

**REQUEST FOR QUOTATION – BS 26/2017**

**CONCEPT DESIGN AND ESTIMATE COSTING FOR THE OPERATIONS HELP DESK**

**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 an engineer to scope, design and provide a high level cost estimation for the Operations Help Desk to be constructed within 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"> <li>• The prospective service provider must submit two (2) references from clients serviced, where similar projects have been undertaken.</li> </ul>		
<ul style="list-style-type: none"> <li>• The company must provide proof of public liability insurance to a minimum value of ten (10) million rand.</li> </ul>		
<ul style="list-style-type: none"> <li>• The prospective service provider must be registered with a professional body for their field of practice, e.g. Institute of Architects/Civil Engineers. <b>attach proof</b></li> </ul>		

*Please note: failure to acknowledge and fulfil all the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**4. Required scope of works (but not limited to)**

- Retrieval of data that will assist the scoping of the project
- Analysis of retrieved data
- Prepare concept design for the Operations Helpdesk.
- Prepare high level cost estimate for the complete project
- Incorporate feedback and revise concept drawings and cost estimate
- Prepare final concept document and high level cost estimate

## 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.

## 6. Contact Person

Siphiwe Khuzwayo– Acting Facility Director  
Tel: 031 360 1326  
Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

## 7. Compulsory Site Inspection

Please note that a site inspection will be held at **10h00, on 15<sup>th</sup> June 2017**. Contractors are to meet Siphiwe 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.*

## 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 23<sup>rd</sup> June 2017**.

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

Description	Hourly rate	Please specify estimated hours for completion	Total (hourly rate x est. hours)
9.1 Retrieval of data that will assist the scoping of the project.	R		R
9.2 Analysis of retrieved data.	R		R
9.3 Prepare technical briefing for the required information.	R		R
9.4 Prepare concept design for Operations Helpdesk.	R		R
9.5 Prepare high level cost estimate for the complete project.	R		R
9.6 Incorporate feedback and revise concept drawings and cost estimate.	R		R
9.7 Prepare final concept document and high level cost estimate.	R		R
Please state any additional costs:			R
Subtotal (VAT excl.)			R
VAT@14%			R
Grand Total (VAT Incl.)			R


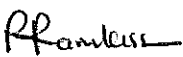

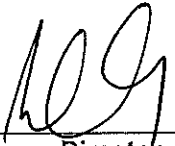

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: \_\_\_\_\_

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

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

10. Request for proposals approved by:

 07/06/2017
Acting Facilities Director Siphwe Khuzwayo
 07/06/2017
SCM Compliance Officer Ritesh Ramkissoon
 07/06/2017
SCM Manager Thenashree Naidoo
 7/6/17
Finance Director Melanie Rambally
 9/6/17
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 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:** \_\_\_\_\_

**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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<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)

### 13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....
- 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:

<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.

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**

