



REQUEST FOR QUOTATION – SAE 16/2018

DEVELOPMENT OF NEW PRESENTATION CONTENT AND PRESENTER TRAINING

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 17 convention centres by the international association of convention centres (AIPC).

2. Purpose

The Durban ICC has a proud track record of attracting international events to its shores and requires a service provider to create a series of presentation tools to provide a fresh and exciting presentation to effectively communicate the unique selling points of Durban as a destination and the Durban ICC as its flagship events facility.

The project will include the development of a new presentation strategy, the design and implementation of a new MS PowerPoint presentation, and some video editing for incorporation into the presentation.

The appointed service provider would also be required to provide professional presenter training to the Durban ICC team and its stakeholders in order to utilise the new presentation toolkit elements to their maximum effectiveness.

3. Mandatory scope of works

3.1 Presentation content strategy

Development of a new presentation content strategy which defines and documents the central storyline of the presentation, and includes the key unique selling points of the Durban ICC and the Destination of Durban.

This should include a review of the content within the existing marketing presentation for the critical information to be communicated and how the destination and venue should be positioned in the local and international market.

3.2 Develop new 30-slide PowerPoint presentation toolbox

Creation and development of the new Creative Look and Feel of the presentation as well as the sourcing and implementation of the slide deck of approximately 30 MS PowerPoint slides.

3.3 Video Editing

Editing of existing video content to align with the overall presentation, ensuring a visually engaging and seamless end-product, in line with the defined storyline established in the content strategy above. The cost of any chosen background music or soundtrack should be included in the quotation and subject to prior approval from the Durban ICC.



3.4 Presentation Training (Full Day Workshop – 8 hours)

The appointed service provider would also be required to provide professional presenter training to a small audience (10 – 15 members) in order to utilise the new presentation toolkit elements to their maximum effectiveness.

The attendees for this session will include members of the Durban ICC team, as well as industry partners and stakeholders who also market and promote the destination of Durban. The venue, technical equipment and catering for this session will be provided by the Durban ICC at its own cost.

(If required, any flights and accommodation will be for the service provider’s own account)

4. Evaluation

In addition to the completed pricing schedule, prospective service providers would be required to provide a portfolio of evidence as part of their submission for Quality criteria scoring.

The portfolio should include:

- at least two examples of marketing presentations which they have developed for previous clients,
- some evidence of the level of experience of the team members who will be involved in this project, including the design team and trainer, and
- The proposed methodology for the execution of the project.

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

The second round of evaluation will involve the assessment of the respective pricing for each element of the project. Only bidders which score an average of 70 points or higher from the first round of evaluation will proceed to the second round of evaluation based on price and empowerment.

| Quality Criteria | Weight |
|---|-----------|
| <p>4.1 Examples of similar Marketing Presentations and Videos</p> <ul style="list-style-type: none"> - Bidders are required to submit minimum two (2) examples of promotional presentations which were produced for past clients. These presentations and videos are intended to determine the level of creativity, expertise and overall ability of the service provider to produce high-quality and compelling marketing presentations. | 60 |
| <p>4.2 Experience of the creative team and trainer</p> <ul style="list-style-type: none"> - Bidders are required to provide some evidence of the level of experience of the team members who will be involved in this project, including the design team and trainer. - These CVs or Profiles will be used to determine requisite experience of the individual/s who will be undertaking the project. Where possible, please attach references from previous clients and a description of the project completed. | 20 |



| Quality Criteria | Weight |
|--|------------|
| 4.3 Methodology Please submit the methodology / proposed plan which will be used to undertake the required project. Please include the process flow and staff and anticipated lead times required for each stage of the process. | 20 |
| Total weight | 100 |

5. Conditions of tender

- The Durban ICC does not contemplate appointing a service provider on a regular retainer and submissions should not make provision for this.
- All content belonging to the Durban ICC, including all pre-existing logos and trademarks, shall remain the sole property of the client and shall be the sole owner of all rights in connection therewith.
- The Durban ICC will retain all rights and title to any original artwork or photography commissioned from the service provider, including all rights to display or edit such artwork and images.
- The service provider shall provide the Durban ICC with original artwork for all projects in an editable format of the client's choice.
- The Durban ICC will not make any upfront payments.



6. Compulsory pricing schedule (form of offer)

| Description | Unit cost | Estimated quantity | Total (unit cost x est. quantity) |
|--|-----------|--------------------|-----------------------------------|
| Presentation content strategy | R | 1 | R |
| Develop new 30-slide PowerPoint presentation toolbox | R | 1 | R |
| Video Editing | R | 1 | R |
| Presentation Training (minimum 1 day workshop) | R | 1 | R |
| Please state any additional cost: | | | 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

7. Preconditions

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

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

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

8. Contact Person

Scott Langley
Tel: 031 360 1315
Email: ScottL@icc.co.za

9. 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 20 July 2018.**



DURBAN ICC
INTERNATIONAL CONVENTION CENTRE
PROBASKIN DRIVE, DURBAN
SOUTH AFRICA

10. Request for proposals approved by:

Marketing, Sales and Events Director
Scott Langley

10/07/2018

SCM Compliance Officer
Ritesh Ramkissoon

11/07/2018

SCM Compliance Manager
Thenashree Naidoo

12/7/18

Finance Director
Melanie Rambally

12/7/18

Chief Executive Officer
Lindiwe Rakharebe



11. 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:** _____

12. 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:</u> to be completed by tenderer. |
|--------------------------|--|
| 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"/> <input type="text"/> |
| Water | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Rates | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Other | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Other | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

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)

13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative
- 13.3.2 Identity number:
- 13.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 13.3.4 Company Registration Number:
- 13.3.5 Tax Reference Number:
- 13.3.6 VAT Registration Number:
- 13.3.7 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.

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

| | |
|-----|----|
| YES | NO |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

13.3.10 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 |
|-----|----|

13.3.11 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 |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

13.3.13 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 |
|-----|----|

13.3.14 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 |
|-----|----|

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

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder

