



REQUEST FOR QUOTATION – OPS 18/2023

Supply, Delivery and Installation of Heavy Duty Industrial Ironing Table, Electric Heated.

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa’s Leading Conference Centre by World Travel Awards for 17 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organization for Standardization; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 45001 (Occupational Health and Safety).

2. Purpose

The Durban ICC requires a service provider for the supply, delivery, installation and commissioning of a heavy duty industrial Ironing Table, Electric Heated, for our laundry requirements.

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 service provider must have at least Two years (2) requisite experience in supply of laundry Equipment. Please supply two (2) positive references. 		
<ul style="list-style-type: none"> A 2-year warranty on Heavy duty industrial Ironing Table, Electrical Heated is required as a minimum. Please clearly state any conditions on guarantee/warranty with your submission—a letter confirming warranty is to be attached. 		
<ul style="list-style-type: none"> The bidder must be able to supply the equipment, as per the scope of works, within 14 days from receipt of an official purchase order. 		

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.

Specifications:

- Universal ironing tables, appreciated for solidity and sobriety of style; they combine quality, reliability and competitive price.
- BLOWING function must especially take its place as "entry-level" among the BLOWING tables, offering the versatility of both functions at a reasonable price.
- Electrically heated VACUUM table, for connection to external steam supply.
- Electrically heated VACUUM table, built-in 5 lt electronic, automatic boiler.
- Electrically heated VACUUM & BLOWING table, either with built-in 5 lt electronic, automatic boiler or for connection to external steam supply

Drawing:



4. Compulsory pricing schedule (form of offer)

Description	Unit	Quantity	Unit Cost	Total Cost
Ironing table electrically heated	Ea.	1	R	R
Please state additional costs not mentioned above:			R	R
Total cost ((VAT excl.)			R	
VAT @ 15%			R	
Total cost (VAT incl.)			R	

Kindly Note:

- If necessary, the service provider can submit a detailed pricing schedule in their own format as additional information or breakdown of their pricing for a better understanding. This will be most relevant when the total bid price correlates to the total pricing, as per the compulsory pricing schedule above.

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



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 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

6. Terms and conditions

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).

7. Protection of Personal Information

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").

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

Name: Mncedisi Dlamini: Acting Operations Executive

Tel: 031 360 1201







Email: mncedisid@icc.co.za



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 2nd June 2023**.

10. Request approved by


Mncedisi Dlamini Acting Operations Executive

John Arltho Chief Operations Officer
 23/05/23
SCM Compliance Officer Adwoa Milumba
 23/05/2023
Finance Executive Thanashree Naidoo
 23/05/2023
Chief Financial Officer Melanie Rambally
PP  23/05/2023
Chief Executive Officer Lindiwe Rakharebe

PP



10. 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: _____

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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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)

12. MBD 4 Declaration of Interest

- 12.1 No bid will be accepted from persons in the service of the state¹.
- 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, shareholder²):

- 12.3.4 Company Registration Number:
- 12.3.5 Tax Reference Number:
- 12.3.6 VAT Registration Number:
- 12.3.7 The names of all directors / trustees / shareholder's 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.**

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?

YES	NO
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 If yes, furnish particulars:

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?

YES	NO
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 If yes, furnish particulars:

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