

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 17/2021

PROVISION OF CARPET CLEANING SERVICES FOR 3 DAYS IN A WEEK FOR THE DURBN ICC COMPLEX FOR A PERIOD OF 4 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 suitable contractor to provide commercial carpet cleaning services to the Durban ICC Complex for 3 days in a week for a period of 4 months.

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

3. Minimum Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
• The prospective service provider must provide four (4) positive references from sites where commercial carpet cleaning services were previously provided		
• Prospective service provider must have a minimum of 3 years' experience within the hospitality industry servicing 5 star conference and / or 4 / 5 star hotel facility		
• The company must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R20 Million.		
• Prospective service provider must employ competent staff with commercial carpet cleaning experience. Please attach a 2 page CV detailing work experience of the individuals who will be on site.		
• The prospective service provider must either be: ISO 9001 certified or Certified by the Institute of Inspection Cleaning and Restoration (IICRC) or Certified by the Carpet and Rug Institute (CRI) for superior cleaning and spot removal		
• The prospective service provider must have access to all special tools required for providing commercial carpet cleaning services		
• The prospective service provider must submit the maintenance schedule outlining the methodology to be used and frequency of maintenance based on the available days		

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 service provider will be chosen based on the proposed maintenance methodology and not necessarily only on the cheapest price.

4. Mandatory Scope of Work

4.1 General overview:

- The carpeting in the public foyers area's as well as in the halls are of a high grade "Hospitality" type and is modular in installation.
- The textile was manufactured by BELGOTEX under license and comprise of approximate twenty thousand (20,000) square meters in extent. The known types are:
 - Needle punch in Main Halls
 - Milliken in foyer and concourse / various meeting rooms
 - Entry Barrier matting
- The Milliken carpets require the highest standard of cleaning / restoration.
- It is required that the carpet be maintained, serviced as well as managed in accordance with the manufacturers requirements to maintain condition, appearance and uniformity.
- It is advised that this process entails the utilization of:
 - special upright vacuum / brushing combination
 - dry polymer method of cleaning
 - edge management,
 - spot removal
 - entry barrier cleaning
 - disaster recovery
 - provision of the necessary cleaning medium, fluids and equipment
 - the use of a Liberator extractor vacuum for dry extractions.

4.2 Specific Maintenance Requirements prohibits/exclude:

- Use of chlorinated or solvent based cleaning agents
- Exposure to substance or contaminants which destroy or degrade colour.
- Inappropriate maintenance methods
- Use of spin bonnet/pad circular brush cleaning
- Non-SABS (or equivalent) approved products , and
- Any other chemicals, applications or procedures which will cause damage to the carpets.

5. Compulsory Pricing Schedule (Official Offer Form)

(A) DURBAN EXHIBITION CENTER (DEC)

Area	Approximate Square metres	Frequency per annum	Rate per m² (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
Hall 6	370	6	R	R
Coast of Dreams	345	12	R	R
Mystrals Upper	150	12	R	R
Mystrals Lower	100	12	R	R
Mezzanine	100	6	R	R
Organiser Office 1	139	6	R	R
Organiser Office 2	57	6	R	R
			Total (VAT excl.)	R

Kindly note: the total cost for the DEC (VAT excl.) must be transferred to the Summary of Costs schedule

(B) DURBAN ICC

Area	Approximate Square metres	Frequency per annum	Rate per m ² (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
Red Carpet	400	52	R	R
Basement (level 1)				
Entrance	640	52	R	R
Ground floor (level 2)				
Entrance	1040	24	R	R
Side Walkways	2520	24	R	R
Recess Rooms	768	12	R	R
PCO Office	114	6	R	R
Main Hall/s	8500	12	R	R
Main Hall Tribune chair carpet	250	6	R	R
First floor (level 3)				
Plenary Seating	1680	6	R	R
Entrance	480	12	R	R
ICC upper foyer	540	12	R	R
Side Walkways	725	12	R	R
Recess / Meeting Rooms	918	24	R	R
Baobab Cafe	128	24	R	R
Second floor (level 4)				
Offices	600	4	R	R
Meeting rooms	1122	8	R	R
Third floor (level 5)				
Offices	600	4	R	R
			Total (VAT excl.)	R

Kindly note: the total cost for the Durban ICC (VAT excl.) must be transferred to the Summary of Costs schedule

(C) DURBAN ICC ARENA

Area	Approximate Square metres	Frequency per annum	Rate per m² (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
Basement				
Main Lobby Area	95	4	R	R
Suites / meeting rooms	411	2	R	R
Ground floor				
LS Foyer Entrance	1,025	4	R	R
LE Concourse	324	6	R	R
LW Concourse	876	12	R	R
Main Hall/s 4-6	4,360	6	R	R
Medical Suite	20	2	R	R
Terracotta Suites	93	2	R	R
Fixed Seating	2,627	2	R	R
Bleacher Seating	748	2	R	R
First floor				
UE Concourse	445	6	R	R
Main Foyer concourse	1,277	6	R	R
UW Concourse	825	12	R	R
VIP / VOC	75	6	R	R
Media Suites	75	2	R	R
			Total (VAT excl.)	R

Kindly note: the total cost for the Durban ICC Arena (VAT excl.) must be transferred to the Summary of Costs schedule

(D) SUMMARY OF COSTS

Description	Amount
• Total cost for DEC (A)	R
• Total cost for Durban ICC (B)	R
• Total cost for Durban ICC Arena (C)	R
Total (VAT excl.)	R
VAT @ 15%	R
Total (VAT Incl.)	R

(E) SPOT CLEANING OF UPHOLSTERY

Rate per unit (Incl. VAT)

Single Chair R _____

Single Couch R _____

Double Couch R _____

Flooding Rate per hour (incl. VAT)

Call out charge R _____

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 service provider's 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 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

7. Contact Person

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

8. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on 28th October 2021 at 10h00. Service providers are to meet Siphiwe Khuzwayo at Durban ICC reception, 2nd 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 3rd November 2021.

10. Request approved by



22.10.2021

**Facilities Director
Siphwe Khuzwayo**



22.10.2021

**Acting SCM Compliance Officer
Sibusiso Mngadi**



**SCM Manager
Thonashree Naidoo**

**Chief Financial Officer
Melanie Rambally**

**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: to be completed by tenderer.</u>
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)

13. MBD4 Declaration of Interest

15.1 No bid will be accepted from persons in the service of the state¹

15.2 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.

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

15.3.1 Full name of bidder or his/her representative

15.3.2 Identity number:

15.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....

15.4.4 Company Registration Number:

15.4.5 Tax Reference Number:

15.4.6 VAT Registration Number:

15.4.7 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.*

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

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

YES	NO
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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:

YES	NO
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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:

YES	NO
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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:

YES	NO
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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:

YES	NO
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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:

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

