DURBAN ICC

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 02/2023

PROVISION OF CARPET CLEANING SERVICES FOR 3 DAYS IN A WEEK FOR THE DURBAN ICC COMPLEX FOR A PERIOD OF 5 MONTHS

1. Background

The Durban ICC Complex is one of the world's leading events and meetings destinations that comprises of ICC, Arena and Durban Exhibition Centre. In order to maintain the extremely high international standards, all the equipment at the facility need to be maintained at international standards in compliance with Occupational Health and Safety regulations.

2. Purpose

The Durban ICC requires a suitable contractor to provide commercial carpet cleaning services to the Durban ICC Complex for 3 days in a week for a period of 5 months.

NB: *The service provider will only conduct service and maintenance three days in a week.*

3. Minimum Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes ✓	No X
• The prospective service provider must **provide four (4) positive references** from sites where commercial carpet cleaning service was provided		
• Prospective service provider must have a minimum of 3 years' experience within the hospitality industry servicing 5-star conference and / or 4 / 5-star hotel facility. Please provide reference letters from clients serviced on company letterheads.		
• The company must **provide proof of compulsory insurance** as well as public liability insurance to a minimum value of R20 Million.		
• Prospective service provider must employ competent staff with no less than 5 years' commercial carpet cleaning experience. Please attach a 2 page CV detailing work experience of the individuals who will be on site.		
• The prospective service provider must either be: - ISO 9001 certified **or** - Certified by the Institute of Inspection Cleaning and Restoration (IICRC) **or** - Certified by the Carpet and Rug Institute (CRI) for superior cleaning and spot removal		

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.*

The successful service provider will be chosen based on price and the proposed maintenance methodology and not necessarily only on the cheapest price.

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4. Mandatory Scope of Work

4.1 General overview:

- The carpeting in the public foyers area's as well as in the halls are of a high grade "Hospitality" type and is modular in installation.

- The textile was manufactured by BELGOTEX under license and comprise of approximate twenty thousand (20,000) square meters in extent. The known types are:
  - Needle punch in Main Halls
  - Milliken in foyer and concourse / various meeting rooms
  - Entry Barrier matting

- The Milliken carpets require the highest standard of cleaning / restoration.

- It is required that the carpet be maintained, serviced as well as managed in accordance with the manufacturers requirements to maintain condition, appearance and uniformity.

- It is advised that this process entails the utilization of:
  - special upright vacuum / brushing combination
  - dry polymer method of cleaning
  - edge management,
  - spot removal
  - entry barrier cleaning
  - disaster recovery
  - provision of the necessary cleaning medium, fluids and equipment
  - the use of a Liberator extractor vacuum for dry extractions.

4.2 Specific Maintenance Requirements prohibits/exclude:

- Use of chlorinated or solvent based cleaning agents
- Exposure to substance or contaminants which destroy or degrade colour.
- Inappropriate maintenance methods
- Use of spin bonnet/pad circular brush cleaning
- Non-SABS (or equivalent) approved products, and
- Any other chemicals, applications or procedures which will cause damage to the carpets.

4.3 Areas to be maintained:

DURBAN EXIBITION CENTER (DEC)

Area	Approximate Square metres	Frequency per annum
Hall 6	370	6
Coast of Dreams	345	12
Mystrals Upper	150	12

Mystrals Lower	100	12
Mezzanine	100	6
Organiser Office 1	139	6
Organiser Office 2	57	6

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Area	Approximate Square metres	Frequency per annum
Red Carpet	400	52
Basement Board Room		
Basement (level 1)		
Entrance Including: - Tenants Office Space - Basement Boardroom	640	52
Ground floor (level 2)		
Entrance	1040	24
Side Walkways	2520	24
Recess Rooms	768	12
PCO Office	114	6
Main Hall/s	8500	12
Main Hall Tribune chair carpet	250	6
First floor (level 3)		
Plenary Seating	1680	6
Entrance	480	12
ICC upper foyer	540	12
Side Walkways	725	12
Recess / Meeting Rooms	918	24
Baobab Cafe	128	24
Second floor (level 4)		

Offices	600	4
Meeting rooms	1122	6
Third floor (level 5)		
Offices	600	4

DURBAN ICC ARENA:

Area	Approximate Square metres	Frequency per annum
Basement		
Main Lobby Area	95	4
Suites / meeting rooms	411	2
Ground floor		
LS Foyer Entrance	1,025	4
LE Concourse	324	6
LW Concourse	876	12
Main Hall/s 4-6	4,360	6
Medical Suite	20	2
Terracotta Suites	93	2
Fixed Seating	2,627	2
Bleacher Seating	748	2
First floor		
UE Concourse	445	6
Main Foyer concourse	1,277	6
UW Concourse	825	12
VIP / VOC	75	6
Media Suites	75	2

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5. Compulsory Pricing Schedule (Official Offer Form)

(A) Summary of Costs:

Description	Amount
• Total monthly cost for DEC	R
• Total monthly cost for Durban ICC	R
• Total monthly cost for Durban ICC Arena	R
Total (VAT excl.)	**R**
VAT @ 15%	**R**
Total (VAT Incl.)	**R**

Total cost : Monthly cost * 4 months	

(B) SPOT CLEANING OF UPHOLSTERY

Rate per unit (incl. VAT)

Single Chair R_____

Single Couch R_____

Double Couch R_____

Flooding **Rate per hour (incl. VAT)**

Call out charge R_____

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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:

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 service provider's 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://ethekwinivendor.durban.gov.za

Or contact 031 322 7011 / 7154

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

7. Contact Person

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

8. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **14th March 2023 at 12h00**. Service providers 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 17th March 2023.**

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10. Request approved by

07/03/2023

Facilities Director
Siphiwe Khuzwayo

09.03.2023

Chief operations officer
John Aritho

09.03.2023

SCM Compliance Officer
Adwoa Milumba

09/03/2023

Finance Executive
Thenashree Naidoo

09/03/2023

Chief Financial Officer
Melanie Rambally

pp 09/03/2023

Chief Executive Officer
Lindiwe Rakharebe

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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:** _____

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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:

Account	Account Number: to be completed by tenderer.
Consolidated Account No.	
Electricity	
Water	
Rates	
Other	
Other	

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 eThekwini 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

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14.1 No bid will be accepted from persons in the service of the state[1].

14.2 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.

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

14.3.1 Full name of bidder or his/her representative .....

14.3.2 Identity number: .....

14.3.3 Position occupied in the Company (director, trustee, shareholder[2]):

.....

14.4.4 Company Registration Number: .....

14.4.5 Tax Reference Number: .....

14.4.6 VAT Registration Number: .....

14.4.7 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.*

14.3.8	Are you presently in the service of the state? If yes, furnish particulars:	YES / NO
14.3.9	Have you been in the service of the state for the past twelve months? If yes, furnish particulars:	YES / NO
14.3.10	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
14.3.11	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
14.3.12	Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:	YES / NO
14.3.13	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
14.3.14	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