



**RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 03/2022**

**SERVICE AND MAINTENANCE OF EIGHT (8) DURBAN ICC SCHINDLER LIFTS 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 Servicing service provider to undertake service and maintenance of eight (8) Schindler lifts at the ICC section of 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 lift mechanics" to work on the lifts. 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 lifts and have access to 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 lift (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.		

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| <ul style="list-style-type: none"> <li>• There should be no mark-up on the spares purchased for the servicing of the lifts.</li> </ul> |  |  |
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**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 checklist 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 lifts that require service and maintenance**

Lift number	Official number	Manufactures	Date of construction	Rated load (kg)	Number of persons	Speed (m/s)	Number of car openings	Number of openings
A	DE-3693	Schindler	1997	1250	21	1	2	5
B	DE-3694	Schindler	1997	1800	21	1	1	3
C	DE-3695	Schindler	1997	1600	21	1	1	3
D	DE-3697	Schindler	1997	1600	21	1	1	3
E	DE-3696	Schindler	1997	1600	21	1	1	3
F	DE-3698	Schindler	1997	1600	21	1	2	4
G	DE-3699	Schindler	1997	1600	21	1	1	4
H	DE-3700	Schindler	1997	1600	21	1	1	4

**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.

## **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 CSD compliance report, confirming compliance at time of bid submission,
- 5.5 Valid BBBEE Certificate.
- 5.6 Valid SARS tax clearance pin.
- 5.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 5.8 MBD 4 Declaration of Interest form must be completed.
- 5.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## **6. Terms and Conditions**

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

## **7. Requirements to submit quotations**

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

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](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdaba@durban.gov.za](mailto:phumla.mdaba@durban.gov.za)

## **8. Contact Person**

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

**9. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on 4<sup>th</sup> February 2022 at 10h00. Contractors are to meet Siphwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

**10. 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 10<sup>th</sup> February 2022.

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

Lift	Official number	Service cost per month (VAT excl.)	VAT @ 14%	Total service cost per month (VAT incl.)
A	DE 3693	R	R	R
B	DE 3694	R	R	R
C	DE 3695	R	R	R
D	DE 3697	R	R	R
E	DE 3696	R	R	R
F	DE 3698	R	R	R
G	DE 3699	R	R	R
H	DE 3700	R	R	R
<b>GRAND TOTAL</b>		R	R	R

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




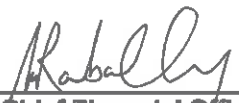
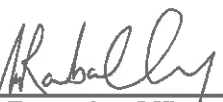
I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

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

ate: \_\_\_\_\_

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

**10. Request approved by:**

 28/01/2022
<b>Facilities Director</b> <b>Siphwe Khuzwayo</b>
 28/01/2022
<b>SCM Compliance Officer</b> <b>Bathabile Mshengu</b>
 28/01/2022
<b>Finance Executive</b> <b>Thenashree Naldoo</b>
 28/01/2022
<b>Chief Financial Officer</b> <b>Melanie Rambally</b>
pp  28/01/2022
<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>



**13. 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: \_\_\_\_\_



**15. MBD4 Declaration of Interest**

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

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

.....

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:**

\* **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.



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

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

YES	NO
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15.3.10 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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15.3.11 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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15.3.12 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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15.3.13 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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15.3.14 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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**16. 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**