

REQUEST FOR QUOTATION – BS 19/2014

INTERIOR DESIGN FOR ABLUTION UPGRADE AT DURBAN ICC

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 the services of a competent interior designer or architect that will be able to design, plan and set specifications for an upgrade to sixteen sets of ablutions.

3. Specifications

3.1 Scope of works

- Propose an acceptable new 5 star interior design aesthetic for sixteen sets of ablutions
- Inspect all 16 sets of ablutions and propose entire new layouts for all ablutions to ensure that each space is utilized as efficiently as possible so as to create an impression of spaciousness and modern aesthetics.
- Each ablution needs to have a separate cleaner's cupboard to floor level for cleaning consumable and mop bucket cart storage.
- Once proposed layouts, tiles, mirrors and partitions have been accepted, draw plans for each of the 16 sets of ablutions detailing the layout of each item including all fixtures, fittings, extraction and air conditioning and lighting.
- Set specifications for each item that is to be modified or replaced in the ablutions. The sanitary ware specified must be the same as the existing upgraded ablutions 2.1 to 2.4 which are located on the ground floor foyer of the ICC.
- Compile the specifications, scope of work and Bill of Quantities for the tender. Contractors tendering will need to have carried out work of a similar nature in 5-star hospitality environments.
- Manage the project in its entirety until final completion including but not limited to:
 - Assist with tender adjudication process
 - Assist with the appointment of contractors
 - Mobilise contractor onsite and ensure that contractors abide by the house rules of the Durban ICC for the entire duration of the project.
 - Engage with sub-contractors on weekly progress and ensure that they are adhering to specifications of the project deliverables
 - Compile a comprehensive list of snags (in conjunction with ICC representative) with proposed target dates for completion
 - Ensure snags are duly completed
 - Compile payment schedules

- Present updated project plans (MS Project) and engage with Durban ICC on progress
- Ensure all documentation relating to the project is compiled and two hard copies and one electronic version are submitted. This will include drawings, specifications, guarantees etc.

List of ablutions which need to be upgraded:

	Ablution number	Male / Female	Number of toilets	Number of basins	Number of urinals	Location	Notes
1	2.5	Female	5	3	4	Ground floor	Currently these two ablutions are linked and can be used as full male or full female ablutions. The urinals in the female section must be removed to give additional space.
2	2.6	Male	3	5	11	Ground floor	
3	2.7	Disabled	1	1	0		
4	2.9	Female	12	12	0	Ground floor	
5	2.10	Female	5	3	4	Ground floor	Currently these two ablutions are linked and can be used as full male or full female ablutions. The urinals in the female section must be removed to give additional space.
6	2.11	Male	3	5	8	Ground floor	
7	2.12	Disabled	1	1	0	Ground floor	
8	3.1	Male	2	3	3	First floor	
9	3.2	Female	4	2	0	First floor	
10	3.3	Disabled	1	1	0	First floor	
11	3.4	Female	4	2	0	First floor	
12	3.5	Male	2	3	3	First floor	
13	3.6	Male	1	3	4	First floor	
14	3.7	Female	5	4	0	First floor	Has built in cleaner's room which could be used as well.
15	3.8	Male	1	3	4	First floor	
16	3.9	Female	5	4	0	First floor	Has built in cleaner's room which could be used as well.

4. Preconditions

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

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

5. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part the quotation
- 5.2 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.
- 5.3 The Interior designer / Architect will need to provide examples and references of similar such works performed in 5 star hospitality or high end commercial ablutions with large volumes / high traffic.

6. Contact Person

Jerry Craig Hurter
Facilities Director
Durban ICC
031 - 3601200
jerrych@icc.co.za

7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held at **12h00 on Friday 09 May 2014**. Contractors are to meet Jerry Hurter at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

8. 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 Thursday 22nd May 2014**.

9. Price Schedule

DESCRIPTION	UNIT	QTY	RATE	AMOUNT
Professional fees to design and manage project from start to final completion.	EA	1		
Sub Total (Excluding VAT)				
			VAT 14 %	
			Total (Incl. VAT)	

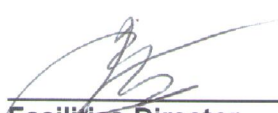

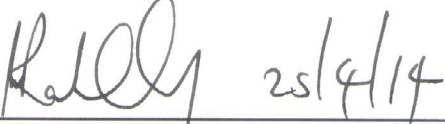

All works to be performed in accordance with the Occupational Health and Safety Act 85 of 1995.

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.

Signature: _____ **Date:** _____

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

10. Request for proposals approved by:

 <hr/> Facilities Director J.C. Hurter	
 <hr/> SCM Compliance Manager Ritesh Ramkissoon	
 <hr/> Financial Director Melanie Rambally	25/4/14
 <hr/> Chief Executive Officer Julie-May Ellingson TRP (SA)	25/4/2014



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
19KOSI ALBERT LUTHI-SOZ COMPLEX
SOUTH AFRICA

11. PAST EXPERIENCE IN SIMILAR ASSIGNMENTS

Assignment Description	Key Elements	Duration	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 Municipal 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)

13. MBD 4 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.

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

YES	NO
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- 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
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- 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
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- 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
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- 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
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- 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
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13.4 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder