



REQUEST FOR QUOTATION: BS 39/2023 (CG 20-2023)

REMOVAL OF EXISTING STRUCTURES AND CONSTRUCTION OF FITTING FOR THE PROPOSED DEC COFFEE SHOP

1. Background

The Durban ICC Complex is one of the most advanced and leading events and meetings destinations. In order to maintain the extremely high international standards and improve guest experience of our clients and visitors; the facility and infrastructure needs to be continually improved and maintained to the highest standard possible.

2. Purpose of the request for proposal

The Durban ICC requires a suitable service provider to perform removal of existing structures and construction of fittings for the proposed DEC coffee shop as specified in this document.

3. Mandatory requirements

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> The prospective service provider must provide two (2) positive references (attach reference letters) from clients where similar services were successfully provided.) 		
<ul style="list-style-type: none"> The prospective service provider must be able to perform and complete this work, within 15 days from receipt of an official purchase order. Written confirmation on the official company letterhead is required. 		
<ul style="list-style-type: none"> The company must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R2 Million. 		

Please note: failure to comply with the stipulated mandatory requirement will result in the bid submission being deemed non-responsive and not evaluated any further.

4. Terms and Conditions

- 4.1 The total quoted amount in the pricing schedule below should include all work related to procurement, seeking approval and delivery of the required goods to the Durban ICC.
- 4.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).



5. Required Scope of Work and pricing schedule (form of offer) with Specifications



ITEM NO			QUANTITY	RATE	AMOUNT
	REMOVAL OF EXISTING STRUCTURES				
	<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>				
1	Existing double timber door	No	1		
2	Existing timber door	No	4		
3	Existing burglar guard	No	1		
4	Existing two tier power skirting	m	11		
5	Existing glass blocks size 190x190x80mm	m ²	5		
	<u>Taking down and removing roofs, floors, panelling, ceilings, partitions, fencing, etc</u>				
6	Existing acoustic ceiling	m ²	6		
7	Existing carpet floors	m ²	63		
8	Existing half-brick wall	m ²	30		
	Description				
	The description and dimensions of the following items are intended as a means of identifying the items only and are not intended as full descriptions. Tenders are to refer to drawings and make enquiries as no extras will be entertained due to the tenderers failure to do so. The Tenderer shall allow for all costs in his rates to satisfy the above requirements.				
	Site Measurements				
	Measurements are to be taken on site prior to the manufacture of any items.				
	Prices				
	Prices for all items are to include for site measurements, fabrication, transport, suspension systems, fixing to structural grids, timber trusses and concrete, scaffolding, protection and finishing complete for painting by others.				
	The contractor shall include for sealing between skirtings and adjacent walls.				
	ENTRANCE DOORS, ETC.				
	Solid core "Class B" 2 hour heavy duty flush panel door comprising 3.2mm tempered hardboard face both sides, hung to steel frames to comply with SANS 545				

1	"Rubidor" Class B 2 hour fire door 813 x 2032mm high including pressed steel frame for 230mm brick wall .(Price to include the necessary ironmongery)	No	2		
	INTERNAL DOORS, ETC.				
	Gridded-Core Timber Doors and Solid Timber Frames				
2	Suppl and install only single door, size 813mm wide x 2,400mm high. (Price to include for standard ironmongery, handles etc)	No	1		
	FRAMED FRAMES, ETC.				
	Wrought meranti				
3	76 x 38mm Jamb linings with 5 x 10mm shadowline rebates on both sides, plugged	m	5		
	FITTINGS				
	WORKTOP, BENCHES & VANITIES				
	Timber				
4	Black melamine carcass; with worktop counter and 500x1000mm recess for glazed display including 1 grommet holes to align with plug below; with light ash wood slats with vertical grain 36mm centre-to-centre on front and side faces; and 20mm Zimbabwean Black counterstone for worktops [Zimbabwe Black or the equivalent]. Assume overall height at circa 920mm, including 100mm black formica skirting. As per drawing render DEC Coffee Shop_1 - Photo edited - Type JO:01	m	4		
5	Bar stool countertop with 20mm Zimbabwean Black countertops with 1100mm high built up stone edge [Zimbabwe Black or the equivalent] with 30 x 30mm square hollow steel tube powdercoated black frame, including ironmongery, executed complete at overall circa height 1100mm. DEC Coffee Shop_3 - Photo edited - Type JO:02	m	6		
	Supply and install the following items				
6	Prep countertop with 20mm Zimbabwean Black countertops [Zimbabwe Black or the equivalent] with 30 x 30mm square hollow steel tube powdercoated black frame, including ironmongery, executed complete at overall circa height 1100mm. DEC Coffee Shop_1 - Photo edited - Type JO:03	m	3		

