



DURBAN ICC

INTERNATIONAL CONVENTIONS CENTER
HENDERSON ROAD, DURBAN, SOUTH AFRICA

REQUEST FOR QUOTATION – IT 10/2017

INET SEVEN BMS (BUILDING MANAGEMENT SYSTEM) ACCESS CONTROL MAINTENANCE, REPAIR AND SUPPLY CONTRACT (12 MONTHS)

1. Background

The Durban ICC is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 15 times.

The Durban ICC makes use of an extremely extensive INET Seven computerised building management system which extends from lighting and access to roller door operation.

2. Purpose of the Request for Quotation

The Durban ICC requires suitably experienced and qualified service providers to maintain and repair the Access control system for a 12 month period.

3. Scope of works

- Test and repair defects, malfunctions or faults reported by the control room for all onsite INET Seven controller units (faults deemed not business critical by the Durban ICC will be scheduled to be repaired during the monthly service)
- Clean INET Seven controller unit housings and cabinets to ensure uninterrupted dust free operations
- Test and repair defects or malfunctions for all door locking mechanisms managed by INET Seven system
- To ensure both INET control workstations and all associated infrastructure have executed a complete system backup onto an external hard drive
- Perform required maintenance to INET Seven system database
- Test and repair defects or malfunctions for INET Seven software ensuring system integrity
- To plan and deploy the latest stable updates INET Seven software once compatibility has been verified. An option to restore the system to the previous configuration must be available to revert to should the deployment fail.
- Log all defects in a defect logbook which is to be kept in the control room
- Conduct performance and reliability testing of the entire INET Seven Network and report any failures to the Control Room
- To test and ensure the integrity of the INET database and related data.
- Perform log file maintenance on the INET Seven system
- 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 mark-up stipulated in the pricing page (Copies of supplier invoices to be supplied at all times in order to verify mark-up.)
- Report any abuse to the system or security breaches to the Durban ICC
- Provide the Durban ICC with a monthly report containing details on the works undertaken for the month in line with the scope of works listed

4. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> • The service provider must have experience of managing sites and projects of the similar scope. Attach two positive references from clients serviced. 		
<ul style="list-style-type: none"> • The contractor will need to be a certified INET Seven systems integrator with building automation experience. Attach proof 		
<ul style="list-style-type: none"> • The contractor must have a Durban based office (within 50km from the Durban ICC) with a competent team to execute the services listed above. 		

Please note:

- Failure to comply with **all** of the mandatory requirements as illustrated in the schedule above will result in the service provider being deemed non-responsive and not evaluated further.
- 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). 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.



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
100 WEST ALBERT LUTHELIANUS SQUARE
DURBAN
SOUTH AFRICA

6. Contact Person

Preshan Haripershadh, Durban ICC
031 360 1344
preshanh@icc.co.za

7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on the **16th November 2015 at 11h00**. Contractors are to meet Kelvin Dorasamy at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

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 the 23rd November 2016**.

9. Compulsory Pricing Schedule (form of offer)

	AMOUNT
Cost per month to execute the services described in scope of works (comprising of minimum 16 hours onsite per month) VAT excl.	R
VAT @ 14 %	R
Total monthly cost (VAT incl.)	R
Annual cost (total monthly cost VAT incl. 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)	_____ %


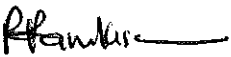

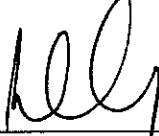

Signature: _____ Date: _____

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.

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



10. Request for proposals approved by:

 10/11/2016 Facilities Director Jerry Craig Hurter
 11/11/2016 SCM Compliance Officer Ritesh Ramkissoon
 11/11/2016 SCM Compliance Manager Thenashree Naidoo
 11/11/16 Finance Director Melanie Rambally
 11/11/16 Chief Executive Officer Lindiwe Rakharebe



DURBAN ICC

115 LEGISLATIVE PARKWAY - SUITE 110
PHOENIX, ARIZONA 85004
PHOENIX, ARIZONA 85004
SECURITY SECTION

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 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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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)

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.

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?
If yes, furnish particulars:

YES	NO
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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?
If yes, furnish particulars:

YES	NO
-----	----

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?
If yes, furnish particulars:

YES	NO
-----	----

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
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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

INTERNATIONAL INSTITUTE OF CONSTRUCTION LAWYERS
117A OCEAN DRIVE, DURBAN 4001
SOUTH AFRICA

14. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

