

**REQUEST FOR QUOTATION – IT 12/2020**

**INET SEVEN BMS (BUILDING MANAGEMENT SYSTEM) ACCESS CONTROL MAINTENANCE, REPAIR AND SUPPLY CONTRACT FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC makes use of an extremely extensive INET Seven computerised building management system which extends from lighting and access to roller door operation.

**2. Purpose**

The Durban ICC requires suitably experienced and qualified service providers to maintain and repair the Access control system for a 12 month period.

**3. Conditions of contract**

- Test and repair defects, malfunctions or faults reported by the control room for all onsite INET Seven controller units (faults deemed not business critical by the Durban ICC will be scheduled to be repaired during the monthly service)
- Clean INET Seven controller unit housings and cabinets to ensure uninterrupted dust free operations
- Test and repair defects or malfunctions for all door locking mechanisms managed by INET Seven system
- To ensure both INET control workstations and all associated infrastructure have executed a complete system backup onto an external hard drive
- Perform required maintenance to INET Seven system database
- Test and repair defects or malfunctions for INET Seven software ensuring system integrity
- To plan and deploy the latest stable updates INET Seven software once compatibility has been verified. An option to restore the system to the previous configuration must be available to revert to should the deployment fail.
- Log all defects in a defect logbook which is to be kept in the control room
- Conduct performance and reliability testing of the entire INET Seven Network and report any failures to the Control Room
- To test and ensure the integrity of the INET database and related data.
- Perform log file maintenance on the INET Seven system
- Ensure best practices relating to security (both physical and logical) are implemented, reviewed and assured
- To guide the Durban ICC with planning and forecasting of system improvements and enhancements
- 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
- Supply parts and services related to the contract when required at the mark-up stipulated in the pricing page (Copies of supplier invoices to be supplied at all times in order to verify mark-up.)
- Report any abuse to the system or security breaches to the Durban ICC
- Provide the Durban ICC with a monthly report containing details on the works undertaken for the month in line with the scope of works listed

#### 4. Mandatory Requirements

Does the service provider comply with the following mandatory requirements? Please acknowledge as illustrated:	Yes	No
• The service provider must have minimum 3 years requisite experience in managing sites and projects of the similar scope. <b>Attach two positive references from clients serviced.</b>	✓	X
• The contractor will need to be a certified INET Seven systems integrator with building automation experience. <b>Attach proof</b>		

#### 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, not seem favorable.

#### 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](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto: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 16 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
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Rate per hour for office hours (08h00 to 17h00) Work not included in monthly service (VAT excl.)	R
Rate per hour for after hours (outside of 08h00 to 17h00) Work not included in monthly service (VAT excl.)	R
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.





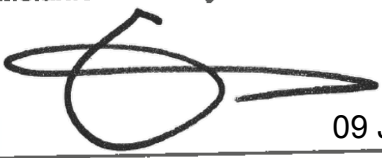
7. **Contact Person**

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 24 July 2020.

9. **Request approved by:**

P.P		07.07.2020
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Sipiwe Khuzwayo Facilities Director		
		08/07/2020
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SCM Compliance Officer Ritesh Ramkissoon		
		09/07/2020
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SCM & Compliance Manager Thenashree Naidoo		
		9 July 2020
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Chief Financial Officer Melanie Rambally		
		09 July 2020
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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 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:**

**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 state<sup>1</sup>.

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, shareholder<sup>2</sup>):

.....

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:**

<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.

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

YES	NO
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12.2.9 Have you been in the service of the state for the past twelve months?  
 If yes, furnish particulars: 

YES	NO
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12.2.10 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
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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
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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
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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
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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
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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**

