

**RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 24/2018**

**SUPPLY AND FIT FIRE RETARDENT CANVAS CANOPY AT THE DURBAN ICC COFFEE SHOP**

**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 in the various areas so that our operations run optimally thereby ensuring efficient client service.

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

The Durban ICC requires a service provider to supply and fit a fire retardant Canvas Canopy at the Durban ICC coffee shop.

**3. 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 offer a written guarantee of minimum 12 months on workmanship and canvas installed.</li> </ul>		
<ul style="list-style-type: none"> <li>The canvas needs to be fire retardant. <i>Please submit specification sheet.</i></li> </ul>		
<ul style="list-style-type: none"> <li>The canvas needs to be minimum 900gsm, white material, or similar approved. <i>Please submit a sample of the Canvas for evaluation purposes (one metre squared in length)</i></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.

**4. Conditions of contract:**

- 4.1 The service provider must include all Health and Safety requirements and make provisions to access high level areas. The current height from coffee shop floor to metal structure is approximately 4 metres.
- 4.2 The service provider must have third party liability cover / workmanship cover of minimum one million rand or make provisions to acquire such cover should they be awarded the contract.
- 4.3 All material and overheads, such as fixing plates; aluminium extrusion, labour etc. must be supplied and quoted for by the service provider.
- 4.4 The service provider is permitted to submit a detailed pricing schedule, as an addendum, taking all overheads into account, should the compulsory pricing schedule on this bid document not be deemed comprehensive.
- 4.5 There should be no hidden costs and pricing will remain firm without the possibility of escalation.
- 4.6 The actual size of the Canvas will be agreed upon at the compulsory site inspection.

**5. Photos of metal structure requiring the Canvas.**



**6. Preconditions**

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 6.1 Full name.
- 6.2 Identification or company or other registration number.
- 6.3 Tax reference number and VAT number, if any.
- 6.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 6.8 The service provider must be registered on the CSD database and EThekwini 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>

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

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**7. Contact Person**

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

**8. Compulsory site inspection**

Please note that a site inspection will be held at **10h00 on 12<sup>th</sup> October 2018**. Contractors are to meet Siphwe 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.**

**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 **12h00 on 19<sup>th</sup> October 2018**.

**10. Compulsory pricing schedule (official form of offer)**

Description	Cost (VAT excl.)	VAT @ 15%	Total (VAT Incl.)
• Supply 900gsm, white material, or similar approved	R	R	R
• Supply fixing plates	R	R	R
• Supply aluminium extrusion	R	R	R
• Labour (total)			
Please state any additional costs / scope of works			R
		<b>Grand Total</b>	R


I.....being duly authorised 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

11. Request for proposals approved by:

 04/10/18
<hr/> <b>Acting Facilities Director</b> Siphilwe Khuzwayo
 04/10/2018
<hr/> <b>SCM Compliance Officer</b> Ritesh Ramkisson
 05/10/2018
<hr/> <b>SCM Manager</b> Thenashree Naidoo
 5/10/18
<hr/> <b>Finance Director</b> Melanie Rambally
 5/10/18
<hr/> <b>Chief Executive Officer</b> Lindiwe Rakharebe



**12. 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:**



**14. MBD4 Declaration of Interest**

- 14.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 14.3.1 Full name of bidder or his/her representative .....
  - 14.3.2 Identity number: .....
  - 14.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 14.3.4 Company Registration Number: .....
  - 14.3.5 Tax Reference Number: .....
  - 14.3.6 VAT Registration Number: .....
  - 14.3.7 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.

14.3.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 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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14.3.13 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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14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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

