

**REQUEST FOR QUOTATION – BS 02/2018**

**REPLACE DRIVE WHEELS FOR ESCALATOR FROM ICC BUSINESS CENTRE TO INFORMATION 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 to ensure the infrastructures in the various areas are correctly maintained.

**2. Purpose of the request for proposal**

The Durban ICC requires an experienced escalator engineering firm to repair the ThyssenKrupp escalator located at the Centre with particular attention to the replacement of the drive wheels.

**3. Mandatory Scope of Works (but not limited to)**

Does the service provider comply with the mandatory scope of works? Please acknowledge s indicated.	Yes	No
	✓	X
• Remove all steps		
• Dismantle handrail drive assembly		
• Remove drive wheels		
• Remove roller rubbers from each wheel		
• Inspect belt rollers for wear		
• Replace belt rollers if necessary		
• Fit new roller rubbers on each drive wheel		
• Re-assemble handrail drive assembly		
• Re-fit drive wheels		
• Test and commission escalator for operation		

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

**4. Minimum requirements**

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The service provider must <b>submit two (2) positive references</b> providing similar scope of works as those required by the Durban ICC.</li> </ul>		
<ul style="list-style-type: none"> <li>The service provider must submit proof of public liability insurance to a minimum value of R5 Million rand.</li> </ul>		
<ul style="list-style-type: none"> <li>The service provider must be or employ a qualified lift technician / mechanic. Please attach a 2 page CV detailing work experience of the individuals who will be working on site.</li> </ul>		

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

**Details of the escalator which requires repairs:**

Official number	Manufacturer	Date of installation	Floors served	Escalator width (mm)	Direction travel	Speed (MPS)	Type of escalator
DESC 339	ThyssenKrupp	02/05/1997	Business Centre to Information Desk	1000	Up	1	Velino

**Please note:**

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- 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 The service provider must be registered on the CSD database. Please submit proof of registration.

**6. Compulsory Pricing Schedule (form of offer)**

Description	Amount
• Remove all steps	R
• Dismantle handrail drive assembly	R
• Remove drive wheels	R
• Remove roller rubbers from each wheel	R
• Inspect belt rollers for wear	R
• Replace belt rollers if necessary	R
• Fit new roller rubbers on each drive wheel	R
• Re-assemble handrail drive assembly	R
• Re-fit drive wheels	R
• Test and commission escalator for operation	R
	Subtotal (VAT excl.) R
	VAT @ 14% R
	Grand Total (VAT Incl.) R

**Note:** The Durban ICC is not liable to make any deposit payments upfront.

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 Facilities Director  
 Tel: 031 360 1326  
 Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)


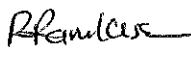

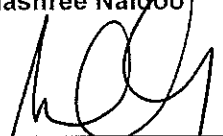

**8. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **15th September 2017 at 10h00**. Contractors are to meet Siphiwe Khuzwayo at Durban ICC reception, 3<sup>rd</sup> floor, where they will be briefed and escorted to the area of work.

**9. 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 **10h00, on 25<sup>th</sup> September 2017**.

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

	
_____ Acting Facilities Director Siphiwe Khuzwayo	
	08/09/2017
_____ SCM Compliance Officer Ritesh Ramkissoon	
	08/09/2017
_____ SCM Manager Thenashree Naidoo	
	8/9/17
_____ Finance Director Melanie Rambally	
	11/9/17
_____ 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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15.3.12 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**

