



REQUEST FOR QUOTATION – BS 01/2023

SERVICE AND REPAIR OF GREASE TRAP AT THE DURBAN ICC

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 in the various areas so that our operations run optimally thereby ensuring effective client service

2. Purpose

The Durban ICC requires an experienced service provider to provide a “once-off” service and repair to the grease trap located within the Durban ICC facility.

3. Minimum Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
3.1 The service provider must have sufficient requisite experience or employ a duly qualified plumber (minimum 5 years’ experience) to undertake the required work at hand. <ul style="list-style-type: none"> • Please attach a 2-page CV of the plumber detailing experience / qualifications, alternatively: • Please attach minimum 2 positive reference from clients serviced for similar work undertaken. 		
3.2 The prospective service provider must provide proof of public liability insurance to a minimum value of R1 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. Mandatory scope of work and pricing schedule

Description	Quantity	Unit Cost	Total Cost
R-construction of Office and Kitchen Areas			
4.1 Pump out the sludge and remove all waste from the grease trap and safely dispose off-site.	1	R	R
4.2 Supply chemicals for cleaning and removal of grime and sludge, removing & dispose of all waste	1	R	R



4.3 High pressure clean the entire system, including the walls, pipes, baskets, basket hatch covers, steel grids, etc. using own equipment	1	R	R
4.4 Pump out the sludge and remove all waste from the grease trap and safely dispose off-site. Provide a full report and comprehensive safe waste disposal certificate once disposal has been completed	1	R	R
4.5 Inspect the condition of all equipment such as baskets, basket hatch covers, grids, pipes, etc. once cleaned and exposed. Quotation to repair must be submitted separately and approved before any commencement of any repair work	1	R	R
Please state any additional costs:		R	
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

Photos of grease trap





5. Conditions of the contract

- 5.1 All work to be carried out / material to be used / techniques performed according to professional standards / practice / industry norm.
- 5.2 Any additional work that is not included in the initial scope will have to be quoted for on 'material-and-labour' basis.
- 5.3 The additional work must be approved by the Durban ICC prior to proceeding. This may be necessary if severe damages are found on the baskets and pipes during the pressure cleaning of the grease trap system.
- 5.4 The Durban ICC is not obligated to the appointed service provider to undertake the additional work identified and reserves the right to test the market in order to obtain value for money.
- 5.5 A written workmanship warranty of minimum 12 months is required.

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 original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 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://ethekwinvendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za



7. Contact Person

Siphiwe Khuzwayo: Facilities Director
031 360 1326
Email: siphiwek@icc.co.za


8. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **17th January 2023 at 10h00**. Contractors are to meet Siphiwe Khuzwayo at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.


9. 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 20th January 2023**.

10. Request approved by

 06 January 2023

Facilities Director
Siphwe Khuzwayo

 06 January 2023

SCM Compliance Officer
Adwoa Milumba

 06/01/2023

Finance Executive
Thenashree Naidoo

 09/01/2023

Chief Financial Officer
Melanie Rambally

PP  09/01/2023

Chief Executive Officer
Lindiwe Rakharebe



11. 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: _



12. 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 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):
.....

13.4.4 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:

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
-----	----



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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder