



REQUEST FOR QUOTATION: BS 09/2022

SUPPLY OF DIESEL FOR THE STANDBY GENERATORS AT THE DURBAN ICC COMPLEX FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC Complex is one of the most advanced and leading events and meetings destination that comprises of the ICC, Arena and Durban Exhibition Centre (DEC). In order to maintain the extremely high international standards, all the equipment at the facility must be available and uninterrupted at all times, even unplanned power outages caused by unplanned breakdown and/or load shedding.

2. Purpose of the request for proposal

The Durban ICC requires a suitable service provider that will supply low sulphur diesel to all six (6) standby generators at the Durban ICC Complex on an ad-hoc basis, as and when required.

3. Mandatory requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> The prospective service provider must provide two (2) positive references from the clients where similar services were successfully provided 		
<ul style="list-style-type: none"> Prospective service provider must provide proof of permit to transport and handle flammable liquids. 		
<ul style="list-style-type: none"> The prospective service provider must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R5 Million. 		

Please note: failure to comply with the stipulated mandatory requirement will result in the bid submission being deemed non-responsive and not evaluated any further.

4. Conditions of contract

- Before diesel can be supplied, the prospective service provider must provide health and safety file and a risk register for safe transportation and handling of flammable liquids.
- The service provider must be able to deliver the requested quantity of diesel to Durban ICC, Arena and Durban Exhibition Centre within four (4) hours on receipt of an official telephonic and/or e-mail request.
- The prospective service provider must ensure that the vehicle that is used for delivery of diesel at Durban ICC and Arena is not more than 2 meters high as this is the height restriction for accessing Substations 2, 3 and 4.



- The vehicle transporting diesel must be fitted with appropriate pipes and pumps that will be used for pumping diesel from the transportation tank to the respective diesel generator tanks.
- The proposed mark-up percentage (%) will be fixed for a period of 12 months

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 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 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 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 / phumla.mdabe@durban.gov.za

8 Contact Person

Siphiwe Khuzwayo: Facilities Director

031 360 1326

Email: siphiwek@icc.co.za

9 Closing Date




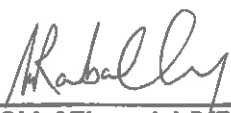

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before 12h00 on 1st April 2022.

10 Compulsory Pricing Schedule (official form of offer)

Requirements	Frequency	Quantity	Total percentage (%) mark-up on an average recommended retail price
8.1 Supply and deliver low sulphur diesel (50ppm or lower) for standby generators for a period of 12 months	As and when required	To be determined on a needs basis	%

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

11 Request approved by:

 11/03/2022
Facilities Director Siphwe Khuzwayo
 11/03/2022
SCM Compliance Officer Bathabile Mshengu
 14/03/2022
Finance Executive Thenashree Naidoo
 17/03/2022
Chief Financial Officer Melanie Rambally
 17/03/2022
Chief Executive Officer Lindiwe Rakharebe



12 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: _____

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

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

14.1 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.

14.2 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, shareholder²):

.....

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

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

References:

* *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