



RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 04/2022

CONDUCT ENVIRONMENTAL ACCESSIBILITY ASSESSMENT AT THE DURBAN ICC COMPLEX

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, Durban ICC needs ensure compliance the Occupational Health and Safety Act as well as the Building Regulation Act in order to meet the expectations of our staff, guests and visitors to the facility.

2. Purpose

The Durban ICC requires a competent service provider to conduct an environmental accessibility audit at the Durban ICC Complex (ICC, Arena and Durban Exhibition Centre) in order to promote inclusion and safety of employees, delegates and visitors including those who are living with disabilities. This must include international standards that are in line with Building Regulations and universal design principles.

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 two (2) positive references from sites where air-conditioning and refrigeration equipment of similar magnitude or more have been serviced		
• The prospective service provider must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R20 Million.		
• Being a certified professional in accessibility audit will be an advantage.		

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.

4. Mandatory Scope of Work

The Service Provider shall provide the following service as listed below, which will be clarified at the **compulsory** site inspection.

Standard environmental accessibility audit should include:	Yes	No
	✓	X
4.1 Parking accessibility		
4.2 Building entrance accessibility		
4.3 Reception area accessibility		

4.4 Office Spaces		
4.5 Departmental and Manufacturing zone accessibility		
4.6 Canteen and tea room accessibility		
4.7 Bathroom and Change Room facilities		
4.8 General aspects reviewed relate to the height, width and proportions of walkways, doors and door handles, security access points, toilets, workstations (desks etc.), passages and so forth.		
4.9 Specific areas which are problematic for accessibility of people with various impairments will be highlighted, photographed, and specific recommendations to remove the barriers are outlined.		
4.10 Recognised norms relating to ramp gradients, bathroom adaptations, parking areas and evacuation exits will also be included.		

5. Compulsory Pricing Schedule (official offer form):

Description of work	Cost
5.1 Physical on-Site audit, extensive report of findings, drafting, compilation and submission of the final report.	R
Please state any additional costs:	R
	Total cost (VAT Excl.) R
	VAT @ 15% R
	Total cost (VAT incl.) 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

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




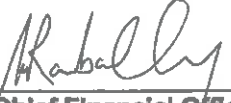

8. **Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **3rd March 2022 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.

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 10th March 2022**.

11. Request approved by

 17/02/2022
Facilities Director Siphwe Khuzwayo
 17/02/2022
SCM Compliance Officer Bathabile Mshengu
 17/02/2022
Finance Executive Thenashree Naidoo
 23/02/2022
Chief Financial Officer Melanie Rambally
 23/02/2022
Chief Executive Officer Lindiwe 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 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: _____



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: 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)

14. MBD4 Declaration of Interest

14.1 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.

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):

.....

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:

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder