

4. Conditions of contract

- Monthly service (4 days per month required) to be conducted; where the following tasks (although not limited to), will be carried out:
 - Response to call outs:
 - o Emergencies must be within 2 hours and time period for repairs must be within 4 hours
 - o Ad hoc call outs before midday – response must be the same day and time period for repairs must be within 4 hours
 - o Ad hoc call outs after midday – response must be within 24 hours and time period for repairs must be within 4 hours.
 - Technician will ensure the system is fully operational.
 - Technician will check all hard drives on the servers and report any findings.
 - All cameras are available on the network.
 - All cameras are checked for focus.
 - All cameras shall conform to a minimum of a 30 day recording period.
 - All cameras are pointing in the correct direction.
 - All camera lenses are clean (picture clarity).
 - All outdoor housings are secure and sealed.
 - Physical check on all patch rooms and switches to ensure neatness and functionality.
 - Routine cleaning of lens covers will be performed as and when required.
 - Should the appointed company need the assistance of equipment such as Skyjack or Cherry Picker, it must be arranged beforehand.
 - All discrepancies on any camera will be verified by the duty CCTV controller, documented on the technician's service sheet before being rectified and adjusted accordingly.
 - A service sheet and checklist must be completed by the technician, and attached to the job card upon completion of the service. It will be signed by the Risk Manager to ensure that all cameras worked on, were checked.
 - Routine maintenance will be carried out in all patch rooms, risers and switch locations to ensure that the system is fully functional at all times.
 - The service provider will be required to attend monthly onsite relationship meetings with the Risk Manager and/or any representative from the Durban ICC.
 - The service provider needs to submit their supplier invoice to validate the mark-up on spares
 - The cost in the pricing schedule will be fixed for the duration of the 12 month contract.



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 from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 The service provider must be registered on the CSD database and EThekweni Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

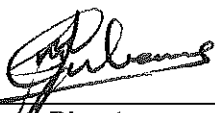

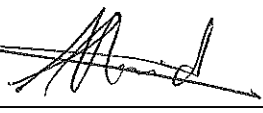


6. Contact Person

Sam Mbanjwa: Risk Manager
samm@icc.co.za
031 360 1307

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 12h00 on 12 September 2018.**

9. Request for proposals approved by:

 Operations Director Mduzuzi Ngubane
 03/09/2018 SCM Compliance Officer Ritesh Ramkissoon
 03/09/2018 SCM & Compliance Manager Thenashree Naidoo
 3/9/18 Finance Director Melanie Rambally
 3/9/18 Chief Executive Officer Lindiwe Rakharebe



10. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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: _____



11. 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"/>
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 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)

12.3.8 Are you presently in the service of the state?

YES	NO
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 If yes, furnish particulars:

12.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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12.3.10 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
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 If yes, furnish particulars:

12.3.11 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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12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES	NO
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 If yes, furnish particulars:

12.3.13 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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12.3.14 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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DURBAN ICC
INTERNATIONAL BUSINESS DEVELOPMENT
IMPACT INVESTMENT BOARD
SOUTH AFRICA

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder