



**REQUEST FOR QUOTATION – BS 24/2023**

**REFURBISHMENT 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
	✓	X
3.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar projects have been undertaken.		
3.2 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 Remove existing wooden doors and frames in Office 6 and place aside for safe disposal through Supply Chain Management (SCM) asset disposal process.	1	Ea.	R	R
4.2 Close off space where wooden doors were removed using M200 concrete blocks. Use re-enforced steel after every two lines of brickwork to ensure stability of the wall. Newly constructed walls must be plastered and painted on both sides of the wall to match style and colour of the existing wall. Wall must be flush on the interior and recessed on the exterior.	1	Ea.	R	R
4.3 Remove existing steel garage door and place aside for safe disposal through Supply Chain Management (SCM) asset disposal process	1	Ea.	R	R
4.4 Close off space where garage door was removed using M200 concrete blocks. Use re-enforced steel after every two lines of brickwork to ensure stability of the wall. Newly constructed walls must be plastered and painted on both sides of the wall to match style and colour of the existing wall. Wall must be flush on the interior and recessed on the exterior.	1	Ea.	R	R
4.5 Repair all damaged ceiling board using ceiling rhino boards and apply the Polyskim rough-cast finish to match the existing ceiling structure.	1	Ea.	R	R
4.6 Prepare and paint ceiling board using white Plason Polvin (or similar approved) paint. Apply 2 coats of ceiling paint for better results.	1	Ea.	R	R
4.7 Restore Polyskim rough-cast finish on all six (6) steel pillars to match the existing structures.	6	Ea.	R	R
4.8 Repair, prepare and paint all steel structures and walls using interior Low Sheen Plascon Wall & All paint (or similar approved specifications and colour)	1	Ea.	R	R
4.9 Remove all waste from demolition and discard off site.	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	



VAT @ 15%	R
<b>Total cost to demolish redundant dry walls, concrete walls, construction of new walls and offices (VAT incl.)</b>	R

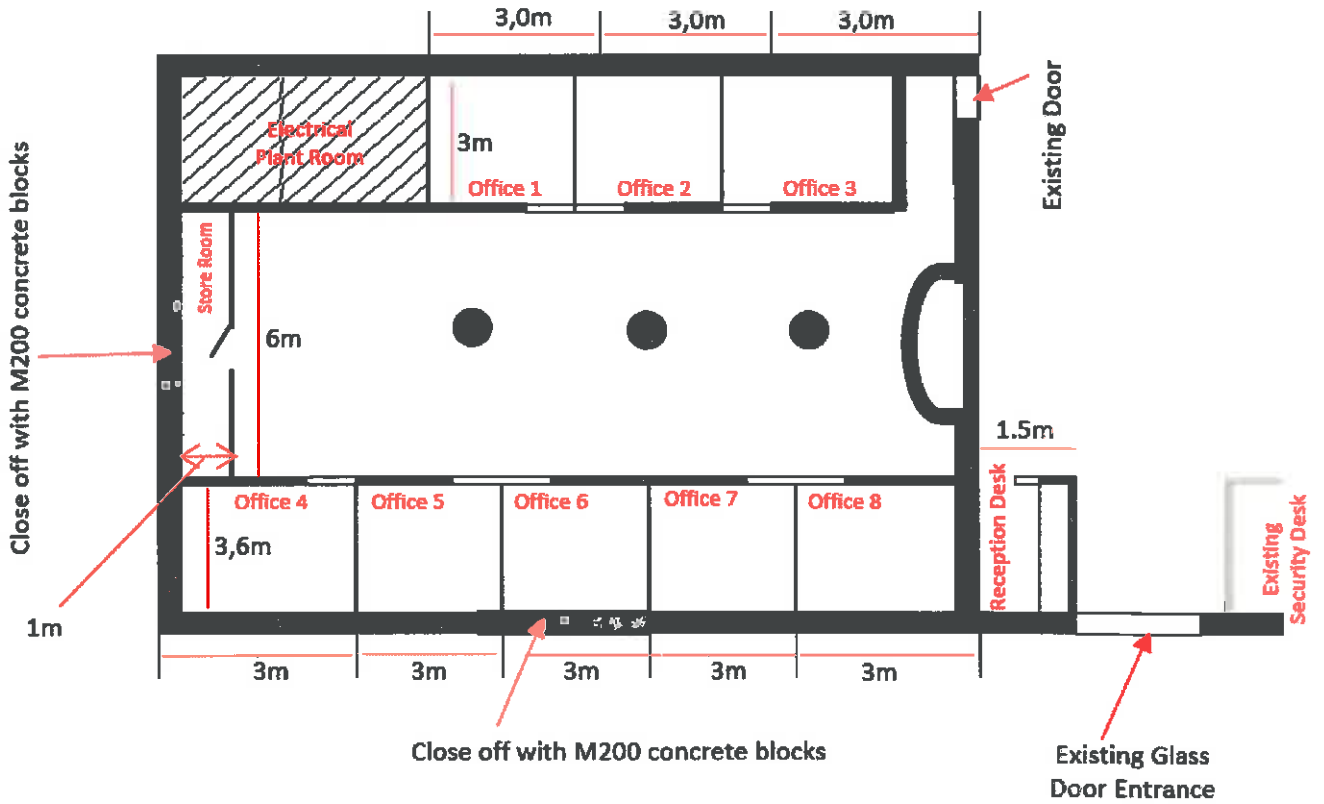
I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

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

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

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

**SKETCH SHOWING POSITIONS OF PROPOSED OFFICES AND WALLS TO BE BRICKED UP WITH M200 CONCRETE BLOCKS**





## 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: Siphwe Khuzwayo: Facilities Director  
Tel: 031 360 1326  
Email: [siphwek@icc.co.za](mailto:siphwek@icc.co.za)





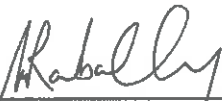

## 7. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **21<sup>st</sup> April 2023 at 10h00**. Service providers are to meet Siphwe 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

	
_____ <b>Facilities Director</b> Siphwe Khuzwayo	
	
_____ <b>Chief Operations Officer</b> John Aritho	
	14/04/23
_____ <b>SCM Compliance Officer</b> Adwoa Mlumba	
	14/04/2023
_____ <b>Finance Executive</b> Thenashree Naidoo	
	14/04/2023
_____ <b>Chief Financial Officer</b> Melanie Rambally	
pp 	14/04/2023
_____ <b>Chief Executive Officer</b> 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 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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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.



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

Full Name	Identity Number	State Employee No.

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

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

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

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