

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – IT 08/2023

SUPPLY INSTALLATION AND COMMISSION OF IP TELEPHONES AND RELATED EQUIPMENT FOR THE DURBAN ICC (ONCE OFF PURCHASE)

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 telephone equipment and services in the various areas so that our operations run optimally thereby ensuring effective client service.

The Durban ICC currently has an Openscape 4000 PABX system in place to provide telephony services for the business. The current IP Telephone technology is the Openscape CP110 and CP 200 handsets that are utilized within the organization

The Durban ICC has a need to expand on the services to business and therefore requires 48 IP Telephones to be installed at the Durban ICC.

Purpose of the Request for Proposal

The Durban ICC requires an experienced service provider for the complete end to end supply, installation and commissioning of the IP Telephones and related equipment 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 Supply ,install and test 48 IP Telephones at the Durban ICC		
• Supply and install HG 3500 V8 (120 Channels) STMIX card and Licence for the IP Phones		
• A proper handover and walkabout must be carried out upon completion.		
• All equipment utilized must be SABS approved.		
• Ensure that the IP Phones are tested and working on completion. Test results to be handed to the Durban ICC on completion.		
• The service provider must be a certified Siemens unify systems installer .		

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 necessarily 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"> The service provider must have previous experience in such projects. Please attach two positive references from clients serviced. 		
<ul style="list-style-type: none"> The service provider must be an authorized and certified installer of the Unify Communications products Please attach proof of certification. 		

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). 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

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

Please note that a compulsory site inspection will be held on **19th June 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 23rd June 2023**.

- **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.





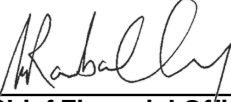
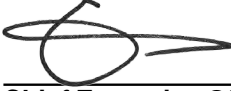
I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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

10. Request approved by:

	13.06.2023
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Preshan Haripershadh IT Manager	
	14/06/2023
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Brenden Chettiar Chief Corporate Support Officer	
	15.06.2023
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SCM Compliance Officer Adwoa Milumba	
	15/06/2023
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Finance Executive Thenashree Naidoo	
	15/06/2023
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Chief Financial Officer Melanie Rambally	
	15.06.2023
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Chief Executive Officer 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"/> <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"/>
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)

13. 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. 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, shareholder²):

.....

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:

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.*

14.2.8 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