



**REQUEST FOR QUOTATION – BS 09/2021**

**SERVICE AND MAINTENANCE OF AIR-CONDITIONING AND REFRIGERATION EQUIPMENT FOR DURBAN ICC COMPLEX FOR A PERIOD OF 06 MONTHS**

**1. Background**

The Durban ICC Complex 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 air-conditioning and refrigeration service provider to undertake service and maintenance of all air-conditioning and refrigeration equipment at the Durban ICC Complex for a period of 06 months.

**NB: The service provider will only conduct service and maintenance three times a week.**

**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 air-conditioning and refrigeration equipment of similar magnitude or more 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 air-conditioning and refrigeration personnel to work on the equipment. 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 all special tools required for servicing the air-conditioning and refrigeration equipment 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 equipment according to the OEM maintenance schedule.		
• Contractor must offer 24 hour call-out service to repair defective equipment.		

***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 air-conditioning and refrigeration equipment that require service and maintenance**

The Service Provider shall service the following equipment as listed below, which will be clarified by the relationship manager at the site inspection.

**International Convention Centre (ICC)**

<b>ITEMS – AIRCONDITIONING</b>	<b>No</b>
• York 675 ton screw chillers	3
• 17.5 kw primary chilled water pumps	3
• 75kw secondary chilled water pumps	2
• 17.5kw condenser water pumps	3
• open circuit low profile cooling towers	3
• Masonry plenums (VSD)	8
• air handling units (VSD)	35
• chilled water fan/coil units	35
• under ceiling units	3
• ducted split units	4
• Various supply and extract fans (There is a total of 30 fans (20 extraction and 10 supply fans))	-
• split type A/C units	<u>+ 27</u>
<b>Exclusions Water treatment and BMS</b>	

<b>ITEMS REFRIGERATION</b>	<b>No</b>
• -30 deg c freezer	2
• -20 deg c freezer	1
• Blast chillers	3
• Veg coolers	2
• Pastry cooler	1
• pre blast fridge	1
• +14 deg C old room	1
• +2 deg C old room	1
• +2 deg C dispatch fridge	1
• +2 deg C pantry	1
• +2 deg C dairy fridge	1
• +4 deg C fridge	1
• bottle store cold room	1
• bar fridges, display fridges, ice makers, chest freezers, upright fridges etc.	<u>+ 35</u>

**Durban Exhibition Centre:**

<b>ITEMS – AIRCONDITIONING</b>	<b>No</b>
• Carrier reciprocating package units	3
• Evapco compact open circuit cooling towers	2
• 7.5 kw circulating pumps	2

• AHU,s	6
• Hitachi chillers (8 screw compressors each)	2
• Evapco closed circuit cooling towers	2
• Return air fans	4
• BAC open circuit cooling tower	1
• Dialken Water cooled package unit	2
• 7.5kw condenser water pump	1
• Carrier	1
• Fibreglass BAC open circuit cooling tower	1
• 7.2kw chilled water pump	1
• 5.5kw condenser water pump	4
• Air Handling units	2
• Split units	9
• Defy console units	+ 38
<b>Exclusions Water treatment and BMS</b>	

<b>ITEMS – REFRIGERATION</b>	<b>No</b>
• Display/bar fridges etc.	8
• +4 deg holding fridge	1
• -20 deg c freezer	1

**Arena:**

Area	Unit	Item	Description	Size	Quantity
Chiller plant	CH1-2	Chillers	Carrier 30HXC375	40 l/s	2
Chiller plant	CH3-4	Chillers	Carrier 30HXC375	53 l/s	2
Chiller plant	CWP1-4	Condenser pumps	KSB ETA 125-400	65 l/s @ 30m	4
Chiller plant	CT1-4	Cooling towers	BAC FCT3036-A3-OV		4
Basement	BF4.02	Filter frame	Stainless steel	500x500	20
Basement	BF5.02	Filter frame	Stainless steel	500x500	25
Chiller plant	-	Ice tanks	Calmac 1190	560L, 5.9L/H	18
Chiller plant	PCHWP1-2	Primary pumps	KSB ETA125-315	40l/s @ 25m	2
Chiller plant	PCHWP3-4	Primary pumps	KSB ETA125-315	53l/s @ 25m	2
Chiller plant	SCHWP1-4	Secondary pumps	KSB ETA 150-400	62l/s@45m	4
Pantry 1	CND1	Split	Condensing unit		1
Pantry 2	CND2	Split	Condensing unit		1

Pantry 3	CND3	Split	Condensing unit		1
Pantry 3	CND4	Split	Condensing unit		1
Pantry 4	CND5	Split	Condensing unit		1
Patch room	-	Split	Condensing unit		1
Pantry 3	CND6	Split	Condensing unit		1
Pantry 1	1	Split	Evaporator		1
Pantry 2	2	Split	Evaporator		1
Pantry 3	3	Split	Evaporator		1
Pantry 3	4	Split	Evaporator		1
Pantry 3	6	Split	Evaporator		1
Pantry 4	5	Split	Evaporator		1
Arena	1	Ice Harvesting system	Ice Harvesting system	18 Tanks	1

**Please note:**

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Qualified 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.

