



## **REQUEST FOR QUOTATION – SAE 04/2023**

### **EASTER FAIRY MARKET ENTERTAINMENT**

#### **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 07<sup>th</sup> to 09<sup>th</sup> 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 entertainment for children aged 2-12 years and adults for the duration of the Durban ICC Easter Fairy Market scheduled to take place from the 7<sup>th</sup> – 9<sup>th</sup> 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 concepts for Entertainment for the duration of the event.
- Entertainment to cater to children ages 2-12 years and adults.
- All entertainment acts to come with entertainment equipment, own costumes and show personnel.
- Once proposals have been received the appointed service provider will be required to incorporate acts into a planned schedule.

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

#### **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 entertainment 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 entertainment and references	50
2. Portfolio for each proposed act	50
<b>Total</b>	<b>100</b>

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





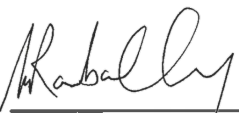
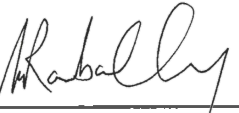
Ashona Maharaj – Exhibition Manager  
Tel: 031 360 1345  
Email: ashonam@icc.co.za

**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 17<sup>th</sup> February 2023.**



9. **Request approved by:**

	
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<b>Sales and Business Executive Irene Vallihu</b>	
	
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<b>Chief Operations Officer John Aritho</b>	
	08/02/2023
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<b>SCM and Compliance Officer Adwoa Milumba</b>	
	09/02/2023
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<b>Finance Executive Thenashree Naidoo</b>	
	09/02/2023
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<b>Chief Finance Officer Melanie Rambally</b>	
pp 	09/02/2023
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<b>Chief Executive Officer Lindiwe Rakharebe</b>	



**10. 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: \_\_\_\_\_

**11. 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 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)

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

Full Name	Identity Number	State Employee No.

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

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

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

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