



**REQUEST FOR QUOTATION – BS 25/2023**

**CONSTRUCTION OF OFFICES IN GROUND FLOOR ADMIN BUILDING OF 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 offices at Admin Building Ground Floor at the Durban Exhibition Centre.

**3. Mandatory Requirements**

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

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

Description	Quantity	Unit	Unit Cost	Total Cost
4.1 Demolish all concrete walls inside the office space.	1	Ea.	R	R
4.2 Remove all rubble and discard off site.	1	Ea.	R	R
4.3 Construct a 1 meter wide double dry wall passage between the existing door and Office 1 that leads to open plan office space.	1	Ea.	R	R
<p>4.4 Construct side-by-side dry wall offices with the following specifications:</p> <ul style="list-style-type: none"> <li>- Each office must be constructed out of double dry wall.</li> <li>- Each office must have one standard Masonite lockable door and one fixed window.</li> <li>- The dimensions of offices must be as follows:               <ul style="list-style-type: none"> <li>o Office 1 – 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 2 – 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 3 – 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul> </li> </ul>	3	Ea.	R	R
<p>4.5 Construct side-by-side dry wall offices with the following specifications:</p> <ul style="list-style-type: none"> <li>- Each office must be constructed out of double dry wall.</li> <li>- Each office must have one standard Masonite lockable door and one fixed window.</li> <li>- The dimensions of offices must be as follows:               <ul style="list-style-type: none"> <li>o Office 4 – 3.6 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 5 – 3.6 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 6 – 3.6 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 7 – 3.6 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>o Office 8 – 3.6 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul> </li> </ul>	5	Ea.	R	R
<p>4.6 Construct a double dry wall store Room between Electrical Plant Room and Office 4 wall. Store. The dry wall must have the following specifications:</p> <ul style="list-style-type: none"> <li>o 6m length x 1m breadth x 2.4m height</li> </ul>	1	Ea.	R	R

o Masonite lockable door in the middle.				
4.7 Construct a double dry wall reception are with the following specifications: o 3m length x 1.5m breadth x 2.4m height	1	Ea.	R	R
Please state any additional costs:			R	
<b>Total cost to demolish redundant dry walls, concrete walls, construction of new walls and offices ((VAT excl.)</b>			R	
<b>VAT @ 15%</b>			R	
<b>Total cost to demolish redundant dry walls, concrete walls, construction of new walls and offices (VAT incl.)</b>			R	

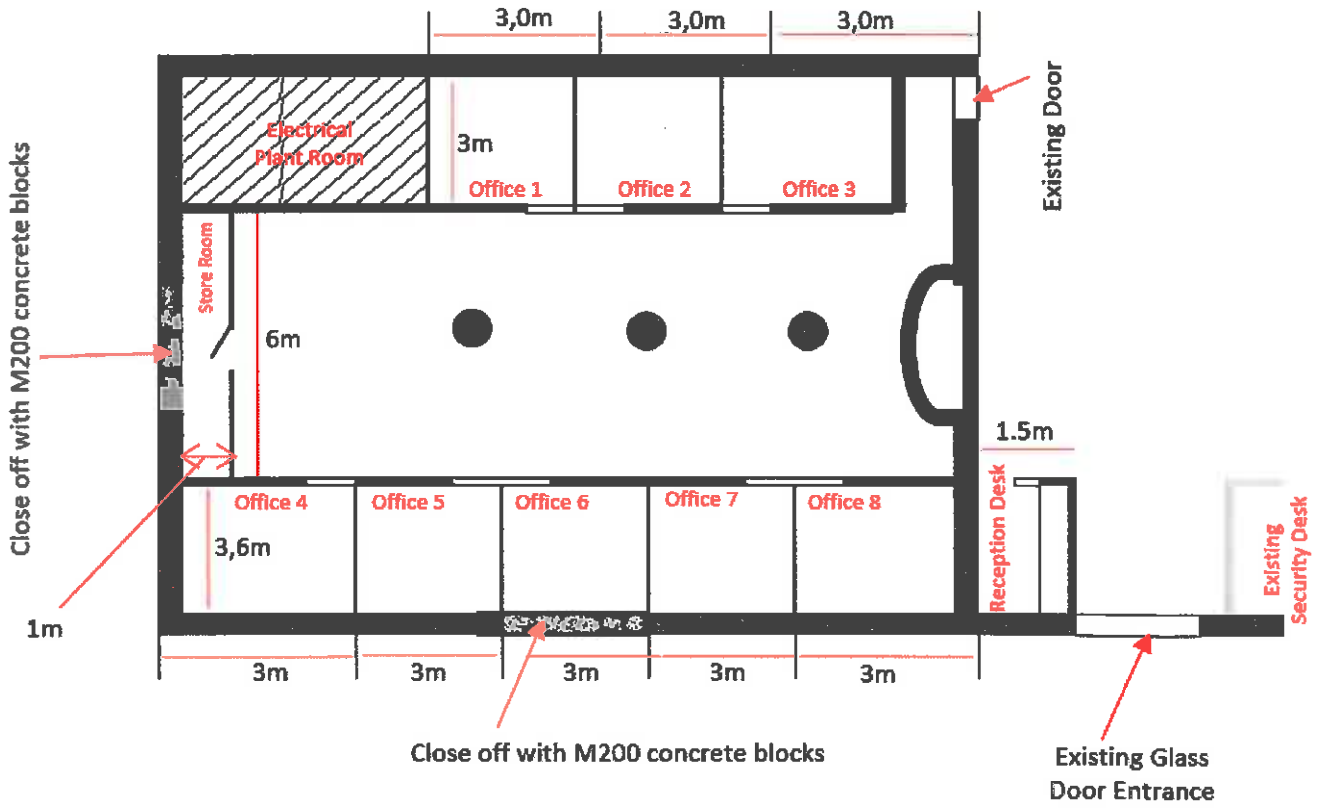
I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation*

**SKETCH OF PROPOSED DRY WALL OFFICES**





## 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 original Tax clearance pin from South African Revenue Services which proves that the service provider's 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 EThekweni 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>

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)

## 6. Contact Person

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





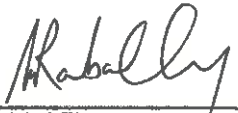
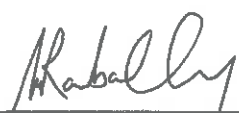
## 7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **21<sup>st</sup> April 2023 at 12h00**. Service providers are to meet Sipiwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

## 8. 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 28<sup>th</sup> April 2023**.

9. Request approved by

	
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<b>Facilities Director</b> <b>Siphwe Khuzwayo</b>	
	
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<b>Chief Operations Officer</b> <b>John Aritho</b>	
	14/04/23
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<b>SCM Compliance Officer</b> <b>Adwoa Mlumba</b>	
	14/04/2023
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<b>Finance Executive</b> <b>Thenashree Naidoo</b>	
	14/04/2023
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<b>Chief Financial Officer</b> <b>Melanie Rambally</b>	
pp 	14/04/2023
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<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>	



**10. 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:** \_\_\_\_\_



**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.	<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)



**12.MBD4 Declaration of Interest**

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

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

.....

12.4.4 Company Registration Number: .....

12.4.5 Tax Reference Number: .....

12.4.6 VAT Registration Number: .....

12.4.7 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.

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

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

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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

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