

**REQUEST FOR QUOTATION – BS18/2022**

**INTERIOR DESIGN, CONCEPT DESIGN AND ESTIMATE COSTING OF MEETING ROOMS 11, 12, 21 AND 22 OF THE DURBAN ICC (INTERIOR DESIGN SERVICES)**

**1. Background**

The Durban ICC Complex (Durban ICC, Arena and Durban Exhibition Centre) is one of the world's leading events and meetings destinations. In order to improve guest experience of our clients and visitors and to ensure that our operations run optimally, the facility and infrastructure need to be continually improved and maintained to the highest standard that Durban ICC is known for.

**2. Purpose**

The Durban ICC requires a design engineer/architect to scope, design and provide a high level cost estimation for the cosmetic upgrade in order to enhance the look and feel of Meeting Rooms 11, 12, 21 and 22 of the Durban ICC.

**3. Specifications**

The main deliverables from this assignment are as follows:

- Develop a schematic layout;
- Present recommendations for the designated space in terms of a colour palette, automated curtains (blinds) and overall aesthetic appeal transformation;
- Identify colour statements and modern design concept for Meeting Rooms interior and all the designated areas; and
- Produce initial sketches of the design concept, for the approval by the Executive Committee;

**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
4.1 The prospective service provider must have minimum 5 years requisite experience relating to interior design. Please attach portfolio of prior work / references (minimum two) from clients serviced.		
4.2 The prospective service provider must be affiliated to a professional body such as South African Council for Architectural Professions / South African Institute of Architects / South African Institute of Interior Designers, or similar (proof of this affiliation must be provided).		
4.3 The written proposal is to include generic concept detailing as well as site specific documentation.		

*Please note: failure to acknowledge and fulfil all the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**5. Compulsory pricing schedule:**

Description	Amount
<b>5.1 Generic Concept Detailing which includes:</b> <ul style="list-style-type: none"> <li>- Concept elements sketched and detailed;</li> <li>- Generic layout of the Meeting Rooms;</li> <li>- Generic detailed pack for costing purposes;</li> <li>- Specifications and schedule of finishes and materials to be used;</li> <li>- Specifications and costing for the installation of automated curtains (blinds);</li> <li>- Issue of details and plans, for procurement purposes</li> </ul>	R
<b>5.2 Site Specific Documentation which includes:</b> <ul style="list-style-type: none"> <li>- Sketch layout;</li> <li>- Fixtures and fitting layout;</li> <li>- Interior decorations layout;</li> <li>- Building requirements (where possible)</li> </ul>	R
Total (VAT excl.)	R
VAT @ 15%	R
Total (VAT Incl.)	R

**Kindly note**

- Due to the nature of the required services, the service provider is requested to submit a detailed pricing schedule in their own format, provided the final price correlates back to the pricing on the compulsory pricing schedule, as depicted above.
- The request for these services are predominantly focused on acquiring a modern, classy and aesthetically appealing design suitable to be transformed to the Hall 1 Durban Exhibition facility.
- An approximate costing must also be provided to ascertain the monetary outflow of funds for the acquisition of equipment, fittings and other suggested décor enhancements, in order to transform the earmarked space.

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*

## **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 compliance report, confirming compliance at time of bid submission,
- 6.5 Valid BBBEE Certificate
- 6.6 Valid SARS tax clearance pin.
- 6.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 6.8 MBD 4 Declaration of Interest form must be completed
- 6.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## **7. Terms and Conditions**

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

## **8. Requirements to submit quotation**

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekweni Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**9. Contact Person**

Siphiwe Khuzwayo– Facility Director  
Tel: 031 360 1326  
Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

**10. Compulsory Site Inspection**

Please note that a site inspection will be held at **10h00, on 26 May 2022** Contractors are to meet Siphiwe Khuzwayo at Gate A of the Durban Exhibition Centre (DEC) where they will be briefed and escorted to the area of work.

- ***Failure to attend the compulsory site inspection will invalidate the bid submission.***

**11. 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 1<sup>st</sup> June 2022**.

12. Request approved by:

	26.04.2022
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<b>Facilities Director Siphiso Khuzwayo</b>	
	26/04/2022
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<b>SCM Compliance Officer Bathabile Mshengu</b>	
	17/05/2022
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<b>Finance Executive Thenashree Naidoo</b>	
	18/05/2022
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<b>Chief Financial Officer Melanie Rambally</b>	
	18/05/2022
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<b>Chief Executive Officer Lindiwe Rakharebe</b>	



**13. 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: \_\_\_\_\_

**14. 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)

## 15. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative .....
- 13.3.2 Identity number: .....
- 13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 13.3.4 Company Registration Number: .....
- 13.3.5 Tax Reference Number: .....
- 13.3.6 VAT Registration Number: .....
- 13.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

### References:

<sup>1</sup> 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.

<sup>2</sup> "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.



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

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

YES	NO
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13.3.10 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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13.3.11 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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13.3.12 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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13.3.13 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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13.3.14 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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**16. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**