

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – OPS 10/2023

SUPPLY OF POINT OF SALE TERMINALS

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 has also obtained certification in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 45001 (Occupational Health and Safety) and ISO 22000 (Food Safety).

2. Purpose

The Durban ICC is seeking a reputable service provider to supply (POS) terminals to the Durban ICC solution that creates an exceptional user experience suitable for the hospitality industry allowing for easy, fast ordering and payment. This solution must be compatible to the current point of sales system as per specification.

3. Product Specification

The Durban ICC currently requires twenty (20) point of sale terminals, which will be utilised for events and its internal coffee shop. During events, POS terminals are transferred to the selected venues and stationed for sales. These include food and beverage services to the guests and the public. The POS terminals should be touch screen devices with card readers and scanner compatible. Transaction interfaces include credit card and cash. Daily cash out slips and Z-Reports must be generated at the end of each day's sale, for reconciliation with the entity's financial ERP system.

4. General Requirements

- Back Office Capable
- Touch screen Capable
- Network to Server capable
- Real time data synchronisation
- Accept multiple forms of payment
- Order Tracking
- Card Reader
- 24/7 Onsite / Offsite Support
- Phone Orders
- Sales Server Reports
- Warranty on hardware must be specified
- Windows 7 All in one
- All units must have power supplies

The proposed hardware must be capable of providing the above-mentioned services in a user-friendly and flexible manner for customers and authorized users.



5. Scope Of Work

The successful bidder will be required to supply, install and test the complete POS system for the Durban ICC in accordance with the terms of this request.

5.1 Scope of Work includes but is not limited to the following items:

- Supplier responsible to furnish, install, and commission a complete and operational, POS equipment for the Durban ICC.
- Supplier will arrange for testing of all operations of the system & Equipment to show the Durban ICC’s representative that all equipment is working properly.
- Supplier to ensure that all sales Z- reports are correct.

5.2 Point-of-Sale Hardware Requirements

- Must have at least two (2) USB ports to connect various peripherals.
- Each POS Terminal must include a minimum 15” High Resolution POS Touch Screen Display
- Ethernet connection.
- WIFI connection options will be an optional added benefit.
- All power cables required to provide power to the Durban ICC’s supplied power sockets.

6. Mandatory requirements

| Mandatory requirements | Yes | No |
|--|-----|----|
| | ☐ | X |
| <ul style="list-style-type: none"> • Provide two written references from current or previous customers; | | |
| <ul style="list-style-type: none"> • Detailed breakdown of the software in terms of functionality, efficiency, flexibility, reliability, maintainability, portability, integrity. | | |

Kindly note, failure to comply with all of the minimum requirements as illustrated above, will result in the service provider being deemed non-responsive and not evaluated further.

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:

- 5.1 Full name.
- 5.2 Identification or company or other registration number.
- 5.3 Tax reference number and VAT number, if any.
- 5.4 Valid original Tax Clearance pin from the South African Revenue Services that proves that the service provider’s tax matters are in order.
- 5.5 Valid BBBEE Certificate.



- 5.6 MBD 4 Declaration of Interest form must be completed.
- 5.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 5.8 The service provider must be registered on the CSD database

8. Contact Person

Mncedisi Dlamini
Mncedisid@icc.co.za
 Tel: +27 31 360 1201
 Acting Operations Executive

9. Compulsory Pricing Schedule

| Product description | Quantity | Unit cost | Total Price (Quantity x unit price) |
|---|----------|-----------|--|
| Supply Point of Sale Terminals, together with Software and Installation. | 20 | R | R |
| Please state any additional cost: | | | R |
| Subtotal (VAT excl.) | | | R |
| VAT @ 15% | | | R |
| Grand Total (VAT Incl.) | | | R |

I.....being duly authorized thereto by.....Do hereby confirm that the information contained herein is true, 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: _

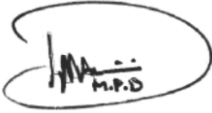



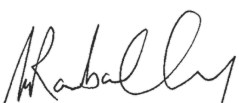

Note: Failure of the bidder to complete and sign this page will invalidate the quotation



10. **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 20th June 2023.**

11. Request approved by:

| | |
|---|--------------|
|  | 06 June 2023 |
| <hr/> | |
| Acting Operations Executive Mncedisi Dlamini | |
|  | 08.06.2023 |
| <hr/> | |
| Chief Operations Officer John Aritho | |
|  | 12.06.2023 |
| <hr/> | |
| SCM Compliance Officer Adwoa Milumba | |
|  | 12/06/2023 |
| <hr/> | |
| Financial Executive Thenashree Naidoo | |
|  | 12/06/2023 |
| <hr/> | |
| Chief Financial Officer Melanie Rambally | |
|  | 12.06.2023 |
| <hr/> | |
| Chief Executive Officer Lindiwe Rakharebe | |

12. **Past experience in similar assignments**

| Assignment Description | Key Elements | Duration | 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.

Signature:

Date:

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

13. 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. | <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | | | | | | | | | | | |
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| Electricity | <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | | | | | | | | | | | |
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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 Contractor 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)

14. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

- 12.1 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.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 12.3.1 Full name of bidder or his/her representative
- 12.3.2 Identity number:
- 12.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 12.3.4 Company Registration Number:
- 12.3.5 Tax Reference Number:
- 12.3.6 VAT Registration Number:
- 12.3.7 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.

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

| | |
|-----|----|
| YES | NO |
|-----|----|

12.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

12.3.10 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 |
|-----|----|

12.3.11 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 |
|-----|----|

12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

12.3.13 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 |
|-----|----|

12.3.14 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 |
|-----|----|

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

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder