

REQUEST FOR QUOTATION – IT 05/2020

**FIRE DETECTION AND COMPUTERISED MANAGEMENT SYSTEM, MAINTENANCE, REPAIR AND SUPPLY
CONTRACT FOR A PERIOD OF 12 MONTHS**

1. Background

The Durban ICC is one of the most advanced conference facilities in the world, having been voted “Africa’s Leading Meetings and Conference Centre” at the World Travel Awards 17 times.

The Durban ICC makes use of an extremely extensive ATS8600, Ziton and GST computerised fire detection and computerised management system to oversee and manage fire detection across the Durban ICC Complex (ICC and DEC).

2. Purpose

Due to system complexity and specialised expertise required to maintain the system, the Durban ICC requires a suitably experienced and qualified service provider to maintain and repair the fire detection system for a period of 12 months.

3. Conditions of contract

- To ensure a backup of the entire GST and ATS8600 Client configuration to external storage
- To ensure the fire panels have executed a complete system backup onto an external hard drive
- Test the performance of the entire fire system network
- To log all defects and faults in a logbook which is to be kept in the Control room and inform the Durban ICC of any device failures/faults
- Ensure and Test the integrity of the ATS8600 Client and GST Software
- Resolve and clear all old logs on the System
- To assist the Durban ICC with planning and forecasting of system improvements and enhancements that will advance the performance and reliability of the fire system
- To work with the Durban ICC to ensure that the Durban ICC is compliant with Government regulations
- Test and repair defects or malfunctions for all onsite Fire Panels
- Test to confirm related systems triggered by the fire system are received and operational
- Perform required prescribed maintenance to the ATS8600 Client and GST database
- Regularly review and ensure ATS8600 Client and GST software latest updates have been thoroughly tested and the ICC system patched where appropriate

- Report any abuse to the system or security breaches to the Durban ICC
- Repair system faults and errors highlighted by the fire panels and front end interface
- Repair system faults and errors highlighted by the Durban ICC (faults deemed not business critical will be scheduled to be repaired during the monthly service)
- Conduct performance and reliability testing of the entire Fire Detection Network and report any failures to the Control Room and Facilities department
- Perform log file maintenance on the Fire system
- Ensure best practices relating to security (both physical and logical) are implemented, reviewed and assured
- Attend meetings onsite with representatives of the Durban ICC when required by the Durban ICC
- Attend to breakdowns or faults within 4 hours for items deemed business critical or urgent on a 24/7 basis
- Attend to fire drill tests onsite with representatives of the Durban ICC when required by the Durban ICC
- Supply parts and services related to the contract when required at the markup stipulated in the pricing page
- The service provider needs to submit proof of invoices (from their supplier) when the percentage mark-up on spares is being applied onto the invoice.

4. Mandatory Requirements

- 4.1 The service provider must have minimum 3 years requisite experience maintaining the Ziton range of equipment. **Please attach minimum two detailed references from clients serviced.**
- 4.2 The service provider must be registered with FDIA (Fire Detection Installers Association). **Attach proof**

Please note:

- Failure to comply with the mandatory requirements as illustrated above will result in the service provider being deemed non-responsive and will not be considered for evaluation.
- All the necessarily safety precautions and preventative measures must be adhered to at all times.
- Contractors will be held liable for all damages caused by their staff members.
- All works are to be carried out in line with the OHS Act 85 of 1993.
- All Technicians must wear appropriate / necessary safety clothing or PPE.
- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC is not liable to make any deposit payments upfront.
- The Durban ICC reserves the right to test the market should quotations received from the appointed service provider relating to repairs, be deemed excessive.

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 / phumla.mdabe@durban.gov.za

6. Compulsory Pricing Schedule (official form of offer by bidder for ICC acceptance)

| Description | Total |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Cost per month to execute the services described under the conditions of contract (comprising of minimum 24 hours onsite per month), VAT excl. | R |
| Please state any additional monthly costs: | R |
| VAT @ 15 % | R |
| Total monthly cost (VAT incl.) | R |

| | |
|-------------------------------------------------------|---|
| Annual cost (total monthly fee VAT incl. x 12 months) | R |
|-------------------------------------------------------|---|

| | |
|-------------------------------------------------------------------------------------------------------------------|---|
| 6.1 Rate per hour for office hours (08h00 to 17h00) Work not included in monthly service (VAT excl.) | R |
| 6.2 Rate per hour for after hours (outside of 08h00 to 17h00) Work not included in monthly service (VAT excl.) | R |

| | |
|-----------------------------------------------------------------------------|---------|
| 6.3 Percentage mark up on spares (copies of all invoices to be supplied) | _____ % |
|-----------------------------------------------------------------------------|---------|

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.

7. Contact Person

Kelvin Dorosami
Tel: +27 31 360 1204
IT & Systems Specialist

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 23rd July 2020.**

9. Request approved by:

P.P


07.07.2020

Sphiwe Khuzwayo
Facilities Director


08/07/2020

SCM Compliance Officer
Ritesh Ramkissoon


09/07/2020

SCM & Compliance Manager
Thenashree Naidoo


9 July 2020

Chief Financial Officer
Melanie Rambally


09 July 2020

Chief Executive Officer
Lindiwe Rakharebe

10. Past experience in similar assignments

| Assignment Description | Key Elements | Duration | 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 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

No bid will be accepted from persons in the service of the state¹.

12.1 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.

12.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

12.2.1 Full name of bidder or his/her representative

12.2.2 Identity number:

12.2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

12.2.4 Company Registration Number:

12.2.5 Tax Reference Number:

12.2.6 VAT Registration Number:

12.2.7 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.*

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

| | |
|-----|----|
| YES | NO |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

12.2.10 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 |
|-----|----|

12.2.11 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 |
|-----|----|

12.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
 If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

12.2.13 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 |
|-----|----|

12.2.14 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 |
|-----|----|

13. Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder