

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 11/2022

MANUFACTURE AND INSTALL TROPHIES DISPLAY CABINET FOR DURBAN ICC

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. This world class facility, renowned for its high standards of service excellence, has successfully staged some of the world's most prestigious and complex events. Over the years, Durban ICC has been awarded with various certificates and accolades.

2. Purpose

The Durban ICC requires a suitable service provider that will design, manufacture and install one glass trophies display cabinet.

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 services were successfully provided. Proof must be submitted with the bid document. | ✓ | X |
| 3.2 The prospective service provider must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R10 Million. | | |

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 |
|--|------|
| <p>4.1 Manufacture and install frameless glass trophies display cabinet (similar to one in Fig. 2) with the following specifications:</p> <ul style="list-style-type: none"> - Height = 265cm - Width = 230cm - Depth = 50cm - The glass cabinet and shelves must be 8mm toughened glass - The base of the cabinet must be made of strong non-flexible material to allow the cabinet to be relocated to a different location should a need arise. - Front of the cabinet must have 2 sliding glass panels or 2 hinged glass doors for opening and closing. - The sliding glass panels or 2 hinged glass doors must be lockable. - The back of the panel must a full mirror panel. - All display compartments must be individually illuminated by LED lights | R |



| | | |
|--|-------------------------------|---|
| <ul style="list-style-type: none"> - The cabinet must have 6 equal height compartments - The cabinet must have adjustable 5 glass shelves with adequate supports (similar to one in Fig. 1) - The display cabinet must have polished stainless steel legs | | |
| 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> | Total cost (VAT Excl.) | R |
| | VAT @ 15% | R |
| | Total cost (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: _____

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



Fig. 1



Fig. 2

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– Facility Director
Tel: 031 360 1326
Email: siphiwek@icc.co.za



9. Compulsory site inspection

Please note that a compulsory site inspection will be held on **23rd May 2022 at 10h00**. Service providers are to meet Siphwe Khuzwayo at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.

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 27th May 2022**.

11 Request approved by:

| | |
|---|------------|
|  | 13/05/2022 |
| <hr/> | |
| Facilities Director Siphwe Khuzwayo | |
|  | 13/05/2022 |
| <hr/> | |
| SCM Compliance Officer Bathabile Mshengu | |
|  | 13/05/2022 |
| <hr/> | |
| Finance Executive Thenashree Naidoo | |
|  | 13/05/2022 |
| <hr/> | |
| Chief Financial Officer Melanie Rambally | |
|  | 13/05/2022 |
| <hr/> | |
| Chief Executive Officer Lindiwe Rakharebe | |



12. Past experience in similar assignments

| Assignment Description | Key Elements | Date Completed | 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)

5. MBD4 Declaration of Interest

13.1 No bid will be accepted from persons in the service of the state¹

13.2 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.

13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

13.3.1 Full name of bidder or his/her representative

13.3.2 Identity number:

13.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

13.3.4 Company Registration Number:

13.3.5 Tax Reference Number:

13.3.6 VAT Registration Number:

13.3.7 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.

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

| | |
|-----|----|
| YES | NO |
|-----|----|

13.3.9 Have you been in the service of the state for the past twelve months?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

13.3.10 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 |
|-----|----|

13.3.11 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 |
|-----|----|

13.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

13.3.13 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 |
|-----|----|

13.3.14 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 |
|-----|----|

6. Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder