



REQUEST FOR QUOTATION – IT 03/2016

LIGHTING DALI (DIGITAL ADDRESSABLE LIGHTING INTERFACE) MAINTENANCE, REPAIR AND SUPPLY CONTRACT (12 MONTHS)

1. Background

The Durban ICC boasts one of the most advanced DALI systems in Southern Africa which enables the business i.e. control room, technical and or facilities departments to control the lighting levels to a specific percentage within the ICC halls 1 - 6 and meeting rooms 11, 12, 21 and 22. Such control is accessible from a central location or from various remote locations within the center with network access. The DALI controllers manage and control the integrated system utilising DALI ballasts on the endpoints in the halls.

2. Purpose of the Request for Quotation

The Durban ICC requires the services of an experienced and qualified service provider for the repair and maintenance of the DALI system, for a period of 12 months.

3. Mandatory Scope of Works:

Does the service provider comply with the Mandatory Scope of Works? Please tick as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> Execute a backup of the entire DALI lighting system (ICC Halls and Meeting rooms) to external storage. 		
<ul style="list-style-type: none"> Repair system faults and errors highlighted by the controller. 		
<ul style="list-style-type: none"> Repair system faults and errors highlighted by the Durban ICC (faults deemed not business critical will be scheduled to be repaired during the monthly service). 		
<ul style="list-style-type: none"> Conduct performance and reliability testing of the entire DALI Lighting Control Network and report any failures to the Control Room. 		
<ul style="list-style-type: none"> Ensure the integrity of the entire DALI software and hardware with confirmation tests. 		
<ul style="list-style-type: none"> Perform log file maintenance and backups on the PLC (Programmable Logic Controller) system. 		
<ul style="list-style-type: none"> Responsible for loading updates and security patches on the software as per best practices. 		
<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"> Log all noted building or facility defects with the Control Room – working with the Facilities department when required to resolve issues. 		



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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 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 markup stipulated in the pricing page. 		
<ul style="list-style-type: none"> The contractor will need to be a certified systems integrator with building automation experience. (Attach proof) 		
<ul style="list-style-type: none"> The contractor will need to have a solid knowledge of DALI networks. Please attach two positive references. 		
<ul style="list-style-type: none"> The contractor must have a Durban based office within a 30KM radius from the Durban ICC to ensure lead time is achieved. 		

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.
- Failure to comply with all the mandatory scope of works as illustrated in schedule above will result in your submission being deemed non-responsive and 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 BBEE 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 Please attach contact details / Business Card.

6. Contact Person

IT Manager - 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 **8th December 2015 at 10h00**. Contractors are to meet Kelvin Dorosami 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 **Tuesday, 11th of December 2015**.



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9. Compulsory Pricing Schedule

DESCRIPTION		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 (Exc. 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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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




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10. Request for proposals approved by:

 27/11/2015


Facilities Director
Jerry Craig Hurter

 03/12/2015


SCM Compliance Officer
Ritesh Ramkissoon

 03/12/2015

SCM Manager
Thenashree Naidoo

 3/12/2015

Financial Director
Melanie Rambally

 3/12/2015

Chief Executive Officer
Lindiwe Rakharebe



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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.



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13.3.8 Are you presently in the service of the state?

YES	NO
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If yes, furnish particulars:

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?

YES	NO
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If yes, furnish particulars:

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?

YES	NO
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If yes, furnish particulars:

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