



**REQUEST FOR QUOTATION - OPS 06/2020**

**CCTV MAINTENANCE AND SUPPLY CONTRACT - 12 MONTH PERIOD**

**1. Background**

The Durban ICC is one of the world's leading events and meeting destinations. In order to maintain the extremely high security standards demanded by management, the CCTV operation/effectiveness needs to be of the highest standard.

The Durban ICC currently utilizes an IP, Analogue and Cathexis System. The facility has 313 CCTV cameras which vary from static to PTZ cameras.

**2. Purpose of the request for proposal**

Being the central component of any form of safety and security protection, the CCTV system deserves the highest level of care and maintenance achievable. It is only as effective as the quality of care and maintenance the system receives.

In light of the above, the Durban ICC requires the services of a suitably qualified and experienced service provider to repair and maintain the current in-house Avigilon and Cathexis CCTV system. This will include maintenance as well as emergency/ad hoc call outs and necessary spares when required.

**3. Mandatory Requirements:**

Does the service provider comply with the mandatory requirement? Please acknowledge as illustrated	Yes	No
<ul style="list-style-type: none"> <li>The service provider must have minimum five (5) years requisite experience in CCTV maintenance. Attach two detailed letters of reference from clients serviced which are not older than the last 24 months.</li> </ul>	✓	X
<ul style="list-style-type: none"> <li>The service provider must be PSIRA certified. Attach proof</li> </ul>		
<ul style="list-style-type: none"> <li>The service provider must be certified on the Avigilon and Cathexis System. Attach proof</li> </ul>		

**Please note:** failure to meet all the mandatory requirements as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.

**4. Conditions of contract**

- 4.1 Monthly service (4 days per month required) to be conducted; where the following tasks (although not limited to), will be carried out:
- 4.2 Response to call outs:
- Emergencies must be within 2 hours and time period for repairs must be within 4 hours
  - Ad hoc call outs before midday – response must be the same day and time period for repairs must be within 4 hours
  - Ad hoc call outs after midday – response must be within 24 hours and time period for repairs must be within 4 hours.
- 4.3 Technician will ensure the system is fully operational.
- 4.4 Technician will check all hard drives on the servers and report any findings.
- 4.5 All cameras are available on the network.
- 4.6 All cameras are checked for focus.
- 4.7 All cameras shall conform to a minimum of a ninety (90) days recording period.
- 4.8 All cameras are pointing in the correct direction.
- 4.9 All camera lenses are clean (picture clarity).
- 4.10 All outdoor housings are secure and sealed.
- 4.11 Physical check on all patch rooms and switches to ensure neatness and functionality.
- 4.12 Routine cleaning of lens covers will be performed as and when required.
- 4.13 Should the appointed company need the assistance of equipment such as Skyjack or Cherry Picker, it must be arranged beforehand.
- 4.14 All discrepancies on any camera will be verified by the duty CCTV controller, documented on the technician's service sheet before being rectified and adjusted accordingly.
- 4.15 A service sheet and checklist must be completed by the technician, and attached to the job card upon completion of the service. It will be signed by the Risk Manager to ensure that all cameras worked on, were checked.
- 4.16 Routine maintenance will be carried out in all patch rooms, risers and switch locations to ensure that the system is fully functional at all times.
- 4.17 The service provider will be required to attend monthly onsite relationship meetings with the Risk Manager and/or any representative from the Durban ICC.
- 4.18 The service provider needs to submit their supplier invoice to validate the mark-up on spares
- 4.19 The cost in the pricing schedule will be fixed for the duration of the 12 month contract.
- 4.20 The total value of this contract will not exceed two hundred thousand rand, VAT incl. within the 12 month period.

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 EThekwinl 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>

EThekwinl 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. **Contact Person**

Sam Mbanjwa: Risk Manager  
[samm@icc.co.za](mailto:samm@icc.co.za)  
031 360 1307

7. **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 11<sup>th</sup> September 2020.



8. **Compulsory Price Schedule (official form of offer)**

<b>Monthly cost</b>		
Monthly service contract	Monthly cost (VAT excl.)	R
	VAT@15%	R
	Monthly cost (VAT Incl.)	R
<b>Annual cost (monthly cost VAT incl. x 12 months)</b>		R

**The additional hours will only be utilised as and when required and does not form part of the monthly fixed cost**

<b>Additional cost for emergency call-outs. Response time – within 4 hours (VAT Incl.)</b>	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
<b>Additional cost for ad hoc call-outs. Response time – within 24 hours (VAT Incl.)</b>	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
<b>Percentage mark-up on spares and related equipment</b>	_____ %	
<b>Proposed value adds</b>		

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:

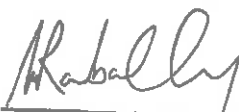
Date:


9. Request approved by:

  
Acting Operations Director  
Johannes Basi

 01/09/2020  
SCM Compliance Officer  
Ritesh Ramkissoon

 01/09/2020  
SCM & Compliance Manager  
Thenashree Naidoo

 1 September 2020  
Chief Financial Officer  
Melanie Rambally

 02 September 2020  
Chief Executive Officer  
Lindiwe Rakharebe

**12. MBD 4 Declaration of Interest**

12.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

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

.....

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:**

<sup>1</sup> **MSCM Regulations: "in the service of the state" means to be –**

**(a) a member of –**

- o any municipal council
- o any provincial legislature
- o 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.**



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

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

YES	NO
-----	----
- 
- 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
-----	----
- 
- 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
-----	----
- 
- 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
-----	----
- 
- 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
-----	----
- 
- 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
-----	----
-



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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder