



REQUEST FOR QUOTATION – BS 17/2023

PROVISION OF PROFESSIONAL SERVICES OF GREEN BUILDING CERTIFICATION ACCREDITED PROFESSIONAL FOR 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 Durban ICC to achieve Green Building certification through Green Building Council of South Africa.

2. Purpose

The Durban ICC requires the professional services of the Green Building Certification Accredited Professional to direct and assist Durban ICC Management team with the integration of Green Star SA aims and processes throughout the performance period.

3. Mandatory Requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	☐	X
3.1 The prospective service provider must have a minimum Diploma in specialization within the Built Environment. Copy of qualifications <i>must</i> be submitted with the bid document.		
3.2 Prospective service provider <i>must</i> have a minimum of 3 years of Building & Construction Industry experience. Detailed reference letters <i>must</i> be attached as proof.		
3.3 The prospective service provider must be registered with Green Building Council of South Africa as an Accredited Professional for Existing Building Performance (EBP). Proof of Green Star Existing Building Performance Accreditation certificate and accreditation <i>must</i> be submitted with the bid document.		
3.4 The prospective service provider must have completed EBP rating for building and having completed a minimum of 4 Existing Building Certifications. Proof <i>must</i> be submitted with the bid document.		

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. Detailed scope of work

A) Certification Project Management:

- ❖ Managing the Certification Process with the GBCSA
- ❖ Collect required documentation for the certification
- ❖ Manage the documentation compilation process.
- ❖ Liaise with the Facilities Management & Operations team for required data and information.
- ❖ Collate documentation and compile for the final Green Star SA submission.

B) Strategy:

- ❖ Develop Green Star SA strategy of all credits to be targeted and initiatives to be undertaken.
- ❖ Brainstorming and concept development
- ❖ Strategies for improving building performance

C) Operational Plans and Initiatives:

- ❖ Facilities and Operations Team orientation
- ❖ Review/ Produce compliant lease criteria and tenant guidelines with input from Facilities Management Team
- ❖ Review/Produce compliant policies/plans with input from Facilities Management Team. See possible policies and plans listed below in Table 1.
- ❖ Review/Develop contractor requirements with FM team and assist with sourcing and selection of contractors

D) Surveys, Audits and Measurements:

- ❖ Conduct Surveys & Audits required by the EBP tool, specified in the table 2 below.
- ❖ Produce survey questionnaires with Facilities Management team and conduct surveys on-site or as required.
- ❖ Energy & water benchmarking of the building.

Table 1:

OPERATIONAL PLANS & POLICIES	
Tenant Awareness, Guidelines & Leasing	Building User Guide
	'Green Lease'
Draft & Implement Policies & Plans	Operations Manual & Maintenance Schedules
	Green Cleaning Policy
	Indoor Air Quality Management Plan
	Green Travel Plan
	Procurement Policy
	Waste Management Policy & Plan
	Landscape, Hardscape & Pest Management Plans
	Refrigerant Replacement Policy
	Legionella Risk & Control Plans
Contractor Reviews	Green Cleaning – Ensure compliant products used
	Waste Management
	Landscape & Pest Control
	Metering Contractors

Table 2:

SURVEYS, AUDITS & MEASUREMENTS	
Energy & Water	Energy & Water Benchmarking
Indoor Air Quality	CO & CO2 testing (if required)
Lighting Comfort	Magnetic Ballast Audit (if required)
	Lux Level Testing (if required)
Thermal Comfort	Temperature testing once in summer and once in winter (if required)
Occupant Surveys	Occupant Comfort Survey
	Transport Survey – Occupants & Visitors
Acoustics	High-Level Acoustic Audit (if required)
Daylight & Views	Measure Daylight & Views (if required)

5. Official form of offer

Mandatory scope of works	Cost
5.1 Provide professional services in order to achieve a Green Star Certification for Existing Buildings as per the requirements of the Green Building Council of South Africa (GBCSA) as per the scope of works detailed in Section 4 above.	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

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:

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

Or contact 031 322 7011 / 7154

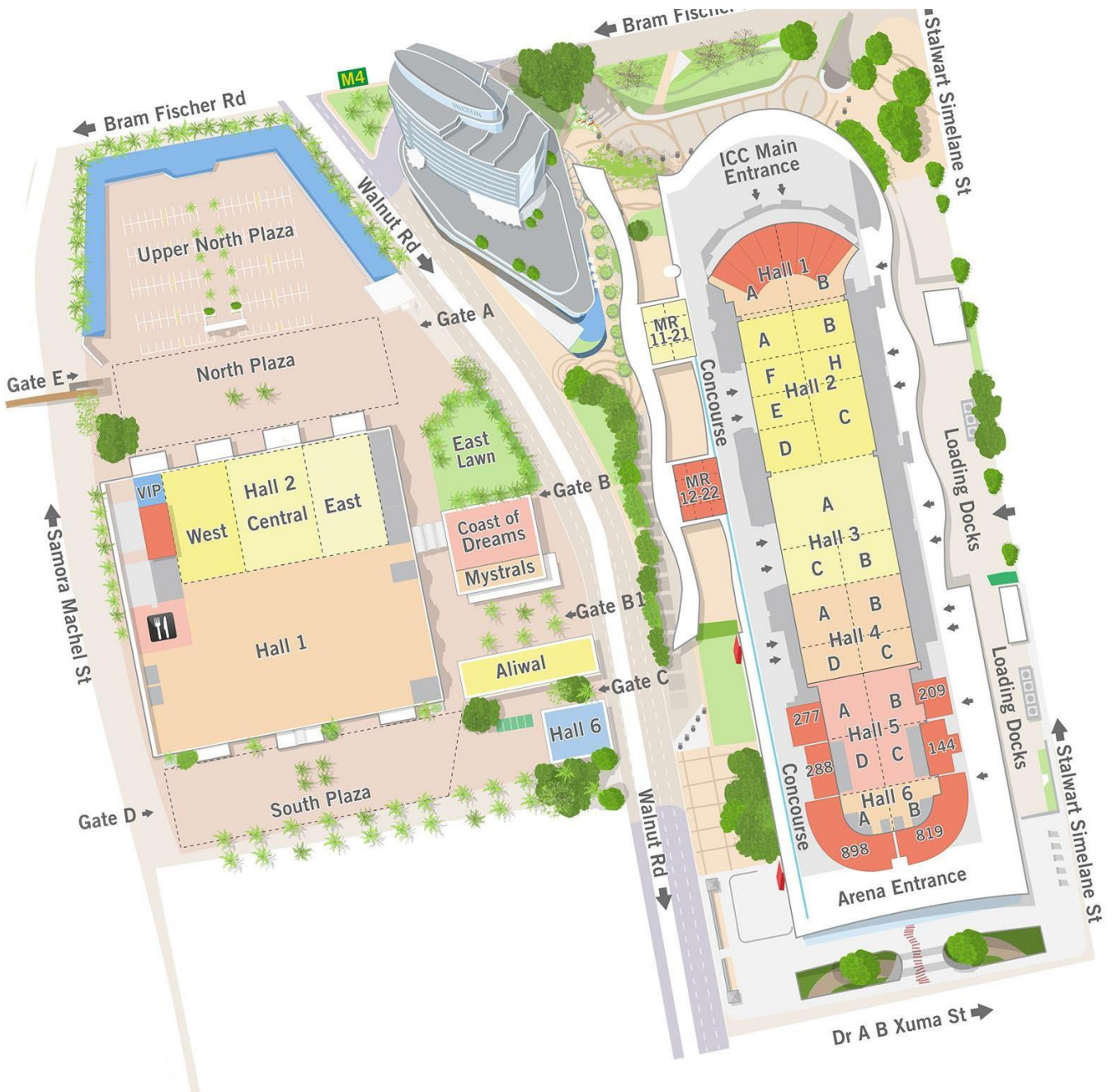
Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

7. **Contact Person**

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

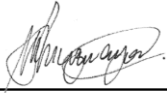
8. **Closing Date**

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 **6th April 2023**.



Layout of the Durban ICC Complex:

9. **Request approved by:**



22.03.2023

**Facilities Director
Siphwe Khuzwayo**



23.03.2023

**Chief Operations Officer
John Aritho**



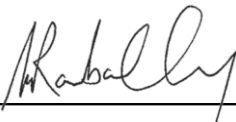
23.03.2023

**SCM Compliance Officer
Adwoa Milumba**



23/03/2023

**Finance Executive
Thenashree Naidoo**



27/03/2023

**Chief Financial Officer
Melanie Rambally**



27.03.2023

**Chief Executive Officer
Lindiwe Rakharebe**



10. 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: _

11. 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.	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>														
Electricity	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>														
Water	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>														
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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)

12. MBD4 Declaration of Interest

- 12.1 No bid will be accepted from persons in the service of the state¹.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 12.3.1 Full name of bidder or his/her representative
- 12.3.2 Identity number:
- 12.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 12.3.4 Company Registration Number:
- 12.3.5 Tax Reference Number:
- 12.3.6 VAT Registration Number:
- 12.3.7 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.

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

YES	NO
-----	----

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

YES	NO
-----	----

12.3.10 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
-----	----

12.3.11 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
-----	----

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

YES	NO
-----	----

12.3.13 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
-----	----

12.3.14 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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder