



**REQUEST FOR QUOTATION - OPS 07/2022**

**CCTV MAINTENANCE AND SUPPLY CONTRACT FOR A PERIOD OF TWELVE (12) MONTHS**

**1. Background**

The Durban ICC is one of the world's leading events and meeting destinations. In order to maintain the extremely high security standards demanded by management, the CCTV operation/effectiveness needs to be of the highest standard.

The Durban ICC currently utilizes an IP and Analogue System. The facility has 318 CCTV cameras which vary from static to PTZ cameras.

**2. Purpose of the request for proposal**

The Durban ICC requires the services of a suitably qualified, experienced and specialised service provider to repair and maintain the current in-house Avigilon CCTV system. This will include maintenance as well as emergency/ad hoc call outs and necessary spares when required.

Being the central component of any form of safety and security protection, the CCTV system deserves the highest level of care and maintenance achievable. It is only as effective as the quality of care and maintenance the system receives.

**3. Mandatory Requirements:**

Does the service provider comply with the mandatory requirement? Please acknowledge as illustrated.	Yes	No
	✓	X
• The service provider must be Durban based (within a 50 km radius of the Durban ICC, 45 Bram Fischer Road). <b>Attach proof of location.</b>		
• The service provider must have sufficient experience in CCTV maintenance. <b>Attach two letters of reference from clients serviced.</b>		
• The service provider must be PSIRA certified. <b>Attach proof</b>		
• The service provider must be certified on the Avigilon System and Cathexis <b>Attach proof</b>		

**Please note:** failure to meet the mandatory requirements as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.

**4. Mandatory Scope of Works:**

Does the service provider comply with the mandatory scope of works requirement? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• Monthly service (4 days per month required) to be conducted; where the following tasks (although not limited to), will be carried out:</li> <li>• Response to call outs:               <ul style="list-style-type: none"> <li>○ Emergencies must be within 2 hours and time period for repairs must be within 4 hours</li> <li>○ Ad hoc call outs before midday – response must be the same day and time period for repairs must be within 4 hours</li> <li>○ Ad hoc call outs after midday – response must be within 24 hours and time period for repairs must be within 4 hours.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Technician will ensure the system is fully operational.</li> </ul>		
<ul style="list-style-type: none"> <li>• Technician will check all hard drives on the servers and report any findings.</li> </ul>		
<ul style="list-style-type: none"> <li>• All cameras are available on the network.</li> </ul>		
<ul style="list-style-type: none"> <li>• All cameras are checked for focus.</li> </ul>		
<ul style="list-style-type: none"> <li>• All cameras shall conform to a minimum of a 30 day recording period.</li> </ul>		
<ul style="list-style-type: none"> <li>• All cameras are pointing in the correct direction.</li> </ul>		
<ul style="list-style-type: none"> <li>• All camera lenses are clean (picture clarity).</li> </ul>		
<ul style="list-style-type: none"> <li>• All outdoor housings are secure and sealed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Physical check on all patch rooms and switches to ensure neatness and functionality.</li> </ul>		
<ul style="list-style-type: none"> <li>• Routine cleaning of lens covers will be performed as and when required.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the appointed company need the assistance of equipment such as Skyjack or Cherry Picker, it must be arranged beforehand.</li> </ul>		
<ul style="list-style-type: none"> <li>• All discrepancies on any camera will be verified by the duty CCTV controller, documented on the technician's service sheet before being rectified and adjusted accordingly.</li> </ul>		
<ul style="list-style-type: none"> <li>• A service sheet and checklist must be completed by the technician, and attached to the job card upon completion of the service. It will be signed by the Risk Manager to ensure that all cameras worked on, were checked.</li> </ul>		
<ul style="list-style-type: none"> <li>• Routine maintenance will be carried out in all patch rooms, risers and switch locations to ensure that the system is fully functional at all times.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider will be required to attend monthly onsite relationship meetings with the Risk Manager and/or any representative from the Durban ICC.</li> </ul>		

**Please note:** failure to meet the mandatory scope of works as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.



## **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](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

## **8. Contact Person**

Ebrahim Yusuf  
Acting Risk Manager  
[ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za)  
031 360 1307

**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 23 May 2022**




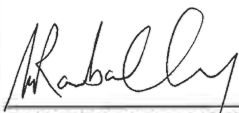

**10. Compulsory Price Schedule**

Description		
Monthly service contract	Monthly cost (VAT excl.)	R
	VAT@ 15%	R
	Monthly cost (VAT Incl.)	R
Additional cost for emergency call-outs. Response time – within 4 hours (VAT Incl.)	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
Additional cost for ad hoc call-outs. Response time – within 24 hours (VAT Incl.)	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
Percentage mark-up on spares and related equipment	_____ %	
Proposed value adds		

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: \_\_\_\_\_

**11. Request for proposals approved by:**

	
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<b>Acting Operations Director</b> Mncedisi Dlamini	
	11/05/2022
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<b>SCM Compliance Officer</b> Bathabile Mshengu	
	11/05/2022
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<b>Finance Executive</b> Thenashree Naidoo	
	12/05/2022
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<b>Chief Financial Officer</b> Melanie Rambally	
	12/05/2022
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<b>Chief Executive Officer</b> 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 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 BIDDER) 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 BIDDER:

<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"/>
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 BIDDER'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. MBD 4 Declaration of Interest**

14.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

14.2 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<sup>2</sup>):  
.....

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:**

<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.





14.3.8 Are you presently in the service of the state? 

YES	NO
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If yes, furnish particulars:

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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? 

YES	NO
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If yes, furnish particulars:

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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? 

YES	NO
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If yes, furnish particulars:

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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**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**