

**REQUEST FOR PROPOSAL – FIN 01/2022**

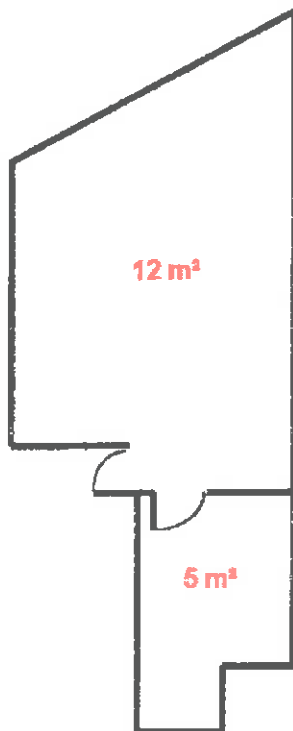
**RENTAL SPACE FOR A PERIOD OF 12 MONTHS**

**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 the World Travel Awards for 17 years.

**2. Purpose**

The purpose of the Request for Proposal is to appoint a service provider to rent available office space, for a period of 12 months;



**3. Proposal**

The service provider must submit a detailed proposal / motivation of the business venture they wish to undertake within the rental area. The service offering must compliment and add value to the services currently being extended by the Durban ICC to all its visitors and patrons.

**4. Benefits of Renting**

- Excellent visibility to all patrons arriving through the ICC secure parking entrance
- The rental space is situated next to the Travel Doctor and Nedbank ATM
- There is a 24/hour a day, 7 days a week security guard presence
- Air-con – centrally operated

- Fully carpeted
- 3 x 16A normal plug points
- 3 x dedicated plug points
- 2 x network/telephone points
- WI-FI access (at a preferential rate)

## 5. Special Lease Conditions

- The Durban ICC is designated as an Island site and is secured for certain meetings. During these times customers accessing the premises will have to have been granted accreditation for the designated conference taking place at the venue.
- Construction and shop fitting costs must be undertaken by the tenant at their own cost and expense.
- On the termination of the lease, the premises must be restored to its original condition.
- The tenant will be allowed to erect or affix signage only on prior written approval from the Durban ICC. This approval will not unreasonably be withheld.
- Upon termination of the lease, all signs must be removed and all areas repaired at the cost of the tenant.
- The tenant will not have exclusive rights in the building.
- Cleaning of the premises and the cost of telephone and Internet access lines will also be separately charged for by the Durban ICC unless provided for by the tenant.
- No food or beverages may be sold from, or consumed within the premises.
- Business trading hours must be between 08h00 and 17h00.
- After hours and weekend business services must be offered at the requests of the Durban ICC. This will not exceed more than 2 weekends per month.
- A deposit equating to one month's rental must be paid to the Durban ICC upon signing of this agreement.
- The refundable deposit will only be given to the appointed service provider at the end of the lease term, subject to the condition of the site premises, at time of departure.
- The rental amount includes a pro rata contribution for Water and Electricity consumption.
- Secure parking bays will be offered at a monthly rate of five hundred and twenty five rand (R525 VAT Incl.)
- The sum payable must be made by no later than the 1st of each month, in advance.
- The sum payable must be paid by EFT into the Durban ICC bank account upon presentation of a VAT invoice to the service provider.

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

**9. Contact Person**

Bigboy Ngcobo  
 Tel: +27 31 360 1304  
 Bigboyn@icc.co.za  
 Financial Manager

**10. Compulsory Site Inspection**

Please note that the compulsory site inspection will be held on **31<sup>st</sup> January 2022 at 10h00**. Contractors/suppliers are to meet Bigboy Ngcobo at the ICC Foyer Reception Desk where they will be briefed and escorted to the premises.

**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 4<sup>th</sup> February 2022**.

**12. Compulsory Pricing Schedule (official form of offer)**






Description	Monthly rental (VAT excl.)	Number of months	Total (Monthly rental x 12 months)
Rental offered by the service provider	R	12 months	R
	<b>Total excl. VAT</b>		R
	<b>15 % VAT</b>		R
	<b>Total incl. VAT</b>		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**

**13. Request approved by:**

	2022 -01- 20
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<b>Financial Manager Bigboy Ngcobo</b>	
	20/01/2022
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<b>SCM Compliance Officer Bathabile Mahengu</b>	
	20/01/2022
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<b>SCM Manager Thenashree Naidoo</b>	
	21/01/2021
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<b>Chief Financial Officer Melanie Rambally</b>	
	21/01/2022
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<b>Chief Executive Officer Lindiwe Rakhabe</b>	

**14. 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: \_\_\_\_\_

**15. 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 BIDDER) 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 BIDDER:

<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"/>

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 BIDDER'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 Bidder)

**16. 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):  
.....
- 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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**17. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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