



**REQUEST FOR QUOTATION – BS 96/2023**

**PROVISION OF LABOUR FOR THE CONSTRUCTION OF DRY WALL OFFICES ON FIRST FLOOR ADMIN BUILDING AT THE DURBAN EXHIBITION CENTRE**

**1. Background**

The Durban ICC is one of most advanced and 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 infrastructure in order to ensure our operations run optimally.

**2. Purpose**

The Durban ICC requires a competent service provider to provide labour only for the construction of dry wall offices on the first floor Admin Building at the Durban Exhibition Centre.

**3. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
3.1 The prospective service provider <b>must</b> submit two (2) detailed references from clients serviced, where similar projects have been undertaken.		
3.2 The prospective service provider <b>must</b> provide proof of compulsory insurance as well as public liability insurance to a minimum value of R2 Million.		

***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.

**NB:** Durban ICC agree that they will comply with Protection of Personal Information (POPI) Act regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

**4. Required Scope of Work and pricing schedule (form of offer)**

Description	Quantity	Unit	Unit Cost	Total Cost
<p>4.1 Construct side-by-side dry wall offices (offices 1, 2, 3, 4, 5 and 6) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of offices 1, 2, 4, 5 and 6 must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- Office 3 will only have one Masonite lockable door and no window due to non-availability of space.</li> <li>- The dimensions of each office are as follows:               <ul style="list-style-type: none"> <li>• Offices 1 and 3 must each be approximately 4 meter (length) x 4 meter (breadth) x 2.4 meter (height).</li> <li>• Office 2 must be approximately 4 meter (length) x 4 meter (breadth) x 2.4 meter (height).</li> <li>• Offices 4 and 5 must each be approximately 3 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>• Office 6 must be approximately 4 meter (length) x 5 meter (breadth) x 3.6 meter (height).</li> <li>•</li> </ul> </li> </ul> <p><i>See Fig. 1 attached at the bottom of the pricing schedule.</i></p>	1	Ea.	R	R
<p>4.2 Construct side-by-side dry wall offices (offices 7 and 8) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of both offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- The dimensions of each office are as follows:               <ul style="list-style-type: none"> <li>• Offices 7 must be approximately 3.6 meter (length) x 3.7 meter (breadth) x 3.6 meter (height).</li> <li>• Office 8 must be approximately 3 meter (length) x 2.5 meter (breadth) x 2.4 meter (height).</li> </ul> </li> </ul> <p><i>See Fig. 1 attached at the bottom of the pricing schedule</i></p>	1	Ea.	R	R

<p>4.3 Construct side-by-side dry wall offices (offices 9 and 10) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of both offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- The dimensions of both offices must be approximately 2.5 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> <li>- Close off the existing door between office 8 and existing office 12.</li> <li>- Construct new door for office 12 and using the material from the removed door.</li> </ul> <p><i>See Fig. 1 attached at the bottom of the pricing schedule.</i></p>	1	Ea.	R	R
<p>4.4 Construct side-by-side dry wall offices (offices 9 and 10) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of both offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- The dimensions of both offices must be approximately 2.5 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul> <p><i>See Fig. 1 attached at the bottom of the pricing schedule.</i></p>	1	Ea.	R	R
<p>4.5 Construct individual dry wall office (office 11) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the office must be constructed out of double dry wall.</li> <li>- Front of the offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- The dimension of the office must be 3 meter (length) x 3 meter (breadth) x 2.4meter (height).</li> </ul> <p><i>See Fig. 2 attached at the bottom of the pricing schedule.</i></p>	1	Ea.	R	R
<p>4.6 Construct side-by-side dry wall offices (offices 14, 15 and 16) with the following specifications:</p> <ul style="list-style-type: none"> <li>- All sides of the offices must be constructed out of double dry wall.</li> <li>- Front of all offices must have one standard Masonite lockable door and one fixed standard (1m x 1m) glass window.</li> <li>- The dimensions of each of the offices must be as follows:</li> </ul>	1	Ea.	R	R

<ul style="list-style-type: none"> <li>Office 14 must be approximately 4 meter (length) x 4 meter (breadth) x 2.4 meter (height).</li> <li>Offices 15 and 16 must each be approximately 2.5 meter (length) x 3 meter (breadth) x 2.4 meter (height).</li> </ul> <p><i>See Fig. 1 attached at the bottom of the pricing schedule.</i></p>				
4.7 All constructed offices must be skimmed, prepared and ready for painting.	1	Ea.	R	R
Please state any additional costs:			R	
<b>Total cost to provide labour only for construction of dry wall offices (VAT excl.)</b>			R	
<b>VAT @ 15%</b>			R	
<b>Total cost to provide labour only for construction of dry wall offices (VAT incl.)</b>			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*





## 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

6.1 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").

6.2 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

Name: Siphwe Khuzwayo: Infrastructure and Facilities Support Executive  
Tel: 031 360 1326  
Email: [siphwek@icc.co.za](mailto:siphwek@icc.co.za)





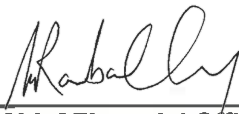
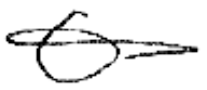
## 9. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **19<sup>th</sup> July 2023 at 10h00**. Service providers are to meet Siphwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

## 10. 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 24<sup>th</sup> July 2023**.

11. Request approved by

 13/07/2023
<b>Infrastructure and Facilities Support Executive</b> <b>Siphwe Khuzwayo</b>
 13/07/23
<b>Chief Operations Officer</b> <b>John Aritho</b>
 13/07/2023
<b>SCM Compliance Officer</b> <b>Sibusiso Mngadi</b>
 13/07/2023
<b>Finance Executive</b> <b>Thenashree Naidoo</b>
 14/07/2023
<b>Chief Financial Officer</b> <b>Melanie Rambally</b>
 14.07.2023
<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>



**12. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	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 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 state<sup>1</sup>.

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, shareholder<sup>2</sup>):

.....

14.4.4 Company Registration Number: .....

14.4.5 Tax Reference Number: .....

14.4.6 VAT Registration Number: .....

14.4.7 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.

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**