



**REQUEST FOR QUOTATION – SAE 13/2018**

**DÉCOR SERVICES FOR THE WORLD TRAVELS AWARDS**

**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 World Travel Awards for 16 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 18001 (Occupational Health and Safety).

**2. Purpose**

The Durban ICC requires a service provider for the provision of decor services specific to the 25th World Travel Awards, World Africa & Indian Ocean Gala Dinner for three hundred (300) VIP guests scheduled to take place on the 6<sup>th</sup> of October 2018.

**3. Event details**

Description	Date	Time
Setup date and time	4 <sup>th</sup> - 5 <sup>th</sup> October 2018	08h00 - 23h59
Event date	6 <sup>th</sup> October 2018	
Strike date	7 <sup>th</sup> October 2018	08h00 - 23h59

**4. 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 25<sup>th</sup> anniversary and the Durban ICC is proud to be an Event partner and to be hosting the 25<sup>th</sup> 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 is an "African Vibe" which should showcase the Durban ICC and Durban as a destination of choice.

**5. Services Required**

The service provider must submit a written and visual response proposal (storyboard) based on the following scope of works for three hundred (300) VIP guests, ensuring that the colour and concept incorporates the above theme;



## 6. Sponsorship and Samples

Samples of the decor items may be requested from the service providers prior to scoring, should the need arise, to ascertain the quality of the product.

Inferior products will not be considered and will be noted as such during the quality criteria scoring process.

An inferior décor product is deemed to be, but not limited to, the following:

- Old / dull / abused
- Poor quality composition
- Aesthetically not appealing
- Does not compliment the theme

Should your company wish to sponsor additional elements to add value to your proposal, these will be evaluated as part of quality criteria scoring. Samples will be requested and evaluated as addressed above.

For example:

- These additional items could be additional chandeliers, floral arrangements or innovative decor elements.
- Out-of-the-ordinary additions, for example, sourcing a local community artist to create a canvas in honour of the event for all the guests to sign and display post event.

The scope of work herein with is to serve the purpose of the tender, and may change once the recommended service provider has been appointed.

Should there be a change, the prices may be reduced but not increased. Any increase in price will be accounted for as part of sponsorship and will not affect the initial bid amount.

## 7. Contracting and Mock setup

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.

A mock setup will be scheduled with the recommended service provider

## 8. 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.

## 9. Appointment of more than one service provider

The Durban ICC reserves the right to appoint one or more service providers for the provision of these services.



**10. Evaluation**

The first round of the evaluation process for the proposals received will be based on the decor concept and how well they have been incorporated therein, demonstrating their creativity, expertise and ability to execute the required tasks at hand.

A "Storyboard" for the decor will be part of the evaluation, as well as any value-added services in the form of sponsorship.

**11. Scoring**

- The scoring methodology will be based on the logarithmic 0, 40, 70, 90 and 100 approach.
- The scoring will be undertaken by minimum three (3) independent officials of the Durban ICC.
- The scores allocated by these officials will be totalled and thereafter averaged to obtain the final score for quality.
- The Service providers must score at least 70 percent in the first evaluation stage in order to be deemed "responsive" and considered for evaluation in the second evaluation stage based on price and empowerment calculated on the 80/20 accreditation system.

**12. Prompts for Judgement**

<b>Quality Criteria Scoring</b>		<b>Weighting</b>
12.1	Innovation and creativity incorporating the theme of the event	50
12.2	Decor quality	30
12.3	Value added services / sponsorship opportunities / collaborations	20
<b>Total</b>		<b>100</b>

13. **Compulsory pricing schedule (form of offer):**

Description	Unit cost (VAT excl.)	Estimated Quantity	Total (unit cost x est. quantity)
<b>Hall 1 Main Foyer - arrival</b>			
High cocktail tables with floor-length tablecloths	R	15	R
Centrepieces for the high cocktail tables	R	15	R
<b>Hall 1AB2AB – Main hall</b>			
Table cloths for round tables – damask linen ( <i>tables to be provided by the Durban ICC</i> )	R	30	R
<b>Chair covers</b> ( <i>chairs to be provided by the Durban ICC</i> )	R	300	R
Linen napkins	R	300	R
Napkin details	R	300	R
Centrepieces	R	30	R
Base plates	R	300	R
Please state any additional costs:			R
Please state any additional costs:			R
Total (VAT Excl.)			R
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

**14. Preconditions**

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

- 14.1 Full name
- 14.2 Identification or company or other registration number
- 14.3 Tax reference number and VAT number, if any
- 14.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 14.5 Valid BBBEE Certificate
- 14.6 MBD 4 Declaration of Interest form must be completed
- 14.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekwini Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

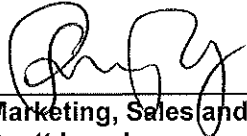


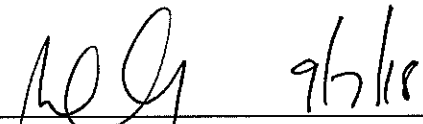
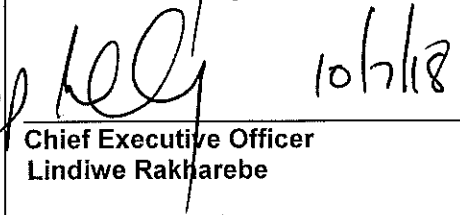
**15. Contact Person**

Name: Ritesh Ramkissoo: SCM Compliance Officer  
Tel: 031 360 1125  
Email: [riteshr@icc.co.za](mailto:riteshr@icc.co.za)

**16. 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 18<sup>th</sup> July 2018.**

17. Request for proposals approved by:

 Marketing, Sales and Events Director Scott Langley
 06/07/2018 SCM Compliance Officer Ritesh Ramkissoon
 09/07/2018 SCM Compliance Manager Thenashree Naidoo
 9/7/18 Finance Director Melanie Rambally
 10/7/18 Chief Executive Officer Lindiwe Rakharebe

**20. MBD4 Declaration of Interest**

- 20.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 20.2 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.
- 20.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 20.3.1 Full name of bidder or his/her representative .....
- 20.3.2 Identity number: .....
- 20.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 20.3.4 Company Registration Number: .....
- 20.3.5 Tax Reference Number: .....
- 20.3.6 VAT Registration Number: .....
- 20.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> *MSCM Regulations: "in the service of the state" means to be –*

- (a) *a member of –*
  - *any municipal council*
  - *any provincial legislature*
  - *the National Assembly or the National Council of Provinces*
- (b) *a member of the board of directors of any municipal entity;*
- (c) *an official of any municipality or municipal entity;*
- (d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) *a member of the accounting authority of any national or provincial public entity;*
- (f) *an employee of parliament or a provincial legislature.*

<sup>2</sup> *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

20.3.8 Are you presently in the service of the state? . . . 

YES	NO
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If yes, furnish particulars:

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20.3.9 Have you been in the service of the state for the past twelve months? 

YES	NO
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If yes, furnish particulars:

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20.3.10 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? 

YES	NO
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If yes, furnish particulars:

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20.3.11 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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20.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? 

YES	NO
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If yes, furnish particulars:

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20.3.13 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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20.3.14 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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18. Past experience in similar assignments

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

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

Name: *(Block Capitals)* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**19. 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.	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				
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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)*

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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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

