



REQUEST FOR QUOTATION – IT 03/2021

OFFSITE STORAGE FOR DATA BACKUPS FOR A PERIOD 12 MONTHS

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The centre has also obtained certification in ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management), ISO 18001 (Occupational Health & Safety Management) and a 5 star grading from the South African Tourism Grading Council.

2. Purpose of the Request for Proposal

The Durban ICC is requesting proposals from competent record/media storage service providers to provide off-site data storage and related services for a period of 12 months.

3. Mandatory Scope of Works

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> The vendor must provide secure off-site storage for the Durban ICC data cartridges. 		
<ul style="list-style-type: none"> The vendor's storage facilities shall provide a level of protection consistent with industry standards and must meet all applicable and current requirements of international fire regulations. 		
<ul style="list-style-type: none"> The vendor is responsible for all the Durban ICC's contents stored in its storage facility. 		
<ul style="list-style-type: none"> The vendor must provide a written disaster and recovery plan for any catastrophic occurrences including but not limited to earthquake, flood, fire, etc. to which the vendor is responsible for recovery, as well as any associated costs. 		
<ul style="list-style-type: none"> The vendor must have compulsory third party insurance cover of minimum 1 million rand. Attach proof. 		
<ul style="list-style-type: none"> The vendor must provide adequate storage capacity to meet both the current and future needs of the Durban ICC. 		
<ul style="list-style-type: none"> A procedure for emergency requests from authorized Durban ICC staff must be submitted together with delivery timelines for these emergency requests. 		
<ul style="list-style-type: none"> The vendor must store the Durban ICC's data at a single secure facility located in the Durban area. 		



DURBAN ICC

Pickup and delivery:

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• The vendor shall accept and respond to pickup and delivery requests from authorized Durban ICC staff.		
• The vendor will deliver and pick up requested data cartridges according to a schedule every Monday or unless otherwise agreed upon by the Durban ICC and the vendor.		
• Deliveries are to be made to the requested floor within the Durban ICC.		
• The Vendor shall combine delivery and pick up of data into one trip when requested and shall meet the delivery requirements listed above.		

Transition Process:

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• At the commencement of the contract, the vendor must assume full responsibility for the transfer of all of the Durban ICC's existing data stored at its current storage facility to the vendor's facility. This responsibility includes new bar coding, labelling, data entry, and inventorying for the data to be stored at the vendor's facility.		
• The vendor should include in its response the process for acquiring the Durban ICC's data from the current facility and a time line for the process. Any costs related to this requirement must be clearly identified in the vendor's response.		
• Upon successful completion of the transfer, the vendor will supply to the Durban ICC a detailed inventory report of the data moved to the new storage facility.		

Please note: Failure to comply with the mandatory scope of works will result in the submission being deemed non-responsive and not evaluated further.

4. Compulsory Pricing Schedule

Product description	Monthly cost	Number of months	Total Price (Monthly cost x 12)
Monthly fee for services required as per specifications.	R	12	R
	Subtotal (VAT excl.)		R
	VAT @ 15%		R
	Grand total (VAT Incl.)		R
Please state the transition cost (VAT Incl.)			R

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 _____

5. Contact Person
 Preshan Haripershadh
 Tel: +27 31 360 1344
 Email: preshanh@icc.co.za

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:

- 4.1 Full name
- 4.2 Identification or company or other registration number
- 4.3 Tax reference number and VAT number, if any
- 4.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 4.5 Valid BBBEE Certificate
- 4.6 MBD 4 Declaration of Interest form must be completed
- 4.7 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. 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 03rd September 2021.

Request approved by:

	25.08.2021
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IT Manager Preshan Haripershadh	
	25.08.2021
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Facilities Director Siphwe Khuzwayo	
	25.08.2021
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Acting SCM Compliance Officer Sibusiso Mngadi	
	25/08/2021
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SCM & Compliance Manager Thenashree Naldeo	
	25/08/2021
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Chief Financial Officer Melanie Rambally	
	25/08/2021
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Chief Executive Officer Lindiwe Rakharebe	



7. 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:

8. 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)

9. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state*

10.1 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

10.2 authorised representative declare their position in relation to the evaluating/adjudicating authority.
 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

10.2.1 Full name of bidder or his/her representative

10.2.2 Identity number:

10.2.3 Position occupied in the Company (director, trustee, shareholder):

10.2.4 Company Registration Number:

10.2.5 Tax Reference Number:

10.2.6 VAT Registration Number:

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

References:

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

YES	NO
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10.2.10 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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10.2.11 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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10.2.12 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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10.2.13 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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10.2.14 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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DURBAN ICC

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