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

DESIGNED RENDERS OF PROPOSED WORK AREA





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:

- 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 from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 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 / phumla.mdabe@durban.gov.za



7. Protection of Personal Information

7.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 (“POPIA”).

7.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

8. Contact Person

Anele Maboza: Facilities Project Manager
031 360 1197
Email: anelem@icc.co.za

9. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **24th May 2023 at 12h00**. Service providers are to meet Anele Maboza at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.

10. 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 1st June 2023**.



11. Request approved by:

	18.05.2023
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Facilities Director Siphwe Khuzwayo	
	19.05.2023
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Chief Operations Officer John Aritho	
	19.05.2023
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SCM Compliance Officer Adwoa Milumba	
	19/05/2023
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Finance Executive Thenashree Naidoo	
pp 	19/05/2023
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Chief Financial Officer Melanie Rambally	
PP 	19/05/2023
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Chief Executive Officer Lindiwe Rakharebe	



12. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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:** _____

13. 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"/>

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)

14. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

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.

14.2 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, shareholder²):

.....

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

14.3.7 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.*

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

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

YES	NO
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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
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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
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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
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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
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15. Full details of directors / trustees / members / shareholders

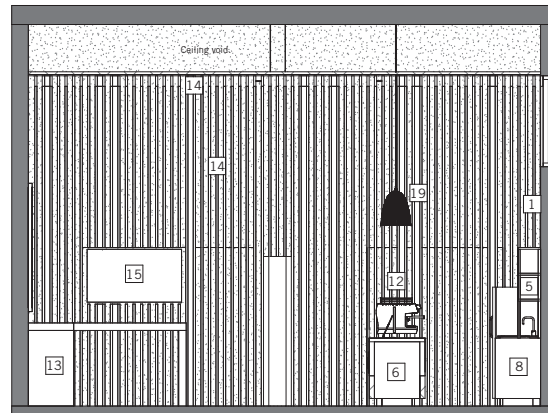
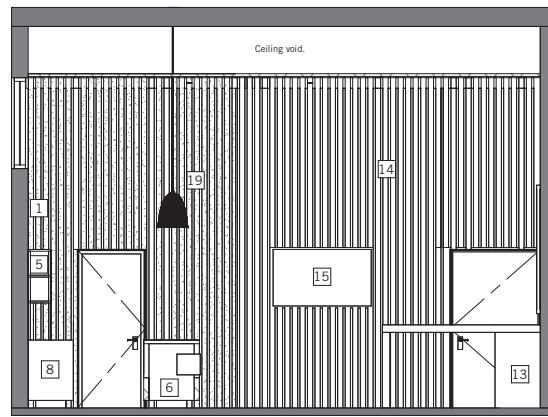
Full Name	Identity Number	State Employee No.

