

**REQUEST FOR QUOTATION – TECH 02/2016**

**THE HIRE OF A FORKLIFT FOR A PERIOD OF 12 MONTHS**

**1. Background**

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

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

The Durban ICC Requires a reputable service provider for the hire of a well maintained Forklift for a period of 12 months.

The fork lift is primarily used in the loading dock for the transportation of staging, furniture and other operating equipment to the required location.

**3. Mandatory Requirements**

Does the service provider comply with the Mandatory Requirements? Please tick as illustrated	Yes	No	Alternate – please specify
	✓	X	
o 1 X 2.5 Ton Diesel fork lift			
o Mast			
o Forks			
o Capacity approximately 2500 KG			
o Rider Seated (Operator Position)			
o Pneumatic (Tire Type)			
o Maximum Fork Height : (3000 mm)			
o Fork Size: <b>T</b> (+40mm) <b>W</b> (+120mm) <b>L</b> (+1100mm)			
o Fork Spread : Max/Min ( 1020mm / 240mm)			
o Length of Fork: (2600mm – 2700mm)			
o Overhead Guard Height : (2000mm)			
o Length of the machine : (2600mm – 2800mm)			
o Width of the machine : (900mm – 1000mm)			
o Parking Height restriction : ( 2000mm)			
o Please attach a catalogue / sample picture of the suggested forklift, including technical specifications			
o The supplier must be available to guarantee onsite support for faults within 4 hours, including an after-hours contact.			

Does the service provider comply with the Mandatory Requirements? Please tick as illustrated	Yes	No	Alternate – please specify
	✓	X	
<ul style="list-style-type: none"> <li>○ The equipment must be maintained by the service provider on a regular basis (minimum monthly) to ensure availability and avoid equipment failures.</li> <li>○ <b>Please note: The Durban ICC will not be held liable for maintenance / servicing costs.</b></li> </ul>			
<ul style="list-style-type: none"> <li>○ The service provider must be able to provide evidence that regular preventative maintenance takes place on the machine.</li> </ul>			
<ul style="list-style-type: none"> <li>○ In the event that the forklift cannot be repaired on the same day, the supplier must be able to provide a replacement forklift free of charge.</li> </ul>			
<ul style="list-style-type: none"> <li>○ The service provider must supply two (2) positive references for the supply of forklifts to companies having similar size and capacity as the Durban ICC.</li> </ul>			

Please note: Failure to comply with the Mandatory Product Specifications as illustrated in the schedule above will result in your submission being deemed non-responsive and not 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 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 of 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](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.

**6. Compulsory Pricing Schedule**

#	1 x Forklift 2.5 Ton Diesel	Unit Cost	Quantity	Total (Unit cost x quantity)
6.1	Monthly rate	R	12	R
6.2	Monthly Insurance	R	12	R
6.3	Deliver + Collection	R	1	R
Total (VAT excl.)				R
VAT @ 14%				R
Total (VAT Incl.)				R

**7. Contact Person**

Wiseman Zulu  
wisemanz@icc.co.za  
031 360 1331

**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 2<sup>nd</sup> March 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: \_\_\_\_\_



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
HUGO ALBERT LUTHELI-ICC COMPLEX  
SOUTH AFRICA

**9. Request for proposals approved by:**

18/02/2016

Operations Director  
Nicolette Elia-Beissel

19/02/2016

SCM Compliance Officer  
Ritesh Ramkissoon

19/02/2016

SCM Manager  
Thenashree Naidoo

19/2/16

Financial Director  
Melanie Rambally

19/2/16

Chief Executive Officer  
Lindiwe Rakharebe

**10. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	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:

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)

**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:

<b>YES</b>	<b>NO</b>
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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**

