

**REQUEST FOR QUOTATION – BS 14/2019**

**REPAIR ROOF SHEETING FOR HALL 6 AT THE DURBAN EXHIBITION CENTRE**

**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.

**2. Purpose**

The Durban ICC requires a service provider to repair the roof sheeting in Hall 6 of the Durban Exhibition Centre.

**3. Conditions of Tender**

**3.1 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 have minimum 3 years’ requisite experience directed at roof repairs and installation. Please attach 1 reference from clients previously serviced which had a minimum contract value of one hundred thousand rand.</li> </ul>		
<ul style="list-style-type: none"> <li>Service provider must offer a written guarantee of a minimum 24 months on the work performed.</li> </ul>		
<ul style="list-style-type: none"> <li>The service provider must specify methodology and product that will be used to repair the roof. Please attach the methodology and manufacturers specifications of the product to be used.</li> </ul>		

**3.2 Mandatory Scope of Works**

Does the service provider comply with the mandatory scope of works? Please acknowledge s indicated.	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>Supply and install temporary roof ladders/safety lines to gain access to the roof and remove on completion</li> </ul>		
<ul style="list-style-type: none"> <li>Strip the existing IBR roof sheeting, ridge capping, side cladding and safely dispose off-site.</li> </ul>		
<ul style="list-style-type: none"> <li>Supply and install new IBR colour one side grey sheeting fixed with class 3 buildex fasteners and neoprene based bonded washers.</li> </ul>		
<ul style="list-style-type: none"> <li>Supply and install new 210mm x 210mm barge caps and 460mm girth ridge capping.</li> </ul>		

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

**4. Additional conditions of contract**

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- All necessary safety precautions and Health and Safety requirements must be adhered to at all times. A safety file will have to be compiled at the service providers own cost and expense and handed over to the Durban ICC before commencement of work.
- The service provider must make provision to access of hard to reach areas.
- It is the service provider's responsibility to measure the surface area of the roof to ensure that the quote matches the requirements of the areas shown during the compulsory site inspection.
- Any additional work that is not included in the scope of work will have to be quoted for and approved prior to the proceeding with work. This may be necessary if other damage on the roof is discovered during the process of repairing.
- The Durban ICC is not obligated to the appointed service provider to undertake the additional work and may test the market to ensure value for money is being achieved.
- There will be no upfront payment
- The service provider must have or intend acquiring third party liability insurance / workmanship insurance to a minimum value of two Million rand, prior to contract commencement.
- The site is to be kept clean and tidy. Cost of cleaning will be for the service provider's account.

## 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 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)

## 6. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **18<sup>th</sup> June 2019 at 10h00**. Contractors are to meet Sipiwe Khuzwayo at the Durban ICC reception area, second floor, 45 Bram Fischer Road, Durban.

- All suppliers must arrive on time
- Suppliers who arrive late will not be considered.
- All suppliers will have to sign a compulsory site inspection register and will thereafter be escorted to the areas of work.
- It's advisable that the individual/s attending the compulsory site inspection have sufficient requisite experience to grasp the scope of works required for this particular project undertaking.
- Should the individual representing the company not be knowledgeable, the information discussed at the compulsory site inspection may not be transferred comprehensively to the company, which may result in the quote being misstated.
- Alterations to quotations are not allowed and no price escalations will be entertained.
- Failure to attend the compulsory site inspection will result in the service providers bid submission being deemed non-responsive.

**NB. Suppliers are encouraged to do their own measurements to ensure accuracy of quotes.**

**7. Closing Date**

Quotations, together with this document, 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 21 June 2019**.

**8. Contact Person**

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

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

Description	UOM	Quantity	Rate per UOM	Amount (Quantity x rate)
• Supply and install temporary roof ladders/safety lines to gain access to the roof and remove on completion and install temporary roof ladders/safety lines to gain access to the roof and remove on completion	each	1	R	R
• Remove damaged steel badges and flashings.	m	97	R	R
• Install new pop-rivets on all roof sheeting joints and apply acrylic waterproofing on all pop-rivets to prevent water ingress.	each	120 000	R	R
• Replace ridge flashing (450mm girth).	m	97	R	R
• Replace barge flashing (550mm girth).	m	44	R	R
• Replace board flute closure.	m	193	R	R
• Waterproof all roof sheet joints to prevent water ingress.	m	216	R	R
• Remove all waste and discard off site				R
• Paint the entire roof area once all repairs have been completed				R
• Please state any additional costs				R
			Subtotal (VAT excl.)	R
			VAT @ 15%	R
			Grand Total (VAT Incl.)	R



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
BROAD ALBERT LECHUO ROAD WILEY  
DURBAN 4013

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.

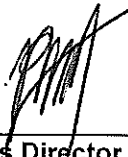
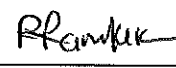
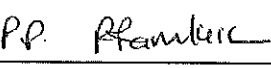
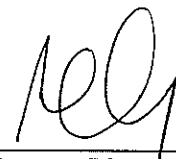

**Signature:**

**Date:**

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



10. Request approved by:

<p>P.P.  12/06/2019 PRESHAR . H.</p> <hr/> <p><b>Acting Facilities Director</b> Siphiwe Khuzwayo</p>
<p> 12/06/2019</p> <hr/> <p><b>SCM Compliance Officer</b> Ritesh Ramkissoon</p>
<p>P.P.  12/06/2019</p> <hr/> <p><b>SCM Manager</b> Thenashree Naidoo</p>
<p> 13/6/19</p> <hr/> <p><b>Finance Director</b> Melanie Rambally</p>
<p> 14/6/19</p> <hr/> <p><b>Chief Executive Officer</b> Lindiwe Rakharebe</p>



**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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

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

