



RE-ADVERTISEMENT: REQUEST FOR QUOTATION: BS 13/2022

ISO AUDIT COMPLIANCE SERVICES (ONCE OFF)

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world. The Centre has an Integrated Management System with which consists of certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and is transitioning to 45001 (Occupational Health and Safety Management System) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

2. Purpose of the request for proposal

The Durban ICC requires the services of a duly experienced ISO 45001 and ISO 14001 service provider to update the Durban ICC with the latest applicable legislation, regulations and/or standards of practice.

This includes updating the risk register and performs ISO evaluation audits in accordance with international, national and provincial legislation, regulations and standards of practice as well as any local bylaws for the 2022 year (once off service).

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 ISO audit facilitator must be duly qualified in ISO 9001, ISO 14001 and ISO 45001 with a minimum of five (5) years requisite experience providing ISO audit compliance services to entities. • Please attach a minimum of two detailed references from clients serviced and a detailed CV of the ISO audit facilitator who will be conducting these services at the Durban ICC premises. 		

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

- The service provider must update the safety, health and environmental registers; risk register and conduct the ISO compliance evaluations for both ISO 45001 and ISO 14001.
- The ISO compliance evaluation must be based on all international and national legislation, local by-laws and other regulatory requirements applicable to the Durban ICC.
- The safety, health and environmental registers and the risk register must be completed within 45 days from date of official purchase order being issued to the appointed service provider. Failure to adhere to the time frame will result in a penalty of five hundred rand (R 500.00) per day.



- The ISO audit compliance evaluations will be undertaken within the months of October to December 2022 however these dates may be subject to change due to business demands and must be completed in 2023, before expiry of the award letter. The ISO audit compliance evaluation reports must be completed and submitted to the Durban ICC within 30 days of completion of the ISO audit compliance evaluation. The reports can be submitted in PDF format via email and hardcopy.

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 quotations

- 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 / phumla.mdabe@durban.gov.za

8. Contact Person

Renil Harbhajan – ISO Officer
Tel: 031 360 1324
E-mail: renilh@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 23rd May 2022.**




10. Compulsory Pricing Schedule (official form of offer)

Requirements	Frequency	Please state estimated duration (days)	Total cost for service
(a) Review of Risk Register - ISO 45001 and ISO 14001	Once off service		R
(b) Revise safety, health and environmental Register – ISO 45001 and ISO 14001, update with latest legislation and link to updated risk register	Once off service		R
(c) Conduct ISO 14001 Environmental Management System (EMS) compliance evaluation including other requirements, full report and action plan	Once off service		R
(d) Conduct ISO 45001 compliance evaluation including other requirements, full report and action plan	Once off service		R
Please state any additional costs:			R
			Total (VAT excl.) R
			VAT @ 15% R
			Total (VAT Incl.) 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:** _____

11. Request approved by:



11/05/2022

**Facilities Director
Siphwe Khuzwayo**



11/05/2022

**SCM Compliance Officer
Bathabile Mshengu**



11/05/2022

**Finance Executive
Thenashree Naidoo**



12/05/2022

**Chief Financial Officer
Melanie Rambally**



12/05/2022

**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 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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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 state¹.

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:

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