



**REQUEST FOR QUOTATION – BS 102/2023**

**SERVICE AND MAINTENANCE OF MV SUBSTATIONS 1-4 ELECTRICAL EQUIPMENT FOR DURBAN ICC FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC Complex is one of the world’s leading events and meetings destinations that comprises of ICC, Arena and Durban Exhibition Centre. In order to maintain the extremely high international standards as a facility and to ensure optimum operation, it is important that the facility is maintained at the highest standard and that all statutory inspections are regularly conducted according to the Occupational Health and Safety Act.

**2. Purpose**

The MV Substation maintenance represent a complex and critical physical asset that requires effective and cost effective maintenance in order to improve equipment life-cycle, reliability and also to minimise/eliminate downtime.

The Durban ICC requires the services of a suitably qualified and experienced service provider to service and maintain all electrical MV Substations and associated equipment in accordance with the OHSACT and related statutory regulations for a period of 12 months.

**3. Mandatory Requirements**

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The prospective service provider must <b>provide four (4) positive references</b> from sites where similar services were provided. Proof must be attached.</li> </ul>		
<ul style="list-style-type: none"> <li>The prospective service provider must be a qualified and certified electrical contractor and <b>must have minimum 5-years requisite experience</b> working with MV Substation services and maintenance. A two-page CV must be submitted with the RFQ.</li> </ul>		
<ul style="list-style-type: none"> <li>The prospective service provider must submit <b>proof of a valid medium voltage (MV) Switching Certificate</b>. Proof must be submitted with the RFQ document.</li> </ul>		
<ul style="list-style-type: none"> <li>The company must <b>provide proof of public liability</b> insurance to a minimum value of R5 Million.</li> </ul>		

**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. The bidder must complete the final column above stating whether they can complete the task or not.

**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. Conditions of Contract**

- All work to be carried out under this contract may not be outsourced to a third party service provider.
- Prospective service provider must have all necessary equipment such as:
  - Ductor (contact resistance) tester.
  - Secondary injection tester.
  - Insulation (Mega) tester.

#### **5. Mandatory Scope of Work**

##### **5.1 2-YEARLY CHECKS**

###### **MV Panels**

Open MV panels and conduct the following:

- Check cable connections
- Test current transformers (CTs) and record findings
- Clean all panels
- Check insulation material condition and re-tape if necessary

###### **LV PANELS**

Open LV Panels and conduct the following:

- Check all busbars and check all connections
- Check insulation material condition and re-tape if necessary
- Check all connections
- Service master packs. this will include:
  - o Full service of mechanism and lubrication
  - o Conductor test (contact resistance test)
  - o Test protection relay and record settings
- Service LV breaker cradle

##### **5.2 ANNUAL CHECKS**

###### **MV BREAKERS**

Service MV Breakers. Service must include the following:

- Arrange with eThekweni municipality electricity department to isolate MV incomer
- Isolate withdrawable MV breakers
- Clean the breaker mechanism with approved electrical cleaner
- Perform a conductor (contact resistance) test on MV breakers
- Conduct pressure tests on vacuum bottles
- Lubricate MV breaker mechanism

###### **MV PANELS**

Service and clean MV panels. The process must include the following:

- Clean MV panels and check wiring
- Perform secondary injection test of the protection relays at settings (use eThekweni municipality's electrical department standards)
- Check all fuses and replace when necessary

- Record all settings (do not change any settings unless authorised by Durban ICC representative)
- Test all transformer protection relays and record test results

**RING-MAIN UNITS**

Service ring-main units. The process must include the following:

- Opening of back cover and cleaning of the unit
- Record all findings and provide report
- Test feeder protection relays and record readings

**TRANSFORMERS**

Conduct oil sample analysis. The process must include the following:

- KV water acid gas furan and Poly Chlorinated Byphenylis (PCB). This has to be analysed by a certified lab
- After analysis, recommendations to be done on relevant action and quotes thereof
- Testing and recording of results for the Bucholtz and temperature devices

Check and ensure that the system functionality and operation is correct.

**5.3 QUARTERLY SERVICE**

**DC TRIPPING UNITS IN MV SUBSTATIONS**

Service DC tripping units. The process must include the following:

- Cleaning all cells
- Top up cells with electrolyte
- Record each cell voltage (charger in **OFF** position)
- Lubricate cell links
- Check all cell link connections
- Record each cell voltage (charger in **ON** position)
- Conduct final test and record final load test voltage. This service should be performed on the basis of eThekweni municipality electricity standards.

**5.4 MONTHLY SERVICE**

**TRANSFORMER ROOMS AND SUBSTATIONS**

Transformer rooms and substation service must include:

- Cleaning all substations and transformer rooms
- Paint floors and demarcate accordingly.
- On arrival, ensure that all substations have log book.
- Ensure trench covers are properly installed and there are no potential hazards.
- Conduct secondary injection test on all relays

**TRANSFORMERS**

- Check protection relays for signs of alarms, trips or potential visual abnormalities and conditions.

**Please note:**

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Only qualified and experienced staff must be employed to carry out this service.
- All necessary safety precautions and preventative measures must be adhered to at all times.
- The prospective must submit a detailed plan outlining the procedure to be followed when undertaking service and maintenance of the MV Substation equipment.

**6. Compulsory Pricing Schedule (Official Offer Form)**

<b>6.1 2-YEARLY CHECKS</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total (Quantity x Unit Price)</b>
<b>MV Panels</b>			
<b>6.1.1 Open LV panels and conduct the following:</b> <ul style="list-style-type: none"> <li>- Check cable connections</li> <li>- Test current transformers (CTs) and record findings</li> <li>- Clean all panels</li> <li>- Check insulation material condition and re-tape if necessary</li> </ul>	16	R	R
<b>LV Panels</b>			
<b>6.1.2 Open LV panels and conduct the following:</b> <ul style="list-style-type: none"> <li>- Check all busbars and check all connections</li> <li>- Check insulation material condition and re-tape if necessary</li> <li>- able connections</li> <li>- Service master packs. this will include:               <ul style="list-style-type: none"> <li>o Full service of mechanism and lubrication</li> <li>o Conductor test (contact resistance test)</li> <li>o Test protection relay and record settings</li> </ul> </li> <li>- Service LV breaker cradle</li> </ul>	29	R	R
<b>6.2 ANNUAL SERVICE</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total (Quantity x Unit Price)</b>
<b>MV Breakers</b>			

<p>6.2.1 Servicing of MV breakers. The service includes the following:</p> <ul style="list-style-type: none"> <li>- Arrange with eThekweni municipality electricity department to isolate MV incomer</li> <li>- Isolate withdrawable MV breakers</li> <li>- Clean the breaker mechanism with approved electrical cleaner</li> <li>- Perform a conductor (contact resistance) test on MV breakers</li> <li>- Conduct pressure tests on vacuum bottles</li> <li>- Lubricate MV breaker mechanism</li> </ul>	8	R	R
<b>MV Panels</b>			
<p>6.2.2 Service and clean MV panels. The process include the following:</p> <ul style="list-style-type: none"> <li>- Clean MV panels and check wiring</li> <li>- Perform secondary injection test of the protection relays at settings (use eThekweni municipality's electrical department standards)</li> <li>- Check all fuses and replace when necessary</li> <li>- Record all settings (do not change any settings unless authorised by Durban ICC representative)</li> <li>- Test all transformer protection relays and record test results</li> </ul>	8	R	R
<b>Ring main units</b>			
<p>6.2.3 Servicing of ring-main units. The process includes:</p> <ul style="list-style-type: none"> <li>- Opening of back cover and cleaning of the unit</li> <li>- Record all findings and provide report</li> <li>- Test feeder protection relays and record readings</li> </ul>	2	R	R
<b>Transformers</b>			
<p>6.2.4 Conduct oil sample analysis. The process includes:</p> <ul style="list-style-type: none"> <li>- KV water acid gas furan and Poly Chlorinated Byphenylis (PCB). This has to be analysed by a certified lab</li> <li>- After analysis, recommendations to be done on relevant action and quotes thereof</li> <li>- Testing and recording of results for the Bucholtz and temperature devices</li> </ul>	11	R	R
<p>6.2.5 Check and ensure that the system functionality and operation is correct.</p>	1	R	R

<b>6.3 QUARTERLY SERVICE</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total (Quantity x Unit Price)</b>
<b>DC Tripping Units in MV Substations</b>			
6.3.1 Service DC tripping units. This process includes: <ul style="list-style-type: none"> <li>- Cleaning all cells</li> <li>- Top up cells with electrolyte</li> <li>- Record each cell voltage (charger in <b>OFF</b> position)</li> <li>- Lubricate cell links</li> <li>- Check all cell link connections</li> <li>- Record each cell voltage (charger in <b>ON</b> position)</li> <li>- Conduct final test and record final load test voltage. This service should be performed on the basis of eThekweni municipality electricity standards.</li> </ul>	4	R	R
<b>6.4 MONTHLY SERVICE</b>			
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total (Quantity x Unit Price)</b>
<b>Transformer rooms and substations</b>			
6.4.1 Transformers rooms and substation service. This process includes: <ul style="list-style-type: none"> <li>- Cleaning all substations and transformer rooms</li> <li>- Paint floors and demarcate accordingly.</li> <li>- On arrival, ensure that all substations have log book.</li> <li>- Ensure trench covers are properly installed and there are no potential hazards.</li> <li>- Conduct secondary injection test on all relays</li> </ul>	4	R	R
<b>Transformers</b>			
6.4.2 Check protection relays for signs of alarms, trips or potential visual abnormalities and conditions	11	R	R
Please state any additional costs:			R
<b>Total costs (VAT excl.)</b>			R
<b>VAT @15%</b>			R
<b>Total cost (VAT incl.)</b>			R

**Labour Rates:**

<b>Labour Rate Per Hour (VAT exclusive)</b>	
• Technician, After hours (17h01 – 7hh59)	R
• Assistant, After hours (17h01 – 07h59)	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	%



## 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 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 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. Contact Person

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

## 9. Compulsory Site Inspection





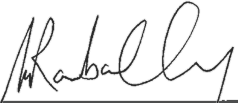

Please note that a compulsory site inspection will be held on **19<sup>th</sup> July 2023 at 12h00**. Service providers are to meet Siphwe Khuzwayo at Durban ICC reception, 2<sup>nd</sup> floor, 45 Bram Fischer Road, where they will be briefed and escorted.

## 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
Facilities & Infrastructure Support Executive Siphilwe Khuzwayo
 13/07/23
Chief Operations Officer John Aritho
 13/07/2023
SCM Compliance Officer Sibusiso Mngadi
 13/07/2023
Finance Executive Thenashree Naidoo
 14/07/2023
Chief Financial Officer Melanie Rambally
 14.07.2023
Chief Executive Officer Lindiwe Rakharebe



**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:** \_\_\_\_\_



**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.

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

YES	NO
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14.4.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars: 

YES	NO
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14.4.10 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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14.4.11 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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14.4.12 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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14.4.13 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**

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

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

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

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

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