

**REQUEST FOR QUOTATION – TECH01/2016**

**RE-ADVERTISEMENT**

**TECHNICAL EQUIPMENT SERVICING AND REPAIRS FOR A PERIOD OF 12 MONTH**

**1. Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain high standard of service delivery it is important that we service and repair our audio visual equipment on a continual basis.

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

The Durban ICC requires the services of a competent and suitably experienced service provider for servicing and repairing audio visual equipment, on an ad-hoc basis, for a period of 12 months.

**3. Mandatory Requirements**

<b>Does the service provider comply with the mandatory requirements? Please tick as illustrated: ✓ = compliant, X = non-compliant</b>	<b>✓</b>	<b>X</b>
• The service provider must have the knowledge, skills and proven track record to service the entire range of equipment listed. <b>Please attach two references from clients serviced.</b>		
• All services and repairs will be on request by the Durban ICC.		
• Before any repairs take place a written quotation will have to be submitted and approved by the Durban ICC		
• Only once an official order number has been supplied may the service provider execute the repairs.		
• Quote rejection fee may not be charged for.		
• There is no guarantee on the value or volume of the repair work.		
• Small repairs must be undertaken onsite.		
• Equipment may only be removed for assessment or repair once approved by the Durban ICC		
• Repairs and spares can only be invoiced once the equipment has been delivered to the Durban ICC and is in working condition		

**4. List of equipment to be serviced:**

Equipment to be serviced Please tick as illustrated.			Previous Experience Repairing		Previous Experience Servicing		Sufficient Capacity to Service and Repair	
			Yes	No	Yes	No	Yes	No
Make	Model	Stock on hand	✓	X	✓	X	✓	X
EV	ZX5 Speakers	3						
EV	PC 12/XLR Gooseneck Mics	8						
JBL	JBL G1 speaker	2						
Meyer	Meyer M1D Sub speakers	9						
Meyer	Meyer M1D Top speakers	1						
Klark-Teknik	4X1 Balance Audio Mixer	2						
EV	EV SX 300 speakers	3						
Yamaha	Yamaha SPX 990 Processor	1						
Yamaha	DX 34 Processor	1						
Zero 88	Juggler Desk	2						
Zero 88	Frog Desk	1						
Strand	Strand Desk 12/24	3						
Strand	Strand Desk 24/48	1						
Jem	ZX 33 Smoke Machine	1						
Jem	Jem Hazer	1						
ETC	ETC Source Four 750	6						
ETC	575 Profile	2						
Electron	E1550 Dimmer 6	2						
Electron	E1550 Dimmer 12	2						
Zero 88	Zero 88 Betapack 3 Dimmer 6	5						

**5. Compulsory Pricing Schedule**

Description	Amount
Hourly cost for repairs and servicing (VAT excl.)	R
VAT @ 14%	R
Hourly cost for repairs and servicing (VAT Incl.)	R
Percentage Mark-up on spares (VAT excl.) _____ %	

**Please Note:**

- The Durban ICC is not liable to make any deposit payments upfront.
- The service provider assumes full risk when submitting bid proposals to the Durban ICC

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: \_\_\_\_\_





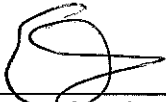
**6. Closing Date**

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 **18 February 2016**.

**7. Contact Person**

Wiseman Zulu  
Technical Operator  
Wisemanz@icc.co.za  
Tel: +27 31 360 1331

**Request for proposals approved by:**


<hr/> <b>Operations Director</b> <b>Nicolette Elia-Beissel</b>

<hr/> <b>SCM Compliance Officer</b> <b>Ritesh Ramkissoon</b>
 09/02/2016
<hr/> <b>SCM Manager</b> <b>Thenashree Naidoo</b>
 9/2/16
<hr/> <b>Finance Director</b> <b>Melanie Rambally</b>
 11/2/16
<hr/> <b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>

**8. 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**9. 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:  
 (of person authorized to sign on behalf of the Tenderer)

Date:

**10. MBD4 Declaration of Interest**

- 10.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 10.2 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.
- 10.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 10.3.1 Full name of bidder or his/her representative .....
  - 10.3.2 Identity number: .....
  - 10.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 10.3.4 Company Registration Number: .....
  - 10.3.5 Tax Reference Number: .....
  - 10.3.6 VAT Registration Number: .....
  - 10.3.7 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.

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

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

YES	NO
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10.3.10 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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10.3.11 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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10.3.12 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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10.3.13 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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**10.4 Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

