



**REQUEST FOR QUOTATION – BS 100/2023**

**QUARTERLY SERVICE AND MAINTENANCE OF THE ICC AND ARENA SMOKE VENTILATION SYSTEM FOR A PERIOD OF 12 MONTHS**

**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 infrastructure ensuring our operations run optimally.

**2. Purpose**

The Durban ICC requires an experienced service provider to maintain the smoke ventilation system for the ICC and Arena sections, for a period of 12 months.

If smoke is detected in the building, an automatic signal will be sent to the control panels which will open up the smoke ventilators to get rid of the smoke.

This advanced system requires regular preventative maintenance in order to ensure it continues to function optimally.

**3. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
3.1 The service provider must have sufficient requisite experience in maintaining, servicing and repairing smoke ventilation systems. Please attach <b>two (2) detailed references</b> from clients serviced, where similar projects have been undertaken.	✓	X
3.2 The service provider <b>must provide proof of public liability</b> insurance to a minimum value of R1 Million.		

***Please note: failure to comply with all of the mandatory requirements as illustrated above, will result in the bidder being deemed non-responsive and not evaluated further.***

***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. Sample Pictures

**ARENA**

- Pneumatic cylinder



**ICC**

- Ventilation motor



**ARENA**

- Window bracket/hinge



**ICC**

- Motor bracket/hinge



- Ventilation window



- Ventilation unit



**ARENA**

- Air compressors



**ICC**

- Ventilation unit rubber seals



- Air vessels



**ARENA**

- Control panel



**ICC**

- Control panel



**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 Certificate from the 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 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

**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)

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

<b>ARENA SECTION</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total (Quantity x Unit Price)</b>
<b>6.1 Pneumatic cylinders (Model 180) and air to close actuators:</b> - Clean and service cylinders - Ensure mounting brackets are secure and lubricate where necessary - Check cylinders for air leaks	36	R	R
<b>6.2 Window brackets and hinges:</b> - Visual inspect and lubricate window brackets/hinges. - Ensure proper opening and closing. - Replace pop rivets and replace missing bolts, nuts and screws.	56	R	R
<b>6.3 Pneumatic piping:</b> - Inspect and replace damaged PVC piping and fittings.	+/-400m	R	R
<b>6.4 Air compressors:</b> - Service all components - Secure all connections, piping and fittings - Repair all oil leaks - Check and re-fill oil to required oil levels	2	R	R
<b>6.5 Pneumatic air vessels:</b> - Secure all connections, piping and fittings - Check water drainage system for proper functioning and ensure positive flow to the drainage system - Test all safety valves for operation - Wall/ceiling joint, 1 <sup>st</sup> bend, Arena Yellow Passage	2	R	R
<b>6.6 Electro-pneumatic control panel:</b> - Clean control panel. - Ensure electrical connections are secure. - Check pneumatic solenoid valves for proper operation	1	R	R
<b>6.7 Check and ensure that the system functionality and operation is correct.</b>	1	R	R
<b>DURBAN ICC SECTION</b>			

Description	Quantity	Unit Price	Total (Quantity x Unit Price)
6.8 Ventilation motors: - Clean and service motors - Ensure motor mounting brackets are secure and lubricate where necessary	118	R	R
6.9 Ventilation units brackets and hinges: - Visual inspect and lubricate window brackets/hinges. - Ensure proper opening and closing. - Replace pop rivets and replace missing bolts, nuts and screws.	118	R	R
6.10 Ventilation units: - Visual inspect the rubber seals for damage and replace when necessary. - Remove all objects and debris in the vicinity of the ventilation units. - Ensure proper opening and closing.	118	R	R
6.11 Electrical control panel: - Clean control panel. - Ensure electrical connections on cables and switches - Check and repair worn insulation cables. - Check pneumatic solenoid valves for proper operation	13	R	R
6.12 Check and ensure that the system functionality and operation is correct.	1	R	R
Please state any additional cost:			R
<b>Cost per quarter (VAT excl.)</b>			R
<b>VAT @15%</b>			R
<b>Cost per quarter (VAT incl.)</b>			R
<b>Annual cost (cost per quarter VAT incl. x 4)</b>			R

<b>Labour Rate Per Hour (VAT exclusive)</b>	
• Technician, Normal hours (8h00 – 17h00)	R



• Assistant Normal hours (8h00 – 17h00)	R
• Technician, After hours (after 17h00)	R
• Assistant After hours (after 17h00)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R
<b>Percentage Mark-up on spares (VAT exclusive)</b>	
• R0 to R5 000.00	%
• R5001.00 to R10 000.00	%
• R10 001.00 and 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**

## 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 Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 7.5 Valid BBBEE Certificate.
- 7.6 MBD 4 Declaration of Interest form must be completed.
- 7.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

**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. Conditions of contract

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- All work to be carried out / material to be used / techniques performed according to professional standards / practice / industry norm.
- The service provider must submit proof of purchases for the spares from their supplier to validate the mark-up percentage on spares when invoicing the Durban ICC.

## 9. 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).

## 10. Protection of Personal Information

- 10.1 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").
- 10.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

## 11. Contact Person

Siphiwe Khuzwayo - Facility & Infrastructure Support Executive  
Tel: 031 360 1326  
Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

## 12. Compulsory Site Inspection

Please note that a site inspection will be held at **11h00, on 18<sup>th</sup> July 2023**. Contractors are to meet Siphiwe Khuzwayo at the ICC Foyer Reception Desk where they will be briefed and escorted to the area of work.







- ***Failure to attend the compulsory site inspection will invalidate the bid submission.***

## 13. 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 21<sup>st</sup> July 2023**.



14. Request approved by:

	11.07.2023
<hr/> <b>Facilities &amp; Infrastructure Support Executive</b> <b>Siphwe Khuzwayo</b>	
	12.07.2023
<hr/> <b>Chief Operations Officer</b> <b>John Artho</b>	
	12.07.2023
<hr/> <b>SCM Compliance Officer</b> <b>Sibusiso Mngadi</b>	
	12/07/2023
<hr/> <b>Finance Executive</b> <b>Thenashree Naidoo</b>	
	13/07/2023
<hr/> <b>Chief Financial Officer</b> <b>Melanie Rambally</b>	
	13.07.2023
<hr/> <b>Chief Executive Officer</b> <b>Lindiwe Rakhabe</b>	



15. 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: \_\_\_\_\_

**16. 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)

**17. MBD4 Declaration of Interest**

17.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

17.2 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.

17.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

17.3.1 Full name of bidder or his/her representative .....

17.3.2 Identity number: .....

17.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

17.3.4 Company Registration Number: .....

17.3.5 Tax Reference Number: .....

17.3.6 VAT Registration Number: .....

17.3.7 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.

17.3.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
-----	----

---

---

17.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
-----	----

---

---

17.3.10 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
-----	----

---

---

17.3.11 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
-----	----

---

---

17.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
-----	----

---

---

17.3.13 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
-----	----

---

---

17.3.14 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
-----	----

---

---

**18. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

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

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

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

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