



REQUEST FOR QUOTATION – CUL 01/2020

MANUFACTURE AND SUPPLY OF MOBILE KITCHEN TRAILER

1. Background


The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The centre has also obtained certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and OHSAS 18001 (Occupational Health and Safety Management) which has to be maintained and are audited annually by the SABS (South African Bureau of Standards).

2. Purpose

The Durban ICC requires a service provider for the once off manufacturer and supply of two mobile kitchen trailers to be used for risk catering, during events.

3. Mandatory Specifications

Does the mobile trailer comply with the minimum specifications? Please acknowledge as illustrated	Yes	No
	✓	X
• Approximate Size: 3.5m (L) x 2.4m (W) x 2.2m (H) or similar approved		
• Body type: Insulated aluminium panel		
• Electrical: External 380V socket, 2 x 220V wall sockets easy access ,not hinder space		
• LED Internal Lighting (minimum 4 x energy saving down lighters)		
• 2 x LED External Lighting (2 x 30w SMD's with minimum 30 000 hours lifespan)		
• Gas: Piping lines and 2 x 12kg Gas bottles with the outdoor cage (Lockable)		
• Internal: approximately 2.5m extraction covering all cooking equipment (stainless steel)		
• Lockable roller service Hatch (approximately 1m x 1m) with strong safe support catch		
• Trailer to include two tyres to handle a total weight of approximately 1 ton		

Does the mobile trailer comply with the minimum specifications? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> Adjustable Stabilizing Legs at the front and back of trailer 		
<ul style="list-style-type: none"> Rear door for entry and exit with clap to hold door open 		
<ul style="list-style-type: none"> The internal flooring should be covered by checker plate with a 45% hump alongside the ends of the trailer to prevent dirt collection. 		
<ul style="list-style-type: none"> Stainless steel splash on the wall (1m x 1m splash) 		
<ul style="list-style-type: none"> The main structure should be made with the combination of stainless steel and aluminium for food safety (Counter top compulsory s/steel 2000m x 600mm) 		
<ul style="list-style-type: none"> Spare wheel. 		
<ul style="list-style-type: none"> All necessary signage to be displayed, as per the fire regulations. 		
<ul style="list-style-type: none"> Trailer to include 2 x 9kg fire extinguishers 		
<ul style="list-style-type: none"> Trailer to include 2 x 600mm aluminium windows (white in colour). Location to be approved by the Durban ICC 		
<ul style="list-style-type: none"> Roof to include a ventilation hatch (600mm) 		
<ul style="list-style-type: none"> Removable mobile stainless steel steps to access the trailer from the rear entry door 		

- The following equipment must be supplied together with the trailer:
 1. Flame Griller - four Burners
 2. Single Deep Fat Fryer
 3. Water Tanker 100 Litres
 4. Food and Beverage Under-counter Fridges
 5. Chefs working Station
 6. Three Food Warmers (Deeper)
 7. Hygiene station with running water and paper towel with two sinks
 8. Front facing of trailer must have paint chalk board in black to display written menu

- The service provider is required to submit the product catalogues of the equipment as illustrated above, for the purposes of the evaluation.

Please note: failure to comply with all of the mandatory specifications, as illustrated in the scheduled above will result in the service provider being deemed non-responsive.

Sample picture

Please note: final product to be customised to Durban ICC requirements.



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

Description	Unit cost	Estimated quantity	Total (unit cost x est. quantity)
• Manufacture and supply food trailer as per requirements	R	2	R
• Flame Griller - Four Burners	R	2	R
• Single Deep Fat Fryer	R	2	R
• Water Tanker 100kg	R	2	R
• Food and Beverage Under-counter Fridges	R	2	R
• Chefs working Station	R	2	R
• Three Food Warmers (Deeper)	R	2	R
• Hygiene station with running water and paper towel with two sinks	R	2	R
Total (VAT Excl.)			R
VAT @ 15%			R
Total (VAT Incl.)			R

I.....being duly authorized thereto by To 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 to complete the compulsory pricing schedule in its entirety and sign off the official form of offer, will invalidate the quotation

5. Conditions of contract

5.1 Warranty

- The appointed service provider must provide a written warranty of minimum 12 months on the trailer and all equipment supplied.

5.2 Payment

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

5.3 Trailer manufacture

- The trailer must be manufactured off-site and only the complete product must be delivered to the Durban ICC
- The trailer must be built to comply with all Roadworthy specifications of the Road Traffic Act 93 of 1996, any related regulations and local bylaws.

5.4 Ready-Made Trailer

- The service provider is permitted to quote on a ready-made trailer provided the specifications of the trailer are in line or exceeds the mandatory specifications. In this instance, the service provider is required to submit the detailed specifications / catalogue of the ready-made trailer for the purposes of the evaluation.

5.5 Certificate of compliance

- The service provider is required to submit the COC (certificate of compliance) document for all Structural, Electrical and Gas works (Fire Department and Gas Installation compliance) prior to acceptance of the food trailer by the Durban ICC.

5.6 Quantities

- The quantity of items requested may be subject to change at the time of order, based on Durban ICC budget availability.

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 from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed



6.7 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://ethekwivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

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

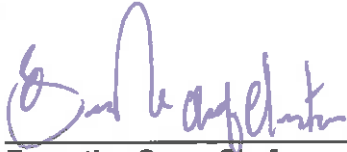
7. Contact Person

Clinton Bonhomme (Executive Sous Chef)
Tel: +27 31 3601046
ClintonB@icc.co.za

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 24th February 2020.**


9. Request approved by:




Executive Sous Chef
Clinton Bonhomme

 10/02/2020

SCM Compliance Officer
Ritesh Ramkissoon

 12/02/2020

SCM Manager
Thenashree Naidoo

 12/2/2020

Finance Director
Melanie Rambally

 12/02/2020

Chief Executive Officer
Lindiwe 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"/> <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"/>
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 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. 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