

REQUEST FOR QUOTATION – CUL 16/2023

SUPPLY OF CROCKERY FOR THE BUSINESS LOUNGE



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 the World travel award for the 17 years. The centre has also obtained certifications for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and ISO 45001 (Occupational Health and Safety Management) which has been maintained and audited annually by the SABS (South African Bureau of Standards)

2. Purpose of the request for quotations

Durban ICC requires a service provider to supply plates, platters and mini bowls for the new Business Lounge menu offering.

3. Specifications

SAMPLE PICTURE	PRODUCT NAME	PRODUCT SIZE
	Tempest Black rectangular Platter	37 x16 cm
	Tempest Black couple plate	26cm

	<p>Tempest Black Deep Plate</p>	<p>24cm</p>
	<p>Tempest Black oval sauce Dish</p>	
	<p>Tempest Black Round Dish</p>	



4. MANDATORY REQUIREMENTS

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> The prospective service provider must provide two (2) positive references (attach reference letters) from clients, where similar goods were successfully supplied. 		
<ul style="list-style-type: none"> The prospective service provider must provide a catalogue (with pictures and descriptions) of the suggested equipment, to be supplied. Please pay careful attention to the detailed descriptions, listed in the pricing schedule below, for ease of reference 		

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. Preconditions

A written quotation will not be considered unless the service provider who submits the quotation provides the following with their 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 Certificate from the South African Revenue Services which 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 and EThekweni 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>

EThekweni 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. Terms and Conditions

- 6.1 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award.
- 6.2 The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).
- 6.3 It must be noted that the service provider assumes full risk when submitting bid quotations to the Durban ICC.
- 6.4 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the Entity.

7. Requirements to submit quotations

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 A completed ICC Durban (Pty) Ltd supplier application form, which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be Included with this application.

8. Compulsory Pricing Schedule

Description	Quantity	Unit Price	Total (Excl.)
Black rectangular plate each	220		
Black Couple plate	220		
Black Deep plate	220		
Black Oval	196		
Black round Dish	196		
Total excl. VAT			
15 % VAT			
Total incl. VAT			

Note: The Durban ICC is not liable to make any deposit payments upfront. No payment will be made prior to the goods or services being received by the Durban ICC.

8.1 Quantity and colour are subject to change based on the needs of the entity.



9. Contact Person

Clinton Bonhomme
Tel: 031 360 1049
Email: clintonB@icc.co.za

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 **21st July 2023**

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

11. Request approved by:



**Acting Executive Chef
Clinton Bonhomme**



**Chief Operations Officer
John Aritho**



12/07/2023

**SCM Compliance Officer
Adwoa Milumba**



12/07/2023

**Finance Executive
Thenashree Naidoo**



13/07/2023

**Chief Financial Officer
Melanie Rambally**



13.07.2023

**Chief Executive Officer
Lindiwe Rakharebe**



12. 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:** _____

13. Declaration of Municipals Fees

I / we do hereby declare that the Municipal fees of the company: -

.....
(Company Name)

Are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

Account	Account Number *
Electricity	
Water	
Rates	

*** To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, and including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

Name: (Block Capitals) _____

Signature: _____ **Date:** _____
(Of person authorized to sign on behalf of the Tenderer)

14. **MBD4 Declaration of Interest**

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 14.3.1 Full name of bidder or his/her representative
- 14.3.2 Identity number:
- 14.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 14.3.4 Company Registration Number:
- 14.3.5 Tax Reference Number:
- 14.3.6 VAT Registration Number:
- 14.3.7 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.*

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

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

14.3.13 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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14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder