

REQUEST FOR QUOTATION – FIN 05/2018

SUPPLY AND DELIVERY OF COLOUR CODED DAIRY FILM DEEP FREEZER LABELS FOR A PERIOD OF 12 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 World Travel Awards for 17 years. The centre has also obtained certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and OHSAS 18001 (Occupational Health and Safety Management) from SABS (South African Bureau of Standards).

2. Purpose



The Durban ICC requires a service provider for the supply and delivery of colour coded dairy film deep freezer labels and printing consumables, for a period of 12 months.

3. Minimum Specifications

Does the product comply with the minimum specifications Please acknowledge as illustrated		Yes	No
		✓	X
Label Type	<ul style="list-style-type: none"> The labels must be dairy film with high adhesive properties to be used in deep freezer applications (-18°C). 		
Label size	<ul style="list-style-type: none"> 75mm (W) X 50mm (H) or similar approved 		
Label Core	<ul style="list-style-type: none"> 40mm, 1000 labels per core 		
Compatibility	<ul style="list-style-type: none"> Labels and Ribbon must be compatible with Citizen CL-S321 DT Printer 		
Colours	<ul style="list-style-type: none"> Please see Table 1 for Pantone colours and reference coding (12 Colours) 		
Ribbon Type	<ul style="list-style-type: none"> Resin Ink Out 		
Ribbon Size	<ul style="list-style-type: none"> 83mm (W) X 74 metres (L) 		
Ribbon Core	<ul style="list-style-type: none"> 13mm 		
Sample	<ul style="list-style-type: none"> Please submit a sample of the label for evaluation purposes 		

Kindly note: failure to comply with all of the above requirements will result in the service provider being deemed non-responsive and not evaluated further.

4. **Pantone Colour and Reference Coding**

Pantone colour	Pantone colour reference code
Grey	400 C
Orange 	Orange 21 C
Purple 	Purple C
Cyan 	Cyan C
Light Red 	178 C
Light Brown 	4725
Green 	Green C
Pink 	Rhodamine C
Yellow 	Yellow C
Teal 	570 C
Light Purple 	672 C

5. Preconditions

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

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 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

6. Contact Person

Ritesh Ramkissoon (SCM compliance officer)

riteshr@icc.co.za

Tel: +27 31 360 1125

7. 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 **12h00 on 26th November 2018.**

8. Compulsory Pricing Schedule (Official form of offer)

- The pricing submitted will be held firm for the duration of the 12 month contract period.
- Quantity may change at the time of order, based on business requirements.

Product description	Quantity required	Unit cost	Total Cost (unit cost x quantity required)
Dairy Film Deep Freezer Labels Flood Coated as per specifications (White Labels)	40 000 units	R	R
Dairy Film Deep Freezer Labels Flood Coated as per specifications (Colour Labels)	30 000 labels Per pantone colour (there are 11 pantone colours)	R	R
Resin Ink Out Ribbons as per specifications	192 Ribbons	R	R
Please state any additional costs:			R
Total (VAT excl.)			R
VAT @ 15%			R
Total (VAT Incl.)			R

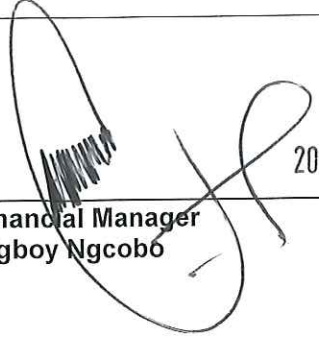
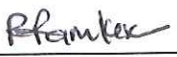

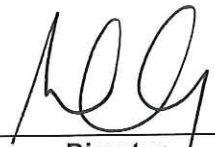

I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

9. Request approved by:

	2018 -11- 15
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Financial Manager Bigboy Ngcobo	
	15/11/2018
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SCM Compliance Officer Ritesh Ramkissoon	
	16/11/2018
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SCM Manager Thenashree Naidoo	
	16/11/18
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Finance Director Melanie Rambally	
	16/11/18
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Chief Executive Officer Lindiwe Rakharebe	

10. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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.

Signature:

Date:

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

11. 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"/>
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 Contractor 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)

12. MBD4 Declaration of Interest

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

- 12.1 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.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

12.3.1 Full name of bidder or his/her representative

12.3.2 Identity number:

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

12.3.4 Company Registration Number:

12.3.5 Tax Reference Number:

12.3.6 VAT Registration Number:

12.3.7 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.

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

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

YES	NO
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12.3.10 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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12.3.11 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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12.3.12 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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12.3.13 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
-----	----

12.3.14 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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder