

REQUEST FOR QUOTATION – OPS 14/2015

SUPPLY AND DELIVERY OF CLEANING AND OPERATING EQUIPEMENT

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 13 years. The Centre has also obtained certification for ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) and 5 star grading from the South African Tourism Grading Council.




2. Purpose of the request for proposal




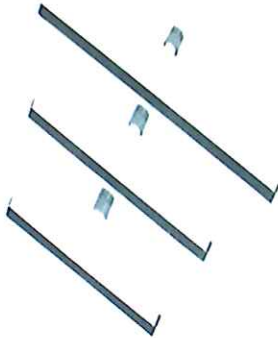
The Durban ICC Cleaning Department requires the following cleaning equipment as per specifications.

Prices are to include delivery.

3. Mandatory product specifications

Quantity	Sample picture	Product description	Product specification
20		Single Bucket &Wringer	<ul style="list-style-type: none"> • 36 Litres bucket with 4 castor wheels. • Product Dimensions: 40cm (L) x 55cm (W) x 42cm (H)

Quantity	Sample picture	Product description	Product specification
10		Double Bucket & Wringer	<ul style="list-style-type: none"> • 30 Litres both buckets with wheels. • Product Dimensions: 45cm (L) x 89cm (W) x 45cm (H)
20		Wet Floor Caution Sign	<ul style="list-style-type: none"> • Product Dimensions: 62cm (L) x 30cm (W) x 3cm (H)
40		Long handle dustpans and short handle brooms.	<p><u>Approximate Dimensions:</u></p> <p><u>Dustpan:</u></p> <ul style="list-style-type: none"> • Total Height when in use: 91 cm • Total Height when closed: 102 cm • Width: 28.5 cm • Depth: 28 cm <p><u>Brush:</u></p> <ul style="list-style-type: none"> • Total Height: 89 cm • Width: 30 cm • Bristle Length: 9.5 cm

Quantity	Sample picture	Product description	Product specification
30		Microfiber Dry Mop Pad/Sleeves	<ul style="list-style-type: none"> • 450mm
30		Microfiber Aluminium Head	<ul style="list-style-type: none"> • 450mm
30		Aluminium Telescopic Handle	<ul style="list-style-type: none"> • 1800mm
5		Straight Floor Squeegee	<ul style="list-style-type: none"> • The squeegee handle to be stainless steel • 600mm



Please Note:

- Samples will be requested from the most responsive service provider identified during our evaluation process to determine the quality of the product.
- Failure to provide these samples upon request will result in the submission being deemed non-responsive.

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. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC

6. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 6.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 6.4 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.
- 6.5 Please include a business card or contactable email address.

7. Compulsory Pricing Schedule:

Product description	Quantity	Unit Price	Total Price (Unit price x quantity)
36 Litres Single Bucket & Wringer	20	R	R
30 Litres Double Bucket & Wringer	10	R	R
Wet Floor Caution Signs	20	R	R
Long handle dustpans and short handle brooms	40	R	R
Microfiber dry mop pad/sleeves	30	R	R
Microfiber aluminium head	30	R	R
Aluminium telescopic handle	30	R	R
Straight floor squeegee	5	R	R
Subtotal (VAT excl.)			R
VAT @ 14%			R
Grand Total (VAT Incl.)			R

Please note:

- All parts and accessories must be included on the quotation.
- They should be NO hidden costs in the quote provided.
- Prices to include delivery charges.
- The Durban ICC is not obligated to select to select out items from one supplier. Equipment will be selected on the most comparative cost and quality on an individual basis.
- The Durban ICC is not liable to make any deposit payments upfront. No payment will be made prior to the goods or services being received by the Durban ICC.



8. Contact Person

Irene Cain
irenec@icc.co.za
Tel: +27 360 1124
Cleaning Services Manager

9. Closing Date





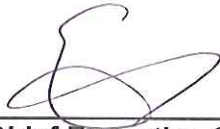
Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 22 April 2015**.

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

10. Request for proposals approved by:

 _____ Head of Department Nicolette Elia-Beissel	
 _____ SCM Compliance Ritesh Ramkissoon	10/04/2015
 _____ SCM Manager Thenashree Naidoo	10/04/2015
 _____ Finance Director Melanie Rambally	10/4/15
 _____ Chief Executive Officer Lindiwe Rakharebe	13/4/15



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 / 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. MBD4 Declaration of Interest

- 12.1. No bid will be accepted from persons in the service of the state¹.
- 12.2 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.
- 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
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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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12.4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder