

 DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA	ISO Management System		Approval	
			Chief Financial Officer	
	Request for Competitive Bids		Doc No: SR-277	
			Issue Date: 12/11/2025	Rev: 4

REQUEST FOR COMPETITIVE BIDS – PROVISION OF FLEXIBLE STAFFING SERVICES FOR A PERIOD OF 6 MONTHS

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 past 20 years. The centre has also obtained certification 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. Legislation

This bid will be evaluated on administrative compliance, mandatory requirements, price and preference points in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and Preferential Procurement Regulations of 2022 where 80/20 points system will be applied wherein 80 points are for price and 20 for specific goals and for this purpose the enclosed forms must be scrutinized, completed and submitted together with your detailed quotation .

3. Purpose

The purpose of this request is to invite suitably qualified and experienced service providers to supply flexible staffing solutions. The successful service provider will be required to provide reliable, skilled and adaptable personnel to meet fluctuating operational demands including varying event sizes, schedules and short –notice requirements. Flexible staffing is essential to ensure continuity of service, maintain high standards of event execution and respond effectively to peak periods, seasonal variations and unforeseen operational needs

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4. **Mandatory Requirements**

- 4.1 The service provider needs to comply with all of the mandatory requirements, as illustrated in the schedule below, in order to be deemed responsive and be responsive and considered for the second stage of evaluation.
- 4.2 Failure to comply with **ALL** of the mandatory requirements will result in the bid submission being deemed non-responsive and not evaluated further.

Does the service provider comply with the mandatory requirement? Pleas acknowledge as illustrated.	YES	NO
	✓	X
The service provider must comply with the COIDA (Compensation for Occupational Injuries and Diseases Act) to cover workers/employees against occupational diseases, injuries, and death. Attach COIDA letter of good standing from the compensation commissioner		
Service provider to attach proof of ISO 9001 Quality management accreditation/ certificate valid as at RFQ closing date.		
Service provider to attach THREE positive reference letters from clients serviced wherein flexible labour services in excess of one hundred employees were deployed within the last 24 months.		
Service provider to attach a valid certificate of registration of a private employment Agency/ Temporary Employment Service as at RFQ closing date.		

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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 state two of the evaluation. The bidder must complete the final column above stating whether they can complete the task or not.

NB: Durban ICC agree that they will comply with Protection of Personal Information (POPI) Act regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

Functionality

Quality Criteria	Weight
Service Provider Experience	50
Experience of the Key Staff	50
Maximum possible score for quality (Ms)	100

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Functionality Evaluation:

The following criteria will be used to calculate points for functionality in terms of the **Service Provider Experience**, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
SERVICE PROVIDER'S EXPERIENCE	SECTION A: The service provider must provide a comprehensive portfolio of current and completed individual contracts for the provision of flexible labour services over the past 4 years that are equal to or above R 10 000 000 per annum per contract inclusive of management fee and labour cost . The contract must clearly illustrate their experience in the provision of labour broker services Evaluation criteria will be assessed in accordance with the stipulated scoring criteria as indicated below	40
	SECTION B : Service Provider must set out in the attached contactable reference sheets (under paragraph 15 of this document) the details of at least 3 contactable references of current or completed contracts, with reference to the provision of Labour Broker services similar to the scope of work, over the past 4 years. The contactable references must be willing to answer the stated questions and score the bidder accordingly in terms of their performance. The DICC will liaise with the stated referees to verify the authenticity of the submitted scoring. Only those reference sheets of an average score of "Satisfactory" (i.e., scoring 70% or more) will be considered. Evaluation criteria will be assessed in accordance with the stipulated scoring criteria of 0 (no refences received= very poor), 40 (1 to 2 references received= poor), 70 (3 references received = satisfactory), 90 (4 references received = good) and 100 (5 or more references received = excellent).	10

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The following is important to note:

This section counts **50** points towards the total score out of 100 for functionality. Service Providers need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.

a) Number of Contracts

Non-compliant (Score 0%)	The Service Provider has submitted no contracts over the past 4 years equal to or above R 10 million per annum per contract.
Poor (Score 40%)	The Service Provider has submitted 1 to 2 contracts over the past 4 years equal to or above R 10 million per annum per contract.
Satisfactory (Score 70%)	The Service Provider has submitted 3 contracts over the past 4 years equal to or above R 10 million per annum per contract.
Good (Score 90%)	The Service Provider has submitted 4 contracts over the past 4 years equal to or above R 10 million per annum per contract.
Very good (Score 100%)	The Service Provider has submitted 5 or more contracts over the past 4 years equal to or above R 10 million per annum per contract.

b) Contactable references

Non-compliant (Score 0%)	No satisfactory references (with an average score of 70 or higher) were supplied.
Poor (Score 40%)	One to two satisfactory references (with an average score of 70 or higher) were supplied.
Satisfactory (Score 70%)	Three satisfactory references (with an average score of 70 or higher) were supplied.
Good (Score 90%)	Four satisfactory references (with an average score of 70 or higher) were supplied.
Very good (Score 100%)	Five or more satisfactory references with an average score of 70 or higher) were supplied.

Bidders are referred to the attached table (paragraph 15 of this document) and contactable reference sheets for the necessary evidence to be provided in order to score this schedule.

