



REQUEST FOR QUOTATION – CCSO 14/2023

PARKING MANAGEMENT SERVICES FOR A PERIOD OF SIX (6) MONTHS

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 Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 45001 (Occupational Health and Safety).

The Durban ICC requires the services of an experienced Parking Management Service Provider to manage the parking facilities at the Durban ICC, Durban Exhibition Centre and the Centrum Parking Site. (Known as the Durban ICC Precinct).

2. Purpose

The Durban ICC has an undercover car park area with approximately 1000 parking bays. In the event of a large scale conference or exhibition, the parking flows to the Durban Exhibition Centre which has approximately 350 parking bays and the Centrum parking, which has approximately 600 parking bays.

The Parking equipment that is used on site is a HUB Parking system that is comprised of 5 X Entry lanes, 5 X exit lanes, 6 X Pay stations which all connect back to a Server that is situated in the Parking Management Office.

The Request for Quotation is to provide parking management services with seamless operations being its main objective. To provide users of parking facilities (parkers) with a sense of relief by alleviating any parking queries and issues timeously, create good customer service and value for money with the expectation to improve the Durban ICC client satisfaction ratings. The Durban ICC requires an experienced service provider to provide adequate staff to manage the parking in its entirety, including all parking Pay-on-Foot (POF equipment) and parking bays including revenue collection for a period of six months.

3. Minimum Specifications

Does the service provider comply with the minimum specifications? Please acknowledge as illustrated.	Yes	No
	✓	X
• Manage traffic flow at all requested times throughout the Durban ICC Precinct.		
• The provision of uniformed staff that are experienced to oversee the entire management of the parking facility as well as a proper escalation procedure. (All staff must have the appropriate customer care training).		
• The service provider must have a relationship manager assigned to the Durban ICC to manage any escalations		
• Maintain all parking signage and ensure that it, along with road markings is visible at all times and correctly placed to enhance traffic flow within the parking.		
• Provide office equipment, coin counters and computers or tools of trade to perform the required services.		

<ul style="list-style-type: none"> Provide and manage a cash float of approximately thirty five thousand rand (R35, 000.00) for the Pay stations 		
<ul style="list-style-type: none"> The service provider must be able provide the Durban ICC with accurate reporting from the parking management system 		
<ul style="list-style-type: none"> The service provider must be able to tally up the revenue from the parking system with accurate reporting from the system (The service provider will be held liable for any shortfall in terms of revenue that does not tally up in accordance with the reports) 		
<ul style="list-style-type: none"> The Service Provider will carry the risk of all cash being collected from pay and cashier stations until same are deposited at the counting room; inclusive of all change collected for float replenishment. 		
<ul style="list-style-type: none"> The service provider must log all faults with the hardware service provider promptly as and when these faults occur 		
<ul style="list-style-type: none"> The service provider must be able to provide additional staff in accordance with business demands at short notice (within 8 hours of receiving a request from the Durban ICC) 		

4. Compulsory Pricing Schedule (official form of offer)

The quantities of staff required for the designations as illustrated in the pricing schedule below, are for evaluation purposes only and **may be subject to change based on the business needs of the Durban ICC**.

As a result, the final recommendation will be based on the cost per staff designation, and only requested for by the Durban ICC, as and when required. The pricing schedule is a rate card that must remain fixed for the duration of the contract for services.

Designation	Shift	Estimated Quantity	Monthly cost per designation	Total cost for 6 x months per designation
Controllers – Day Shift	6am – 6pm	1	R	R
Controllers – Night Shift	6pm – 6am	1	R	R
Controllers – After hours	Weekends, public holidays and after 5pm	1	R	R
Site Manager	8am – 5pm	1	R	R
Site Manager – After hours	Weekends, public holidays and after 5pm	1	R	R
Percentage Markup on any spares and consumables that may be required				%

Total cost (VAT excl.)	R
VAT at 15%	R
Total cost (VAT incl.)	R

5. **Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Pleas acknowledge as illustrated.		YES	NO
		✓	X
5.1	<p>The service provider must have at least three years (3) requisite experience providing parking management services for at least Three (3) establishments, within the last 5 years, which accommodated for a minimum of seven hundred (700) parking bays.</p> <p><i>The elements of an acceptable reference are detailed below. It is advisable to ensure that the references submitted are in line with the below requirements.</i></p> <ul style="list-style-type: none"> - <i>Details of client (name, contact email and telephone) for third party confirmation purposes</i> - <i>Size and location of the establishment where these services were rendered</i> - <i>Contract amount and duration</i> - <i>Detailed scope of parking management services rendered for the client</i> - <i>Adherence to the service level agreement and non-conformances issues identified</i> - <i>Parking equipment on site</i> 		
5.2	The service provider must pay their staff in accordance with the Industry related Bargaining Council. Please attach proof of compliance.		
5.3	Staff allocated to the Durban ICC precinct must not have a criminal record (Service provider must provide an undertaking to this effect).		
5.4	Please attach CV of Site Manager and Support Staff.		
5.5	The service provider will be required to enter into a service level agreement with the Durban ICC, this will be drafted by the Durban ICC. Any costs related to the review of the service level agreement must for the service provider's account		

6. “Terms and conditions

- 6.1 It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- 6.2 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- 6.3 The entity will only make a final award should the bidder be tax compliant at time of award.
- 6.4 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award.
- 6.5 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).
- 6.6 The Durban ICC may request written clarification regarding any aspect of this RFQ and documents in response to the RFQ. The Bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified. The supplied information shall not change the material aspects of the submission, i.e. RFQ price, the firmness of the price and technical/functionality.”

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. Preconditions

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

- 8.1 Full name
- 8.2 Identification or company or other registration number
- 8.3 Tax reference number and VAT number, if any
- 8.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 8.5 Valid BBBEE Certificate
- 8.6 MBD 4 Declaration of Interest form must be completed
- 8.7 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

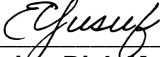



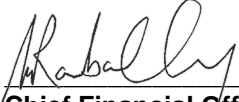
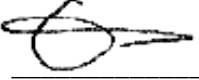
9. Contact Person

Ebrahim Yusuf – Acting Risk Manager
Tel: 031 360 1307
Email: ebrahimy@icc.co.za

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 21st July 2023**.

11. Request approved by:

 _____ Acting Risk Manager Ebrahim Yusuf	12 July 2023
 _____ Chief Corporate Support Officer Brenden Chettiar	12/07/2023
 _____ SCM Compliance Officer Adwoa Milumba	12/07/2023
 _____ Finance Executive Thenashree Naidoo	12/07/2023
 _____ Chief Financial Officer Melanie Rambally	13/07/2023
 _____ Chief Executive Officer Lindiwe Rakharebe	13.07.2023



12. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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"/> <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 Service provider 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

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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.
- 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
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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