



DURBAN ICC

DURBAN INTERNATIONAL CONVENTION CENTRE
INKOSI ALBERT LUTHULI EXHIBITION CENTRE
DURBAN, SOUTH AFRICA

REQUEST FOR QUOTATION – IT 02/2016

INET SEVEN BMS (BUILDING MANAGEMENT SYSTEM) ACCESS CONTROL MAINTENANCE, REPAIR AND SUPPLY CONTRACT (12 MONTHS)

1. Background

The Inkosi Albert Luthuli ICC Complex is a City entity. ICC Durban (Pty) Ltd is the managing company of the complex, which includes the Durban International Convention Centre and Arena (ICC) and the Durban Exhibition Centre (DEC), collectively referred to as the Durban ICC.

The Durban ICC makes use of an extremely extensive INET Seven computerised building management system which extends from lighting and access to roller door operation. The system is required to be extremely robust and little to no downtime is acceptable. Given the sheer size and complexity of the building's design manual intervention is not an option and system uptime and reliability key.

2. Purpose of the Request for Quotation

The Durban ICC requires suitably experienced and qualified service providers to maintain and repair the system for a 12 month period.

3. Specifications

Does the service provider comply with the mandatory scope of works? Please tick as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> • Test and repair defects, malfunctions or faults reported by the control room for all onsite INET Seven controller units (faults deemed not business critical by the Durban ICC will be scheduled to be repaired during the monthly service) 		
<ul style="list-style-type: none"> • Clean INET Seven controller unit housings and cabinets to ensure uninterrupted dust free operations 		
<ul style="list-style-type: none"> • Test and repair defects or malfunctions for all door locking mechanisms managed by INET Seven system 		
<ul style="list-style-type: none"> • To ensure both INET control workstations and all associated infrastructure have executed a complete system backup onto an external hard drive 		
<ul style="list-style-type: none"> • Perform required maintenance to INET Seven system database 		
<ul style="list-style-type: none"> • Test and repair defects or malfunctions for INET Seven software ensuring system integrity 		



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INTERNATIONAL COMMUNICATIONS CENTRE
 INKOSI ALBERT LUTHULI SECURITIES
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Does the service provider comply with the mandatory scope of works? Please tick as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> To plan and deploy the latest stable updates INET Seven software once compatibility has been verified. An option to restore the system to the previous configuration must be available to revert to should the deployment fail. 		
<ul style="list-style-type: none"> Log all defects in a defect logbook which is to be kept in the control room 		
<ul style="list-style-type: none"> Conduct performance and reliability testing of the entire INET Seven Network and report any failures to the Control Room 		
<ul style="list-style-type: none"> To test and ensure the integrity of the INET database and related data. 		
<ul style="list-style-type: none"> Perform log file maintenance on the INET Seven system 		
<ul style="list-style-type: none"> Ensure best practices relating to security (both physical and logical) are implemented, reviewed and assured 		
<ul style="list-style-type: none"> To guide the Durban ICC with planning and forecasting of system improvements and enhancements 		
<ul style="list-style-type: none"> Attend meetings onsite with representatives of the Durban ICC when required by the Durban ICC 		
<ul style="list-style-type: none"> Attend to breakdowns or faults within 4 hours for items deemed business critical or urgent on a 24/7 basis 		
<ul style="list-style-type: none"> Supply parts and services related to the contract when required at the mark-up stipulated in the pricing page (Copies of supplier invoices to be supplied at all times in order to verify mark-up.) 		
<ul style="list-style-type: none"> Report any abuse to the system or security breaches to the Durban ICC 		
<ul style="list-style-type: none"> Provide the Durban ICC with a monthly report containing details on the works undertaken for the month in line with the scope of works listed 		
<ul style="list-style-type: none"> The contractor must have a Durban based office (within 30km from the Durban ICC) with a competent team to execute the services listed above. 		
<ul style="list-style-type: none"> Must have past experience of managing sites and projects of the similar scope. Attach two references 		
<ul style="list-style-type: none"> The contractor will need to be a certified systems integrator with building automation experience. Attach proof 		

Please note:

- All the necessarily safety precautions and preventative measures must be adhered to at all times. Contractors will be held liable for all damages caused by their staff members.
- All works are to be carried out in line with the OHS Act 85 of 1993.
- All Technicians must wear appropriate / necessary safety clothing or PPE.

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 contractor will need to provide examples and references of similar such projects of equivalent size and complexity
- 5.4 The contractor will need to be a certified INET Seven systems integrator with building automation experience. Attach proof
- 5.5 The contractor will need to have a solid knowledge of INET Seven networks

6. Contact Person

Preshan Haripershadh, Durban ICC
031 360 1344
preshanh@icc.co.za

7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on the **20th November 2015 at 11h00**. Contractors are to meet Preshan Haripershadh at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.



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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 the 26th November 2015**.

9. Compulsory Pricing Schedule

		AMOUNT
9.1	Cost per month to execute the services described in scope of works (comprising of 16 hours onsite per month)	R
Sub Total (Excluding VAT)		R
VAT @ 14 %		R
Total (Incl. VAT)		R
Total cost for the 12 month service fees (Monthly fee including VAT x 12)		R
9.2	Rate per hour for office hours (08h00 to 17h00) work not included in monthly service	R
9.3	Rate per hour for after hours (outside of 08h00 to 17h00) work not included in monthly service	R
9.4	Percentage mark up on spares (copies of all invoices to be supplied)	%

Weighting	9.1 = 50 %	9.2 = 10 %	9.3 = 10 %	9.4 = 30 %
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Signature: _____ Date: _____

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.

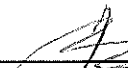
Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation




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10. Request for proposals approved by:

 13/11/2015

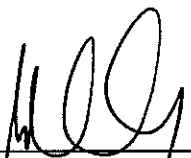
Facilities Director
Jerry Craig Hurter

 13/11/2015


SCM Compliance Officer
Ritesh Ramkissoon

 13/11/2015

SCM Compliance Manager
Thenashree Naidoo

 16/11/15

Finance Director
Melanie Rambally

 17/11/15

Chief Executive Officer
Lindiwe Rakharebe



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:** _____



DURBAN ICC
 INTERNATIONAL CONVENTION CENTRE
 INDUSTRIAL DEVELOPMENT ZONE
 DURBAN AIRPORT

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.



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- 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
-----	----
-
-
- 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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-
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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