



**REQUEST FOR QUOTATION – IT 01/2016**

**SUPPLY OF INTERNET CONNECTIVITY FOR THE DURBAN ICC (INTERNAL LAN)**

**1. Background**

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

**2. Purpose of the request for proposal**

The Durban ICC requires the services of an internet service provider (registered with ICASA) to quote for and supply internet connectivity for a period of 12 months.

The business currently utilizes a dedicated 15 Mbps 1:1 uncontended fibre optic link for bandwidth connectivity services to the Durban ICC internal network.

**3. Mandatory Scope of Works**

<b>Does the supplier comply with the mandatory scope of works? Please acknowledge</b>	<b>Yes</b>	<b>No</b>
	✓	X
• Fibre optic internet link provision and backbone		
• Ethernet termination and hand off		
• 15 Mbps symmetrical bandwidth, 15 Mbps upload 15 Mbps download all at 1:1 contention ratio 100% international		
• Must cater for and be able to supply upgrade bandwidth up to at least 500MB on demand for a period of one month at a time		
• Unlimited bandwidth and no throttling or bandwidth pooling		
• Supply into management platform must be unshaped bandwidth		
• Must be redundant with a minimum of three fibre optic international backhauls		
• Access to local South African sites must not be via an international point of presence		
• MRTG graphing for link performance		



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
MORRIS HUBERT LUTHULI ICC COMPLEX  
SOUTH AFRICA

<b>Does the supplier comply with the mandatory scope of works? Please acknowledge</b>	<b>Yes</b>	<b>No</b>
	✓	X
• MRTG graphing for link performance		
• SMTP mx record hosting		
• SMTP email spooling		
• 32 Usable static internet IP addresses		
• Managed router		
• Bandwidth management if required		
• 24 hour link, bandwidth monitoring and management		
• Sufficient contingency of external IP addresses must be readily available should IP addresses be blacklisted.		
• 24 hour technical and telephonic support		
• Additional 50 GB ADSL account to be supplied monthly for backup purposes		
• Including all connectivity charges i.e. uplink must be supplied to the Durban ICC Server Room		
• Must have past experience of managing sites and projects of the similar scope and attach proof thereof.		

Please note: Failure to comply with mandatory scope of works, as illustrated above, will result in your bid being deemed non-responsive and will not be evaluated.



#### 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 of the quotation.
- 5.2 Companies **must** submit a company profile and to provide examples and references of similar such works performed.
- 5.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://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.
- 5.4 The service provider must be registered with ICASA and provide the relevant certification.

**6. Compulsory Pricing Schedule**

Please note: The prices will be fixed for a period of 12 months from date of award.

Description	Quantity	Monthly Price	Total
15Mbps 1:1, uncontended, 100% International and 100% local bandwidth availability, Unshaped Internet Connectivity together with all specifications set out in the "Mandatory Scope of Works" on page 1 and 2 of this document and all associated requirements to deliver services	1	R	R
<b>Total (excl. VAT)</b>			R
<b>14 % VAT</b>			R
<b>Total (incl. VAT)</b>			R
<b>Total (incl. VAT) for a period of 12 months i.e. Total x 12</b>			R

**Note:** 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.

**7. Contact Person**

Preshan Haripershadh – IT Manager  
Tel: 031 3601344  
Email: preshanh@icc.co.za

**8. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 01 October 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:


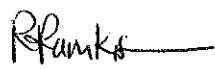
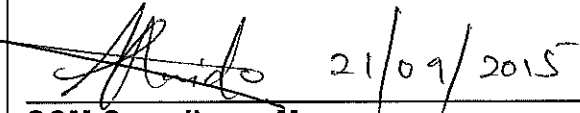
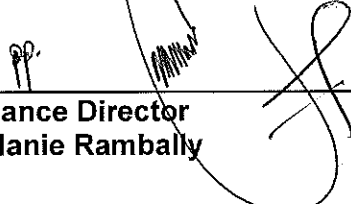

Date:

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



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**9. Request for proposals approved by:**

 _____ <b>Facilities Director</b> <b>Jerry Craig Hurter</b>
 21/09/2015 _____ <b>SCM Compliance Officer</b> <b>Ritesh Ramkissoon</b>
 21/09/2015 _____ <b>SCM Compliance Manager</b> <b>Thenashree Naidoo</b>
 2015-09-22 _____ <b>Finance Director</b> <b>Melanie Rambally</b>
 23/9/15 _____ <b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>

**10. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	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.

**Name:** *(Block Capitals)* \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**11. 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 :

<b>Account</b>	<b>Account Number *</b>
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)

## 12. MBD4 Declaration of Interest

12.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.

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, shareholder<sup>2</sup>):

.....

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:

<sup>1</sup> 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.

<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.



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

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**