

**REQUEST FOR QUOTATION – BS 02/2020**

**SERVICE AND MAINTENANCE OF THREE (3) UPS UNITS AND BATTERIES FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC is one of the world's leading events and meetings destinations that comprises of ICC, Arena and Durban Exhibition Centre. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure ensuring our operations run optimally.

**2. Purpose**

The Durban ICC requires an accredited service provider for the service and maintenance of three (3) Un-interrupted Power Supply (UPS) units and batteries at the Durban ICC, for a period of 12 months.

**3. Mandatory Scope of works (but not limited to the following)**

**3.1 Annual UPS Service (all data and test results have to be recorded)**

- Check mechanical soundness of all equipment parts.
- Clean the inside of the equipment including filters, fans etc.
- Check semi-conductor power devices, transformers, filter elements on the equipment.
- Check and, if necessary, calibrate the equipment DC circuitry.
- Check and, if necessary, calibrate the equipment AC circuitry.
- Check and adjust all electronic regulating circuits.

**3.2 Quarterly Battery Inspections (all data and test results have to be recorded)**

- Check and record on a log sheet the voltage of each block.
- Clean all batteries and battery terminals.
- Ensure battery terminals are properly connected and secure.
- Conduct battery discharge test using the existing load connected to the equipment to determine the capacity of the battery.

**4. Mandatory requirements:**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<p>4.1 The service provider must be a certified electrician and have minimum 5 years requisite experience working with Uninterrupted Power Supply (UPS) units.</p> <p><i>Please attach proof of certification and two (2) positive references from clients serviced.</i></p>		

**5. Conditions of contract**

- 5.1 All work carried out on the UPS units must be within specifications of the manufacturer's standards.
- 5.2 Equipment maintained and spare parts used must be according to manufacturer's specifications.
- 5.3 The appointed service provider must have or acquire minimum five (5) million rand public liability cover / workmanship liability cover, prior to commencement of contract.
- 5.4 A comprehensive service record must be maintained and stamped by the qualified technician after each service.
- 5.5 A status report on the condition of UPS units must be provided to the Durban ICC representative after each service and inspection.
- 5.6 The appointed service provider must allocate a minimum staff accomplishment, comprising of the following individuals, or similar approved:
  - One senior certified and duly experienced (>5 years) electrician with UPS service and maintenance experience.
  - One junior certified and duly experienced (3 - 5 years) assistant with UPS service and maintenance experience.
- 5.7 The appointed service provider will be held liable for any damages to the UPS units brought about due to:
  - poor workmanship
  - use of inferior parts
  - failure to exercise due care and competency, and
  - any other circumstances within their control and expertise

**6. Equipment to be inspected, maintained and serviced:**

<b>Substation 1 - UPS</b>	
<b>Make</b>	Eaton
<b>Type</b>	93E 160kVA Uninterruptible Power Supply
<b>Rated conditional short circuit (ICC)</b>	65kA
<b>KVA rating</b>	160kVA
<b>Input</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 262A/248A/238A, 160kVA
<b>Bypass</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA
<b>Output</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA/144kW
<b>Battery</b>	480VDC, 330A
<b>Quantity</b>	1

<b>Substation 2 - UPS</b>	
<b>Make</b>	Eaton
<b>Type</b>	93E 160kVA Uninterruptible Power Supply
<b>Rated conditional short circuit (ICC)</b>	65kA
<b>KVA rating</b>	160kVA
<b>Input</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 262A/248A/238A, 160kVA
<b>Bypass</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA
<b>Output</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA/144kW
<b>Battery</b>	480VDC, 330A
<b>Quantity</b>	1

<b>Substation 4 - UPS</b>	
<b>Make</b>	Eaton
<b>Type</b>	93E 160kVA Uninterruptible Power Supply
<b>Rated conditional short circuit (ICC)</b>	65kA
<b>KVA rating</b>	160kVA
<b>Input</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 262A/248A/238A, 160kVA
<b>Bypass</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA

<b>Output</b>	380/400/415VAC, 3Ø+N+PE, 50/60Hz, 243A/231A/223A, 160kVA/144kW
<b>Battery</b>	480VDC, 330A
<b>Quantity</b>	1

<b>Substation 1 - Batteries</b>	
<b>Supplier</b>	CSB Battery Co., LTD
<b>Type</b>	HRL12540W FR
<b>Rating</b>	12V 540W/Cell/1.6V/15Min
<b>Constant voltage charge, voltage regulation</b>	25°C
<b>Standby use</b>	13.5 ~ 13.8V
<b>Cycle use</b>	11.4 ~ 15.0V
<b>Initial current</b>	54A MAX.
<b>Quantity</b>	36

<b>Substation 2 - Batteries</b>	
<b>Supplier</b>	CSB Battery Co., LTD
<b>Type</b>	HRL12540W FR
<b>Rating</b>	12V 540W/Cell/1.6V/15Min
<b>Constant voltage charge, voltage regulation</b>	25°C
<b>Standby use</b>	13.5 ~ 13.8V
<b>Cycle use</b>	11.4 ~ 15.0V
<b>Initial current</b>	54A MAX.
<b>Quantity</b>	36

<b>Substation 4 - Batteries</b>	
<b>Supplier</b>	CSB Battery Co., LTD
<b>Type</b>	HRL12540W FR
<b>Rating</b>	12V 540W/Cell/1.6V/15Min
<b>Constant voltage charge, voltage regulation</b>	25°C
<b>Standby use</b>	13.5 ~ 13.8V
<b>Cycle use</b>	11.4 ~ 15.0V
<b>Initial current</b>	54A MAX.
<b>Quantity</b>	36

## 7. Preconditions

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

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 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)

## 8. Contact Person

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

## 9. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **14<sup>th</sup> February 2020 at 10h00**. Contractors are to meet Siphiwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

## 10. 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 20<sup>th</sup> February 2020**.

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

*Kindly note: 3 x inspection and 1 x annual service per UPS unit*

Service to be carried out	Cost per unit	Quantity	Total cost (unit cost x quantity)
Inspection service on Substation 1 Batteries (36 Batteries)	R	3	R
Inspection service on Substation 2 Batteries (36 batteries)	R	3	R
Inspection service on Substation 4 Batteries (36 Batteries)	R	3	R
Annual service on Substation 1 UPS	R	1	R
Annual service on Substation 2 UPS	R	1	R
Annual service on Substation 4 UPS	R	1	R
Please state any additional costs:			R
<b>Total cost (VAT excl.)</b>			R
<b>VAT @ 15%</b>			R
<b>Total cost (VAT incl.)</b>			R

**Labour Rates:**

Labour Rate Per Hour (VAT exclusive)	
• Technician, After hours (17h01 – 7hh59)	R
• Assistant, After hours (17h01 – 07h59)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R



**DURBAN ICC**

Percentage Mark-up on spares (VAT exclusive)	
• R0 to R5 000.00	%
• R5001.00 to R10 000.00	%
• R10 001.00 and above	%






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: \_\_\_\_\_

ate: \_\_\_\_\_

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

**12. Request approved by:**

	10/02/2020
<b>Facilities Director</b> <b>Siphwe Khuzwayo</b>	
	10/02/2020
<b>SCM Compliance Officer</b> <b>Ritesh Ramkissoon</b>	
	10/02/2020
<b>SCM Manager</b> <b>Thenashree Naidoo</b>	
	10/2/2020
<b>Finance Director</b> <b>Melanie Rambally</b>	
	10/02/2020
<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.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
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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
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15.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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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
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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
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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
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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
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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
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**16. 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**

