

REQUEST FOR QUOTATION – BS 32/2017

**SUPPLY OF LPG (LIQUID PETROLIUM GAS), INSPECT AND REPAIR GAS SYSTEM AT DURBAN ICC
FOR A PERIOD OF 12 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 an accredited service provider for the supply and delivery of LP gas and maintenance of the gas installations for a period of 12 months.

3. Conditions of contract

- 3.1 The two gas installations at the Durban Exhibition Centre belong to the current gas supplier. The newly appointed service provider will either need to purchase these gas installations or will need to install two complete new gas installations including manifolds, pigtails or flexible connectors, regulators and connectors.
- 3.2 Supply of LP gas on receipt of an official purchase order from the Durban ICC.
- 3.3 The service provider needs to charge in accordance with the regulated gas price.
- 3.4 The service provider needs to maintain the manifolds, pigtails or flexible connectors, regulators and connectors and other equipment that is part of the two gas installations at the Durban Exhibition Centre.
- 3.5 The cumulative cost of this contract will not exceed R200, 000.00 (two hundred thousand) VAT inclusive.
- 3.6 The service provider must ensure that all health and safety regulations and requirements are adhered to, during their period of service.
- 3.7 The service provider must have mandatory public liability cover of minimum one million rand. Please attach proof in your bid submission.

4. The Requirement for Registered Installers

In Terms of the Occupational Health and Safety Act, 1993, the Pressure Equipment Regulations require that all Gas installations must only be carried out by a competent person, registered by an organisation approved by the Chief Inspector of the Department of Labour.

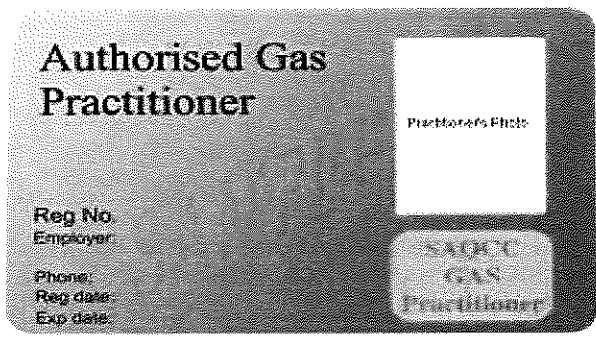
The South African Qualification & Certification Committee for Gas, (SAQCCGas) has been officially appointed and mandated by the Department of Labour to register gas practitioners, as competent within a specific scope of work.

LP Gas installers are required to undergo specific training and need to be registered with the South African Qualification and Certification Committee (SAQCCGas) on behalf of the Department of Labour.

Based on the above:

- 4.1 Installers are required to issue a Certificate of Conformity after completion and commissioning of a LP Gas installation and have to instruct the end-user on the safe operation of the installed appliance(s) and gas system, before handing over the installation.
- 4.2 The service provider needs to be an accredited SAQCCGas gas practitioner. Please submit proof of accreditation. Independent verification will be undertaken by the Durban ICC.

Sample of a card issued by SAQCCGas



The holder of this card is authorised to carry out work as:

This authorization is issued in terms of the Occupational Health and Safety Act (Act 85 of 1993)
If this card is found please post to: SAQCC Gas, P.O. Box 416, Pinegowrie, 2123
To verify any information on this card go to: www.saqccgas.co.za
or phone 011 866 9702

5. 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 The service provider must be CSD accredited. Please submit your CSD vendor number.

6. Contact Person

Siphiwe Khuzwayo: Acting Facilities Director
031 360 1326
Email: siphiwek@icc.co.za

7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **11 August 2017 at 10h00**. Contractors are to meet Siphiwe Khuzwayo at DEC Gate A 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 **12:00 on 18 August 2017**.

9. Compulsory Pricing Schedule (form of offer)


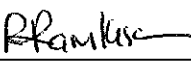

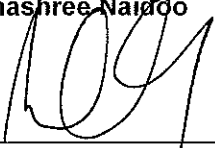
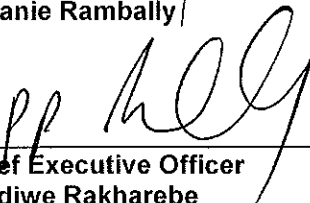
Description	Approximate quantity utilised within a 12 month period	Unit cost	Total (approx. quantity x unit cost)
48kg gas cylinder	45 cylinders	R	R

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: _____ ate: _____

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

10. Request for quotation approved by:

	03/08/2017
Acting Facilities Director Siphwe Khuzwayo	
	03/08/2017
SCM Compliance Officer Ritesh Ramkissoon	
	03/08/2017
SCM Manager Thenashree Naidoo	
	3/8/17
Finance Director Melanie Rambally	
	3/8/17
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"/> <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"/> <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"/> <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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/>
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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