

REQUEST FOR QUOTATION – OPS 03/2016

YEAR-END FOGGING (ONCE-OFF)

1. Background

The Durban International Convention Centre is one of the most advanced conferencing facilities in the world and hosts a variety of events including meetings, exhibitions, concerts and private events both on a national and international level.

2. Purpose of the request for proposal

The Durban ICC requires the services of a competent Pest Control Service Provider to provide a once-off fogging service. The fogging is scheduled to take place during the Durban ICC shut-down period; 21 December 2015 – 10 January 2016

The appointed service provider is to:

2.1 Provide a fogging service, tailored to the exact requirements, throughout the entire Durban ICC complex, which includes the ICC Arena and the Durban Exhibition Centre.

2.2 Ensure the service is integrated with the existing cleaning and hygiene systems and fits in with the scheduled deep clean process.

3. Mandatory Requirements:

Does the service provider comply with the mandatory Requirements? Please tick as illustrated	Compliant	Non-Compliant
	✓	X
<ul style="list-style-type: none"> The Service Provider must be ISO certified and must use SABS or ISO certified chemicals. Proof must be provided. 		
<ul style="list-style-type: none"> The Service Provider must be registered with the SA Pest Control Association (SAPCA). Proof must be provided. 		
<ul style="list-style-type: none"> The Service Provider must provide two contactable references from clients serviced. 		
<ul style="list-style-type: none"> All equipment and chemicals will be supplied by the Service Provider. 		
<ul style="list-style-type: none"> Chemicals – service providers must submit: <ul style="list-style-type: none"> o A detailed list of all chemicals that will be used o MSD sheets for all chemicals 		
<ul style="list-style-type: none"> It will be the responsibility of the appointed company to ensure their staff arrives on the Durban ICC site with all relevant equipment and chemicals necessary to perform their duties. Staff must wear the appropriate PPE. 		



DURBAN ICC
INTERNATIONAL CONVENTION CENTRES
PANGSI ALBERT L. D. HULLAND COMPLEX
501 0TH AVENUE

Does the service provider comply with the mandatory Requirements? Please tick as illustrated	Compliant	Non-Compliant
	✓	X
<ul style="list-style-type: none"> All staff must wear company specific branded uniforms and identification while on site. 		
<ul style="list-style-type: none"> All staff to be inducted and temporary accreditation will be provided for the duration of the service. (Current cost for temporary Cards is R5.00 each). The cost of the card will be covered by the service provider. 		
<ul style="list-style-type: none"> Ensure there is at least one supervisor on site during the service 		
<ul style="list-style-type: none"> A Durban ICC representative will supervise the work performed by the service provider. Should the work performed be deemed inferior or non-effective, the service provider will be held liable to implement corrective action at their own cost. 		
<ul style="list-style-type: none"> Advise the Durban ICC well in advance of any preparatory measures than need to take place / be in place for effective fogging. 		
<ul style="list-style-type: none"> The service provider should have public liability insurance of minimum R500, 000.00 (Five hundred thousand rand). Please attach proof 		

Please note: Failure to comply with the mandatory requirements will result in your submission being deemed non-responsive and not evaluated. Please indicate compliance by selecting either comply / not comply cells.

4. Schedule of areas and frequency:

Please note: failure to comply with the Fogging Service as illustrated in the schedule below will result in your submission being deemed non-responsive and not evaluated. Please acknowledge in the Comply / not comply cells.

Areas to be Fogged	Count of Areas	Sum of m ²	Comply	Not Comply
			✓	X
ICC & ARENA				
Main Kitchen	1	1,259		
Pantries	19	1,259		
Stores (Equipment)	50	1,976		
Boardrooms	2	133		
Hospitality Suites	3	204		
Premier Suite (incl. Toilet & Kitchen)	3	30		
Meeting Rooms	4	1,488		
PCO Office	1	114		
Halls 1 – 6	6	11,259		
Main Service Tunnels	12	4,444		
Production Offices Hall 1	15	200		
Media Production at the Arena	3	120		
Stairwells	8	169		
Toilet Blocks	57	1,140		
Total approximate square metres for ICC and Arena		23,795		

DURBAN EXHIBITION CENTRE (DEC)				
Toilet Blocks	27	486		
Kitchen	1	1,259		
Hall 1	1	7,812		
Hall 2	1	3,624		
Hall 6	1	443		
Mystrals, Coast of Dreams (incl. Kitchens, toilets)	4	997		
Total approximate square metres for the DEC		14,621		



5. Compulsory Pricing Schedule

Description	Estimated Quantity (M)	Cost per square metre	Total (Est. quantity x cost per square metre)
ICC & Arena Service	23,795	R	R
DEC Service	14 621	R	R
	Total (excl. VAT)		R
	VAT at 14%		R
	Total (incl. VAT)		R

Please specify number of days required to execute the services as described

The above costs must include all equipment and chemicals required as well as transportation to and from the venue. Any exclusions / additional costs not included in the service fee above must be highlighted.

Please Note:

- The Durban ICC is not obligated to make payments in advance.

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: _____

6. Preconditions

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

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

7. Requirements to submit quotations

- 7.1 Proof of registration with the SA Pest Control Association (SAPCA) and, ISO Certification.
- 7.2 All schedules in this document must be populated and will form part of the quotation.
- 7.3 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 Site Visit

Please note that a compulsory site inspection will be held at **10h00 on 15th December 2015**. Contractors are to meet the Cleaning Services Manager; Irene Cain at the Durban ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

9. Contact Person






Cleaning Services Manager; Irene Cain
Email: irenec@icc.co.za
Land Line: 031 360 1124

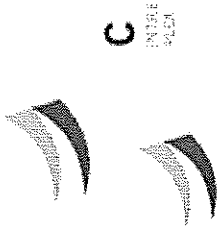
Closing Date

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 18th December 2015**



10. Request for proposals approved by:

 Operations Director Nicolette Elia-Beissel
 09/12/2015 SCM Compliance Officer Ritesh Ramkissoon
 09/12/2015 SCM Compliance Manager Thenashree Naidoo
 9/12/2015 Finance Director Melanie Rambally
 15/12/2015 Chief Executive Officer Lindiwe Rakharebe



DURBAN ICC
 INTERNATIONAL CONFEDERATION OF
 INVESTMENT DISPUTE ADJUDICATORS
 10005 PEARSON LANE, SUITE 100, WOODBURY
 SOUTH AFRICA

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 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. 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.

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.

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
-----	----

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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DURBAN ICC

INSTITUTIONAL CONNECTIONS OF NINE
INVESTMENT PROMOTION COMPLEX
SOUTH AFRICA

13.4 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

