



REQUEST FOR QUOTATION – OPS 07/2017

PARKING MANAGEMENT SERVICES FOR A PERIOD OF TWO MONTHS

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 15 years. The Centre has also obtained certification from the International Organisation for Standardisation; in ISO9001 (Quality Management), ISO14001 (Environmental Management) and ISO22000 (Food Safety).

2. Purpose

The Durban ICC requires the services of a Parking Management Company to manage the parking, revenue collection and the automated car park management system and related equipment. This includes the provision of uniformed staff to oversee the entire management of the parking facility as well as a dedicated Parking Site Manager to manage personnel and equipment on site including fault reporting / logging and repairs.

The revenue collection in the past 3 years averaged approximately 4.6 million rand per annum. The revenue is collected on behalf of the Durban ICC and the appointed service provider is paid a set monthly service fee for the provision of such services, in accordance with the required scope of works.

The service provider will be responsible for the management of approximately 975 (Nine hundred and seventy five) undercover parking bays at the ICC, 150 (one hundred and fifty) parking bays at the South Plaza and 350 (three hundred and fifty) at the North Plaza situated at the Durban Exhibition Centre (DEC), twenty four hours a day, seven days a week, including Public Holidays.

The Service provider will also be responsible for the management and administration of tenant parking at the ICC and DEC. At the time of going to tender, the approximate number of tenants at the ICC and DEC are 122 and 81 respectively.

Over and above the parking areas within the Durban ICC (ICC & DEC) management of the Centrum site situated on the corner of Bram Fischer and Samora Michal, may be required on an ad hoc basis. Centrum allows for ± 1 000 cars.

3. Equipment on site

- 8 x Pay Stations
- 5 x Entry dispensers with intercoms
- 5 x Exit Stations with intercoms
- 1 x Computer Alarm screen with Sensor
- 1 x UPS
- 1 x Large CCTV monitor with all entries, exits and pay stations
- 1 x Black and white printer
- 16 X Note and coin safes
- 2 X Answering intercoms

4. Minimum Requirements

Please note:

- Failure to comply with **all** of the mandatory requirements illustrated in the schedule below will result in the service provider being deemed **non-responsive** and not evaluated further.
- Acknowledgement of the minimum requirements with the **intention to mislead** the tender evaluation is regarded as a fraudulent offence and may lead to the service provider being blacklisted.

Does the service provide comply with the minimum requirements? Please acknowledge as illustrated	YES	NO
	√	X
4.1 The Tenderer must ensure that the following items are included in the price that is submitted; <ul style="list-style-type: none"> ○ All staffing costs must include all managers, supervisors, controllers and rovers for a standard 24-7 operation Monday to Sunday. ○ The cleaning and maintenance of all equipment. ○ The price must also allow for wages and all direct and indirect costs of employment of staff at the Durban ICC site such as uniforms, sick leave, UIF and SDL levies, leave pay etc., there should be no hidden costs. ○ Staff must be paid in accordance with Bargaining council regulations as well as industry norms. 		
4.2 The service provider must attach proof of public liability insurance of minimum 5 million rand.		
4.3 The service provider must have substantial requisite experience in the field of parking management, servicing entities / parades having similar size and capacity as the Durban ICC. Please submit two (2) positive references from clients serviced (the references need to be on the clients letterhead).		

5. Required Scope of works (not limited to the following)

- Manage traffic flow at all times throughout the ICC and DEC.
- Maintain all parking signage and ensure that it, along with road markings is visible at all times and correctly placed to enhance traffic flow within the parking.
- Provide office equipment, coin counters and administration computers to perform the required services.
- Provide and manage a cash float of approximately R35, 000.00 (thirty five thousand) for the Pay-on-foot machines.
- All staff must be South African citizens or have valid permanent resident permits.
- All staff must be fully conversant (both verbally and written) in the English language and able to do basic mathematics (addition, subtraction, multiplication, division).
- Staff must wear branded uniforms whilst on shift and must be well groomed and presentable at all times, (this includes hygiene, posture & attire).
- All designated staff must be on site at all times during their allocated shifts.
- Should staff be absent for any reason a suitable replacement must be provided within 2hrs of the start of a shift.
- Any losses or damages incurred by the Durban ICC due to negligent behavior of staff will be for the account of the Tenderer.
- The Tenderer is required to provide job descriptions for each position clearly outlining the roles and responsibilities of such positions. Please attach an organogram, together with a two page CV for the key positions (refer to page 12)
- All staffs are to be photographed and documented. Staff will be issued with Durban ICC branded ID cards to be worn at all times while on site. (Current cost: R10 / Card).

- All personnel required must have no record of dishonesty either criminal or disciplinary. Personnel with criminal records will not be permitted to work at the Durban ICC under any circumstances. Tenderers are to ensure all staff have clean records prior to appointment. Regular checks must be done to ensure this is maintained within the 36 month contract.
- The Tenderer will be allocated an office situated at the entrance to the basement parking of the ICC, measuring approximately 20m². The upkeep of the office including all maintenance and repairs and cleaning will be the responsibility of the appointed service provider. The upkeep is to be as per Durban ICC quality standards.

6. Compulsory Pricing Schedule

- This pricing schedule will remain as the official Form of Offer / Tender Bid Price. No other pricing schedule will be accepted.
- The tender price needs to be valid / hold firm for a period of 2 months from date of official award.

Designation	Shift	Estimated Quantity	Monthly cost per designation	Total cost (Est. quantity x designation cost)
Site Manager	6am – 6pm	1	R	R
Supervisor – Day Shift (ICC)	6am – 6pm	2	R	R
Supervisor – Night Shift (ICC)	6pm – 6am	1	R	R
Controllers – Day Shift (ICC)	6am – 6pm	2	R	R
Controllers – Night Shift (ICC)	6pm – 6am	2	R	R
Rovers – Day Shift (ICC)	6am – 6pm	1	R	R
Rovers – Day Shift (DEC)	6am – 6pm	1	R	R
Rovers – Night Shift (ICC)	6pm – 6am	1	R	R
Monthly Management Fees				R
Total monthly cost (VAT excl.)				R
Vat at 14%				R
Total monthly cost (VAT incl.)				R

Please note:

- The category of staff required are approximate figures and may be subject to change based on business demand which is directly related to the magnitude of the events held at the Centre.
- The monthly cost per designation should be the charge out rate to the Durban ICC.
- An additional schedule can be submitted to detail a list of comprehensive services to support the monthly management fee amount. The schedule needs to correlate to the monthly management fee declared on the compulsory pricing schedule.
- There will be no contractual obligation extending beyond the 2 month period.



The Service provider identified in the signature block has examined the document and returnable schedules and by submitting this offer has accepted the conditions of tender.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within his/her personal knowledge and are to the best of his/her belief both true and offer to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning. The undersigned confirms that except where otherwise indicated the proposed minimum staff numbers are adequate to provide the required service.

NAME: (Block Capitals)

SIGNATURE: DATE:

(of person authorized to sign on behalf of the Service providers)

Note: Failure of a Service provider to complete and sign this form will invalidate the tender

7. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 7.1 Full name.
- 7.2 Identification or company or other registration number.
- 7.3 Tax reference number and VAT number, if any.
- 7.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 7.5 Valid BBBEE Certificate.
- 7.6 MBD 4 Declaration of Interest form must be completed.
- 7.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

8. Requirements to submit quotations

- 8.1 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.2 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.

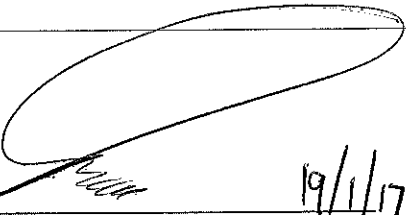

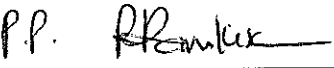
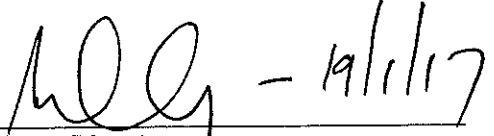

9. Contact Person

Etienne Erlank – Risk Manager
Tel: 031 360 1307
Email: etiennee@icc.co.za

10. 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 27th January 2017.

11. Request for proposals approved by:

 19/1/17 Acting Operations Director Mark Enslin
 19/01/2017 SCM Compliance Officer Ritesh Ramkissoon
 19/01/2017 SCM Manager Thenashree Naidoo
 - 19/1/17 Finance Director Melanie Rambally
 19/1/17 Chief Executive Officer Lindiwe Rakharebe



12. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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:** _____

13. Declaration of Municipals 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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<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)

14. MBD4 Declaration of Interest

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 14.3.1 Full name of bidder or his/her representative
 - 14.3.2 Identity number:
 - 14.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 14.3.4 Company Registration Number:
 - 14.3.5 Tax Reference Number:
 - 14.3.6 VAT Registration Number:
 - 14.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

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.

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

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 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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14.3.13 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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14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder