

REQUEST FOR QUOTATION – FIN 05/2022

DRAFTING AN ECONOMIC IMPACT REPORT FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa’s Leading Conference Centre by World Travel Awards for 17 years. The Centre has also obtained certification for ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) and a 5-star grading from the South African Tourism Grading Council.

2. Purpose

- The Durban ICC requires the services of a professional and qualified service provider who has expertise in the field of drafting economic impact reports.
- The report should consist of the following key macro-economic indicators for the period 01 July 2021 to 30 June 2022.

3. Mandatory Report Specifications

Does the service provider comply with the mandatory report specifications? Please acknowledge as illustrated	Yes	No
	✓	X
• Contribution to South Africa’s GDP		
• Contribution KwaZulu-Natal’s GGP		
• Contribution to Indirect Household Income		
• Net Foreign Exchange Earnings		
• Tax Revenue Generated		
• Total Delegate and Visitor Days, within the following Categories: - KwaZulu-Natal - Rest of South Africa - International		
• Jobs Created (direct and indirect) - within KwaZulu-Natal - within South Africa		
• Contribution to the Hospitality Industry (Number of additional Bed-Nights) - within KwaZulu-Natal		

Please note: Failure to meet **all** of the stipulated mandatory report specifications will result in the service provider being deemed non-responsive and not evaluated further.

4. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
<ul style="list-style-type: none"> The service provider must be a qualified economist <u>or</u> be specialised in the field of drafting economic impact reports. <u>Attach proof</u> 	✓	X
<ul style="list-style-type: none"> <u>Attach two (2)</u> positive references of previous work performed which entailed drafting detailed economic impact reports for various entities. 		

Please Note: Failure to meet **all** of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and not evaluated further.

5. Compulsory Pricing Schedule (official form of offer)

Scope of work	Quantity	Cost of drafting the report
Drafting a detailed Economic Impact Report as per specifications	1	R
Please state any additional costs:		R
Subtotal (VAT excl.)		R
VAT @ 15%		R
Grand 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 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 / phumla.mdabe@durban.gov.za


9. Contact Person

Thenashree Naidoo
Financial Executive
Tel: +27 31 360 1358

10. 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 30 June 2022**.

11. Request approved by:



2022 -06-15

**Financial Manager
Bigboy Ngcobo**



15/06/2022.

**SCM Compliance Officer
Bathabile Mshengu**



15/06/2022

**Finance Executive
Thenashree Naidoo**



15/06/2022

**Chief Financial Officer
Melanie Rambally**



15/06/2022

**Chief Executive Officer
Lindiwe Rakharebe**

12. Past experience in similar assignments

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

14. MBD4 Declaration of Interest

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

14.1 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.

14.2 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.

14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

14.2.1 Full name of bidder or his/her representative

14.2.2 Identity number:

14.2.3 Position occupied in the Company (director, trustee, shareholder²):

14.2.4 Company Registration Number:

14.2.5 Tax Reference Number:

14.2.6 VAT Registration Number:

14.2.7 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.*

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

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

YES	NO
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14.2.10 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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14.2.11 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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14.2.12 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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14.2.13 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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14.2.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder