non-responsive and not evaluated further if all of the above requirements are not met.

3. Conditions of contract:

- 3.1 The recommended service provider will be required to produce one master sample of the diary which will be reviewed by Durban ICC Executive management.
- 3.2 The official award will only be given to the recommended service provider once the sample has been approved by the Durban ICC.
- 3.3 Should the sample produced by the service provider not be deemed satisfactory, the Durban ICC reserves the right to approach the next most responsive service provider and the conditions of clause (3.1) and (3.2) will be applicable.
- 3.4 The service provider will bear all costs for the samples produced.
- 3.5 The quantity of the diaries may be subject to change based on business demand; hence the official award will be based on the unit cost.
- 3.6 The unit cost will remain firm for a period of 12 months from date of official award.
- 3.7 There will be no upfront deposit
- 3.8 The appointed service provider will be penalised for inferior quality, post Durban ICC master approval.
- 3.9 The Durban ICC will not make any payment for inferior produced diaries, which are not in accordance with the mandatory specifications.
- 3.10 The penalties will be made up of the following:

Penalty situations	Penalty applicable
<ul style="list-style-type: none"> • Inferior produced diary, post Durban ICC master approval 	50% of tender value (VAT Inclusive)
<ul style="list-style-type: none"> • Lead time not met (more than 14 days from commitment date) 	30% of tender value (VAT Inclusive)
<ul style="list-style-type: none"> • Incorrect information / publications / pictures / diagrams, captured on diary, post Durban ICC master approval 	50% of tender value (VAT Inclusive)
<ul style="list-style-type: none"> • Poor print quality, post Durban ICC master approval 	50% of tender value (VAT Inclusive)

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

- 4.1 Full name
- 4.2 Identification or company or other registration number
- 4.3 Tax reference number and VAT number, if any
- 4.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 4.5 Valid BBBEE Certificate
- 4.6 MBD 4 Declaration of Interest form must be completed
- 4.7 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

5. Contact Person

Sandile Makhanya – Marketing Manager
Tel: 031 360 1192
Email: sandilema@icc.co.za

6. 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 13th September 2019.**

7. Compulsory Pricing Schedule (form of offer)

Description	Approximate Quantity	Unit price	Total (unit price x quantity)
Customised A4 Management Diaries – as per specifications	200 units	R	R
Customised A5 Management Diaries – as per specifications	200 units	R	R
Delivery cost			R
Please state any additional costs			R
Total (Excl. VAT)			R
15 % VAT			R
Total (Incl. VAT)			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: _____


ate: _____

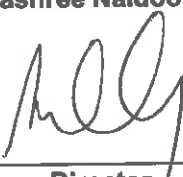
Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

8. Request approved by:

 30/8/2019
Marketing, Sales and Events Director
Scott Langley

 30/08/2019
SCM Compliance Officer
Ritesh Ramkissoon

 30/08/2019
SCM Manager
Thenashree Naidoo

 2/9/19
Finance Director
Melanie Rambally

 3/9/19
Chief Executive Officer
Lindiwe Rakharebe



9. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

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.

Name: (Block Capitals) _____

Signature: _____ Date: _____

10. 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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<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)

11. MBD4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state¹.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative
- 11.3.2 Identity number:
- 11.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 11.3.4 Company Registration Number:
- 11.3.5 Tax Reference Number:
- 11.3.6 VAT Registration Number:
- 11.3.7 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.*

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

YES	NO
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11.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

YES	NO
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11.3.10 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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11.3.11 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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11.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

11.3.13 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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11.3.14 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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12. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder