



REQUEST FOR QUOTATION – BS 08/2021

SERVICE AND MAINTENANCE OF TWELVE (12) DURBAN ICC THYSSEN-KRUPP ESCALATORS FOR A PERIOD OF 10 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, all the equipment at the facility need to be maintained at international standards in compliance with Occupational Health and Safety regulations.

2. Purpose

The Durban ICC requires a registered lift and escalators servicing service provider to undertake service and maintenance of twelve (12) escalators at the Durban ICC for a period of 10 months.

3. Minimum Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
• The prospective contractor must provide four (4) positive references from sites where 6 or more lifts have been serviced		
• The company must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R20 Million.		
• Prospective contractors must employ "competent escalator and lift mechanics" to work on the escalators. Please attach a 2 page CV detailing work experience of the individuals who will be on site.		
• The prospective contractor must have immediate access to genuine OEM spares and carry a stock of critical spares. Proof must be submitted.		
• The prospective contractor must have access to OEM software programmes for fault finding on the units via laptops. Proof of the software programme must be submitted.		
• The prospective contractor must have access to all special tools required for servicing the escalators and have access maintenance and repair procedure manuals.		
• The prospective contractor must be ISO accredited. Proof must be submitted.		
• The service provider must provide a fully comprehensive contract including a monthly service on each of the lifts according to the OEM maintenance schedule for each escalator (the contractor must detail a list of all exclusions from the fully comprehensive contract and these will be included in the service level agreement.		
• Contractor must offer 24 hour call-out service to repair defective equipment.		

- There should be no mark-up on the spares purchased for the servicing of the lifts.

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation. The bidder must complete the final column above stating whether they can complete the task or not.

The successful contractor will be chosen based on the proposed maintenance methodology and not necessarily on the cheapest price.

4. List of escalators that require service and maintenance

	Official number	Manufactures	Date of installation	Floors served	Escalator width (mm)	Direction travel	Speed (MPS)	Type of escalator
1	DESC 338	Thyssen-Krupp	02/05/1997	Grd to 1st	1000	Up	1	Velino
2	DESC 339	Thyssen-Krupp	02/05/1997	1 st to Grd	1000	Down	1	Velino
3	DESC 362	Thyssen-Krupp	02/05/1997	Grd to Base	1000	Down	1	Velino
4	DESC 395	Thyssen-Krupp	02/05/1997	Base to Grd	1000	Down	1	Velino
5	DESC 341	Thyssen-Krupp	02/05/1997	Grd to Mezz	1000	Down	1	Velino
6	DESC 340	Thyssen-Krupp	02/05/1997	1st to Grd	1000	Down	1	Velino
7	DESC 391	Thyssen-Krupp	02/05/1997	Grd to 1st	1000	Up	1	Velino
8	DESC 392	Thyssen-Krupp	02/05/1997	Grd to 1st	1000	Down	1	Velino
9	DESC 393	Thyssen-Krupp	02/05/1997	Grd to 1st	1000	Down	1	Velino
10	DESC 394	Thyssen-Krupp	02/05/1997	Grd to 1st	1000	Up	1	Velino
11	DESC 389	Thyssen-Krupp	02/05/1997	Grd to Base	1000	Down	1	Velino
12	DESC 390	Thyssen-Krupp	02/05/1997	Base to Grd	1000	Up	1	Velino

Please note:

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Qualified Escalator / Lift Technicians must be employed to carry out the repairs and maintenance.
- All necessary safety precautions and preventative measures must be adhered to at all times.



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 EThekweni 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>

EThekweni 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. Contact Person

Siphiwe Khuzwayo: Facilities Director
031 360 1326
Email: siphiwek@icc.co.za

7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **23rd April 2021 at 10h00**. Contractors are to meet Siphiwe Khuzwayo at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.

8. 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 30th April 2021**.

9. Compulsory Pricing Schedule (official form of offer)

Escalator number	Official number	Service cost per month (VAT excl.)	VAT @ 15%	Total service cost per month (VAT Incl.)
1	DESC 338	R	R	R
2	DESC 339	R	R	R
3	DESC 362	R	R	R
4	DESC 395	R	R	R
5	DESC 341	R	R	R
6	DESC 340	R	R	R
7	DESC 391	R	R	R
8	DESC 392	R	R	R
9	DESC 393	R	R	R
10	DESC 394	R	R	R
11	DESC 389	R	R	R
12	DESC 390	R	R	R
GRAND TOTAL		R	R	R

Note: The Durban ICC is not liable to make any deposit payments upfront.






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.

10. Request approved by:

 14/04/2021
Facilities Director Siphwe Khuzwayo
 14/04/2021
Acting SCM Compliance Officer Sibusiso Mngadi
 16/04/2021
SCM Manager Thenashree Naidoo
 16/04/2021
Chief Financial Officer Melanie Rambally
 16/04/2021
Chief Executive Officer Lindiwe Rakharebe



11. 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: _____

12. 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 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)

13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 13.3.1 Full name of bidder or his/her representative
 - 13.3.2 Identity number:
 - 13.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 13.4.4 Company Registration Number:
 - 13.4.5 Tax Reference Number:
 - 13.4.6 VAT Registration Number:
 - 13.4.7 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.*

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

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

YES	NO
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13.3.10 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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13.3.11 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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13.3.12 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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13.3.13 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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13.3.14 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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14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder