

**REQUEST FOR QUOTATION – IT 06/2023**

**SUPPLY, INSTALL AND COMMISSION NETWORK INFRASTRUCTURE AT THE ADMIN BLOCK SITUATED  
THE DURBAN EXHIBITION CENTRE**

**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.

The Durban ICC requires network infrastructure to be installed at the Durban Exhibition Centre and Administration Block area.

**Purpose of the Request for Proposal**

The Durban ICC requires an experienced service provider for the complete end to end supply and installation of network infrastructure in accordance with the “Mandatory Scope of Works” as detailed below

**2. Mandatory Scope of Works**

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• To install, test and commission 80 X Network data points via CAT 6 cable from the nearest cabinet in Admin offices.		
• Supply and installation of a 2 X fibre optic cables from the DEC Admin block to the Telkom node room at the Durban Exhibition Centre (2 pairs to the DEC Administration block lower area and 2 pairs to the Administration block upper)		
• Supply and installation of a 1 X fibre optic cable from the DEC Telkom node room at the Durban Exhibition Centre to the DEC Hall 2 Organizers Office (2 Pairs)		
• Supply and installation of three switch cabinets, patch panels and brush panels to accommodate for the installed infrastructure		
• To supply baseplates and termination boxes to the end points in the room		
• To supply and install patch panels and brush panels in the patch rooms where required		
• All data points must be clearly labelled on both ends. (In the patch cabinets and the floor points)		
• To supply and install trunking where required		
• To ensure that network data points are tested and working on completion. Test results to be handed to the Durban ICC on completion.		
• A proper handover and walkabout must be carried out upon completion.		
• All equipment utilized must be SABS approved.		

**3. Terms and Conditions**

- Failure to meet all of the stipulated mandatory scope of works will result in the service provider being deemed non-responsive and will not be considered for evaluation.
- All the necessary safety precautions and preventative measures must be adhered to at all times. Contractors will be held liable for all damages caused by their staff members.
- The Contractor will be required to provide a safety file to the Durban ICC prior to any work commencing.

- All works are to be carried out in line with the OHS Act 85 of 1993.
- All Technicians must wear appropriate / necessary safety clothing or PPE.
- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

#### 4. Mandatory Requirements

Does the service provider comply with the Mandatory Requirements? Please acknowledge as indicated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• The service provider must have previous experience in such projects. <b>Please attach two positive references from clients serviced.</b></li> </ul>		

**Please Note:** Failure to meet the stipulated mandatory requirement will result in the service provider being deemed non-responsive and will not be considered for evaluation.

#### 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:**

- 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 Pin from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

#### 6. Requirements to submit quotations

- 7.1 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.2 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://www.icc.co.za)). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

#### 7. Contact Person

Kelvin Dorosami – IT & Systems Specialist  
Tel: 031 360 1204  
Email: [kelvind@icc.co.za](mailto:kelvind@icc.co.za)

#### 8. Compulsory Site Inspection and Closing date

Please note that a compulsory site inspection will be held on **25<sup>th</sup> April 2023 at 12h00** Contractors are to meet Kelvin Dorosami at the ICC Foyer Reception Desk where they will be briefed and escorted to the area of work.

#### **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 **12:00 on 2<sup>nd</sup> May 2023**.

- o **Service providers - please ensure the bid drop off register is signed before placing the bid into the tender box.**

**9. Compulsory Pricing Schedule (Form of offer)**

Description	Total
To supply, install and commission all of the items, described in the mandatory scope of works, including labour and all related sundry costs.	R
Please state any additional costs:	R
Sub Total (Excluding VAT)	R
VAT @ 15 %	R
Total (Incl. VAT)	R

**Note:** The Durban ICC is not liable to make any deposit payments upfront.





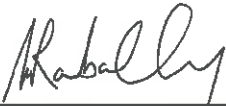
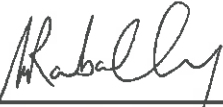
I.....being duly authorized thereto by ..... Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

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

10. Request approved by:

	12.04.2023
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<b>Preshan Haripershadh</b> IT Manager	
	12/04/2023
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<b>Brenden Chettiar</b> Chief Corporate Support Officer	
	13.04.2023
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<b>SCM Compliance Officer</b> Adwoa Milumba	
	13/04/2023
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<b>Finance Executive</b> Thenashree Naidoo	
	14/04/2023
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<b>Chief Financial Officer</b> Melanie Rambally	
pp 	14/04/2023
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<b>Chief Executive Officer</b> Lindiwe Rakharebe	

**11. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

**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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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 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)

**13. MBD4 Declaration of Interest**

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

14.1 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.

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

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

14.2.2 Identity number: .....

14.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

14.2.4 Company Registration Number: .....

14.2.5 Tax Reference Number: .....

14.2.6 VAT Registration Number: .....

14.2.7 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.*

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

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

YES	NO
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14.2.10 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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14.2.11 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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14.2.12 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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14.2.13 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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14.2.14 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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**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

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

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

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

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