



**REQUEST FOR QUOTATION – OPS 06/2016**

**FIRE EQUIPMENT SERVICING AND MAINTENANCE FOR A PERIOD OF 12 MONTHS**

**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.

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

The Durban ICC requires the services of a competent and experienced service provider to service and maintain the fire equipment at the Durban ICC and the Durban Exhibition Centre (DEC) 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
• Supply and maintain (minor) the firefighting equipment		
• Inspection of on-site equipment to SABS/SANS specifications by certified technicians.		
• Check list to be submitted on a monthly basis		
• Report on defects, which are found during inspection		
• Annual inspection to be conducted during the 1st month for the Durban ICC and the 8th month for the Durban ICC Arena and Durban Exhibition Centre.		
• Inspection and maintenance (minor) of fire sprinkler valves, heads and pipes		
• In the case of emergencies, the service provider should respond within 30 minutes from time of call to arrival on site.		
• In the case of general queries, the service provider should respond within 24 hours		

**4. Mandatory Requirements:**

Does the service provider comply with the mandatory Requirements? Please tick as illustrated	Yes	No
	✓	X
• SABS 1475 Part 1 & 2 – servicing / maintenance of fire equipment		
• FDIA Approved. <b>Attach proof</b>		
• SABS 9001 certified. <b>Attach proof</b>		
• FFETA approved. <b>Attach proof</b>		
• ASIB approval. <b>Attach proof</b>		
• Minimum 6 SAQCC approved technicians due to workload		
• SANAS approved hydrostatic test station		

**Please Note:** Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation.

**4.1 Monthly inspections required**

**Extinguishers**

- Gauges
- Are all seals are intact
- The general condition
- That tampering has not taken place
- Signage and numbering is in order
- Registers are updated
- That labels are affixed to the firefighting equipment
- Service dates are reflected

**Hose reels**

- Nozzles
- Rings
- Clamps - tighten if necessary
- The general condition
- That tampering has not taken place
- Signage and numbering
- Registers are updated

### Hydrants

- Lip washer
- Lug is in working order
- The general condition
- That tampering has not taken place
- Signage and numbering
- Registers are updated

### Sprinkler valve

- Isolation control valve and
- Stop valves are in open position
- Test alarm
- The General condition
- Reporting back on defects, which are found and follow up action
- ASIB tag not tampered with

## 4.2 Work break down structure

### Monthly Inspection

- Fire extinguishers
- Fire hose reels
- Fire hydrants
- Sprinkler valves

**Note: This service does not include the annual service of the mentioned fire equipment.**

## 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 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 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](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.

## 8. Compulsory Pricing Schedule

Description	Monthly Cost	Quantity	Total (Monthly cost x quantity)
Cost to service and maintain the fire equipment as per Specifications	R	12	R
Total (Excl. VAT)			R
14 % VAT			R
<b>Total (Incl. VAT)</b>			R
<b>Total Annual Cost - monthly cost (VAT incl.) x 12 months</b>			R

### Note:

- This service does not include the annual service of the mentioned fire equipment.
- The Durban ICC is not liable to make any deposit payments upfront.

### Contact Person

Etienne Erlank

Tel: 031 360 1307

Email: [etiennee@icc.co.za](mailto:etiennee@icc.co.za)



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
IN ROSE ALBERT LUTHULU ICC COMPLEX  
DURBAN

**9. 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 09 February 2016**.

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



**DURBAN ICC**

INTERNATIONAL CONVENTION CENTRE  
INHOPE ALBERT LUTHI HOUSE COMPLEX  
DURBAN SOUTH AFRICA

**Request for proposals approved by:**

Nicolette Elia-Beissel  
Operations Director

27/01/2016

SCM Compliance Officer  
Ritesh Ramkissoon

27/01/2016

SCM Manager  
Thenashree Naidoo

28/1/16

Finance Director  
Melanie Rambally

29/1/16

Chief Executive Officer  
Lindiwe Rakharebe

**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

Full Name	Identity Number	State Employee No.

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

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

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

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

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