



## **REQUEST FOR QUOTATION – SAE 16/2023**

### **DESIGN / ADVERTISING AGENCY SERVICES FOR A PERIOD OF 12 MONTHS**

#### **1. Background**

The Durban ICC is one of the world's leading events and meetings venues. In order to maintain the extremely high standards demanded by clients and stakeholders, all marketing collateral needs to be specifically purchased, according to the requirements of our venue.

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 the services of the facility to its stakeholder community.

Given that the design and production capacities to develop the relevant marketing collateral and advertising material do not exist within the organization, it is important for the Durban ICC (the client) to appoint a graphic design / advertising agency (the service provider) to capacitate and support its branding and marketing activities.

#### **2. Purpose**

The purpose of this project is to identify and appoint a graphic design / advertising agency which will provide, as and when required, advertising, graphic design, photography, branding and copywriting services for the Durban ICC, for a period of 12 months.

#### **3. 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 period of 12 months' subject to a bi-annual review. The Durban ICC will be entitled to withdraw from the SLA subject to the operational requirements of the Durban ICC with one month's written notice to the service provider at any time within the period of contract.

It is essential that the service provider is fully represented in Durban, with account executive capacity, and can demonstrate its ability to fully service the Durban ICC account from its Durban offices.

The Durban ICC reserves the right to appoint one or more service providers to support the graphic design / advertising activities or 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.

#### **4. Conditions of contract**

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

- The service provider would design the appropriate digital and printed marketing collateral for the Durban ICC in order to support the sales and marketing activities of the organisation.
- The service provider would perform copywriting and script-writing duties for the organisation as and when required.
- The service provider would provide photographic / videography services for the organisation as and when required.



Examples of the marketing collateral which the service provider would be required to design may include, but will not be limited to:

- Printed information brochures in various formats detailing the technical specifications of the facility suitable for direct sales interaction with event buyers.
  - Various electronic sales/information brochures in small file size for ease of download and emailing.
  - Bid Documents presented as part of tenders to attract international and national events.
  - Pull up banners, banner walls and other physical media used for promotions and activations.
  - Design of the company's Annual Report in print and electronic versions.
  - Design of new advertisements in various sizes and layouts targeted at attracting international and national conferences, exhibitions, concerts, meetings, in-door sporting events and functions.
- It is envisaged that the Durban ICC will make use of the services of the service provider during the tenure 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 content 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 Durban ICC will retain all rights and title to any original design, artwork or photography commissioned from the service provider, including all rights to display or edit such artwork and images in perpetuity.
  - The service provider shall provide the Durban ICC with the original packaged files for all projects in an editable format during or after the expiry of the contract.
  - Once appointed the successful Service Provider will still be required to submit quotations for projects throughout the contract period in order to monitor and manage the value of the business produced for the client.
  - Please note that any additional reverts on projects to correct spelling errors or correct information inaccurately reproduced in the artwork may not be charged for.
  - There will be no contractual obligation extending beyond the 12-month period.
  - The RFQ will be awarded on rates and functionality and the RFQ spend will be capped at two hundred-thousand-rand VAT incl. or the maximum duration of 12 months whichever comes first.
  - The hourly rates, as per bid submission, will be fixed for the 12-month contract period and will not be subjected to any increase.



**5. Functionality Criteria**

The evaluation of the proposals will be based on how well the service provider demonstrates their design ability and how this is expressed creatively in examples of previous work produced.

The service provider is required to submit a portfolio of design examples which must include at least one sample of each of the following projects or a similar project which they have designed previously.

Description	Weighting
1. A3, A4, A5 Full Page Portrait / Landscape	30
2. Photography (Food/Architecture/Event Photography examples)	25
3. Videography (Food/Architecture/Event Photography services) – USB or links	25
4. Business Card design - (50mm x 90mm)	20
<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.

**6. Two Stage evaluation process**

Stage 1: Bid submissions will be evaluated based on functionality criteria detailed above

Stage 2: Price and Preference

The 80/20 preference points system will be applied.

Bidders will score up to 20 preference points for their B-BBEE status level of contribution as per the table below:

BBBEE Status of Contributor	Number of points claimed (80/20 system)	Number of points claimed (90/20 system)



Level One	20	10
Level Two	18	9
Level Three	14	6
Level Four	12	5
Level Five	8	4
Level Six	6	3
Level Seven	4	2
Level Eight	2	1
Non-compliant contributor	0	0

## 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 from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 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)



**8. Compulsory Pricing Schedule (official form of offer)**

Description	Hourly Rates (Excl.VAT)
<ul style="list-style-type: none"> <li>A3, A4, A5 Full Page Portrait / Landscape</li> </ul>	
<ul style="list-style-type: none"> <li>Photography (Food/Architecture/Event Photography services)</li> </ul>	
<ul style="list-style-type: none"> <li>Videography (Food/Architecture/Event Photography services)</li> </ul>	
<ul style="list-style-type: none"> <li>Business Card design (50mm x 90mm)</li> </ul>	
<ul style="list-style-type: none"> <li>Any Additional Fee</li> </ul>	
Specify:	
Total (Excluding VAT)	
15% VAT	
Total (Including VAT)	

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



**9. Terms and Conditions**

9.1 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. Protection of Personal Information**

10.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA").

10.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

**11. Contact Person**

Sandile Makhanya – Acting Marketing & Communications Executive  
Tel: 031 360 1192  
Email: sandilema@icc.co.za

**12. 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 2<sup>nd</sup> November 2023**.



13. **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:** \_

**14. 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: to be completed by tenderer.</u>
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"/>
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"/>
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"/>
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"/>
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"/>
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"/>

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)



**15. MBD4 Declaration of Interest**

- 15.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 15.2 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.
- 15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 15.3.1 Full name of bidder or his/her representative .....
- 15.3.2 Identity number: .....
- 15.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 15.3.4 Company Registration Number: .....
- 15.3.5 Tax Reference Number: .....
- 15.3.6 VAT Registration Number: .....
- 15.3.7 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.*

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

YES	NO
-----	----

---



---

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

YES	NO
-----	----

---



---

15.3.10 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
-----	----

---



---

15.3.11 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
-----	----

---



---

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

YES	NO
-----	----

---



---

15.3.13 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
-----	----

---



---

15.3.14 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
-----	----

---



---

16. **Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

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

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

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

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