



**REQUEST FOR QUOTATION – BS 19/2022**  
**CONSTRUCTION OF OFFICES IN HALL 6 AT THE DURBAN EXHIBITION CENTRE**

**1. Background**

The Durban ICC is one of most advanced and leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure ensuring our operations run optimally.

**2. Purpose**

The Durban ICC requires a competent service provider to construct dry wall offices in Hall 6 of the Durban Exhibition Centre.

**3. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
4.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar projects have been undertaken.		
4.2 The prospective service provider must provide proof of public liability insurance to a minimum value of R10 Million.		

**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.

**4. Required Scope of Work and pricing schedule (form of offer)**

Description	Quantity	Unit Cost	Total Cost
4.1 Construct side-by-side dry wall offices (offices 1-6) with the following specifications: <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of the offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of each office must be approximately 3.2 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul>	6		
4.2 Construct individual dry wall office (office 7) with the following specifications:	1		

<ul style="list-style-type: none"> <li>- All sides of the office must be constructed out of double dry wall.</li> <li>- Front of the offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of the office must be 3 meter (length) x 4 meter (breadth) x 2.4meter (height).</li> </ul>			
<p>4.3 Construct side-by-side dry wall offices (offices 8-11) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of the offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of offices 8, 9 and 11 must be 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>- The dimension of office 10 must be 3 meter (length) x 4 meter (breadth) x 2.4 meter (height).</li> </ul>	4		
<p>4.4 Construct side-by-side dry wall offices (offices 12-14) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of the offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of each office must be 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul>	3		
<p>4.5 Construct side-by-side storeroom (office 15) and office (office 16) with the following specifications:</p> <ul style="list-style-type: none"> <li>- Both storeroom and office must be constructed out of double dry wall.</li> <li>- Front of the storeroom (office 15) must have one standard Masonite lockable door.</li> <li>- Front of the office 16 must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of the storeroom must be 3 meter (length) x 2 meter (breadth) x 2.4 meter (height).</li> <li>- The dimension of office 16 must be 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul>	2		
<p>4.6 Construct side-by-side dry wall offices and a reception office (offices 17, 18 and 19) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of the reception office (office 17) must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- Front of office 17 (between office 17 and 19) must have one standard Masonite lockable door.</li> </ul>	3		

<ul style="list-style-type: none"> <li>- Front of office 19 must have one standard Masonite lockable door and one fixed standard (1m x 1m) window.</li> <li>- The dimension of reception offices 17 must be 4 meter (length) x 2 meter (breadth) x 2.4 meter (height).</li> <li>- The dimension of office 18 must be 4 meter (length) x 6 meter (breadth) x 2.4 meter (height).</li> <li>- The dimension of office 19 must be 4 meter (length) x 5 meter (breadth) x 2.4 meter (height).</li> </ul>			
<p>4.7 Demolish concrete wall in the kitchen area that separate section 20 and section 21</p> <ul style="list-style-type: none"> <li>- Use standard bricks and plaster to close off the door in section 21 that leads to the outside area of the kitchen.</li> <li>- Paint new wall to match existing walls.</li> </ul>	1		
<p>4.8 All newly constructed dry wall offices must be skimmed and be prepared for painting.</p>	19		
Please state any additional costs:		R	
<b>Total cost to construct 14 offices (VAT excl.)</b>		R	
<b>VAT @ 15%</b>		R	
<b>Total cost to construct 14 offices (VAT incl.)</b>		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*



See attached floor plan:

## **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**

Name: Siphwe Khuzwayo: Facilities Director  
Tel: 031 360 1326  
Email: [siphwek@icc.co.za](mailto:siphwek@icc.co.za)



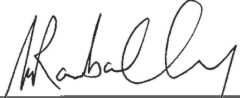
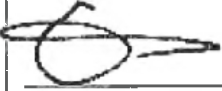
## **9. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **30<sup>th</sup> August 2022 at 12h00**. Service providers are to meet Siphwe Khuzwayo at Durban Exhibition Centre 11 Walnut Road at GATE A, where they will be briefed and escorted.

## **10. 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 6<sup>th</sup> September 2022**.

**11. Request approved by**

 23/08/2022
<b>Facilities Director Siphwe Khuzwayo</b>
 23/08/2022
<b>Finance Executive Thenashree Naidoo</b>
 24/08/2022
<b>Chief Financial Officer Melanie Rambally</b>
 24/08/2022
<b>Chief Executive Officer Lindiwe Rakharebe</b>



**12. 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:** \_\_\_\_\_





**5. 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)

**13. MBD4 Declaration of Interest**

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

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, shareholder<sup>2</sup>):

.....

13.4.4 Company Registration Number: .....

13.4.5 Tax Reference Number: .....

13.4.6 VAT Registration Number: .....

13.4.7 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.



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

YES	NO
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13.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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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
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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
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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
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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
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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
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**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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