



REQUEST FOR QUOTATION – BS 18/2017

SERVICE AND MAINTAIN HVAC SYSTEMS AT THE DURBAN ICC, DURBAN ARENA AND DURBAN EXHIBITION CENTRE FOR A PERIOD OF THREE (3) MONTHS

1. Background

The Durban ICC is one of the world’s leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all the facilities need to be of an international standard.

2. Purpose of the Request for Quotation

The Durban ICC requires a HVAC Contractor to service and repair all HVAC Equipment at the Durban ICC, Durban Arena and Durban Exhibition Centre for a period of 3 months.

3. Minimum requirements

Does the service provider comply with the mandatory requirements? Pleas tick as illustrated.	YES	NO
	✓	X
<ul style="list-style-type: none"> The service provider must have minimum five (5) years’ HVAC Service Industry experience servicing entities having similar size and capacity as the Durban ICC. Please attach two (2) positive references. The references need to be on the client’s letterhead and substantially detailed. 		
<ul style="list-style-type: none"> The service provider must have minimum five (5) million rand public liability insurance. Please attach proof. 		
<ul style="list-style-type: none"> Please submit a detailed organogram and CV’s (minimum two pages) of all the staff who will be based at the facility. 		

Please Note: failure to comply with all the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated.

4. Scope of Works

- The Tenderer will be responsible for the maintenance and repairs to all HVAC and Refrigeration equipment at the Durban ICC, Durban Arena and Durban Exhibition Centre, twenty four hours a day, seven days a week, including Public Holidays.

5. General Scope of Service.

The service provider shall provide the following categories of Services pursuant to this Agreement:

- Chiller monitoring and reporting. Maintenances of chilled water system including pumps and drives
- The Service Provider shall procure necessary material, labour and equipment to service the entire building including the Durban ICC, Arena and DEC.
- Filter cleaning
- Air Handling unit maintenance
- Maintenance of ducted units, cassette type units, split units and console unit air conditioning systems
- Cooling tower maintenance - The service pertains to cleaning and inspecting physical condition of fan motor, laminating plates, checking for water leaks and abnormal vibration
- Refrigeration maintenance; including cold rooms, freezer rooms, ice machines, blast chillers, various types of fridges.
- Smoke extraction system maintenance.
- Ventilation and extraction fan maintenance

6. The following equipment is on site

6.1 International Convention Centre Durban (ICC)

ITEMS – AIRCONDITIONING	No
• York 675 ton screw chillers	3
• 17.5 kw primary chilled water pumps	3
• 75kw secondary chilled water pumps	2
• 17.5kw condenser water pumps	3
• open circuit low profile cooling towers	3
• Masonry plenums (VSD)	8
• air handling units (VSD)	35
• chilled water fan/coil units	35
• under ceiling units	3
• ducted split units	4
• Various supply and extract fans (There is a total of 30 fans (20 extraction and 10 supply fans)	-
• split type A/C units	+ 27
Exclusions Water treatment and BMS	



ITEMS REFRIGERATION	No
• -30 deg c freezer	2
• -20 deg c freezer	1
• Blast chillers	3
• Veg coolers	2
• Pastry cooler	1
• pre blast fridge	1
• +14 deg C old room	1
• +2 deg C old room	1
• +2 deg C dispatch fridge	1
• +2 deg C pantry	1
• +2 deg C dairy fridge	1
• +4 deg C fridge	1
• bottle store cold room	1
• bar fridges, display fridges, ice makers, chest freezers, upright fridges etc.	+ 35

6.2 Durban Exhibitions Centre

ITEMS – AIRCONDITIONING	No
• Carrier reciprocating package units	3
• Evapco compact open circuit cooling towers	2
• 7.5 kw circulating pumps	2
• AHU,s	6
• Hitachi chillers (8 screw compressors each)	2
• Evapco closed circuit cooling towers	2
• Return air fans	4
• BAC open circuit cooling tower	1
• Diaiken Water cooled package unit	2
• 7.5kw condenser water pump	1
• Carrier	1
• Fibreglass BAC open circuit cooling tower	1
• 7.2kw chilled water pump	1
• 5.5kw condenser water pump	4
• Air Handling units	2
• Split units	9
• Defy console units	+ 38
Exclusions Water treatment and BMS	

ITEMS – REFRIGERATION	No
• Display/bar fridges etc.	8
• +4 deg holding fridge	1
• -20 deg c freezer	1



DURBAN ICC
INTERNATIONAL CONVENTION CENTRE
REGENT SQUARE, 11001, DURBAN
SOUTH AFRICA

6.3 Arena

Area	Unit	Item	Description	Size	Quantity
Chiller plant	CH1-2	Chillers	Carrier 30HXC375	40 l/s	2
Chiller plant	CH3-4	Chillers	Carrier 30HXC375	53 l/s	2
Chiller plant	CWP1-4	Condenser pumps	KSB ETA 125-400	65 l/s @ 30m	4
Chiller plant	CT1-4	Cooling towers	BAC FCT3036-A3-OV		4
Basement	BF4.02	Filter frame	Stainless steel	500x500	20
Basement	BF5.02	Filter frame	Stainless steel	500x500	25
Chiller plant	-	Ice tanks	Calmac 1190	560L, 5.9L/H	18
Chiller plant	PCHWP1-2	Primary pumps	KSB ETA125-315	40l/s @ 25m	2
Chiller plant	PCHWP3-4	Primary pumps	KSB ETA125-315	53l/s @ 25m	2
Chiller plant	SCHWP1-4	Secondary pumps	KSB ETA 150-400	62l/s@45m	4
Pantry 1	CND1	Split	Condensing unit		1
Pantry 2	CND2	Split	Condensing unit		1
Pantry 3	CND3	Split	Condensing unit		1
Pantry 3	CND4	Split	Condensing unit		1
Pantry 4	CND5	Split	Condensing unit		1
Patch room	-	Split	Condensing unit		1
Pantry 3	CND6	Split	Condensing unit		1
Pantry 1	1	Split	Evaporator		1
Pantry 2	2	Split	Evaporator		1
Pantry 3	3	Split	Evaporator		1
Pantry 3	4	Split	Evaporator		1
Pantry 3	6	Split	Evaporator		1
Pantry 4	5	Split	Evaporator		1
Arena	1	Ice Harvesting system	Ice Harvesting system	18 Tanks	1



DURBAN ICC
 INTERNATIONAL CONVENTION CENTRE
 1100 WESTERN BAY, DURBAN, SOUTH AFRICA

Area	Type	Make	Model
Hall 5B/1	AHU	Trox	TCH11.25
Ground concourse west	AHU	Trox	TCH16
1st floor concourse	AHU	Trox	THH15.75
Hall 6A	AHU	Trox	TCH14
Basement foyer & retail	AHU	Trox	TCH7
Hall 5B/2	AHU	Trox	TCH11.25
Ground concourse east	AHU	Trox	TCH19.5
Hall 6B	AHU	Trox	TCH13.5
Hall 4A/1	AHU	Trox	TCH8
Hall 4B/1	AHU	Trox	TCH6.25
Hall 4A/2	AHU	Trox	TCH8
Hall 4B/2	AHU	Trox	TCH6.25
Concourse south east	AHU	Trox	TCH15
Concourse south east	AHU	Trox	TCH15
Concourse south west	AHU	Trox	TCH16.5
Pantry 3	AHU	Trox	TCH1.5
Hall 5A/2	AHU	Trox	TCH15
Hall 5A/2	AHU	Trox	TCH15
VIP bar	AHU	Trox	TCH1.5
Security office	Console	Defy	-
Media lounge	FCU	Sinko	SRC-LW-400-P-3R
Radio com & media	FCU	Sinko	SRC-LW-300-P-3R
TV com	FCU	Sinko	SRC-LW-300-P-4R
TV com	FCU	Sinko	SRC-LW-300-P-4R
Radio com & media	FCU	Sinko	SRC-LW-300-P-3R
Jock speaker	FCU	Sinko	SRC-LW-400-P-3R
Pantry 2	FCU	Sinko	SRC-SW-1400-P-3R
VIP medical	FCU	Sinko	SRC-LW-400-P-3R
VIP suite 1	FCU	Sinko	SRC-LW-300-P-3R
VIP suite 2	FCU	Sinko	SRC-LW-300-P-3R

Area	Type	Make	Model
Pantry 1	FCU	Sinko	SRC-SW-1400-P-3R
Pantry hall 4 west	FCU	Sinko	SRC-SW-1400-P-3R
Interview room	FCU	Sinko	SRC-LW-300-P-3R
Booth 1	FCU	Sinko	SRC-LW-400-P-4R
Booth 2	FCU	Sinko	SRC-LW-400-P-4R
Battery room	Split	Carrier	38HND482193A
UPS room	Split	Daikin	-
Battery room	Split	Carrier	38HND482193A
UPS room	Split	Daikin	-
Patch room	Split	Daikin	-

Please note:

- It is the contractor's responsibility to ensure that the quote matches the requirements of the equipment to be serviced.
- All works to be carried out / material to be used / techniques performed according to professional standards / practice / industry norms.
- All the necessary safety precautions and preventative measures must be adhered to at all times.

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.

