

**REQUEST FOR QUOTATION – OPS 22/2017**

**SUPPLY AND INSTALLATION OF GUARD HUTS**

**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 is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 18001 (Occupational Health and Safety).

**2. Purpose**

The Durban ICC requires a service provider for the Supply and Installation of Guard Huts.

**3. Minimum Product Specifications**

Does the product comply with the minimum specifications? Please acknowledge as illustrated	Yes	No
	✓	X
• Aluminium Zinc Coated Sheeting Huts (colorplus)		
• Wall height: approximately 2m		
• Roof Height: approximately 2.3m		
• Length and width : minimum 2,4m x 2,4m		
• The hut should incorporate aluminium glass windows (please state size of window and locations)		
• Toughened lockable door with handle		
• Concrete blocks for adjustable legs and stability		
• Please send a product catalogue / pictures of the proposed product		

*Failure to comply with the minimum product specifications, as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**4. Compulsory Pricing Schedule (Form of offer)**

Product Description	Quantity Required	Unit Cost	Amount (Quantity req. x Unit cost)
• Guard Hut as per specifications	Two Huts	R	R
• Installation cost	Two Huts	R	R
• Please state any additional costs			R
Please note: • There will be no upfront deposit			Total (VAT excl.) R
			VAT @14% R
			Total (VAT Incl.) 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: \_\_\_\_\_

**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.




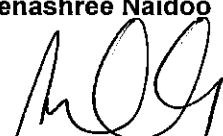
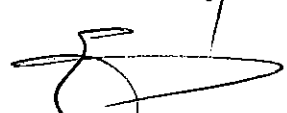
**6. Contact Person**

**Sindisiwe Portia Ndlovu:** Operations Administrator  
 Email: sindisiwepn@icc.co.za  
 Land Line: 031 360 1045

**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 **12:00 on 5<sup>th</sup> April 2017**.

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

	
Acting Operations Director Johannes Basi	
	17/03/2017
SCM Compliance Officer Ritesh Ramkisson	
	22/03/2017
SCM Compliance Manager Thenashree Naidoo	
	23/3/17
Finance Director Melanie Rambally	
	27/3/17
Chief Executive Officer Lindiwe Rakharebe	



9. 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: \_\_\_\_\_



**10. 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"/> <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"/> <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"/> <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"/> <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"/> <input type="text"/>
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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"/> <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 Service provider 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)



## 11. MBD 4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative .....
- 11.3.2 Identity number: .....
- 11.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 11.3.4 Company Registration Number: .....
- 11.3.5 Tax Reference Number: .....
- 11.3.6 VAT Registration Number: .....
- 11.3.7 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.

11.3.8 Are you presently in the service of the state?  YES  NO  
 If yes, furnish particulars: \_\_\_\_\_

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

11.3.10 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  
 If yes, furnish particulars: \_\_\_\_\_

11.3.11 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  
 \_\_\_\_\_

11.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  YES  NO  
 If yes, furnish particulars: \_\_\_\_\_

11.3.13 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  
 \_\_\_\_\_

11.3.14 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  
 \_\_\_\_\_



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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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