



RE-ADVERTISEMENT: REQUEST FOR QUOTATION – SAE 18/2018

TECHNICAL SERVICES FOR THE WORLD TRAVEL AWARDS 2018

1. Background

The Durban ICC is a multi-award winning centre which has been voted Africa's leading meetings and conference centre by the world travel awards for the 16th time and has been rated amongst the world's top 15 convention centres by the international association of convention centres (AIPC).

2. Purpose

The Durban ICC requires a service provider for the provision of technical services specific to the 25th World Travel Awards, World Africa & Indian Ocean Gala Dinner for 300 VIP guests which will take place on the 6th October, 2018 in Halls 1AB and 2AB at the Durban ICC.

3. Event theme & concept

- The World Travel Awards serves to acknowledge, reward and celebrate excellence across all sectors of the global travel and tourism industry. This year they are celebrating their 25th anniversary and the Durban ICC is proud to be an Event partner and to be hosting the 25th Anniversary Gala Dinner.
- The World Travel Awards is affectionately referred to as the "Oscars of the Travel Industry". Being hosted at Africa's leading meetings and conference centre, the theme would need to showcase the Durban ICC and Durban as a destination, incorporating a fresh African vibe!

4. Services Required

- The service provider must submit a written and visual design proposal based on the following scope of work for 300 guests;

4.1 Stage designs and ideas / Equipment

- Stage and setup design that embodies the theme/concept.
- Main stage must be large enough to accommodate 2 x podiums, award recipients (No.), 6 x hosts and 3 x entertainment acts (no backline included) . 3 sets of stage stairs; large middle set front of stage, backstage left and backstage right. Edges or stairs to be marked with tape or similar for health and safety.
- Stage design and ideas – (Floor Area Dimensions for stage 18M wide by 12M)
 - o Large LED screen.



4.2 Gala Dinner

- Audio

- Flown PA system suitable for 300 guests
- 2 x gooseneck microphones at each podium (2 podiums)
- 2 x handheld microphones in tech box (FOH) for voice over introductions and as a back-up
- 2 x in ear monitors for the MCs to receive cues from back of house production
- 2 x headset microphones for MC's
- 1 x backstage AV feed (55" LED Screen & 10" speaker on floor stands)
- 5 x cordless microphones
- 6 x stage monitors

- Lighting (there must be a visual representation of the lighting in the design)

- Generic / warm theatrical lighting to give general cover for the stage and band areas (LED cans, Moving Lights and Parcans)
- Venue lighting to create ambience. (LED cans)
- Lighting in the audio-visual booth area. (LED cans)
- Up-lighting for x 3 interview booths. (LED cans)
- Lighting for the backstage area
- 2 x follow spots for MCs. (minimum of 2k)

- Audio Visuals

- 2 x Digital Podium with individual laptops
- 3mm LED screen as main source of visuals (size 18M x 4.5M)
- Control equipment including a switcher
- Laptop and back-up laptop
- Monitors at FOH
- 2 x Fast folds Projection Screens on either side of the stage mainly for live to screen visuals (decent size of at least 6M x 3.5M 16x 9 ratio)
- 2 x Projectors minimum of 10000 ansi lumens

- **Camera Production**

- 3 x professional video camera (HD) to film the entire ceremony. Please ensure these cameras are manually operated and not on an automatic focus. These cameras are also to supply a live feed to the above-mentioned projection screens. Footage of the event is to be given to us immediately after the ceremony on a hard drive which WTA will supply
- All monitors, vision mixer and cables
- Communication headsets for all cameramen and video director

- **Media Booth and photo wall**

- 2 photo walls are situated 1 cocktail area 2 inside dinner hall
 1. Adequate lighting for photo opportunities
 2. Up-lighting for the photo-walls
- 3 media interview booths placed next to each other

3 x professional HD video cameras (1 each), operators and hand held microphones for the media interview enclosure which is off stage and next to the photo wall (?). These video interviews will feature on YouTube, therefore need to be in the following format .mov/.mp4/.avi with a resolution and aspect ratio of 720p, 1280x720 (preferred) or 1920x1080 (1080p). All footage to be saved immediately after the ceremony and copied over the hard drive supplied by the event organizers. They are not required to edit these videos, WTA will do this.

2 x professional digital photographer dedicated to the photo walls – photographs to be downloaded to organizer's staff laptop at the end of the night.

4.3 Welcome Foyer/ Cocktail Reception

- Truss structures or Totems with moving heads for lighting
- 8 x 42" plasma screens on stands
- 8 x laptops
- PA system to cover the foyer
- Microphone and stand for speeches
- 1 x cordless microphone
- Up lighting using LED cans
- Moving lights on totems to create ambience



- 1 x roaming videographer for the cocktail reception and around the main room for the tables (Not required when WTA in-house videographer is onsite-WTA to confirm this).

4.4 Additional Information

- The RFQ must include costs for rehearsals, transportation, hospitality (food & beverages), etc. to ensure that the Durban ICC has clarity of any hidden costs.

The RFQ response must cover:

- Stage and general venue lighting
 - All necessary rigging requirements and equipment
 - All necessary power requirements and equipment
 - Structural certificate of compliance
 - Electrical certificate of compliance
- The scope of work herein with is to serve the purpose of the tender, and may change once the selected service provider has been appointed

5. Negotiations and contracting

- The Durban ICC reserves the right to enter into negotiation with one or more bidders regarding any terms and conditions.
- A supplier contract will only be deemed to be concluded when reduced to writing in a formal service level agreement signed by the designated responsible person of both parties.
- Under no circumstances will negotiations with any bidders constitute an award or promise / undertaking to award the contract.
- Preference will be given to suppliers who are prepared to collaborate and offer flexible quotes based on sponsorship return.

6. Supplier Payments

- The Durban ICC pays the contractor the fees set out in the final contract according to the table of deliverables. No deposit payments will be paid prior to the services rendered.

7. Appointment

The Durban ICC reserves the right to appoint one or more service providers for the provision of these services if the proposals are deemed inadequate or unsuitable in terms of the requirements of the organization from the submissions received.

8. Compulsory pricing schedule:

Description	Total
Total cost for all equipment, as addressed under the services required: <i>Please submit a detailed breakdown of costs on a separate schedule / in your own format, which correlates back to the total price on the compulsory pricing schedule. There should be no hidden cost.</i>	R (VAT excl.)
	VAT @ 15% R
	Total (VAT Incl.) R

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. Preconditions

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

- 9.1 Full name
- 9.2 Identification or company or other registration number
- 9.3 Tax reference number and VAT number, if any
- 9.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 9.5 Valid BBBEE Certificate
- 9.6 MBD 4 Declaration of Interest form must be completed
- 9.7 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 / phumla.mdabe@durban.gov.za



DURBAN ICC

INTEGRATED COMMERCIAL SERVICES
PROVIDING A RANGE OF SERVICES
TO THE PUBLIC

10. Contact Person

Name: Joe Mkhize
Tel: 031 360 1308
Email: joem@icc.co.za

Name: Wiseman Zulu
Tel: 031 360 1331
Email: wisemanz@icc.co.za

11. Closing Date

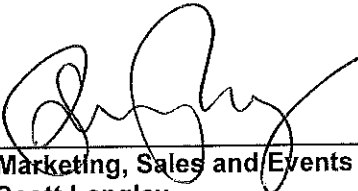
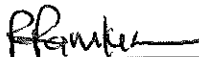

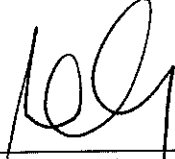

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 30 August 2018**,



DURBAN ICC

011-300-1111, 031-200-1111
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12. Request approved by:

 21-8-18
Marketing, Sales and Events Director Scott Langley
 21/08/2018
SCM Compliance Officer Ritesh Ramkissoon
 21/08/2018
SCM Compliance Manager Thenashree Naidoo
 21/8/18
Finance Director Melanie Rambally
 21/8/18
Chief Executive Officer Lindiwe Rakharebe



DURBAN ICC

11 FLEMING ROAD, DURBAN 4001, SOUTH AFRICA
TEL: 031 261 1111 FAX: 031 261 1112
WWW.DURBANICC.CO.ZA

13. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

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

Name: (Block Capitals) _____

Signature: _____ Date: _____

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"/>
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"/>
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"/>
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"/>
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"/>
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"/>

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 state¹.
- 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, shareholder²):
.....
- 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:

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.

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

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

YES	NO
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-
- 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
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- 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
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-
- 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
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-
-
- 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
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-
-
- 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
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-
-

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder