

REQUEST FOR QUOTATION – BS 17/2017

SERVICING OF SCHINDLER LIFTS FOR A PERIOD OF 8 MONTHS

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure ensuring our operations run optimally.

2. Purpose

The Durban ICC requires a registered lift servicing company to service eight (8) Schindler lifts currently in operation at the Centre.

3. 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 submit four (4) positive references servicing entities have similar size and capacity as the Durban ICC. 		
<ul style="list-style-type: none"> The service provider must submit proof of public liability insurance to a minimum value of R20 Million. 		
<ul style="list-style-type: none"> The service provider must employ qualified lift mechanics. Please attach a 2 page CV detailing work experience of the individuals who will be on site. 		
<ul style="list-style-type: none"> The service provider must have immediate access to genuine Schindler spares and carry a stock of critical spares. Proof must be submitted. 		
<ul style="list-style-type: none"> The service provider must have access to Schindler software programmes for fault finding on the units via laptops. Proof of the software programme must be submitted. 		
<ul style="list-style-type: none"> The service provider must have access to all special tools required for servicing the Schindler lifts and have access to connect maintenance and repair procedure manuals. 		
<ul style="list-style-type: none"> The service provider must be ISO accredited. Proof must be submitted. 		
<ul style="list-style-type: none"> The service provider must provide a fully comprehensive contract including a monthly service on each of the lifts according to the Schindler maintenance schedule for each lift The contractor must detail a list of all exclusions from the fully comprehensive contract and these will be included in the service level agreement. 		
<ul style="list-style-type: none"> The service provider must offer a 24 hour call-out service including emergency services. 		

4. Lift Specifications

Lift number	Official number	Manufactures	Date of construction	Rated load (kg)	Number of persons	Speed (m/s)	Number of car openings	Number of openings
A	DE-3693	Schindler	1997	1250	21	1	2	5
B	DE-3694	Schindler	1997	1600	21	1	1	3
C	DE-3695	Schindler	1997	1600	21	1	1	3
D	DE-3697	Schindler	1997	1600	21	1	1	3
E	DE-3696	Schindler	1997	1600	21	1	1	3
F	DE-3698	Schindler	1997	1600	21	1	2	4
G	DE-3699	Schindler	1997	1600	21	1	1	4
H	DE-3700	Schindler	1997	1600	21	1	1	4

Please note:

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Qualified Lift Technicians must be employed to carry out the repairs and maintenance.
- All necessary safety precautions and preventative measures must be adhered to at all times.

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.

6. Compulsory Pricing Schedule (Form of offer)

Lift	Official Lift number	Monthly service cost (VAT excl.)	VAT @ 14%	Monthly service cost (VAT Incl.)
A	DE-3693	R	R	R
B	DE-3694	R	R	R
C	DE-3695	R	R	R
D	DE-3697	R	R	R
E	DE-3696	R	R	R
F	DE-3698	R	R	R
G	DE-3699	R	R	R
H	DE-3700	R	R	R
Total monthly cost for the eight lifts (VAT Incl.)				R
Grand Total (total monthly cost for the eight lifts (VAT Incl.) x 8 months)				R

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

7. Contact Person

Siphiwe Khuzwayo– Acting Facility Director
 Tel: 031 360 1326
 Email: siphiwek@icc.co.za

8. **Closing Date**


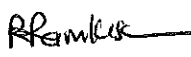

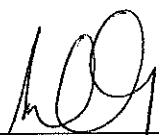

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 06 April 2017**.

9. **Compulsory Site Inspection**

Please note that a site inspection will be held at **10h30, on 31 March 2017**. Contractors are to meet Siphwe Khuzwayo at the ICC Foyer Reception Desk where they will be briefed and escorted to the area of work.

- *Failure to attend the compulsory site inspection will invalidate the bid submission.*

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

 _____ Acting Facilities Director Siphwe Khuzwayo
 15/03/2017 _____ SCM Compliance Officer Ritesh Ramkissoon
 15/03/2017 _____ SCM Manager Thenashree Naidoo
 20/3/17 _____ Finance Director Melanie Rambally
 20/3/17 _____ Chief Executive Officer Lindiwe Rakharebe



11. 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:** _____

12. 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"/> <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)

13. MBD4 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.

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.

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

