



DURBAN ICC

REQUEST FOR QUOTATION – HR 03/2020

LEADERSHIP DEVELOPMENT TRAINING FOR CORPORATE EXECUTIVES

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

2. Purpose

The Durban ICC requires an experienced service provider to facilitate a value adding leadership development training programme which will contribute to the development of the Durban ICC Executive team.

3. Conditions of tender

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
3.1. The course facilitator must be registered with the Health Professions Council of South Africa (HPCSA). Please attach proof of valid registration.	✓	X
3.2. Please submit an overview of the course content for the services to be rendered. This can be in hardcopy or USB.		
3.3. The course facilitator must have minimum three (3) years requisite experience providing Leadership development training aimed at a corporate executive level. Please attach a detailed CV of the facilitator and one detailed reference letter from client serviced.		

Please note: failure to comply with all of the mandatory requirements as illustrated above will result in the service provider being deemed non-responsive and not evaluated further.

4. Conditions of Contract

The appointed service provider must:

- 4.1 Provide the Durban ICC with peer to peer feedback to ensure that the executive team are in synergy and share a common goal.
- 4.2 Have a face to face briefings and on boarding sessions with the Durban ICC executives
- 4.3 Provide online psychological assessments for the Durban ICC executives
- 4.4 Conduct scoping and visionary interviews to align with the strategy of the Durban ICC.



- 4.5 Provide the executives with individual feedback on their psychological assessments and areas of development.
- 4.6 Provide the executives with a development action planner report and leadership potential report for their personal development.
- 4.7 Must provide half day check-in sessions with the executives over a 3 month period to assess development.
- 4.8 Provide the executive with a certificate of completion
- 4.9 Protect the confidentiality of personal information which may be relayed during the training sessions.
- 4.10 The course must commence within fourteen (14) days from date of official purchase order being issued by the Durban ICC. Failure to adhere to the time frame will result in a penalty of five hundred rand (R500) per day
- 4.11 The number of students may be subject to change at time of order
- 4.12 The cost per student will remain firm for the contract duration

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 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://ethekwivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

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



6. Compulsory Pricing Schedule (official form of offer)

Description	Cost per student	Approximate no. of students	Total (cost per student x no. of students)
Leadership development training	R	7 students	R
Please state any additional costs:			R
		Total (Excl. VAT)	R
		VAT 15%	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: _____ **Date:** _____

Failure to sign the official form of offer will invalidate the bid submission.

7. Contact Person

Buhle Makhanya (Senior HR Manager)
 Tel: +27 31 360 1340
 Email: buhlem@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 **12h00 on 6th March 2020**

9. Request approved by:



Senior HR Manager
Buhle Makhanya

Ramkic 25/02/2020

SCM Compliance Officer
Ritesh Ramkissoo



25/02/2020

SCM Manager
Thenashree Naidoo



25/2/2020

Finance Director
Melanie Rambally



pp 25/2/2020

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 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: _____

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: to be completed by tenderer.</u>
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"/>
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 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