No	Description of service	Weight Factor	Required Service Level	Measurement criteria	Actual Performance and date	Sign Off	
1.	AIR HANDLING UNITS	0.1	DAILY	Availability report / survey			
			1.1	Via BMS , ensure all relevant AHU are in working condition by 07h30, all deviations to be attended to immediately.			
			1.2	Report on any Air Handling Units that are non-operative, repairs affected immediately			
				MONTHLY	Random inspections by Durban ICC		
			1.3	Clean filters			
			1.4	Clean and wash out condensate tray and drain up to First Fix			
			1.5	Check and adjust Vee ball(s) to specifications			
			1.6	Clean unit interior			
			1.7	Check wiring, controls for complete operation			
			1.8	Check unit exterior for rust and make good			
			1.9	Replace indicator lamps out			
			1.10	Check for cooling coil leaks			
			1.11	Clean fan blades			
			1.12	Clean cooling coil			
			1.13	Check electrical components and connections for hot connections / burns etc.			
			1.14	Check impact and ensure tightness of collars			
			1.15	Check for abnormal motor vibration or bearing noises – report and rectify			
1.16	Check that motors are secured properly						
1.17	Do Independent temp survey of tenant space temperatures. To be within specified temperature range i.e. 22 Deg. C +- 1.0 Deg. C.						
2	PLANT ROOM	0.1	DAILY	Random inspections by Durban ICC			
			2.1	Ensure that the Plant Room / Control Room are locked after hours			
			2.2	Sweep floors			
			2.3	All equipment is kept in a neat and dust free condition			
			2.4	Housekeeping (A place for everything and everything in its place)			
			2.5	Ensure that signage is in good condition and conforms to Legal Requirements			
2.6	Ensure that workshop and storage area are in a neat condition						

<b>3</b>	<b>COOLING TOWERS (CODE MA - F)</b>	0.2	WEEKLY		Random inspections by Durban ICC	
			2.7	Report blown lamps to helpdesk	Random inspections by Durban ICC	
				MONTHLY		
			2.8	Inspect chilled water pipes for leaks, lagging etc.		
			2.9	Paint Plant room floors and equipment pedestal with approved paint where required		
			2.10	Paint chilled + condenser piping where required		
				DAILY		
			3.1	Report down time < 98 % on.		
				WEEKLY		
			3.2	Check level control and ensure tight shut off is achieved with tower water at operating level. (Tower switched off).		
			3.3	Check fans and motors. Note vibration and lubricant level.		
			3.4	Check for water leaks and corrosion, rectify if necessary		
			3.5	Check eliminators and spray nozzles, rectify if necessary		
			3.6	Visually inspect water treatment plant and ensure proper water treatment practices.		
			3.7	Check expansion tank ball valve and level (closed circuit) for correct operation		
			3.8	Ensure sump strainers are clean.		
				MONTHLY		Random inspections by Durban ICC
			3.9	Check gear box oil level.		
3.10	Record motor current.					
3.11	Drain & clean sumps & sump strainers.					
3.12	Ensure guards are correctly secured.					
3.13	Ensure that all fixings are in place					
3.14	Clean fan blades, repaint and balance where necessary					
3.15	Clean tower internally and externally and repaint if required. Paint to be specified by Durban ICC.					
3.16	Anti-vibration mountings and tower support frame to be checked and painted.					
3.17	Check condition of fill-deaerate if necessary					
3.18	Check nozzles and headers					

4	CONDENSER AND CHILLED WATER PUMPS ( CODE MA-H )	WEEKLY			
		4.1	Check and clean drain pipes.		
		4.2	Check for any unusual noises, vibration and temperatures.		
		4.3	Ensure condensate run off is adequate		
		MONTHLY			
		4.4	Inspect and lubricate pump and motor bearings.		
		4.5	Record motor current.		
		4.6	Ensure that coupling guard is securely fixed.		
		4.7	Check pump bed and motor mountings.		
		4.8	Grease gland adjusting bolts (i.e. Apply layer of grease to bolts).		
		4.9	If necessary, depending on previous services, remove pump gland packing and renew.		
		4.10	Clean and paint pump and motor.		
		4.11	Inspection carried out on chilled water plumbing system and report		
4.12	Check and calibrate flow and temperature sensors				
5	BUILDING MANAGEMENT SYSTEM AND ASSOCIATED	0.10	Check BMS system and respond to alerts	Random inspections by Durban ICC	
		5.1	Set timers and set points to optimize the efficiency of the plant		
		5.2	Respond to complaints and resolve within 30 minutes		
		5.3	Balance airflows where necessary.		
		5.4	Check temperature sensor.		
		5.5	Check temperature controller.		
		5.6	Check to ensure that fire-dampers are open.		
		5.7	Check volume control boxes for correct operation		
		5.8	Conduct Tenant Survey		
		5.9	Log all set point changes in suitable log		
	Note				
	The contractor will be responsible for ensuring that any control equipment omitted from this maintenance instruction sheet receives the necessary maintenance applicable to it.				
	All controls must be set to ensure maximum energy savings are achieved as well as optimum performance are achieved				

**5. Required service levels:**

No	Description of service	Weight Factor	Required Service Level	Measurement criteria	Actual Performance and date	Sign Off	
1.	AIR HANDLING UNITS	0.1	3 TIMES A WEEK	Availability report / survey			
			1.1	Via BMS, ensure all relevant AHU are in working condition by 07h30, all deviations to be attended to immediately.			
			1.2	Report on any Air Handling Units that are non-operative, repairs affected immediately			
				MONTHLY	Random inspections by Durban ICC		
			1.3	Clean filters			
			1.4	Clean and wash out condensate tray and drain up to First Fix			
			1.5	Check and adjust Vee belt(s) to specifications			
			1.6	Clean unit interior			
			1.7	Check wiring, controls for complete operation			
			1.8	Check unit exterior for rust and make good			
			1.9	Replace indicator lamps out			
			1.10	Check for cooling coil leaks			
			1.11	Clean fan blades			
			1.12	Clean cooling coil			
			1.13	Check electrical components and connections for hot connections / burns etc.			
			1.14	Check impact and ensure tightness of collars			
			1.15	Check for abnormal motor vibration or bearing noises – report and rectify			
1.16	Check that motors are secured properly						
1.17	Do independent temp survey of tenant space temperatures. To be within specified temperature range i.e. 22 Deg. C +- 1.0 Deg. C.						
2.	PLANT ROOM	0.1	3 TIMES A WEEK	Random inspections by Durban ICC			
			2.1	Ensure that the Plant Room / Control Room are locked after hours			
			2.2	Sweep floors			
			2.3	All equipment is kept in a neat and dust free condition			
			2.4	Housekeeping (A piece for everything and everything in its place)			
			2.5	Ensure that signage is in good condition and conforms to Legal Requirements			
2.6	Ensure that workshop and storage area are in a neat condition						



## **6. Preconditions**

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

- 6.1 Full name**
- 6.2 Identification or company or other registration number**
- 6.3 Tax reference number and VAT number, if any**
- 6.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order**
- 6.5 Valid BBBEE Certificate**
- 6.6 MBD 4 Declaration of Interest form must be completed**
- 6.7 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)**

## **7. Contact Person**

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

## **8. Compulsory Site Inspection**

**Please note that a compulsory site inspection will be held on 11<sup>th</sup> May 2021 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.**

## **9. 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 14<sup>th</sup> May 2021.**

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

<b>Summary of Monthly Fees (as per detailed pricing schedule above)</b>	
1. Monthly fees – Durban ICC	R
2. Monthly fees – Durban Exhibition Centre	R
3. Monthly fees – Durban ICC Arena	R
Total monthly fees (VAT Exclusive)	R
VAT @ 15%	R
Total monthly fees(VAT Incl.)	R

<b>Labour Rate Per Hour (VAT exclusive)</b>	
• Technician, Normal hours (8h00 – 17h00)	R
• Assistant Normal hours (8h00 – 17h00)	R
• Technician, After hours (after 17h00)	R
<b>Labour Rate Per Hour (VAT exclusive)</b>	
• Assistant After hours (after 17h00)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R

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

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




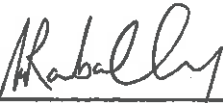

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

11. Request approved by:

 03/05/2021
Facilities Director Siphwe Khuzwayo
 03/05/2021
Acting SCM Compliance Officer Sibusiso Mngadi

SCM Manager Thenashree Naidoo
 03/05/2021
Chief Financial Officer Melanie Rambally
 03/05/2021
Chief Executive Officer Lindwe Rakharebe

**12. 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:** \_\_\_\_\_

**13. 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)

#### **14. MBD4 Declaration of Interest**

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

14.2 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.

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

14.3.1 Full name of bidder or his/her representative .....

14.3.2 Identity number: .....

14.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

14.4.4 Company Registration Number: .....

14.4.5 Tax Reference Number: .....

14.4.6 VAT Registration Number: .....

14.4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

#### **References:**

<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.

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

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

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

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

**14.3.10 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:**

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

**14.3.11 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:**

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

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

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

**14.3.13 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:**

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

**14.3.14 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:**

<b>YES</b>	<b>NO</b>
------------	-----------

---

---

**15. 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**