



**REQUEST FOR QUOTATION: CCSO 13/2023**

**ISO AUDIT COMPLIANCE SERVICES**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world. The Centre has an Integrated Management System with which consists of certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and 45001 (Occupational Health and Safety Management System) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

**2. Purpose of the request for proposal**

The Durban ICC requires the services of a duly experienced ISO 45001 and ISO 14001 service provider to update the Durban ICC with the latest applicable legislation, regulations and/or standards of practice related to our business activities.

This includes updating the risk register and perform ISO evaluation audits in accordance with international, national, provincial legislation, regulations and standards of practice as well as any local by laws for the 2023 year (once off service).

**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"> <li>• The ISO audit facilitator must be duly qualified in ISO 9001, ISO 14001 and ISO 45001 with a minimum of five (5) years requisite experience providing ISO audit compliance services to entities.</li> <li>• Please attach a minimum of two detailed references from clients serviced and a detailed CV of the ISO audit facilitator who will be conducting these services at the Durban ICC premises.</li> </ul>		

***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. Conditions of contract**

- The service provider must update the safety, health and environmental legal registers; risk register and conduct the ISO compliance evaluations for both ISO 45001 and ISO 14001.
- The ISO compliance evaluation must be based on all international and national legislation, local by-laws and other regulatory requirements applicable to the Durban ICC.
- The safety, health and environmental legal registers and the risk register must be completed within 45 days from date of official purchase order being issued to the appointed service provider. Failure to adhere to the time frame will result in a penalty of five hundred rand (R 500.00) per day, every day thereafter.



- The ISO audit compliance evaluations **will** be undertaken within the months of October to December 2023 however these dates may be subject to change due to business demands and must be completed in 2024, before expiry of the award letter. The ISO audit compliance evaluation reports must be completed and submitted to the Durban ICC within 30 days of completion of the ISO audit compliance evaluation. The reports can be submitted in PDF format via email and hardcopy.

**5. Compulsory Pricing Schedule (official form of offer)**

Requirements	Frequency	Please state estimated duration (days)	Total cost for service
(a) Review of Risk Register - ISO 45001 and ISO 14001	Once off service		R
(b) Revise safety, health and environmental Legal Register – ISO 45001 and ISO 14001, update with latest applicable legislation and link to updated risk register	Once off service		R
(c) Provide updates of changes to legislation in relation to ISO 45001 and ISO 14001	Quarterly		R
(d) Conduct ISO 14001 Environmental Management System (EMS) compliance evaluation including other requirements, full report and action plan	Once off service		R
(e) Conduct ISO 45001 compliance evaluation including other requirements, full report and action plan	Once off service		R
Please state any additional costs:			R
<b>Total (VAT excl.)</b>			<b>R</b>
<b>VAT @ 15%</b>			<b>R</b>
<b>Total (VAT Incl.)</b>			<b>R</b>



## **7. Preconditions**

*A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:*

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the service providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 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)

## **8. 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).

## **9. Protection of Personal Information**

- 9.1 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").
- 9.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

## **10. Contact Person**

Renil Harbhajan – ISO Officer  
Tel: 031 360 1324  
E-mail: [renilh@icc.co.za](mailto:renilh@icc.co.za)

## **11. 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 17<sup>th</sup> July 2023.**



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: \_\_\_\_\_

11. Request approved by:

	05 July 2023
<b>Acting Security Risk Manager</b> Ebrahim Yusuf	
	05/07/2023
<b>Chief Corporate Services Officer</b> Brendan Chettiar	
	06.07.2023
<b>SCM Compliance Officer</b> Sibusiso Mngadi	
	07/07/2023
<b>Finance Executive</b> Thenashree Naidoo	
	07/07/2023
<b>Chief Financial Officer</b> Melanie Rambally	
pp 	07/07/2023
<b>Chief Executive Officer</b> Lindiwe Reichardt	



**12. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	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: \_\_\_\_\_

**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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<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 state<sup>1</sup>.

12.1 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.

12.2 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.

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>):

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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 / 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.*

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?  
If yes, furnish particulars: 

YES	NO
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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?  
If yes, furnish particulars: 

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

Full Name	Identity Number	State Employee No.

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

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

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

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