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The following criteria will be used to calculate points for functionality in terms of the **Experience of Key Staff**, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below

Description of functionality criteria		Maximum possible score
EXPERIENCE OF KEY STAFF	The service provider must submit the details, curriculum vitae (CV's), and qualifications of the following key staff that will be allocated to the DICC to manage and execute the requirements for the purpose of this contract: <u>Site Manager (must be onsite) – Weighting of 20%</u> The site manager must have people management skills and experience as well as basic Human Resources and Industrial Relations knowledge and experience. Additionally, an operations certificate or equivalent is required. <u>Administrator (must be onsite) - Weighting of 5 %</u> The administrator must have administrative skills and qualifications with proven record. Additionally, an administration qualification is required. <u>Payroll Officer - Weighting of 5 %</u> Payroll Officer must have payroll skills and qualifications with proven record. Additionally, a payroll administration certificate or equivalent is required. <u>Onsite Floor supervisor– Weighting of 10 %</u> The floor supervisor must have experience in running floor hospitality operations with proven record. Additionally, an operations certificate or equivalent is required. <u>Training Facilitator – Weighting of 10 %</u> An experienced training facilitator must have experience with proven record and relevant hospitality NQF qualifications. The experience of previous events and projects must be provided for the above key staff, as well a copy of the company's organogram indicating the staffing structure. The experience of the assigned staff member in relation to the scope of work will be evaluated from different points of view including: 1) General experience (total duration of professional activity), level of education, training and positions held of each discipline. 2) The key staff members' / experts' knowledge of issues which the bidder considers pertinent to the service e.g., application of the labour legislation, administration work conducted including issuing of invoices, techniques etc. The CVs and proof of necessary qualifications of the key staff must be attached to this schedule. Please note that the staff must be in the employ of the service provider at the time of submitting the RFQ or have an official agreement in place that the relevant staff will be committed to this contract.	50

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The following is important to note:

- 1) This section counts **50** points towards the total score out of 100 for functionality. Service Providers need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) The scoring of the experience of key staff will be as follows:

Non-compliant (Score 0%)	The Service Provider provided irrelevant or unsatisfactory information to determine the scoring
Poor (Score 40%)	The proposed key personnel have 2 - 3 years' relevant experience.
Satisfactory (Score 70%)	The key personnel have 4 - 5 years relevant experience.
Good (Score 90%)	The key personnel have 6 - 7 years relevant experience.
Very good (Score 100%)	The key personnel have 8 or more year's relevant experience.

Number of sheets, appended by the bidder to this Schedule(If nil, enter NIL).

Bidders are referred to the attached table (under annexure 10) table of key staff for the necessary evidence to be provided in order to score this schedule

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5. Three Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Functionality

Stage 3: Price and Preference

The procedure for the evaluation of responsive tenderer is **PRICE AND PREFERENCE** in accordance with the Entity's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1. **Price will be considered to be the management fee percentage for the purposes of this bid.**

Preference Point System and Specific Goals

The definitions as per the SCM Policy are applicable.

Preference Points (either 20 or 10) will be derived from points claimed on Returnable Document **MBD 6.1: "Preference Points Claim Form"** for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**.

Should the municipal entity apply a combination of specific goals, the points for the individual goals will be weighted according to the goal weightings specified in the bid document to arrive at the final points for Preferential Points for Specific Goals.

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RDP Goal: The promotion of South African owned enterprises

The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer's claim for **Preference Points** for this Specific Goal.

Goal weighting 100%		
Specific Goal: Promotion of South African owned enterprises	Criteria	80/20
South African, Provincial and Locally Owned Enterprises	Not in South Africa	0
	South Africa	5
	KZN	10
	EThekweni Municipality	20

Proof of claim as declared on MBD 6.1(The following will be used to verify the bidder's status):

- **CSD report**

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6. Special Conditions

6.1 Training:

- Training is a crucial and necessary component of the service required from the Service Provider. Formal training needs to be given on a regular basis to ensure a high level of service is maintained throughout the year. Training ensures consistency of service levels which is crucial to an establishment boasting 5-star, international standards.
- Compulsory formal training for all personnel must be conducted by an accredited trainer / institution.
- Staff must receive seta accredited training;
- Training must be conducted by an accredited training service provider and shall comprise of minimum two percent (2%) of the total invoice amount paid per month.
- It is imperative that the training spend is adhered to in order to ensure quality and consistency of service delivery.
- Proof of such training and attendance thereof shall be submitted monthly to Durban ICC management.

6.2 Criminal Background Checks:

- Appointed service provider must conduct Criminal background checks for all employees deployed to the DICC and records must be available to DICC management.

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6.3 PENALTIES

Details	Penalty
Daily revenue collection (cash handed over to the Durban ICC) is less in comparison to the system generated report	The service provider will be liable for the cash difference
Damages to the Durban ICC office space provided to the service provider	The service provider will be liable for the cost of repair
Theft of any goods (regardless of the value)	1 500.00 per incident or full replacement value of that item, the greater thereof.
Mishandling / damaging ICC owned resources such as cups / saucers / tumblers / plates	The service provider will be liable for the replacement cost
Failure to respond to an instruction from Durban ICC Management	R1 000.00 per incident
Customer (internal/external) complaints as a result of poor services	R1 000.00 per incident
Non-compliance to ISO requirements	R1 000.00 per incident
Non-compliance to Health & Safety statutory regulations	R1 000.00 per incident
Damage caused by staff/supervisors negligence (excl cost of repair)	R1 000.00 per incident
Minimum number of staff required per shift not adhered to	R1 000.00 per incident
Training frequency not adhered to without reasonable justification	R1 000.00 per incident
Failure to replace absent staff within 45min	R1 500.00 per incident
Supporting documents not up-to-date / available	R1 000.00 per incident

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7. Scope of Supply /Services

- Provide specialised service personnel as and when required, specific to the events in-house and the service requirements thereof over week days and weekends.
- Provide trained, experienced and motivated service personnel who are able to communicate effectively in English to internal and external clients as well as delegates / guests at the centre at a professional level.
- Schedule services against business requirements, as requisitioned by the Durban ICC.
- Implement a reward and recognition programme to reward service personnel who consistently deliver a high level of service and to encourage loyalty to minimise staff turnover. The Service Provider is required to provide a proven methodology to recognise exceptional performance and reward personnel for such (both financially and through promotions). This programme should link up with the job descriptions and deliverables, rewarding personnel according to a merit system.
- Performance-manage all personnel on site via an effective performance management system, with assessments taking place at least twice a year. Assessment records to be made available to the Durban ICC on request.
- Ensure all personnel are presentable at all times while on site.
- Provide and manage all transportation required for service personnel Monday to Sunday as per the Basic Conditions of Employment Act.
- Run general administration including the payroll function.
- Address and manage all industrial relation matters pertaining to the service personnel.
- Conform to all legislative requirements.

7.1 Supervision

- The Service Provider shall nominate a Site Manager who shall be readily available to supervise the personnel and service arrangements.
- The Site Manager will receive their instructions from the Durban ICC Head of Department concerned or their nominee.
- The appointed Site Manager must be permanently based at the Durban ICC and available during standard business hours during the working week and when business dictates after hours and over weekends. The Site Manager / substitute should also be available on call / standby during weekends.
- Appointed Senior Management from the Durban ICC and Service Provider will meet on a Monthly basis to review the service and performance levels. These meetings will be documented accordingly.
- It is expected that ad hoc checks and assessments will be conducted on a regular basis, by the Service Provider, across all types of events to ensure service levels are maintained.
- All service personnel must be briefed and inspected before the commencement of each shift by the Site Manager and / or Floor Supervisor.

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7.2 Personnel

- Personnel to be well groomed and presentable at all times, (this includes hygiene, posture & attire)
- The Service Provider is required to provide suitable order books, pens, lighter / matches and bottle openers to all waitrons, which they are required to have with them, at all times during their shift/s.
- The Service Provider is required to provide a plan and required resources to train personnel both in basic and advanced training as well as the Durban ICC policies and procedures for the particular competencies required. Ongoing training must include public, customer relations and service excellence.
- All personnel are to be photographed and documented
- Health checks will be carried out for each employee upon recruitment and when required by the Durban ICC from time to time.
- Security checks Will be done by service provider and a report shall be provided to the Durban ICC for each employee (inclusive of police clearance)

7.3 Proposed Organization and Staffing

The service provider shall indicate the structure and composition of the core team that will be on-site in respect of this tender i.e.

- Site Manager
 - Administrator
 - Payroll Officer
 - Onsite Floor Supervisor
- The main disciplines involved i.e. financial, operational, administrative etc.
 - The key staff responsible for each discipline (including details of requisite experience, qualifications / accolades), and
 - The proposed technical and support staff, specific to the site.

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8. **Conditions of Contract**

8.1 **Transportation requirements**

The appointed service provider will be required to provide, manage and account for all transportation requirements for staff working night shift. The service provider must be able to manage the logistical arrangements made, in respect of staff transport. Service provider will be required to submit an operational plan indicating transportation/ logistics proposal for routes within the 50 km radius of DICC

8.2 **Employee Incentive scheme**

The appointed service provider will be required to provide an employee incentive scheme proposal which must be inclusive of funeral scheme benefit and attendance rewards

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9. Specifications

SECTION A: FRONT OF HOUSE

***Note: The below quantities are not guaranteed and subject to change**

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimated Quantity
Porter	3yrs not less than 2yrs Relevant Experience	Secondary Qualification	- Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	4
Usher	3yrs not less than 2yrs Relevant Experience	Secondary Qualification	- Health & Safety Knowledge - Crowd Management - Computer Literacy - Conflict de-escalation - Good English Communication skills	20
Concierge Officer	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Computer Literacy - Good English Communication skills - Provide expert advice and recommendations on local attractions, restaurants, shopping, and activities - Strong interpersonal and communication skills are vital for providing a welcoming and positive experience. - Maintaining a professional demeanor and upholding the company's culture and standards. - Ability to multitask, prioritize, and manage various requests efficiently. - Serve as a liaison between guests and other departments or service providers to ensure guest satisfaction.	3

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SECTION A.2: FOOD & BEVERAGE OPERATIONS

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimated Quantity
Assistant Food and Beverage Co-Ordinator	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Leadership skills - Basic Arithmetic - Good Beverage knowledge - POS System & Computer Literacy, - Good English Communication skills	2
Assistant Events Co-ordinator	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Leadership skills - Basic Arithmetic - Good Beverage knowledge - EBMS and JDE System knowledge and Computer Literacy. - Good English Communication skills	2
Section Leader	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Leadership skills - Basic Arithmetic - POS System & Computer Literacy, - Good English Communication skills	10
Cashier	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- POS System & Computer Literacy, - Good English Communication skills	40
Barista	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Barista Coffee making skills - POS System & Computer Literacy, - Good English Communication skills	8
Waiter	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Food & Beverage service Knowledge & Experience - POS System & Computer Literacy - Basic Arithmetic - Good English Communication skills	300
Cocktail Barman	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- POS System & Computer Literacy - Bar / Mixology service skills - Basic Arithmetic - Good English Communication Skills	5
Wine Steward	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Great Wine knowledge	20
Banqueting Barman	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- POS System & Computer Literacy - Basic Arithmetic - Bar service skills - Good English Communication Skills	50
Beverage Bar hand	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Bar service skills - Good English Communication skills	30

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SECTION B: BACK OF HOUSE SECTION B.1: BACK OF HOUSE - CULINARY

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Commis Chef	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- A la Carte & Banqueting Cooking Background, - Product Knowledge	Ad-hoc
Commis Chef Pastry	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Product Knowledge , of basic cake making , batter cakes, sponge cakes, hot and cold cheese cakes, A la Carte & Banqueting Background of dessert making -	Ad-hoc
Junior Commis Chef	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- A la Carte & Banqueting Cooking Background, - Product Knowledge	Ad-hoc
Back of House Supervisor	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Event Venue Set-Up & Breakdown - Good communication Skills - Speak and write in English - Leadership skills / Operations meetings / reporting typing skills - Operational equipment Knowledge - Computer literacy basic word and excel - Leadership skills - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc
Back of House Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Event Venue Set-Up & Breakdown - Communication - Operational equipment Knowledge - Speak and write in English - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc
Kitchen Assistant	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Event Venue Set-Up & Breakdown - Communication - OE Type/ Style Knowledge - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc

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SECTION B: BACK OF HOUSE SECTION B.1: BACK OF HOUSE - CULINARY

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Commis Chef	is not less than 2yrs Relevant Experience	Matric / NQF Level 4	- A la Carte & Banqueting Cooking Background, - Product Knowledge	Ad-hoc
Commis Chef Pastry	is not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Product Knowledge , of basic cake making , batter cakes, sponge cakes, hot and cold cheese cakes, A la Carte & Banqueting Background of dessert making -	Ad-hoc
Junior Commis Chef	is not less than 1yr Relevant Experience	Matric / NQF Level 4	- A la Carte & Banqueting Cooking Background, - Product Knowledge	Ad-hoc
Back of House Supervisor	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Event Venue Set-Up & Breakdown - Good communication Skills - Speak and write in English - Leadership skills / Operations meetings / reporting typing skills - Operational equipment Knowledge - Computer literacy basic word and excel - Leadership skills - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc
Back of House Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Event Venue Set-Up & Breakdown - Communication - Operational equipment Knowledge - Speak and write in English - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc
Kitchen Assistant	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Event Venue Set-Up & Breakdown - Communication - OE Type/ Style Knowledge - Physically must and able to move a weight off up to 25 - 35kg	Ad-hoc

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B.2: BACK OF HOUSE - OPERATIONS

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Assistant Operations Administrator	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Good customer skills - Computer literate with good knowledge of Microsoft Office and JDE system. - Reporting skills - Secretarial skills	2
ISO Administrator	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Good customer skills - Computer literate with good knowledge of Microsoft Office and JDE system. - Good Knowledge of ISO 2200,9001,14001 and 45001. - Reporting skills - Secretarial skills	2
Linen Store Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Linen Store Crew	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Glass Store Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Glass Store Crew	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Crockery Store Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc

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Crockery Store Crew	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
MEP	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
BOH Section Leader	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Setup Crew	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
Housekeeping Cleaners	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Cleaning Type/ Style Knowledge - Good English Communication skills - Chemical Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc

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SECTION B.3: BACK OF HOUSE – FINANCE

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Storeman	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	5
Storeman Assistant	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	2
Store Crew	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	10
Assistant Business System Analyst	3yrs not less than 2yr Relevant Experience	Matric / NQF Level 4 Certificate in Business Information System.	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Work with Accounting systems - <i>Business Intelligence and report writing</i>	1
Section Leader Finance	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	2
Setup Finance	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	2

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Driver	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4 Driver's license	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	1
Assistant Driver	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4 Driver's license	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	1
Acting Stores Assistant	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	1

Stores Controller	3yrs not less than 2yr Relevant Experience	Matric / NQF Level 4 National Diploma- Stores Management/ equivalent	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	3
Stores Receiving Clerk	3yrs not less than 2yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	1
Personal Assistant	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4 Diploma Secretarial /Admin certificate	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Minute taking skills. - Managing Diary - Typing	1
Invoice Scanner/Clerk	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - OE Type/ Style Knowledge - Good English Communication skills - Scanning of invoices	1

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SECTION B.4: BUILDING SERVICES