Signature

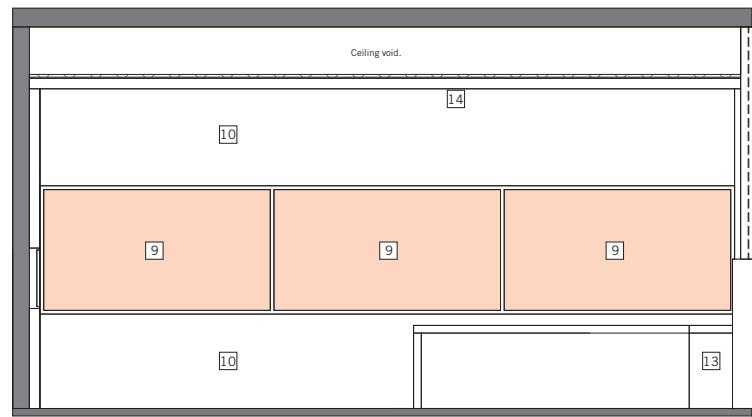
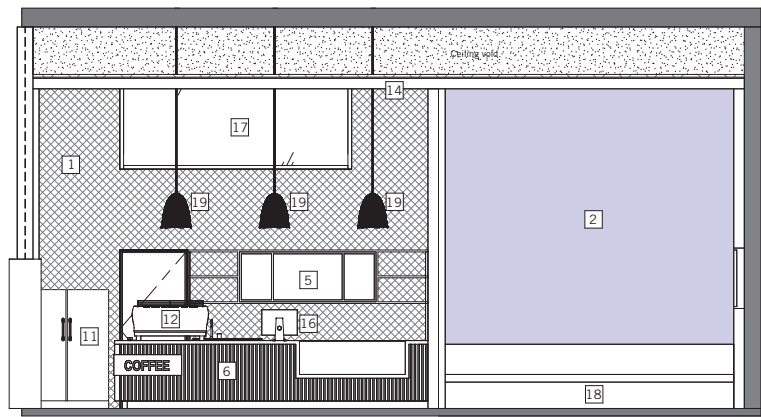
Date

Capacity

Name of Bidder



- LEGEND:
- 1 PATTERNED PRINTED GRAPHIC APPLIED TO WALL.
 - 2 ARTWORK PRINTED GRAPHIC APPLIED TO WALL.
 - 3 DEMOLISH WALL.
 - 4 CONSTRUCT NEW DRYWALL.
 - 5 HODMS AND PAINTED SHELF WITH CHALKBOARD MENU.
 - 6 COUNTER WITH VERTICAL COMPOSITE TIMBER SLATS, CORTEN SIGNAGE, GLASS FOOD DISPLAY AND 20MM ZIMBABWE BLACK COUNTERTOP.
 - 7 300 X 600MM DARK GREY PORCELAIN TILES MATT FINISH.
 - 8 BLACK MELAWOOD CARCASS AND DOORS WITH 20MM ZIMBABWE BLACK COUNTERTOP.
 - 9 FRAMED LIGHT BOXES WITH PRINTED GRAPHIC.
 - 10 PLASTER & PAINT.
 - 11 DOUBLE GLASS DOOR FRIDGE.
 - 12 CAPPUCCINO BARISTA COFFEE MACHINE.
 - 13 20MM ZIMBABWE BLACK BAR STOOL COUNTER 600MM WIDE.
 - 14 COMPOSITE TIMBER SLATS 30 X 140MM AT 100MM CENTRES.
 - 15 70" LED SMART TV UHD.
 - 16 POINT OF SALE.
 - 17 GLASS BLOCKS REMOVED AND REPLACED WITH PC ALUMINIUM WINDOW.
 - 18 ZIMBABWE BLACK BENCH AND BACK REST WITH LOOSE PLACED LEATHER CUSHIONS ACROSS LENGTH OF BENCH.
 - 19 SUSPENDED PENDANT LIGHTS WITH SOLID PAINTED STEEL SURROUND AND SUSPENSION ROD WITH INCANDESCENT LIGHT BULB.
 - 20 500 X 500MM CARPET TILES.
 - 21 NEW BLACK SINGLE SINK WITH TAP AS PER SCHEDULE.
- NOTES:



CLIENT:

PROJECT DETAILS:

DESIGN APPROVAL:

DRAWING REVISIONS:

DESIGN SPECIFICATIONS:

PREPARED BY:



DURBAN ICC
COFFEE SHOP PLAN & ELEVATIONS

DESIGN COORDINATOR APPROVAL:

DATE:

PROJECT MANAGER APPROVAL:

DATE:

CLIENT APPROVAL:

DATE:

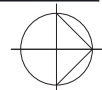
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REV.	DATE	DESCRIPTION	DRAWN BY:

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DESIGNED BY
COFFEE SHOP PLAN & ELEVATIONS
DRAWING TITLE
1:25
DRAWING SCALE
08/05/2023
DRAWING DATE
23022
PROJECT NO.

WM/WS
DRAWN BY
08/05/2023
DRAWING DATE
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CHECKED BY
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CONCEPT & PART OF ARCHITECTURE BY THE DRAWING OF ANY OTHER PARTY IS ACCEPTED BY IYER

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