



## **REQUEST FOR QUOTATION – BS 47/2022**

### **SERVICE AND MAINTENANCE OF FOUR (4) DIESEL GENERATORS FOR A PERIOD OF 12 MONTHS**

#### **1. Background**

The Durban ICC is one of the world's 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 an accredited service provider for the service and maintenance of four (4) diesel generators, for a period of 12 months.

#### **3. Mandatory Scope of works:**

##### **3.1 Annual Service (all data and test results have to be recorded)**

###### **3.1.1 Supply and replace:**

- Supply and change all oil
- Supply and change fuel filters
- Supply and change oil filters
- Supply and replace jacket water heater
- Replace coolant and flush radiator

###### **3.1.2 Tests:**

- Radiator coolant strip test
- Sludge/water dip test on all diesel tanks

###### **3.1.3 Inspect:**

- Air inlet
- Oil filter
- Oil leak
- Oil level
- Fuel filter – Prim/Sec
- Fuel leak / Fuel water trap
- Fuel and fuel tank hose
- Radiator/heat exchanger
- Coolant
- Jacket water heater
- Fan belt tension/condition
- Fan drive pulley and fan
- Battery condition / Battery electrolyte level
- Water pump condition
- Turbo charge condition
- Crank case breather
- Canopy/plant room condition

3.1.4 Wash and clean:

- Wash and clean engines
- Wash and clean radiators
- Clean radiator core and clear blockages

3.1.5 Engine run/checks:

- Simulate low oil pressure
- Simulate high engine temperature
- Simulate low water level
- Simulate over/under frequency
- Simulate over/under voltage
- Simulate low oil pressure
- Start attempts
- Check governor functions
- Check charging alternator
- Check coupling noises

3.1.6 Control panel checks:

- Main failure test
- Check change-over timing
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators
- Check correct programme on all controllers

3.1.7 Batteries:

- Load balances test
- Load test all batteries
- Supply battery test reports on all batteries
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators

**3.2 Quarterly inspection service (all data and test results have to be recorded)**

3.2.1 Inspect:

- Air inlet
- Oil filter
- Oil leak
- Oil level
- Fuel filter – Prim/Sec
- Fuel leak
- Fuel water trap
- Fuel hose
- Radiator/heat exchanger
- Coolant
- Jacket water heater
- Fan belt tension/condition
- Fan drive pulley and fan

- Battery condition
- Battery electrolyte level
- Water pump condition
- Turbo charge condition
- Crank case breather
- Canopy/plant room condition

3.2.2 Wash and clean:

- Wash and clean engines
- Wash and clean radiators

3.2.3 Engine run/checks:

- Simulate low oil pressure
- Simulate high engine temperature
- Simulate low water level
- Simulate over/under frequency
- Simulate over/under voltage
- Simulate low oil pressure
- Start attempts
- Check governor functions
- Check charging alternator
- Check coupling noises

3.2.4 Control panel checks:

- Main failure test
- Check change-over timing
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators

4. Mandatory requirements:

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• The prospective contractor <b>must</b> provide two (2) positive references from sites where diesel generators maintenance services have been provided.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider <b>must</b> employ at least one Technician who is a qualified Diesel Mechanics with a minimum of 5 years' requisite experience working with the Caterpillar brand or similar approved diesel engines. Please attach at least one 2-page CV as proof.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider <b>must</b> provide proof of public liability insurance to a minimum value of R5 Million.</li> </ul>		

**5. Conditions of contract**

- 5.1 All work carried out on the diesel generators must be within specifications of the manufacturer's standards.
- 5.2 Equipment maintained and spare parts used must be according to manufacturer's specifications.
- 5.3 A comprehensive service record must be maintained and stamped by the diesel mechanic after each service.
- 5.4 A status report on the condition of the generators must be provided to the Durban ICC representative after each service.
- 5.5 The appointed service provider must allocate a minimum staff accomplishment, comprising of the following individuals, or similar approved:
  - One senior certified and duly experienced (>5 years) diesel mechanic
  - One junior certified and duly experienced (3 - 5 years) diesel mechanic
  - 2 x assistants
- 5.6 The appointed service provider will be held liable for any damages to the generators brought about due to:
  - poor workmanship
  - use of inferior parts
  - failure to exercise due care and competency, and
  - any other circumstances within their control and expertise

**6. Equipment to be inspected, maintained and serviced:**

<b>6.1 Substation 1 diesel generator</b>	
• Model	Caterpillar 3508
• Serial number	23Z06120
• kVA rating	1000kVA
• kW rating	800
• Year of manufacture	1996
<b>6.2 Substation 2 diesel generator</b>	
• Model	Caterpillar 3508
• Serial number	23Z07977
• kVA rating	1000kVA
• kW rating	800
• Year of manufacture	1996

6.3 Substation 3 diesel generator	
• Model	Caterpillar 3508
• Serial number	23Z06113
• kVA rating	1000kVA
• kW rating	2006
6.4 Substation 4 diesel generator	
• Model	Caterpillar C32
• Serial number	SXC00472
• kVA rating	1100kVA
• kW rating	880
• Year of manufacture	2006

## 7. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekwini Vendor Portal registration:** <https://ethekwivendor.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

Siphiwe Khuzwayo: Facilities Director  
031 360 1326  
Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

**9. Compulsory Site Inspection**

Please note that a compulsory site inspection **will** be held on **30<sup>th</sup> November 2022 at 10h00**. Contractors are to meet Sphiwe Khuzwayo at Durban ICC reception, 3<sup>rd</sup> floor, 45 Bram Fischer Road, 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 5<sup>th</sup> December 2022**.

**11. Compulsory Pricing Schedule (official form of offer)**

**3 x inspection and 1 annual service per generator**

Service to be carried out	Cost per unit	Quantity	Total cost (unit cost x quantity)
<b>Inspection service on Caterpillar C32 diesel generator</b>	R	3	R
<b>Inspection service on Caterpillar 3508 diesel generator</b>	R	9	R
<b>Annual service on Caterpillar C32 diesel generator</b>	R	1	R
<b>Annual service on Caterpillar 3508 diesel generator</b>	R	3	R
Please state any additional costs:			R
<b>Total cost (VAT excl.)</b>			R
<b>VAT @ 15%</b>			R
<b>Total cost (VAT incl.)</b>			R

**Labour Rates:**

Labour Rate Per Hour (VAT exclusive)	
• Technician, After hours (17h01 – 7hh59)	R
• Assistant, After hours (17h01 – 07h59)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R

Percentage Mark-up on spares (VAT exclusive)	
• R0 to R5 000.00	%
• R5001.00 to R10 000.00	%
• R10 001.00 and above	%






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**

**12. Request approved by:**

	21/11/2022
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<b>Facilities Director Siphwe Khuzwayo</b>	
	21/11/2022
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<b>SCM Compliance Officer Adwoa Mlumba</b>	
	21/11/2022
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<b>Finance Executive Thenashree Naidoo</b>	
	22/11/2022
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<b>Chief Financial Officer Melanie Rambally</b>	
	22/11/2022
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<b>Chief Executive Officer Lindiwe Rakharebe</b>	





**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 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)

**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**