

**REQUEST FOR QUOTATION – OPS 13/2022**

**STEPPED COUNTER SHELL SCHEME STAND**

**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 is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management) and ISO 22000 (Food Safety).

**2. Purpose**

The Durban ICC requires a service provider for the provision of Stepped Counter Shell Scheme Stand.

**Specifications:**

- 2.290 (w) x 0.790 (d) x 2.500 (h)
- Aluminium frame construction in natural anodise with height adjustable feet.
- 3.5mm White Styrene infill panels
- 16mm White melamine drop-in tops
- Assembly tools

**3. Drawing**



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

Description	Estimated quantity	Cost per unit	Total (est. quantity x cost per unit)
<b>Stepped Counter Shell Scheme</b>	3		
		Total cost (VAT excl.)	R
		VAT @ 15%	R
		Total cost (VAT Incl.)	R

**5. MANDATORY REQUIREMENTS**

Does the Bidder comply with the mandatory requirements? Please tick as illustrated.	YES	NO
	☐	X
<ul style="list-style-type: none"> <li>The service provider must have at least two years (2) requisite experience in the supply of Exhibition Shell Scheme supply with 2 positive references.</li> </ul> <p><i>The elements of an acceptable reference are detailed below. It is advisable to ensure that the references submitted are in line with the below requirements.</i></p> <ul style="list-style-type: none"> <li>- <i>Details of client (name, contact email and telephone ) for third party confirmation purposes</i></li> <li>- <i>Size and location of the establishment where these services were rendered*</i></li> <li>- <i>Contract amount and duration</i></li> <li>- <i>Detailed scope of shell scheme services performed for the client</i></li> </ul>		
<ul style="list-style-type: none"> <li>2 year warranty support on Shell Scheme Stand Equipment required as a minimum. Please state any conditions on guarantee / warranty clearly with your submission.</li> </ul>		

Failure to comply with all of the mandatory requirements, as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further

**6. Functionality**

- The minimum number of evaluation points for Functionality is 70 to be eligible for price and empowerment.
- The Functionality Criteria score in respect of each of the Criteria are as follows:

Criteria	Maximum Points
Bidder experience	50
Methodology	50
<b>Maximum possible score for FUNCTIONALITY (M<sub>f</sub>)</b>	100

Each Criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively.

## BIDDER EXPERIENCE

The scoring of the bidder's experience will be as follows:

Score	Prompts for Judgement
<b>(score 0)</b>	No response/ no evidence of experience submitted.
<b>Poor (score 40)</b>	References submitted by the service provider <b>are not sufficiently detailed</b> to determine (but not limited to) requisite experience, quality of service rendered, competency and performance or failure to perform adequately in key areas. In addition to the above, the service provider has handled <b>less than two (2) contracts</b> (as evidenced by the references submitted) servicing entities having similar size and complexity as the Durban ICC.
<b>Satisfactory (score 70)</b>	References submitted by the service provider indicate (but not limited to) an <b>acceptable</b> level of requisite experience, quality of service rendered, satisfactory performance, efficient after sales service and the successful execution of <b>two (2) contracts</b> (as evidenced by the references submitted), servicing entities having similar size and complexity as the Durban ICC.
<b>Good (score 90)</b>	References submitted by the service provider indicate <b>good</b> performance in all key areas including sufficient requisite experience, quality of service rendered, good performance and efficient aftersales service. In addition to the above, the service provider has successfully executed more than three (3) contracts (as evidenced by the references submitted), servicing entities having similar size and complexity as the Durban ICC.
<b>Very good (score 100)</b>	References submitted by the service provider indicate <b>excellent</b> performance in all key areas including sufficient requisite experience, quality of service rendered, excellent performance and efficiency in dealing with non-compliance issues identified during the service including aftersales service. In addition to the above, the service provider has successfully executed more than four (4) contracts, servicing entities having similar size and complexity as the Durban ICC.

## METHODOLOGY

The scoring of the approach paper will be as follows:

SCORE	PROMPTS FOR JUDGEMENT
<b>(score 0)</b>	No response/ no documents submitted
<b>Poor (score 40)</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The programme is poor and has missed critical aspects.
<b>Satisfactory (score 70)</b>	The approach is tailored to address the specific project objectives and methodology. The approach adequately deals with the critical characteristics of the project. The project plan/programme is sequenced well and not only identifies project related risks but also proposes project specific risk mitigation measures.
<b>Good (score 90)</b>	Over and above meeting the "Good" rating, the approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during project lifecycle. The project plan and approach to managing risk is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects.
<b>Very good (score 100)</b>	Besides meeting the "Very good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The programme is well thought out and makes allowance for all the key risk areas. The approach paper details ways to improve the project outcomes and the quality of the outputs.



## **7. Preconditions**

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

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid compliance report, confirming compliance at time of bid submission,
- 7.5 Valid BBBEE Certificate
- 7.6 Valid SARS tax clearance pin.
- 7.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 7.8 MBD 4 Declaration of Interest form must be completed
- 7.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## **8. 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.

## **9. Requirements to submit quotation**

- 9.1 All schedules in this document must be populated and will form part of the quotation.
- 9.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 9.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 9.4 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)








## **10. Contact Person**

Percy Dlamini – Acting Operations Executive  
Tel: 031 360 1201  
Email: [mncedisid@icc.co.za](mailto:mncedisid@icc.co.za)

## **12. 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 5<sup>th</sup> December 2022.**

12 Request approved by:


<hr/> <b>Acting Operations Executive</b> Percy Dlamini
 21/11/2022
<hr/> <b>SCM Compliance Officer</b> Adwoa Milumba
 21/11/2022
<hr/> <b>Finance Executive</b> Thenashree Naidoo
 21/11/2022
<hr/> <b>Chief Financial Officer</b> Melanie Rambally
 22/11/2022
<hr/> <b>Chief Executive Officer</b> Lindiwe Rakharebe



**13. Past experience in similar assignments**

Assignment Description	Key Elements	Date Started	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: 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)

## 15. MBD4 Declaration of Interest

16.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

16.2 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.

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

16.3.1 Full name of bidder or his/her representative .....

16.3.2 Identity number: .....

16.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

16.3.4 Company Registration Number: .....

16.3.5 Tax Reference Number: .....

16.3.6 VAT Registration Number: .....

16.3.7 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.

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

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

YES	NO
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16.3.10 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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16.3.11 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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16.3.12 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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16.3.13 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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16.3.14 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**