



REQUEST FOR QUOTATION – BS 01/2016

SUPPLY AND FIT NEW CARPETING FOR ARENA BASEMENT SUITES

1. **Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure in the various areas so that our operations run optimally thereby ensuring efficient client service.

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

The Durban ICC requires an experienced contractor to supply and fit new carpeting for the Arena Basement area.

3. Mandatory Scope of Works

Does the service provider comply with the mandatory scope of works? ✓ = Yes X = No		Unit of measure	Quantity	Yes	No
1. MAHATMA GANDHI SUITE					
•	Remove the existing carpeting and store in the specified location.	M ²	30		
•	Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one on the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tessellated Pattern.	M ²	30		
2. NELSON MANDELA SUITE					
•	Remove the existing carpeting and store in the specified location.	M ²	91		
•	Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one in the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tessellated Pattern.	M ²	91		
3. KING SHAKA SUITE					
•	Remove the existing carpeting and store in the specified location.	M ²	61		
•	Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one on the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tessellated Pattern.	M ²	61		

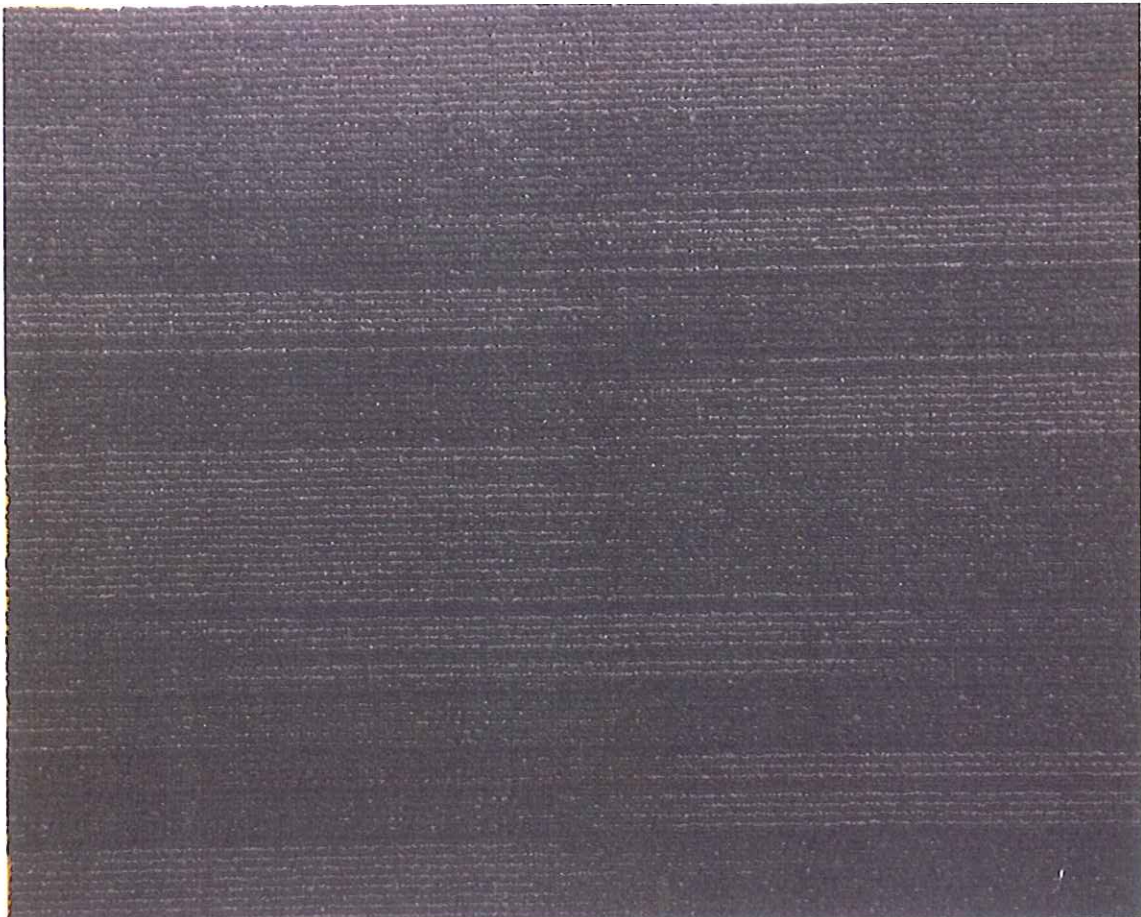


4. Mandatory Requirement:

Does the service provider comply with the Mandatory Requirement? Please tick as illustrated:	Yes	No
	✓	X
The service provider must submit a sample of the carpet tile together with the RFQ submission.		

Please note: Failure to comply with the mandatory requirement will result in your RFQ submission being deemed non-responsive and will not be evaluated.

Sample Picture





5. Preconditions

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

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

6. Terms and Conditions

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

7. Requirements to submit quotations

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies **must** submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 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.

8. Compulsory Pricing Schedule

	Description	Unit	Quantity	Price per square meter	Total price (Price per square metre x Quantity)
1	MAHATMA GANDHI SUITE				
	<ul style="list-style-type: none"> Remove the existing carpeting and store in the specified location. Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one in the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tesselated Pattern. 	M ²	30	R	R
		M ²	30	R	R
2	NELSON MANDELA SUITE				
	<ul style="list-style-type: none"> Remove the existing carpeting and store in the specified location. Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one in the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tesselated Pattern. 	M ²	91	R	R
		M ²	91	R	R

	Description	Unit	Quantity	Price per square meter	Total price (Price per square metre x Quantity)
3	KING SHAKA SUITE				
	<ul style="list-style-type: none"> Remove the existing carpeting and store in the specified location. 	M ²	61	R	R
	<ul style="list-style-type: none"> Supply and install the new 50cm x 50cm carpeting tiles for the entire area where the old carpeting was removed. The type, style and colour of new carpeting should be similar to the one in the photo and must be agreed prior to purchase. All carpeting must be installed with pressure glue. The carpets will be installed using a Tesselated Pattern. 	M ²	61	R	R
	Total (VAT Excl.)			R	
	VAT @ 14%			R	
	Total price (VAT Incl.)			R	

Please Note: The Durban ICC is not obligated to pay any deposit upfront.



9. **Contact Person**
Siphiwe Khuzwayo – Facility General Manager
Tel: 031 360 1326
Email: siphiwek@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 25 September 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

Request for proposals approved by:

 31/8/2015

Facilities Director
J.C Hurter

 01/09/2015

SCM Compliance
Ritesh Ramkissoon

 01/09/2015

SCM Manager
Thenashree Naidoo

 1/9/2015

Finance Director
Melanie Rambally

 2/9/2015

Chief Executive Officer
Lindiwe Rakharebe



12. 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:** _____

13. 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)

14. MBD4 Declaration of Interest

14.1 No bid will be accepted from persons in the service of the state¹.

14.2 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.

14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

14.3.1 Full name of bidder or his/her representative

14.3.2 Identity number:

14.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

14.3.7 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.

14.3.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
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14.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

14.3.13 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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14.3.14 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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14.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder