

**REQUEST FOR QUOTATION – IT 09/2017**

**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 Centre. 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 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 (but not limited to)**

- Execute a backup of the entire DALI lighting system (ICC Halls and Meeting rooms) to external storage.
- Repair system faults and errors highlighted by the controller.
- 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).
- Conduct performance and reliability testing of the entire DALI Lighting Control Network and report any failures to the Control Room.
- Ensure the integrity of the entire DALI software and hardware with confirmation tests.
- Perform log file maintenance and backups on the PLC (Programmable Logic Controller) system.
- Responsible for loading updates and security patches on the software as per best practices.
- Ensure best practices relating to security (both physical and logical) are implemented, reviewed and assured.
- To guide the Durban ICC with planning and forecasting of system improvements and enhancements.
- Attend meetings onsite with representatives of the Durban ICC when required by the Durban ICC.
- Attend to breakdowns or faults within 4 hours for items deemed business critical or urgent on a 24/7 basis.
- Supply parts and services related to the contract when required at the markup stipulated in the pricing page.

**4. Mandatory Requirements**

Does the service provider comply with the following mandatory requirements? Please acknowledge as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The contractor will need to be a certified systems integrator with building automation experience. (<b>Attach proof</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>The contractor will need to have a solid knowledge of DALI networks. <b>Please attach two positive references</b> of clients serviced.</li> </ul>		
<ul style="list-style-type: none"> <li>The contractor must have a Durban based office within a 50km radius from the Durban ICC to ensure lead time is achieved.</li> </ul>		

Failure of the service provider to comply with all of the mandatory requirements as illustrated in schedule above will result in the submission being deemed non-responsive and evaluated further.

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.

**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.
- 5.8 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.
- 5.9 Please attach contact details / Business Card.

**6. Contact Person**

IT Manager - Preshan Haripershadh, Durban ICC  
 031 360 1344  
[preshanh@icc.co.za](mailto:preshanh@icc.co.za)



# DURBAN ICC

INTERNATIONAL EXHIBITION CENTRE  
PROBET ALBERT LEITHELF GAS CENTRE  
DURBAN SOUTH AFRICA

## 7. 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 **21<sup>st</sup> November 2016**.

## 8. Compulsory Pricing Schedule (form of offer)

Description	Amount
Cost <b>per month</b> to execute the services described in the scope of works (comprising of minimum 16 hours onsite per month) VAT excl.	R
VAT @ 14 %	R
Total monthly cost (Incl. VAT)	R
Annual cost (total monthly cost incl. VAT x 12 months)	R
Rate per hour for office hours (08h00 to 17h00) work not included in monthly service	R
Rate per hour for after hours (outside of 08h00 to 17h00) work not included in monthly service	R
Percentage mark up on spares (copies of all invoices to be supplied)	_____ %

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: \_\_\_\_\_

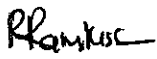
Date: \_\_\_\_\_


Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

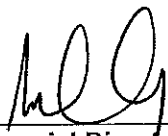


9. Request for proposals approved by:

 9/11/2016  
\_\_\_\_\_  
Facilities Director  
Jerry Craig Hurter

 09/11/2016  
\_\_\_\_\_  
SCM Compliance Officer  
Ritesh Ramkissoon

 09/11/2016  
\_\_\_\_\_  
SCM Manager  
Thenashree Naidoo

 10/11/16  
\_\_\_\_\_  
Financial Director  
Melanie Rambally

 10/11/16  
\_\_\_\_\_  
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 Municipal Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
 (of person authorised to sign on behalf of the Tenderer)



## 12. MBD 4 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.

<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? 

YES	NO
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 If yes, furnish particulars:

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12.3.9 Have you been in the service of the state for the past twelve months? 

YES	NO
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 If yes, furnish particulars:

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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? 

YES	NO
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 If yes, furnish particulars:

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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? 

YES	NO
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 If yes, furnish particulars:

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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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**DURBAN ICC**  
INTERNATIONAL CRICKET COUNCIL  
INANGENI ROBERT LUTUMU TSOLOPHELE  
SOUTH AFRICA

**13. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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

