

REQUEST FOR QUOTATION – BS 20/2019

GREEN STAR CERTIFICATION FEASIBILITY ASSESSMENT FOR DURBAN ICC COMPLEX (ICC, ARENA AND 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 Durban ICC pursue a Green Star Existing Building Performance (EBP) rating through the Green Building Council of South Africa.

2. Purpose

The Durban ICC requires a Green Star SA accredited service provider to undertake the feasibility assessment (gap analysis) and final Green Star rating, for the Durban ICC Complex.

3. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
3.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar projects have been undertaken.	✓	X
3.2 The prospective service provider must be a Green Star SA accredited and registered professional. Proof <i>must</i> be submitted together with the bid document.		

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

4. Mandatory scope of works and Official form of offer

Mandatory scope of works	Cost
<ul style="list-style-type: none"> - Perform a feasibility study and eligibility assessment (gap assessment) which includes Energy and Water benchmarking based on the framework used by the Green Star SA rating tool, to establish current rating obtainable. - Develop a report and scorecard based on the findings of the feasibility and eligibility assessment. - Provide recommendations, time frames and costs to achieve the desired 6-Star Green Star certification. - Facilitation, coordination and compilation of a Green Star Existing Building Performance (EBP) submission to the Green Building Council of South Africa (GBCSA) for certification, including all relevant building audits to achieve desired 6-Star Green Star rating. 	R

Mandatory scope of works	Cost	
Please state any additional costs:	R	
<i>The service provider is allowed to submit a detailed pricing schedule on their letterhead, provided there is no monetary discrepancy with the official form of offer, as acknowledged herein.</i>	Total cost (VAT Excl.)	R
	VAT @ 15%	R
	Total cost (VAT incl.)	R

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

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

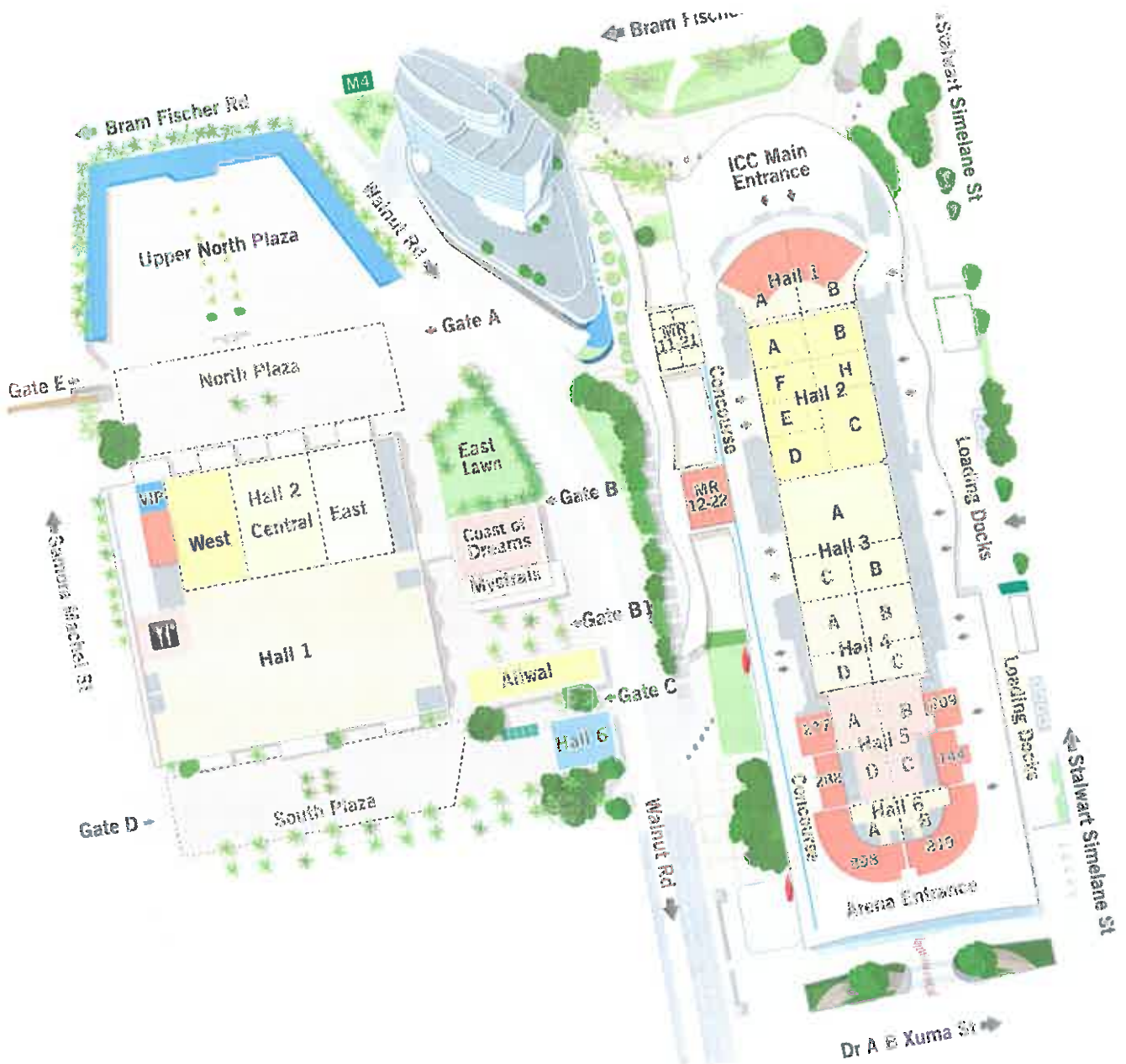
6. **Contact Person**

Siphiwe Khuzwayo– Facility Director
Tel: 031 360 1326
Email: siphiwek@icc.co.za

7. **Additional information which will assist in compiling and submitting a fair proposal**

Some of the Greening Initiatives at the Durban ICC Complex:

- The Durban ICC offers the largest flat floor, column-free multi-purpose event space in Africa. Incorporating the Durban ICC, Arena and Durban Exhibition Centre, the complex offers 112,000m² of flexible exhibition and meeting space.
- The world-class, high-tech design of the Durban ICC building itself incorporates green elements such as large glass facades for natural lighting, reducing the need for artificial lighting, and energy saving escalators which only activate when stepped on. In addition, the Centre utilises energy-efficient air-conditioning systems which builds up ice overnight, which is used to cool the building the following day.
- Durban ICC utilise energy efficiency rated 'A' commercial culinary ovens and equipment.
- Indigenous landscaping is a feature of the Durban ICC, with the majority of plants local to KwaZulu-Natal, limiting the reliance on irrigation. The Durban ICC's water use profile is low for a building of its size. The installation of sensor taps in the bathrooms prevents water waste and even its toilets have been converted to a more efficient water usage system.
- Other environmentally responsible measures which the Centre has implemented include the use of biodegradable cutlery and food containers whenever possible and the move away from using tablecloths in its conference offering.
- The Durban ICC has also implemented a stringent waste separation policy which aims to achieve the maximum possible volume of waste being sent for recycling. The last assessment indicated that more than 40% of the waste generated at the complex was recycled.
- The Durban ICC and DEC buildings have recently undergone an energy efficiency retrofit, which includes the latest in lighting technology. This retrofit is anticipated to reduce the energy requirements of the complex by approximately 7% of the current total demand.





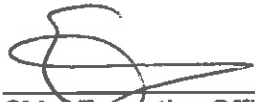


Layout of the Durban ICC Complex:

8. 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 28th November 2019**.

9. Request approved by:

	14/11/2019
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Facilities Director Siphwe Khuzwayo	
	14/11/2019
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SCM Compliance Officer Ritesh Ramkissoon	
	14/11/2019
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SCM Manager Thenashree Naidoo	
	19/11/19
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Finance Director Melanie Rambally	
	19/11/19
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Chief Executive Officer Lindlwe Rakharebe	



10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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"/>

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)

12. MBD4 Declaration of Interest

- 12.1 No bid will be accepted from persons in the service of the state¹.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 12.3.1 Full name of bidder or his/her representative
- 12.3.2 Identity number:
- 12.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 12.3.4 Company Registration Number:
- 12.3.5 Tax Reference Number:
- 12.3.6 VAT Registration Number:
- 12.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ 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.

² "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.

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

YES	NO
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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?
If yes, furnish particulars:

YES	NO
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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?
If yes, furnish particulars:

YES	NO
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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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder