

**REQUEST FOR QUOTATION – BS 19/2023**

**INTERIOR DESIGN, SPECIFICATIONS AND BILL OF QUANTITIES WITH ESTIMATED PRICING FOR DURBAN ICC HOSPITALITY SUITE 23, 24 AND 25**

**1. Background**

The Durban ICC is one of the most advanced and leading events and meetings destinations. In order to maintain the extremely high international standards and improve guest experience of our clients and visitors, the facility and infrastructure needs to be continually improved and maintained to the highest standard possible.

**2. Purpose**

The Durban ICC requires a competent service provider (Interior designer and/or Architect) to design the interior, compile specifications and provide a bill of quantities with estimated pricing for the following areas:

- Durban ICC Hospitality Suite 23
- Durban ICC Hospitality Suite 24
- Durban ICC Hospitality Suite 25

**3. Deliverables**

The main deliverables for this assignment, are as follows:

- Develop a Concept Design and provide a 3D Model with Concept Drawings
- Present the Concept Design for approval by the Executive Committee
- Produce a Detailed Interior Design with Schematic Layout Drawings inclusive of all changes requested by the Executive Committee, where necessary. This should include all necessary additional details for the design elements.
- Produce Work Specifications for the Detailed Design
- Compile a Bill of Quantities with Estimated Pricing for the Detailed Design

**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
4.1 The prospective service provider must have a minimum of 5 years requisite experience relating to interior design, as evidenced by the company profile or CV of the assigned professional.		
4.2 The prospective service provider must provide portfolio of no less than three (3) previous assignments of similar nature.		
4.3 Prospective service provider must be affiliated to a professional body such as South African Council for Architectural Profession / South African Institute of Architects / South African Institute of Interior Designers, or similar (proof of this affiliation must be provided).		

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

**5. Compulsory pricing schedule (form of offer)**

Description	Unit	Quantity	Unit Cost	Total Cost
5.1 Develop a Concept Design, provide a 3D Model, Concept Drawings and present the Concept Design for Approval of the Executive Committee. Submit these to Durban ICC via soft and hard copies as required by the relevant stakeholders.	Ea.	1	R	R
5.2 Produce a Detailed Interior Design with Schematic Layout Drawings inclusive of all changes, as requested by the Executive Committee. This should include all necessary additional details for the design elements. Submit these to the Durban ICC via soft and hard copies as required by the relevant stakeholders.	Ea.	1	R	R
5.3 Produce Work Specifications for the Detailed Design and Compile a Bill of Quantities with Estimated Pricing. Submit these to the Durban ICC via soft and hard copies as required by the relevant stakeholders.	Ea.	1	R	R
Please state additional costs not mentioned above:			R	R
			<b>Total cost ((VAT excl.)</b>	<b>R</b>
			<b>VAT @ 15%</b>	<b>R</b>
			<b>Total cost (VAT incl.)</b>	<b>R</b>

Kindly Note:

- If necessary, the service provider can submit a detailed pricing schedule in their own format as additional information or breakdown of their pricing for a better understanding. This will be most relevant when the total bid price correlates to the total pricing, as per the compulsory pricing schedule above.
- The request for these services is necessary to acquire a modern, trendy and aesthetically pleasing look to the chosen areas.
- The estimated pricing and BOQ is necessary to be able to budget for this work and also gives a guide for the pricing of the contractors, during the construction phase of the project.

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 original Tax clearance pin from South African Revenue Services which proves that the service provider's 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)

## 7. Contact Person

Name: Siphwe Khuzwayo: Facilities Director  
Tel: 031 360 1326  
Email: [siphwek@icc.co.za](mailto:siphwek@icc.co.za)


## 8. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **3<sup>rd</sup> April 2023 at 10h00** Service providers are to meet Siphwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

## 9. Closing Date

Quotations, together with this document, 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 11<sup>th</sup> April 2023**.

10. Request approved by



29.03.2023

**Facilities Director  
Siphwiwe Khuzwayo**



28.03.2023

**Chief Operations Officer  
John Aritho**



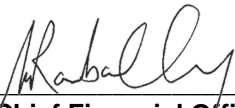
29.03.2023

**Adwoa Milumba  
SCM Compliance Officer**



29/03/2023

**Finance Executive  
Thenashree Naidoo**



30/03/2023

**Chief Financial Officer  
Melanie Rambally**



30.03.2023

**Chief Executive Officer  
Lindiwe Rakharebe**



**11. 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:** \_\_\_\_\_

**12. 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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)

**13. 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>):

.....

13.4.4 Company Registration Number: .....

13.4.5 Tax Reference Number: .....

13.4.6 VAT Registration Number: .....

13.4.7 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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**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

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

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

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

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