8. Requirements to submit quotations

- 8.1 Companies must submit a company profile.
- 8.2 All schedules in this document must be populated and will form part the quotation
- 8.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

9. Contact Person

Siphiwe Khuzwayo
 031 360 1326
 E-mail: siphiewek@icc.co.za

10. 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 22nd March 2017.**

11. Compulsory Pricing Schedule

Item	Description	Monthly Rate *
Monthly Service Fee Schedule – Durban ICC		
1	Durban ICC Chiller Plant (Chiller only –flange to flange)	R
2	Balance of equipment related to chilled water generation. I.e. pumps, cooling towers, water lines etc.	R
3	Durban ICC Air –conditioning equipment (AHU’s, fans, RAC,s etc.) All equipment as confirmed at the site inspection	R
4	Durban ICC Refrigeration – All equipment as confirmed at the site inspection	R
5	Durban ICC Filter washing (Six weekly)	R
6	Durban ICC Kitchen canopies – conduct spot checks in the Kitchens that they are maintaining Kitchen canopies to Durban ICC requirements maintain all extraction fans and smaller canopy fans.	R
Total monthly fees – Durban ICC		R

Monthly Service Fee Schedule – Durban Exhibition Centre		
1	DEC Chiller Plant	R
2	Balance of equipment related to plant	R
3	DEC Air conditioning equipment as confirmed at the site inspection	R
4	DEC Filter washing (Six weekly)	R
5	DEC Refrigeration – All equipment as confirmed at the site inspection	R
6	DEC Kitchen canopies – clean filters, maintain extraction fans	R
Total monthly fees – Durban Exhibition Centre		R

* = prices should exclude VAT.
 VAT will be accounted for at the end of the pricing schedule.

Item	Description	Monthly rate
Monthly Service Fee Schedule – Durban ICC Arena		
1	Arena Chiller Plant (Chiller only –flange to flange)	R
2	Balance of equipment related to chilled water generation. I.e. pumps, cooling towers, water lines storage tanks etc.	R
3	Arena Air –conditioning equipment (AHU's, fans, RAC's etc.) All equipment as confirmed at the site inspection	R
4	Arena Refrigeration – All equipment as confirmed at the site inspection	R
5	Arena Filter washing (Six weekly)	R
6	Arena kitchen / pantry canopies – conduct spot checks in the Kitchens that they are maintaining Kitchen canopies to Durban ICC requirements maintain all extraction fans and smaller canopy fans.	R
Total monthly fees – Durban ICC Arena		R

Summary of Monthly Fees (as per detailed pricing schedule above)	
1. Monthly fees – Durban ICC	R
2. Monthly fees – Durban Exhibition Centre	R
3. Monthly fees – Durban ICC Arena	R
Subtotal (VAT Exclusive)	R
Vat @ 14 %	R
Grand Total (VAT Inclusive)	R

Labour Rate Per Hour (VAT exclusive)	
• Technician, Normal hours (8h00 – 17h00)	R
• Assistant Normal hours (8h00 – 17h00)	R
• Technician, After hours (after 17h00)	R
• Assistant After hours (after 17h00)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R



DURBAN ICC

INTERNATIONAL CLEARING COMPANY
PROPRIETARY LIMITED
DURBAN

Percentage Mark-up on spares (VAT exclusive)	
• R0 to R5 000.00	%
• R5001.00 to R15 000.00	%
• R15 000.00 and above	%

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.


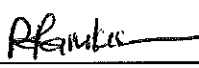

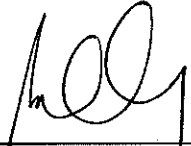
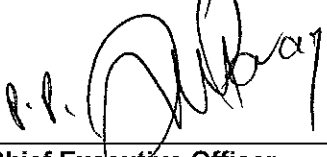
Signature:

Date:

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation



12. Request for proposals approved by:

 _____ Acting Facilities Director Siphwe Khuzwayo	
 14/03/2017 _____ SCM Compliance Officer Ritesh Ramkissoon	
 14/03/2017 _____ SCM Compliance Manager Thenashree Naidoo	<i>MK to check Date</i>
 22/3/17 _____ Finance Director Melanie Rambally	
 16/3/17 _____ Chief Executive Officer Lindiwe Rakharebe	



DURBAN ICC
 INTERNATIONAL CONTRACTORS ASSOCIATION
 TRADE DEVELOPMENT BOARD
 1000 W. 10th Street
 Durban, South Africa

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 / we do hereby declare that the Municipal fees of the company:-

.....
(Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

Account	Account Number *
Electricity	
Water	
Rates	

*** To be completed by Service Provider.**

I / we acknowledge that should it be found that 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 Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

Name: (Block Capitals) _____

Signature: _____ **Date:** _____
(of person authorized 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
-----	----

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

