



**Development Planning, Environment & Management Unit  
Environmental Planning & Climate Protection Department**

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**Request for Quotation**

**Events Coordinator: The Durban Adaptation Charter's (DAC) First Southern African  
Regional Workshop - convened under the auspices of ICLEI's Local Climate Solutions  
for Africa (LOCS4Africa) Initiative  
PQ No. 7N-17902**

**1. Introduction**

The Durban Adaptation Charter (DAC) was launched at the United Nations Framework Convention on Climate Change (UNFCCC) 17<sup>th</sup> Conference of the Parties (COP17) held in the City of Durban (eThekweni Municipality), South Africa, in December 2011. The Charter currently has over 1000 signatories representing 45 countries. The DAC was signed under the leadership of eThekweni Municipality Mayor, Councillor James Nxumalo and the Environmental Planning and Climate Protection Department (EPCPD). The DAC's mission is to enhance local government action for climate change adaptation through the formation of globally coordinated regional and sub-national partnerships. In order to facilitate the implementation of the DAC by municipalities, the DAC Secretariat has been promoting the establishment of regional and sub-national hubs through which local municipalities can exchange information and learn from the climate change adaptation experiences of their peers.

A key focus of implementing the DAC has been the establishment of a Regional Hub and Local Compact model whereby DAC Regional Hubs are established around leading adaptation cities globally. These are supported by the development of DAC Local Compacts consisting of local authorities surrounding the hub cities. In order to facilitate learning exchanges within the Regional Hubs, Regional Workshops are held that aim to bring Local Compacts and participating local authorities together to discuss regional climate change challenges and opportunities, as well as facilitate knowledge exchange and shared learning. The first DAC Regional Workshop was held in East Africa in November 2014. The second DAC Regional Workshop will focus on the Southern African Regional Hub and is being planned to coincide with the ICLEI-Local Governments for Sustainability (ICLEI) biennial Local Climate Solutions for Africa Congress (LoCS), which is being hosted by Durban in October 2015. This combined event will host +/-200 national and international delegates in Durban from the 13<sup>th</sup> - 16<sup>th</sup> October 2015 for the purposes of knowledge exchange, training and capacity building, as well as a special focus on climate change communication. ICLEI Africa is the official organiser of this event, however the EPCPD requests quotations for a service provider to coordinate planning of the combined event on behalf of the DAC Secretariat to ensure that the DAC interests are served and that the event runs smoothly.

## 2. Scope of Work

A professional events coordinator, with a proven track record of coordinating similar scoped events, is required to provide support for the The Durban Adaptation Charter's (DAC) First Southern African Regional Workshop - convened under the auspices of ICLEI's Local Climate Solutions for Africa (LOCS4Africa) Initiative, which will take place in Durban from the 13<sup>th</sup> to the 16<sup>th</sup> October 2015. The events co-ordinator will be required to:

- Liaise between the DAC Secretariat, ICLEI Africa, relevant eThekweni Municipality Departments, and other organisations involved in the event.
- Liaise with national and international event participants.
- Provide support for logistical arrangements during the event timeframes.
- Liaise with relevant authorities regarding event security requirements.
- Provide media liaison where required.
- Provide support and assistance with regard to contingency planning.
- Provide support with regards to event communications.

## 3. Submissions

Quotations will only be accepted from organisations that are registered on the Municipal Database of Suppliers of eThekweni Municipality, and bidders will be **required to submit a quotation structured under the key items as outlined under the *Scope of Work*.**

The quotation must be accompanied by the following supporting documents:

1. The location of the submitting entities offices.
2. Original Tax clearance certificate.
3. EThekweni Municipal Supplier Database Registration Number.
4. (MBD 9) Forms:
  - a. Original Declaration of Interest.
  - b. Original Declaration of Municipal Fees.
  - c. Original Certificate of Independent Bid Determination.
  - d. Certified copy of BBBEE certification.

These terms of reference are subject to any changes that may stem from a negotiation of the final terms with the service provider, as well as any additional budget that may be allocated to the project.

Payment arrangements will be negotiated on the basis of the completion of project and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final set of deliverables.

Please note that the appointment will be made in terms of the Council's Procurement Policy.

**THE CLOSING DATE FOR SUBMISSIONS OF QUOTATIONS IS 12 AUGUST 2015 AT 11:00 AM; SUBMISSIONS RECEIVED AFTER THE CLOSING TIME ON THE CLOSING DATE WILL NOT BE ACCEPTED.**

Each service provider must submit a quotation clearly marked **"Events Coordinator: The Durban Adaptation Charter's (DAC) First Southern African Regional Workshop - convened under the auspices of ICLEI's Local Climate Solutions for Africa (LOCS4Africa) Initiative"** with the Contract Number - **PQ No. 7N-17902.**

Quotations need to be addressed to Ms Penny Price and deposited in the box provided in the foyer of the Corporate Procurement Building (Former Materials Management Building) at the following address:

Archie Gumede Complex (around the side of 166 KE Masinga Road)  
Archie Gumede Place (Previously Old Fort Place)  
Corporate Procurement Building  
Tel: 031 311 – 7417

Enquiries may be directed to

- Penny Price via email [Penny.Price@durban.gov.za](mailto:Penny.Price@durban.gov.za) or phone 031-311-7274.
- Kathryn Kasavel via email [Kathryn.Kasavel@durban.gov.za](mailto:Kathryn.Kasavel@durban.gov.za) or phone 031-311-7920

EThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. EThekweni Municipality's EPCPD does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available.

#### **4. Time Frames**

The deadline for the receipt of quotations is 12<sup>th</sup> of August 2015. The successful bidder will be required to provide the support, as outlined in the scope of works, from the start of the contract period, during the event, as well as pre-determined post event period.

#### **5. Service Provider Skills and Experience**

Potential service providers submitting quotations for the appointment should provide a submission that meets the requirements of the *Scope of Work* and the Stage 1 Functionality Scoring table below. Quotations will be considered from individuals and companies. In addition to a budget that includes VAT and a timeline, submissions should include a portfolio of least three examples of relevant previous work undertaken, providing at least three client references, with contact details. The written component of the submission should address the requirements given in the Stage 1 Functionality Scoring table below.

#### **6. Tender Adjudication**

The adjudication of this Request for Proposals will be in terms of a two stage tender process. Stage 1 will be based on functionality and stage 2 on price and empowerment. Companies or individuals that obtain above 70 points in the functionality stage will then be eligible for the price and empowerment evaluation stage.

### **Stage 1: Functionality Scoring Table**

<b>Quality criteria</b>	<b>Sub-criteria</b>	<b>Max points</b>
Expertise and experience	<b>Relevant experience</b> - Bidder demonstrates significant experience in the event coordination. This will need to include a portfolio illustrating that the bidder has successfully co-ordinated at least two events of a similar scale and scope. This must include contactable client references.	100
	<b>Maximum possible score for functionality</b>	<b>100</b>

### **Stage 2: Price and Empowerment**

<b>CRITERION</b>	<b>Maximum Score</b>
Budget including VAT	80
Broad – Based Black Economic Empowerment	20
<b>Total Price and Empowerment</b>	<b>100 Points</b>

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>80/20 Point System</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2

## Annexure: Supporting Documents

### A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number: .....

3.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4. Company Registration Number: .....

3.5. Tax Reference Number:.....

3.6. VAT Registration Number: .....

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.

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

**YES / NO**

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

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) 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; or
- (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.

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months? .....**YES / NO**

If yes, furnish particulars.....

.....

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**

If yes, furnish particulars.

.....

.....

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? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are

bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

**B. DECLARATION OF MUNICIPAL FEES**

I/We do hereby declare that the Municipal fees of \_\_\_\_\_ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

**ACCOUNT**

**ACCOUNT NUMBER**

ELECTRICITY

\_\_\_\_\_

WATER

\_\_\_\_\_

RATES

\_\_\_\_\_

JSB LEVIES

\_\_\_\_\_

OTHER

\_\_\_\_\_

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Designation

\_\_\_\_\_

Date



## **C. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. 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:
  - a. take all reasonable steps to prevent such abuse;
  - b. 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
  - c. 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. 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. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

## MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

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; and
  - 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 consortium<sup>3</sup> will not be construed as collusive bidding.
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; Or
  - 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.

.....

Signature

.....

Date

.....

Position Name of Bidder

.....

Date

<sup>3</sup> 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.