



**REQUEST FOR QUOTATION – BS 07/2022**

**PROVISION OF PROFESSIONAL SERVICES OF GREEN BUILDING CERTIFICATION ACCREDITED PROFESSIONAL FOR DURBAN ICC**

**1. Background**

The Durban ICC is one of the world’s leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that Durban ICC to achieve Green Building certification through Green Building Council of South Africa.

**2. Purpose**

The Durban ICC requires the professional services of the Green Building certification Accredited Professional to direct and assist Durban ICC Management team with the integration of Green Star SA aims and processes throughout the performance period.

**3. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
3.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar professional services with successful certification were provided. Proof <b><i>must</i></b> be submitted with the bid document.	✓	X
3.2 The prospective service provider must be registered with Green Building Council of South Africa and must be an Accredited Professional for the Existing Building Performance (EBP) rating for building. <ul style="list-style-type: none"> <li>• Proof of Green Star Existing Building Performance Accreditation certificate and accreditation <b><i>must</i></b> be submitted with the bid document, or</li> <li>• Printout of the relevant page of the online Green Star SA Existing Building Accredited Professional Directory, to be found on the GBCSA website.</li> </ul>		

*Please note: failure to acknowledge and fulfil all of the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**4. Mandatory scope of works and Official form of offer**

Mandatory scope of works	Cost	
4.1 To assist the Durban ICC client team with the application to the Green Building Council of South Africa (GBCSA) for a potential Existing Building Performance rating for the building. 4.2 To undertaking the complete submission process to the GBCSA, including but not limited to audits, surveys, reporting and compiling the necessary documentation. 4.3 To advise the Durban ICC team on what is required to achieve the EBP rating and on future ongoing requirements to maintain and/or upgrade the rating.	R	
Please state any additional costs:	R	
<i>The service provider is allowed to submit a detailed pricing schedule on their letterhead, provided there is no monetary discrepancy with the official form of offer, as acknowledged herein.</i>	<b>Total cost (VAT Excl.)</b>	R
	<b>VAT @ 15%</b>	R
	<b>Total cost (VAT incl.)</b>	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: \_\_\_\_\_

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

**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 Identification Document or company name and registration number.
- 5.2 Tax reference number and VAT number, if any.
- 5.3 Valid compliance report, confirming compliance at time of bid submission.
- 5.4 Valid BBBEE Certificate.
- 5.5 Valid SARS tax clearance pin.
- 5.6 Confirmation of registration on eThekweni Municipality's vendor portal database.

5.7 MBD 4 Declaration of Interest form must be completed.

5.8 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

5.9 Any accreditation or registration that's required by law for the provision of the services.

## **6. Terms and Conditions**

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC;
- The entity will only make a final award should the bidder be tax compliant at date of award;
- The onus rests with the appointed bidder to ensure that they are CSD compliant at all times, failing which, the contract may be terminated.
- There will be no upfront payment. Payment terms shall be 30 days from the date of receipt of invoice and in line with the Durban ICC's supply chain management policy.
- Pricing remains fixed throughout the duration of the contract term.
- The bidder is obliged to make complete and transparent disclosure in the MBD 4 form, as to whether any of the entity's employees are employed, within the service of the state.
- All awards are to be accompanied by written, signed service level agreements which will serve as the mechanism for supplier performance monitoring.
- The Durban ICC reserves the right at its sole discretion to rescind / terminate a contract, based on the needs of the entity and / or due to the poor performance of the service provider.

## **7. Requirements to submit quotation**

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 provide examples of similar work performed together with the respective references.

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.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**8. Contact Person**

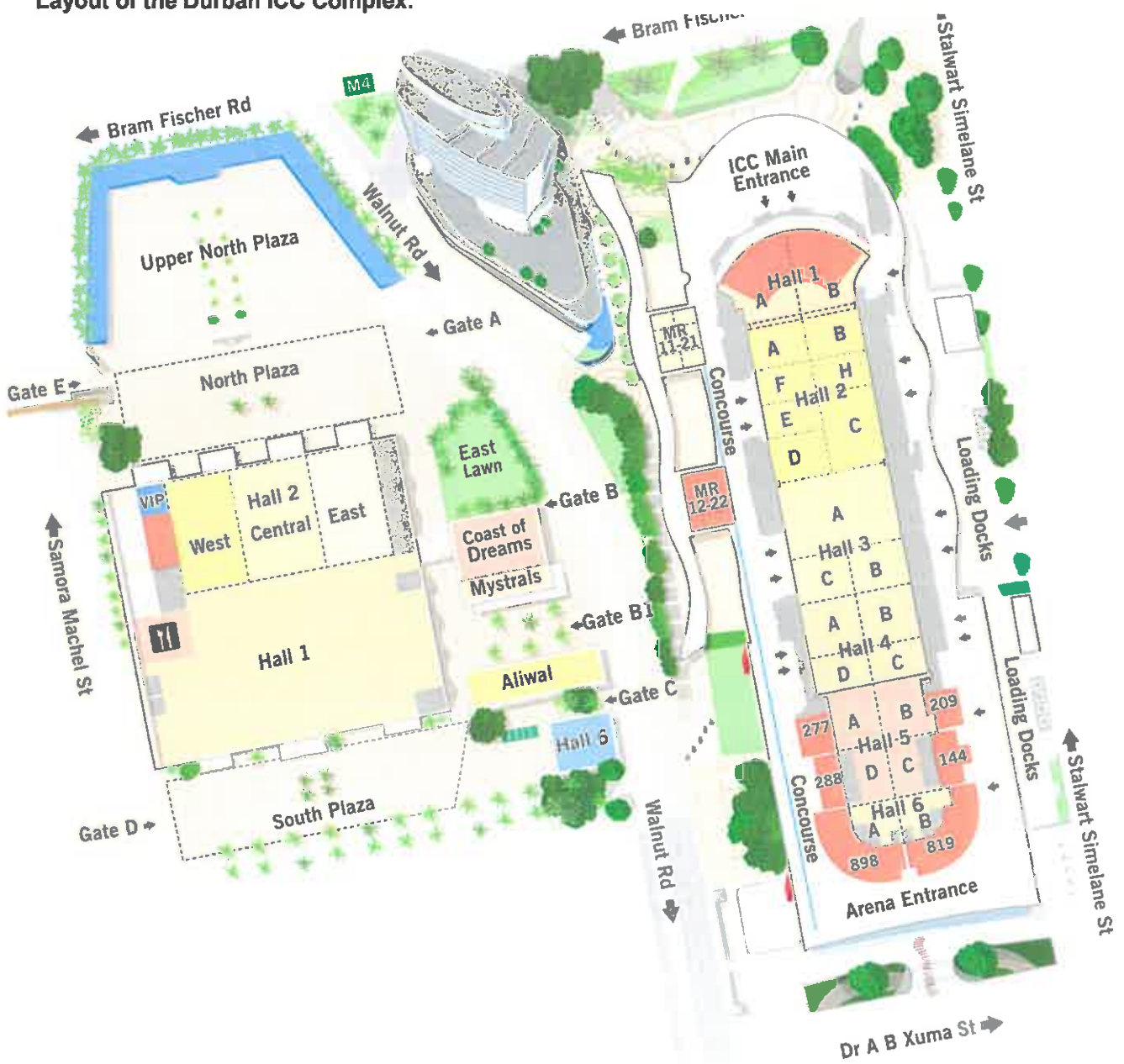
Siphiwe Khuzwayo– Facility Director  
Tel: 031 360 1326  
Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

**9. Additional information which will assist in compiling and submitting a fair proposal**

**Some of the Greening Initiatives at the Durban ICC Complex:**

- The Durban ICC offers the largest flat floor, column-free multi-purpose event space in Africa. Incorporating the Durban ICC, Arena and Durban Exhibition Centre, the complex offers 112,000m<sup>2</sup> of flexible exhibition and meeting space.
- The world-class, high-tech design of the Durban ICC building itself incorporates green elements such as large glass facades for natural lighting, reducing the need for artificial lighting, and energy saving escalators which only activate when stepped on. In addition, the Centre utilises energy-efficient air-conditioning systems which builds up ice overnight, which is used to cool the building the following day.
- The Durban ICC utilises energy efficiency rated “A” commercial culinary ovens and equipment.
- Other environmentally responsible measures which the Centre has implemented include the use of biodegradable cutlery and food containers whenever possible and the move away from using tablecloths in its conference offering.
- The Durban ICC has also implemented a stringent waste separation policy which aims to achieve the maximum possible volume of waste being sent for recycling. The last assessment indicated that more than 40% of the waste generated at the complex was recycled.
- The Durban ICC and DEC buildings have recently undergone an energy efficiency retrofit, which includes the latest in lighting technology. This retrofit is anticipated to reduce the energy requirements of the complex by approximately 7% of the current total demand.

**Layout of the Durban ICC Complex:**



**10. 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 11<sup>th</sup> March 2022.

11. Request approved by:

	25.02.2022
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<b>Facilities Director</b> <b>Siphwe Khuzwayo</b>	
	25/022022
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<b>SCM Compliance Officer</b> <b>Bathabile Mshengu</b>	
	25/02/2022
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<b>SCM Manager</b> <b>Thenashree Naidoo</b>	
	25/02/2022
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<b>Chief Financial Officer</b> <b>Melanie Rambally</b>	
	25/02/2022
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<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>	



**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**

- 12.1 No bid will be accepted from persons in the service of the state<sup>1</sup>
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 12.3.1 Full name of bidder or his/her representative .....
  - 12.3.2 Identity number: .....
  - 12.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 12.3.4 Company Registration Number: .....
  - 12.3.5 Tax Reference Number: .....
  - 12.3.6 VAT Registration Number: .....
  - 12.3.7 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.

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

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

YES	NO
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12.3.10 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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12.3.11 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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12.3.12 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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12.3.13 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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12.3.14 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**