



## REQUEST FOR QUOTATION – SAE 12/2023

### WALL OF FAME DESIGN AND CONSTRUCTION FOR THE DURBAN ICC

#### **1. Background**

The Inkosi Albert Luthuli ICC Complex offers the largest flat floor, column-free multi-purpose event space in Africa, incorporating the Durban International Convention Centre, the Durban ICC Arena and Durban Exhibition Centre, the complex offers 112,000m<sup>2</sup> of flexible exhibition and meeting space. The Centre is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 17 times.

#### **2. Purpose of the request for proposal**

The purpose of the request for quotation is to source an experienced service provider who will design and construct the Wall of Fame for the Durban ICC.

The Durban ICC has a history of staging some of the world's iconic local and international meetings, conferences, exhibitions and concerts. The appointed service provider would be responsible for the design and construction of the wall of fame which will feature some of the past iconic events that the Durban ICC has ever hosted as well as accommodating for the new and upcoming events in the future.

The successful service provider would also be responsible for creating a mood board from the existing wall of fame and incorporating it into a new design.

The Durban ICC invites suitably qualified and experienced organisations to submit priced proposals / quotations in support of their applications.

#### **3. Scope of services**

- The Service provider in conjunction with the Durban ICC to source historical images of the Durban ICC.
- The service provider should be able to provide the history of each image provided and be able to provide QR Codes for each image for visitors to be able to scan and access the history.
- All images shall be printed and be provided in a frame according to the Durban ICC specifications
- The service provider shall provide high quality images which are non-fading
- The service provider shall provide the Durban ICC all images in electronic format in both high-resolution and low-resolution versions. Pictures must also be presented in TIFF and RAW format for large graphic printing, as well as JPEG or PNG The service provider is to provide the Durban ICC all video footage in High Definition format.
- The Durban ICC requires images and footage of the Centre's iconic events images as well as for high profile events that the Durban ICC has hosted in the past.
- The Durban ICC should be able to provide a set of aerial photographs showing the Centre. All costs associated with the capturing of the aerial images are to be included in the quotation.
- The appointed service provider shall provide the Durban ICC fully indexed disks of the electronic images
- The appointed service provider must provide their own archive of all images provided to the Durban ICC.
- Outdoor photographs must be panoramic
- Aerial photographs shall have a focal subject point
- Aerial photography provided shall be undertaken during ideal capture conditions (around solar noon, no haze, clouds etc)
- The Durban ICC reserves all rights to the images and footage and will use them at its sole discretion.



**4. Specifications**

It is the intention of the Durban ICC to enter into a formal Service Level Agreement (SLA) with the successful Service Provider. This agreement will be for a project duration subject to regular review.

The Durban ICC reserves the right to not make an appointment if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

**5. Mandatory Scope of Works**

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The prospective service provider must provide three (3) positive references (attach reference letters) from clients where similar services were successfully provided.</li> </ul>		
<ul style="list-style-type: none"> <li>The prospective service provider must be able to perform and complete this work, within 10 days from receipt of an official purchase order. Written confirmation on the official company letterhead is required.</li> </ul>		
<ul style="list-style-type: none"> <li>The prospective service provider must have a minimum of 5 years requisite experience relating to design. Please attach a portfolio of prior work from previous clients.</li> </ul>		

**Please note:** Failure to comply with the stipulated mandatory requirement will result in your submission being deemed non-responsive and not evaluated.

**6. Conditions of the contract**

The following scope of services is required from the service provider:

- It is envisaged that the Durban ICC will make use of the services of the service provider during the period of the SLA as and when required.
- The Durban ICC does not provide for appointing a service provider on a regular retainer and submissions should not make provision for this. The service provider will only be entitled to invoice for jobs completed and on a project by project basis.
- All material belonging to the Durban ICC, including all pre-existing logos and trademarks, shall remain the sole property of the client and the Durban ICC shall be the sole owner of all rights in connection therewith.
- The service provider shall provide the Durban ICC with the original files (low and hi-res) for all projects in an editable format whenever requested.
- This is a once off project and the service provider shall undertake this project not longer than a period of one month
- The Durban ICC will retain all rights and title to any photography commissioned from the service provider, including all rights to display or edit such artwork and images in perpetuity.

## 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:**

- 7.1 Full name.
- 7.2 Identification or company or other registration number.
- 7.3 Tax reference number and VAT number, if any.
- 7.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 7.5 Valid BBBEE Certificate.
- 7.6 MBD 4 Declaration of Interest form must be completed.
- 7.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 7.8 All guarantees on workmanship / products used to be supplied upon completion of the project.

## 8. Requirements to submit quotations

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Company **must** submit a company profile and to provide examples and references of similar such works performed.
- 8.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://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.

## 9. Terms and conditions

The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. 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).

## 10. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **8<sup>th</sup> August 2023 at 12h00**. Contractors are to meet Sandile Makhanya at the ICC Foyer Reception Desk where they will be briefed and escorted to the area of work.

## 11. Contact Person

Sandile Makhanya - Acting Marketing & Communication Executive  
Tel: 031 3601192  
Email: [Sandilema@icc.co.za](mailto:Sandilema@icc.co.za)

## 12. 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 15<sup>th</sup> August 2023**



**13. Compulsory Pricing Schedule**

Description	Quantity	Total
Wall of Fame Design	01	R
Construction Fee	01	R
Image Sourcing	01	R
Frames/QR Code/Printing	01	R
Delivery (if any)	01	R
	<b>SUB-TOTAL</b>	
	<b>VAT (15%)</b>	
	<b>GRAND TOTAL</b>	





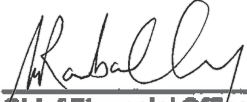

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

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

**Request approved by:**

	24/07/2023
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<b>Sandile Makhanya</b> <b>Acting Marketing &amp; Communications Executive</b>	
	
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<b>John Aritho</b> <b>Chief Operation Officer</b>	
	25.07.2023
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<b>SCM Compliance Officer</b> <b>Adwoa Milumba</b>	
	26/07/2023
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<b>Finance Executive</b> <b>Thenashree Naidoo</b>	
	03/08/2023
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<b>Chief Financial Officer</b> <b>Melanie Rambally</b>	
	03.08.2023
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<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>	

**14. 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: \_\_\_\_\_

**15. 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, 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)

**16. MBD4 Declaration of Interest**

16.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

16.2 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.

16.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

16.3.1 Full name of bidder or his/her representative .....

16.3.2 Identity number: .....

16.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

16.3.4 Company Registration Number: .....

16.3.5 Tax Reference Number: .....

16.3.6 VAT Registration Number: .....

16.3.7 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.



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

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

YES	NO
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16.3.10 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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16.3.11 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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16.3.12 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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16.3.13 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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16.3.14 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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16.4 Full details of directors / trustees / members / shareholders

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

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

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

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

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