



## **REQUEST FOR QUOTATION –BS 17/2019**

### **SERVICING AND MAINTENANCE OF THE WATER TREATMENT SYSTEMS FOR A PERIOD OF 12 MONTHS (COMMENCING 01 NOVEMBER 2019)**

#### **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**

The Durban ICC requires a service provider to service and maintain the water treatment systems for a period of 12 months. The service will entail the provision of water treatment chemicals, equipment and the maintenance thereof within the ICC Building, the Arena and the Durban Exhibition Centre Complex.

#### **3. Mandatory scope of works**

##### **3.1 Water treatment specification for general HVAC Systems.**

###### Summary

- Provide complete chemical water treatment for the systems as listed in this document.
- Provide chemicals as required to control scale, corrosion, biological fouling and biological foaming.

###### Quality Assurance

- The service provider for water treatment chemical and service shall be a recognised specialist, active in the field of industrial water treatment for the last ten (10) years, whose major business is in the field of water treatment.
- The service provider must have water analysis laboratories, development facilities and a service department as well as full time service personnel located within the geographical area of the Durban ICC.

###### Record Documents

- Water analysis – The service provider must submit a copy of the water analysis to illustrate water quality available at each of the treatment areas.
- Field Test Reports – The service provider shall indicate and interpret results for compliance with performance requirements.

##### **3.2 Products**

###### General

- Introduce chemicals treatment through bypass feeder when required or indicated by test.
- Open Loop System – Condenser Water Piping: Pump sequestering agent and corrosion inhibitor from the solution tank into the condenser water supply to the cooling towers.

- Intermittently feed biocide to condenser water to achieve a toxic level of the chemical, to kill the organisms present.
- Activate chemical solution pump via the water meter which is connected via the make-up water line to the cooling tower when condenser water pumps are running.
- Closed Loop System – Chilled Water Piping: Supply corrosion inhibitor and biocides to chilled water to achieve a toxic level of chemicals to kill the organisms present and prevent corrosion. Ensure chemical levels are correct at all times.

### **3.3 Performance requirements:**

- Maintain water quality for HVAC systems that controls corrosion and build-up of scale and biological growth for maximum efficiency of installed equipment without posing a hazard to operating personnel or the environment.
- Base chemical treatment performance requirements on the quality of water at the Durban ICC, the HVAC equipment materials and the operating requirements of the maintenance personnel.
  - Conductivity: 1500-1600 mmhos (1500 – 1650 umhos)
  - Acceptable PH: Not less than 8 or greater than 9.5

### **3.4 Chemical Treatment Test Equipment**

- Test Kit: Manufacturer recommended equipment and chemicals, in a carrying case, for testing PH, total dissolved solids, biocount, chloride, and total alkalinity and for calcium hardness field tests.
- Corrosion Test Coupon Assembly: Constructed of corrosion material, complete with piping, valves and mild steel and copper coupons. Locate copper coupon downstream from mild steel coupon in the test coupon assembly.
- Four station rack for open condenser water systems.

### **3.5 Chemicals**

- Biocide: Chlorine release agents or microbiocides.
- Open-loop Condenser Water Piping Chemicals: Sequestering agent to inhibit scaling, acid to reduce alkalinity and PH, corrosion inhibitor and biocide.

### **3.6 Required frequency of maintenance**

- Frequency of service calls – Monthly
- Frequency of water analysis – Monthly
- Frequency of Legionella Testing – Bi-annually
- Frequency of special analysis – On request

**4. Equipment to be treated on monthly service calls:**

<b>4.1 Durban ICC</b>	
• Main Chilled Water Plant	3 X Baltimore Cooling Towers
• Main chilled Water Plant	1 x closed loop chilled water system
<b>4.2 Durban ICC Arena</b>	
• Main Chilled Water Plant	4 X Baltimore Cooling Towers
• Main chilled Water Plant	1 x closed loop chilled water system
<b>4.3 Durban Exhibition Centre</b>	
• Hall 1 exhibition hall	2 X Evapco Cooling Towers
• Hall 2 exhibition hall	2 X Evapco Cooling Towers
• Coast of Dreams / Mystrals	1 X Evapco Cooling Tower
• Coast of Dreams / Mystrals	1 x closed loop chilled water system.
• Hall 6	1 X Baltimore Cooling Tower
• Hall 6	1 x closed loop chilled water system

**5. Mandatory Requirements**

<b>Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated</b>	<b>Yes</b>	<b>No</b>
	<b>✓</b>	<b>X</b>
<ul style="list-style-type: none"> <li>• The required services need to be carried out /managed by a qualified water technologist, with minimum five years requisite experience directed at performing water treatment services for large entities.</li> <li>• Attach two (2) positive references from clients serviced by the water technologist</li> <li>• Attach a detailed CV of the water technologist / accolades /additional qualifications</li> <li>• Attach the organogram and short CV's of the task team that will be assigned at the Durban ICC premises including their respective duties to be carried out for this particular contract.</li> </ul>		

***Failure to comply with the above mentioned mandatory requirements will result in the service provider being deemed non-responsive and not evaluated further.***



**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.

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

**EThekwinini 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. Compulsory Pricing Schedule (official form of offer)**

Details	Total
• Service <b>Durban ICC</b> Assets as per requirements in schedule 4 as per the required frequency	R
• Service <b>Durban ICC Arena</b> Assets as per requirements in schedule 4 as per the required frequency	R
• Service <b>Durban Exhibition Centre</b> Assets as per requirements in schedule 4 as per the required frequency.	R
<b>Total monthly cost (VAT excl.)</b>	R
<b>VAT @ 15%</b>	R
<b>Total monthly cost (VAT Incl.)</b>	R
<b>Annual cost (total monthly cost VAT incl. x 12 months)</b>	R
Percentage mark-up on spares	_____ %



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**

## 8. Conditions of contract

### 8.1 Liability Insurance

- The service provider must have or intend acquiring public liability cover / workmanship insurance of minimum one million rand (R1, 000, 000.00) prior to contract commencement. Proof of insurance must be handed over to the Executive of the Facilities department.

### 8.2 Warranty

- The appointed service provider must provide a written warranty of minimum 12 months on all remedial work undertaken.
- Inferior workmanship needs to be corrected within 2 days from date of complaint. Failure to remedy will result in payment being withheld.

### 8.3 Pricing

- The monthly cost and mark-up on spares will remain firm for a period of 12 months from date of commencement of contract.

### 8.4 Spares

- The service provider must submit the cost for the spares from their supplier prior to acceptance by the Durban ICC.
- The Durban ICC reserves the right to test the market to ensure that the costs of the spares are market related, prior to acceptance.
- Should the cost of the spares be inflated in comparison to market related pricing, the Durban ICC reserves the right to purchase the spare in their own capacity and not obligated to the appointed service provider.

### 8.5 Payment

- There will be no upfront deposit; payment is made within 30 days from statement received.

### 8.6 Contract term

- The contract will commence on 01 November 2019, for a period of 12 months.
- There will be no automatic extension of contract post expiry date

**9. Contact Person**

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

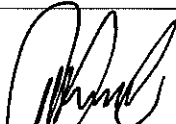



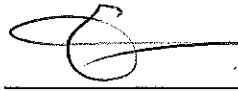
**10. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **23<sup>rd</sup> August 2019 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.

**11. 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 30<sup>th</sup> August 2019**.

**12. Request approved by:**

 12/08/2019 <hr/> <b>Facilities Director</b> <b>Siphiwe Khuzwayo</b>
 12/08/2019 <hr/> <b>SCM Compliance Officer</b> <b>Ritesh Ramkissoon</b>
 <hr/> <b>SCM Manager</b> <b>Thenashree Naidoo</b>
 13/8/19 <hr/> <b>Finance Director</b> <b>Melanie Rambally</b>
 13/8/19 <hr/> <b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>

13. **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. 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"/>
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"/>
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"/>
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"/>
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"/>
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"/>

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)





**15. MBD4 Declaration of Interest**

- 15.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 15.2 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.
- 15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 15.3.1 Full name of bidder or his/her representative .....
  - 15.3.2 Identity number: .....
  - 15.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 15.3.4 Company Registration Number: .....
  - 15.3.5 Tax Reference Number: .....
  - 15.3.6 VAT Registration Number: .....
  - 15.3.7 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.

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

YES	NO
-----	----

---



---

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

YES	NO
-----	----

---



---

15.3.10 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
-----	----

---



---

15.3.11 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
-----	----

---



---

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
-----	----

---



---

15.3.13 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
-----	----

---



---

15.3.14 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
-----	----

---

**16. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

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

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

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

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