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
General Handyman	3 years of work experience in a similar role within the hospitality sector and/or large facility	secondary education (e.g., Grade 10/12), or trade qualification	- Good English Communication Skills, - Good all round maintenance skills assistance i.e., Metal work/Ironmongery. - Painting/skimming, basic plumbing, carpentry, Tiling/Civil work and woodwork etc. - Client service focused	2
Painter	2yrs not less than 1yr Relevant Experience	Secondary Qualification	- Metal work / Ironmongery. - Tiling / Civil work. - Painting/skimming. - Basic plumbing. - Basic Woodwork. - Good command of the English language.	6
Plumber	3 years of work experience in a similar role within the hospitality sector and/or within a large facility.	Secondary education (e.g., Grade 10/12 or N2/N3 certificate), Plumbing Certificate	- Plumbing experience in a commercial or hospitality industry. - Experience in large-scale water heaters, commercial kitchens, and industrial plumbing fixtures	2
Plumber	3 years of work experience in a similar role within the hospitality sector and/or within a large facility.	Secondary education (e.g., Grade 12 is essential), NCV2/3/4, Trade Tested Artisan in Plumbing	- Plumbing experience in a commercial or hospitality industry. - Experience in large-scale water heaters, commercial kitchens, and industrial plumbing fixtures	2
Electrician	3 years of work experience in a similar role within the hospitality sector and/or within a large facility.	Secondary education (e.g., Grade 10/12 or N2/N3 certificate) N3 Electrical – Electrical Trade Tested	- Experience in electrical systems, wiring, fixtures, and troubleshooting common electrical issues. - Knowledge of energy-efficient lighting and HVAC control systems	2

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SECTION B.5: INFORMATION TECHNOLOGY

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
IT Office Administrator	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Good customer skills - Computer literate with good Microsoft Office skills - Reporting skills - Secretarial skills	Ad-hoc
IT Systems Administrator	Minimum of 5 years (not less than 3 years relevant experience in systems administration or network management)	Matric / NQF Level 4 and a recognised ICT qualification (e.g. CompTIA Server+, Microsoft Certified: Windows Server Administrator, or equivalent	- Excellent communication and problem-solving skills - Strong analytical and troubleshooting abilities - Experience in managing Windows Server environments, Active Directory, and Group Policy - Knowledge of networking, firewalls, and virtualisation technologies - Backup, recovery, and system monitoring skills - Ability to work independently and under pressure	Ad-hoc
Passive Infrastructure Technician	5yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4 and an ICT certification	- Excellent Communication Skills, - Good customer skills - Good all round ICT support skills - Ability to remotely troubleshoot	Ad-hoc
IT Technician	5yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4 and an ICT certification	- Excellent communication skills - Strong customer service orientation - Good all-round ICT support skills - Sound cabling and hardware setup skills	Ad-hoc

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SECTION B.6: A/V TECHNICAL

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Office Administrator	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Good customer skills - Computer literate with good Microsoft Office and JDE system. - Reporting skills - Secretarial skills	1
A/V Tech Store man	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Computer Literacy - A/V Tech Equipment Knowledge - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	1
AV Infrastructure Setup Crew	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Good customer skills - Good English Communication skills - Stock Management - Physically Apt and able to move a weight off up to 25 - 35kg	Ad-hoc
A/V Technician	5yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4 and an A/V certification	- Excellent Communication Skills, - Good customer skills - Good all round A/V Tech support skills - Good cabling skills - Good Lighting Skills	Ad-hoc

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SECTION B.7: PARKING & LOGISTICS

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Receptionist	3yrs not less than 2yrs Relevant Experience	Matric / NQF Level 4	- Good Communication Skills, - Telephone Etiquette - Well Groomed - Professional Good written, verbal and listening skills - Client service focused	Ad-hoc
Parking Warden	1yr not less than 6mnth Relevant Experience	Matric / NQF Level 4	- Good Communication Skills, - Client service focused - Product Knowledge	Ad-hoc

SECTION B.8: HUMAN RESOURCES

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
HR Administrator	2yrs not less than 1yr Relevant Experience	Matric / NQF Level 4	- Excellent Communication Skills, - Computer literate with good Microsoft Office, - Analytical skills, - Office administration skills, - Human resource management,	1

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SECTION B.9: Administration/ legal

Description	Years' Experience	Minimum Formal Qualification	Required Skills	Estimate Quantity
Paralegal	2yrs not less than 1yr Relevant Experience	Matric; Higher Certificate in Paralegal studies;	- Excellent Communication Skills, - Computer literate with good Microsoft Office, - Analytical skills, - Office administration skills, - Minute taking skills, - Contract management skills	1

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Transportation Specification:

CBD/surroundings	Central Durban
	Chesterville
	Mayville
South Routes	Umlazi
	Lamonte
	Illovo
	Malukazi
	Adams Missions
	Kwamakutha
North Routes	KwaMashu
	Inanda
	Ntuzuma
	1000 walks
	Richmond Farm
	Newlands
	Quarry White
	Lindelani
	Springfield
	Reservoir Hills
West Routes	Lunganda
	Ndengazi
	Marinhill
	Clermont
	Wyebank
	New Germany
	Savannah Park
	Pinetown

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10. Pricing Schedule (Official Offer Form)

Bidders would be precluded from this Request should their pricing structure deviate from the official pricing schedule contained in the advertisement.

- The quantity of staff required for the various designations, as illustrated in the pricing schedule below, are for evaluation purposes only and subject to change based on the needs and requirements of the Durban ICC
- As a result the final recommendation in terms of an award will be determined on the basis of the management fee percentage mark-up
- On-Site Staff cost must be inclusive in the management fee cost, (Site Manager, Site Supervisor, Administrator and Payroll Officer)
- Price(s) quoted must be firm and must be inclusive of VAT.
- Suppliers will not be paid until Durban ICC has received payment from the client.

No	Staff Category	Proposed Temp Rate/Hr (Rand)	Annual Leave 5.88%	Fam Resp Leave 1.15%	Sick Leave 3.85%	UIF 1.00% of Net Hourly Rate	COIDA 0.79% of Net Hourly Rate	Skills Dev Levy 1.00% of Net Hourly Rate	Total Hourly Charge (Rand)	Management Fee Percentage
1	Porter	35.07	2.06	0.40	1.35	0.35	0.28	0.35	39.86	
2	Usher	31.85	1.87	0.37	1.23	0.32	0.25	0.32	36.21	
3	Concierge Officer	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
4	Assistant Food and Beverage Co-Ordinator	111.07	6.53	1.28	4.28	1.11	0.88	1.11	126.26	
5	Events Co-Ordinator	93.53	5.50	1.08	3.60	0.94	0.74	0.94	106.32	
6	Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
7	Cashier	31.85	1.87	0.37	1.23	0.32	0.25	0.32	36.21	
8	Barista	33.66	1.98	0.39	1.30	0.34	0.27	0.34	38.28	
9	Waitron	33.66	1.98	0.39	1.30	0.34	0.27	0.34	38.28	
10	Cocktail Barman	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
11	Wine Steward	33.66	1.98	0.39	1.30	0.34	0.27	0.34	38.28	
12	Beverage Barman	33.66	1.98	0.39	1.30	0.34	0.27	0.34	38.28	

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13	Beverage Bar hand	31.85	1.87	0.37	1.23	0.32	0.25	0.32	36.21	
14	Commis Chef	43.26	2.54	0.50	1.67	0.43	0.34	0.43	49.17	
15	Commis Chef (Pastry)	43.26	2.54	0.50	1.67	0.43	0.34	0.43	49.17	
16	Junior Commis Chef	33.66	1.98	0.39	1.30	0.34	0.27	0.34	38.28	
17	Back of House Supervisor	64.78	3.81	0.74	2.49	0.65	0.51	0.65	73.63	
18	Back of House Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
19	Kitchen Assistant - Stewarding	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.64	
20	Operations Administrator	83.98	4.94	0.97	3.23	0.84	0.66	0.84	95.46	

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21	ISO Administrator	83.98	4.94	0.97	3.23	0.84	0.66	0.84	95.46	
22	Linen Store Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
23	Linen Store Crew	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.64	
24	Glass Store Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
25	Glass Store Crew	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.64	
26	Crockery Store Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
27	Crockery Store Crew	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.64	
28	MEP	35.07	2.06	0.40	1.35	0.35	0.28	0.35	39.86	
29	BOH Section Leader	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
30	Assistant Function Co-Ordinator	47.94	2.82	0.55	1.85	0.48	0.38	0.48	54.50	
31	Operations Setup Crew	35.07	2.06	0.40	1.35	0.35	0.28	0.35	39.86	
32	Housekeeping Cleaners	31.85	1.87	0.37	1.23	0.32	0.25	0.32	36.21	
33	Storeman	52.61	3.09	0.61	2.03	0.53	0.42	0.53	59.82	
34	Storeman Assistant	48.70	2.86	0.56	1.87	0.49	0.38	0.49	55.35	
35	Finance Store Crew	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.65	
36	Assistant Business System Analyst	83.98	4.94	0.97	3.23	0.84	0.66	0.84	95.46	
37	Section Leader Finance	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
38	Setup Finance	35.07	2.06	0.40	1.35	0.35	0.28	0.35	39.86	
39	Driver	52.61	3.09	0.61	2.03	0.53	0.42	0.53	59.82	

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40	Assistant Driver	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
41	Stores Controller	82.98	4.88	0.95	3.19	0.83	0.66	0.83	94.32	
42	Stores Receiving Clerk	72.15	4.24	0.83	2.78	0.72	0.57	0.72	82.01	
43	Personal Assistant	101.16	5.95	1.16	3.89	1.01	0.80	1.01	114.98	
44	Invoice Scanner/Clerk	62.73	3.69	0.72	2.42	0.63	0.50	0.63	71.32	
45	Creditors Clerk	85.24	5.01	0.98	3.28	0.85	0.67	0.85	96.90	
46	General Handyman	52.61	3.09	0.61	2.03	0.53	0.42	0.53	59.80	
47	Painter	35.07	2.06	0.40	1.35	0.35	0.28	0.35	39.87	
48	Assistant Plumber	46.77	2.75	0.54	1.80	0.47	0.37	0.47	53.17	
49	Plumber	71.33	4.19	0.82	2.75	0.71	0.56	0.71	81.07	
50	Electrician	71.33	4.19	0.82	2.75	0.71	0.56	0.71	81.07	
51	IT Office Administrator	98.87	5.81	1.14	3.81	0.99	0.78	0.99	112.39	
52	IT Passive Infrastructure Crew	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
53	IT Technician	70.15	4.12	0.81	2.70	0.70	0.55	0.70	79.73	
54	Technical Administrator	98.87	5.81	1.14	3.81	0.99	0.78	0.99	112.38	
55	A/V Tech Storeman	70.15	4.12	0.81	2.70	0.70	0.55	0.70	79.73	
56	A/V Infrastructure Setup Crew	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	

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57	A/V Technician	70.15	4.12	0.81	2.70	0.70	0.55	0.70	79.74	
58	Assistant Technical Co-Ordinator	98.87	5.81	1.14	3.81	0.99	0.78	0.99	112.39	
59	Receptionist	40.92	2.41	0.47	1.58	0.41	0.32	0.41	46.52	
60	Parking Warden	32.24	1.90	0.37	1.24	0.32	0.25	0.32	36.64	
61	HR Administrator	83.98	4.94	0.97	3.23	0.84	0.66	0.84	95.46	
62	Paralegal	90.00	5.29	1.04	3.47	0.90	0.71	0.9	102.31	
63	Assistant Business Analyst	146.00	8.58	1.32	5.62	1.46	1.15	1.46	165.59	

Night Shift allowance and Public Holiday allowance will apply as per the basic condition of employment statutory requirements and agreed upon on conclusion of the SLA

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11. Preconditions

A written quotation will not be considered unless the service provider who submits the quotation provides the following with their quotation:

- 11.1 Full name
- 11.2 Identification or company or other registration number
- 11.3 Tax reference number and VAT number, if any
- 11.4 Valid original Tax clearance pin from South African Revenue Services which proves that the service provider's tax matters are in order
- 11.5

For construction contracts only those tenderers who are registered (as "Active") with the CIDB at time of tender closing in a contractor designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations for a CE class of construction work, are eligible to have their tenders evaluated.
- 11.6 Valid BBBEE Certificate
- 11.7 MBD 4 Declaration of Interest form must be completed
- 11.8 MBD 6.1 Preference points claim must be completed
- 11.9 MBD8 Declaration of past supply chain management practices must be completed
- 11.10 MBD9 Certificate of Independent bid determination must be completed
- 11.11 Declaration of municipal fees must be completed.
- 11.12 Declaration with respect to the Occupational Health and Safety Act must be completed.
- 11.13 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.
- 11.14 The estimated quantities are set out in the pricing schedule which forms part of the official tender documents. The quantities are stated purely for the information of the bidder and are necessary to ascertain an estimated total contract price. Post award, the appointed bidder will however, be bound to supply the quantity/quantities the entity may actually require which may exceed or be less than the estimated quantities stated.

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

12. Terms and Conditions

- 12.1 The service provider will hereby quote to perform and complete all work required in this Request within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.

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12.2 The Durban ICC is entitled to cancel the Request for Competitive bid 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.

13. Protection of Personal Information

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

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

14. Contact Person

Name: Mncedisi Dlamini
Tel: 031 360 1202
Email: mncedisid@icc.co.za

15. Closing Date

All bid submissions must be enclosed in a sealed envelope for the attention of the Procurement Department clearly marked with the reference number together with the description of the bid. These submissions 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 28th April 2026**. Submissions that are not sealed or not clearly marked as required, may be rejected.

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16. Past experience in similar assignments

Bidder name : _____

Contact person : _____ **Telephone and email:** _____

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:** _____

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18. MBD4 Declaration of Interest

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

18.2 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.

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

18.3.1 Full name of bidder or his/her representative

18.3.2 Identity number:

18.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

18.4.4 Company Registration Number:

18.4.5 Tax Reference Number:

18.4.6 VAT Registration Number:

18.4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

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.*

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

YES

NO

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

YES	NO
-----	----

18.4.10 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
-----	----

18.4.11 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
-----	----

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

YES	NO
-----	----

18.4.13 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
-----	----

18.3.14 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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19. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

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20. **MBD 6.1: PREFERENCE POINTS CLAIM**

In terms of THE PREFERENTIAL PROCUREMENT REGULATIONS (2022)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1.0 GENERAL CONDITIONS

1.1 The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 **The 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the applicable system once tenders are received.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** 80 (price) and 20 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the bidder to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.

1.5 The Durban ICC reserves the right to require of a bidder, either before evaluation or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the entity.

2.0 DEFINITIONS

2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by Municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the Municipality and a third party that produces revenue for the Municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

GOODS and SERVICES

PRICE POINTS: A maximum of 80 or 90 points is allocated for price (price for purposes of this bid will be considered to be the management percentage fee) on the following basis:

80 / 20 Points System

OR

90 / 10 Points System

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

INCOME-GENERATING CONTRACTS

The financial offer will be scored using the formula:

$$P_s = \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

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4.0 POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the request for tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof submitted.
- 4.2 In cases where the municipality intends to use Regulation 3(2) of the Regulations, which states that if it is unclear whether the 80/20 or 90/10 preference point system applies, the municipality must, in the tender documents, stipulate in the case of:
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system, or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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TABLE 1: Specific Goals for the tender and maximum points for each goal are indicated per the table below.

Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.

The Specific Goals to be allocated points in terms of this tender	Maximum Number of points ALLOCATED (80/20 system)	Maximum Number of points ALLOCATED (90/10 system)	Number of points CLAIMED (80/20 system)	Number of points CLAIMED (90/10 system)
RDP Goal: The promotion of South African owned enterprises.	20	n/a		n/a
Total CLAIMED Points (20 Maximum)				n/a

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I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- 4) If the specific goals have been claimed or obtained on a fraudulent basis, or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

Date

NAME (Block Capitals):

.....

SIGNATURE:

.....

.....

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21. AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY		CLOSE CORPORATION		PARTNERSHIP		JOINT VENTURE		SOLE PROPRIETOR	
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

to sign all documents in connection with the tender for **XX-xxxxx** and contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Notes

Tenderers are to include, at the back of their tender submission document, a printout of the following documents:

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

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22. TAX COMPLIANCE STATUS PIN / TAX CLEARANCE CERTIFICATE

SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.

Separate Tax Clearance Certificates / TCS PINs are required for each entity in a Joint Venture.

Tenderers are to include, at the back of their tender submission document, a printout of their Tax Compliance Status PIN (TCS PIN) OR an original Tax Clearance Certificate.

Failure to include the required document will make the tender submission non-responsive.

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, Confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and that the requested documentation has been included in the tender submission.***

NAME

Date

(Block Capitals):

SIGNATURE:

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23. DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT

Definitions

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

Declaration by Tenderer

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

NAME

Date

(Block Capitals):

SIGNATURE:

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24. MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0 This Municipal Bidding Document must form part of all bids invited.
- 2.0 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - been convicted for fraud or corruption during the past five years.
 - wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.
 - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4.0 In order to give effect to the above, the following questions must be completed and submitted with the bid.

- 4.1 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.)

The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

- 4.1.1 If YES, provide particulars.

.....

.....

- 4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.

- 4.2.1 If YES, provide particulars.

.....

.....

Circle Applicable	
YES	NO

YES	NO
-----	----

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4.3.1 If YES, provide particulars.

.....

.....

4.4 Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

YES	NO
-----	----

4.4.1 If YES, provide particulars.

.....

.....

4.5 Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES	NO
-----	----

4.5.1 If YES, provide particulars.

.....

.....

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME (Block Capitals):

Date

SIGNATURE:

.....

25. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

NOTES

- ¹ Includes price quotations/ proposals , advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
- ³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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- 1.0 This Municipal Bidding Document (MBD) must form part of all **bids**¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or **bid rigging**).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
- take all reasonable steps to prevent such abuse;
 - reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4.0 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of **bid rigging**.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect.

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I certify, on behalf of:

(Name of Bidder)

that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience.
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit, a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid.
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

NAME (Block Capitals):

Date

SIGNATURE:

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26. Contactable references

CONTACTABLE REFERENCE NUMBER 1				
SECTION 1: TO BE COMPLETED BY THE BIDDER				
NAME:.....				
CONTACT PERSON:.....				
DESIGNATION/ POSITION:.....				
CONTACT DETAILS				
TELEPHONE:..... CELLULAR NUMBER:.....				
DESCRIPTION OF SERVICE RENDERED			VALUE OF CONTRACT (INCL. VAT)	
SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 1:				
ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS. SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.				
0 = VERY POOR	40 = POOR	70 = SATISFACTORY	90 = GOOD	100 = VERY GOOD
<u>QUESTIONS</u>			<u>ANSWERS</u>	<u>SCORING</u>
1. Did the company meet the stipulated urgent response timeframes? YES/NO.				
2. In terms of quality, were there any call backs on tasks completed? YES/NO.				
3. Did their conduct reflect high levels of professionalism? YES/NO.				
4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.				
TOTAL SCORE				
TOTAL AVERAGE SCORE (TOTAL SCORE/4)				
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.				
SIGNATURE:.....			DATE:.....	

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CONTACTABLE REFERENCE NUMBER 2				
SECTION 1: TO BE COMPLETED BY THE BIDDER				
NAME:..... ..				
CONTACT PERSON:.....				
DESIGNATION/ POSITION:.....				
CONTACT DETAILS				
TELEPHONE:..... CELLULAR NUMBER:.....				
DESCRIPTION OF SERVICE RENDERED			VALUE OF CONTRACT (INCL. VAT)	
SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 2:				
ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS. SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.				
0 = VERY POOR	40 = POOR	70 = SATISFACTORY	90 = GOOD	100 = VERY GOOD
QUESTIONS			ANSWERS	SCORING
1. Did the company meet the stipulated urgent response timeframes? YES/NO.				
2. In terms of quality, were there any call backs on tasks completed? YES/NO.				
3. Did their conduct reflect high levels of professionalism? YES/NO.				
4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.				
TOTAL SCORE				
TOTAL AVERAGE SCORE (TOTAL SCORE/4)				
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.				
SIGNATURE:.....			DATE:.....	

 DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA	ISO Management System		Approval	
	Request for Competitive Bids		Chief Financial Officer	
			Doc No: SR-277	
			Issue Date: 12/11/2025	Rev: 4

CONTACTABLE REFERENCE NUMBER 3				
SECTION 1: TO BE COMPLETED BY THE BIDDER				
NAME:..... ..				
CONTACT PERSON:.....				
DESIGNATION/ POSITION:.....				
CONTACT DETAILS				
TELEPHONE:..... CELLULAR NUMBER:.....				
DESCRIPTION OF SERVICE RENDERED			VALUE OF CONTRACT (INCL. VAT)	
SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 2:				
ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS. SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.				
0 = VERY POOR	40 = POOR	70 = SATISFACTORY	90 = GOOD	100 = VERY GOOD
QUESTIONS			ANSWERS	SCORING
1. Did the company meet the stipulated urgent response timeframes? YES/NO.				
2. In terms of quality, were there any call backs on tasks completed? YES/NO.				
3. Did their conduct reflect high levels of professionalism? YES/NO.				
4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.				
TOTAL SCORE				
TOTAL AVERAGE SCORE (TOTAL SCORE/4)				
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.				
SIGNATURE:.....			DATE:.....	