



REQUEST FOR QUOTATION – SAE 05/2023

EASTER FAIRY MARKET DECORATIVE LIGHTING

1. Background

The Durban ICC is one of the world's leading events and meetings venues and the centre will be hosting the first of its kind Easter Fairy Market, the event is targeted at all ages and will provide both shopping and entertainment, the event will take place from the 07th to 09th April 2023 at the Durban Exhibition Centre.

In terms of the mandate of our shareholder, eThekweni Municipality, the Durban ICC exists as a catalyst to increase economic impact to the City and contribute to the GDP of the country. Hence the need to market, advertise and promote this event to the locals and visitors over the Easter season.

2. Purpose

The purpose of this project is to identify and appoint a service provider that will provide decorative lighting for the duration of the Durban ICC Easter Fairy Market scheduled to take place from the 7th – 9th April 2023.

3. Specifications

Event Name: Easter Fairy Market
Event ID: 109465
Event Type: Public Exhibition
Venue/s: DEC Hall 1 and South Plaza- Exhibition and Catering
Coast of Dreams and DEC Hall 1 –Entertainment Area
Dates: 7-9 April 2023
Time: 10h00-21h00

Creative and innovative lighting based on an Easter Fairy Market for the duration of the event. Proposal to include decorative lighting, which would need to be incorporated into the, Exhibition Stall area in DEC Hall 1, refer to <https://icc.co.za/venue/info/floorplans-capacities/> Outdoor Lighting for Beer garden and entertainment areas South Plaza and East Lawn

Durban ICC reserves the right to adjust final proposals based on the event requirements and final venue layout.

4. Evaluation

The evaluation of the proposals will be based on how well the service provider demonstrates their ability to express examples of previous event lighting completed.

The second round of evaluation will involve the assessment of the respective pricing.

The service provider is required to submit a portfolio of each proposed act for the event.



Description	Weighting
1. Example of previous lighting projects and references	50
2. Proposal for proposed lighting.	50
Total	100

A minimum quality criteria score of 70 must be obtained in order for the bidder to be deemed responsive and evaluated for price.

A bidder, who does not meet the minimum quality criteria score of 70, will be deemed non-responsive and not further evaluated.

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:

- 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 original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 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://ethekwinivendor.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	Rate (Specify unit)	Estimated Quantity	Total (Quantity x rate)
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	R		R
	Total (Excluding VAT)		R
	15% VAT		R
	Total (Including 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:

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

7. **Contact Person**

Ashona Maharaj – Exhibition Manager
Tel: 031 360 1345
Email: ashonam@icc.co.za

8. **Closing Date**

Quotations, the portfolio of examples, 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 **12:00 on 17th February 2023**.

9. Request approved by:



Sales and Business Executive
Irene Vallihu



Chief Operations Officer
John Aritho



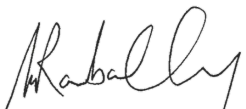
09/02/2023

SCM and Compliance Officer
Adwoa Milumba



09/02/2023

Finance Executive
Thenashree Naidoo



09/02/2023

Chief Finance Officer
Melanie Rambally

pp 

09/02/2023

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 bydo 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: _____

12. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 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, shareholder²):
.....
- 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:

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.

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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder