

**REQUEST FOR QUOTATION – BS 14/2022**

**PROVISION OF LANDSCAPING SERVICES FOR 3 DAYS IN A WEEK FOR THE DURBAN ICC COMPLEX FOR A PERIOD OF 6 MONTHS**

**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, 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 suitable and registered landscaping contractor to provide landscaping services to the Durban ICC Complex for 3 days in a week for a period of 6 months.

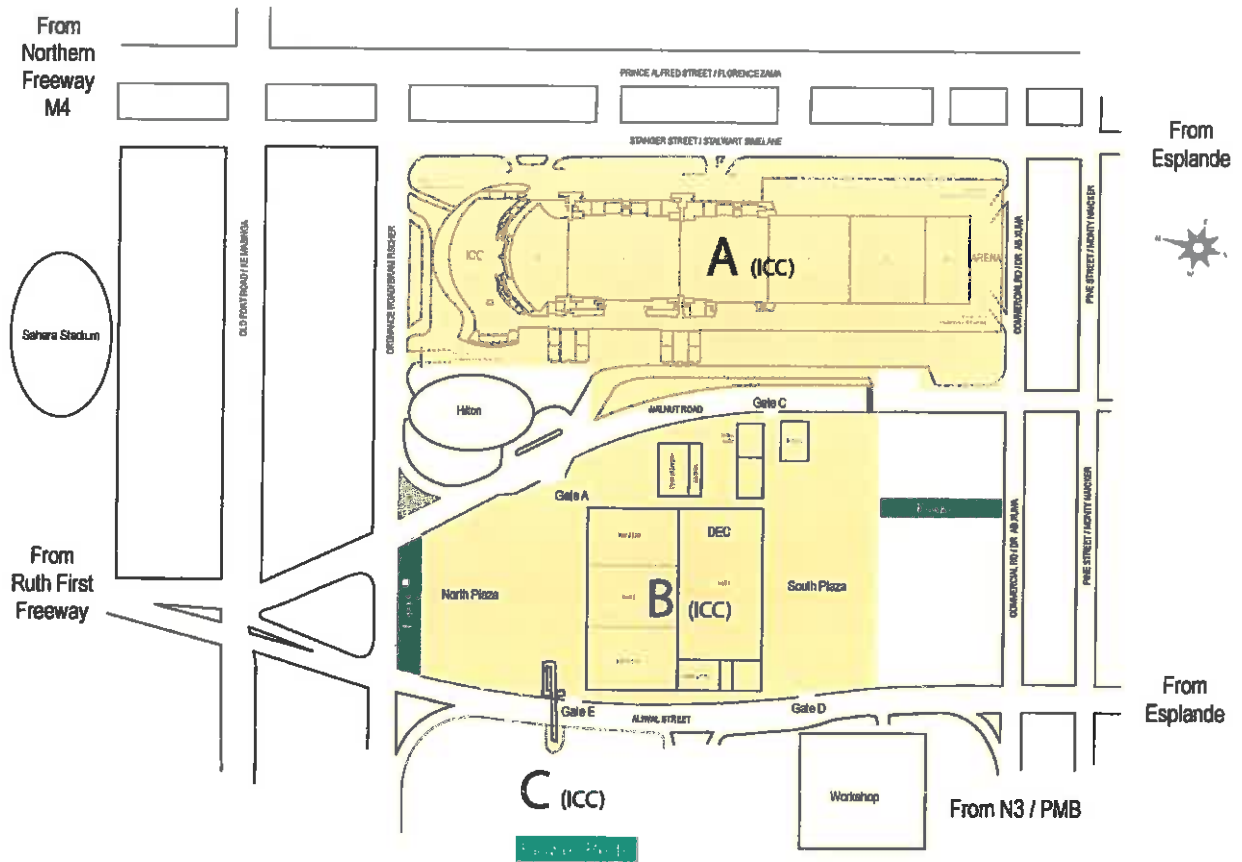
**NB:** The service provider will only conduct service and maintenance three times a week.

**3. Minimum Requirements**

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
• The prospective service provider must <b>provide four (4) positive references</b> from sites where landscaping services was provided		
• Prospective service provider must have a minimum of 3 years' experience within the hospitality industry servicing 5 star conference and / or 4 / 5 star hotel facility		
• The company must <b>provide proof of compulsory insurance</b> as well as public liability insurance to a minimum value of R20 Million.		
• Prospective service provider must employ competent staff with landscaping experience. Please attach a 2 page CV detailing work experience of the individuals who will be on site.		
• The proposed Durban ICC Site Manager must be a qualified Horticulturalist with experience in indigenous gardens. Proof must be attached		
• The prospective service provider must have access to all special tools required for providing landscaping services		
• The prospective service provider must submit the maintenance schedule outlining the methodology to be used and frequency of maintenance based on the available days		

**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 final column above stating whether they can complete the task or not.

**The successful service provider will be chosen based on the proposed maintenance methodology and not necessarily only on the cheapest price.**



**Fig. 1 Diagram of Areas to be maintained**

#### **4. Mandatory Scope of Work**

The Durban ICC requires a suitable service provider to provide Landscaping Maintenance Service for the sections outlined in the above map for 3 days in a week for a period of 6 months.

This entails the Landscaping Maintenance Services of all lawns and planted areas within the Durban ICC Complex as detailed in the above diagram. The areas are identified as **A** (Durban ICC and Arena), **B** (Durban Exhibition Centre - DEC) and **C** (Centrum Parking).

This service includes the Maintenance of lawns, planted areas, watering of lawns and plants, pruning of trees and site supervision. All equipment used must be provided by the service provider; together with transport and any other activities attached to the provision of landscaping services. Provision must be made for extraordinary trips due to weather conditions and unforeseen extreme cases.

#### **4.1 Maintenance Specifications**

##### **4.1.1 Lawns**

- Lawn areas are to be mowed to the frequency shown in the prospective service provider's submitted maintenance schedule.
- After mowing, all grass cuttings are to be removed from the site.
- Lawn shall only be mowed when reasonably dry, unless continuous rain necessitates the cutting, of wet grass.
- Grass areas shall be carefully edged to a frequency as shown in the service provider's submitted maintenance schedule and approved by the Durban ICC. The original line of planting beds is to be maintained unless specifically agreed otherwise with the Durban ICC.
- Scarifying shall be carried out using normal lawn mowers by setting the blades to the lowest level.
- LAN is to be applied at a rate of 20 grams per square meter as per the maintenance schedule.
- Lawn shall be fertilized using KS04/KN03 at a rate of 20 grams per square meter as per the maintenance schedule.
- The above applications are to be followed by a thorough watering.
- All lawn areas shall be regularly hand-weeded as per the service provider's submitted maintenance schedule and approved by the Durban ICC and shall be treated with herbicides as and when required.
- Herbicides shall be applied in accordance with the manufacturer's specifications, and shall be carried, out by a suitably qualified person.
- Top dressing shall be applied when instructed to do so by Durban ICC, who will, in consultation with the service provider, decide when this operation shall take place. This shall be an extra cost over and above the contract.
- All herbicides and chemicals are to be compliant with ISO standards (ISO 14001 and ISO 22000)

##### **4.1.2 Planted Areas**

- All areas are to be kept free of weeds at all times.
- Care must be taken to avoid damage to plants and plant roots during the cultivation process. Should any plants die due to over-zealous cultivation, their replacement shall be for the account of the service provider.
- General pruning is to be carried out on an on-going basis. Ground covers to be cut back from bed edges and shrubs are to be generally pruned as and when necessary.
- All refuse generated during the abovementioned activity is to be removed from site.
- All planting beds are to be fertilized, with KS04 and 2:3:2 at a volume of 20 grams per square meter.
- The service provider is to constantly monitor all areas for pests and diseases, and is to affect any required remedy to control such. The service provider will be required to replace plants as a result of failure to notify management timeously.
- Application of the abovementioned remedies is to be undertaken by a suitably qualified person and according to the manufacturer's specification.
- Termite control, locust infestation or mole infestation form part of the normal duties of the service provider. A quote for such remedies that may be necessary to control these problems shall be supplied to the Durban ICC and once approved this shall be charged separately from the normal contract cost. The Durban ICC reserves right to obtain other competitive quotes.
- All tree stakes shall be checked weekly and where necessary firmed into the soil and retied.

- The service provider shall be responsible for the collection and removal of rubbish accumulated during the maintenance process. All leaves in landscaped areas shall be removed during the normal course of maintenance.

#### 4.1.3 Watering

- Hand watering is to be carried out daily where necessary, in conjunction with normal sprinkler watering.
- The service provider shall be responsible for ensuring the integrity of the irrigation system and for repairing any faults or damage to the Durban ICC timeously.

#### 4.1.4 Site Supervision

- The Supervisor shall be on site between 07h00 and 16h00, and shall be responsible for the day to day running of the contract.
- A Horticultural manager who is a member of the service provider's management shall inspect the site on at least a weekly basis to ensure that the site supervisor is adhering to stipulated standards of operation.

#### **Please note:**

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Experienced Landscaping Staff must be employed to carry out this service.
- All necessary safety precautions and preventative measures must be adhered to at all times.

#### 5. **Compulsory Pricing Schedule (Official Offer Form)**

<b>Summary of Monthly Fees</b>	
1. Monthly fees – Durban ICC and Arena (Section A)	R
2. Monthly fees – Durban Exhibition Centre (Section B)	R
3. Monthly fees – Centrum Parking (Section C)	R
4. Total monthly fees (sum of 1, 2 and 3)	R
Total cost (VAT Exclusive) = Total monthly fees X 6 months	R
VAT @ 15%	R
<b>Total cost (VAT Incl.)</b>	<b>R</b>

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

## 7. 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.

## 8. Requirements to submit quotation

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.4 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)

## 9. Contact Person

Name: Siphwe Khuzwayo: Facilities Director

Tel: 031 360 1326

Email: [siphwek@icc.co.za](mailto:siphwek@icc.co.za)


**10. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **16<sup>th</sup> May 2022 at 10h00**. Service providers are to meet Siphiwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

**11. 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 20<sup>th</sup> May 2022**.

12. Request approved by

 04/05/2022

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**Facilities Director**  
**Siphwe Khuzwayo**

 04/05/2022

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**SCM Compliance Officer**  
**Bathabile Mshengu**

 05/05/2022

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**Finance Executive**  
**Thenashree Naidoo**

 09/05/2022

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**Chief Financial Officer**  
**Melanie Rambally**

 11/05/2022

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**Chief Executive Officer**  
**Lindiwe Rakharebe**

**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:** \_\_\_\_\_



**14. 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 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)

## 15. MBD4 Declaration of Interest

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

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:*

<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.*

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**

Full Name	Identity Number	State Employee No.

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

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

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

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