

REQUEST FOR QUOTATION – CCSO 11/2023

TO TRANSFORM TWO PARKING BAY STATIONS AT THE DURBAN ICC UNDERCOVER PARKING INTO ELECTRIC CAR CHARGING STATION BAYS

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 currently has a requirement to transform two existing parking bays located within the Durban ICC undercover parking area into two electric car charging parking bays.

2. Purpose

The Durban ICC requires a Service Provider to transform two existing parking bays located within the Durban ICC undercover parking area into two electric car charging parking bays.as per the minimum specifications below.

3. Minimum Specifications:

Does the service provider comply with the minimum specifications? Please acknowledge as illustrated.	Yes	No
	✓	X
• Astro turf installation at flooring (72 square metres) 72m ²		
• Branding of 4 X concrete pillars with a canvas printed banner cover with Velcro straps to lock in place. Each pillar is 50cm in width and 2,8 metres in height		
• Supply and installation of 2, 8 Metre X8 Metre double sided canvas banner with steel frame structure that will mount to floor and pillars.		
• The banner must be lit up with tube lighting installed on the inside steel structure.		
• The canvas banner must have the ability to be easily removed and put back in place with Velcro surrounding the banner		
• Supply and Installation of two electric car chargers		
• 32A 3 phase electric charger (Two required)		
• Minimum 22KW power rating with colour display and LED indicator		
• Mounting poles with brackets to be supplied in order to accommodate floor mounting of the charging units		
• All items supplied including workmanship must be accompanied by a minimum one-year warranty (The successful service provider will be required to enter		

into an agreement with the Durban ICC outlining the terms and conditions including acceptable service levels.		
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4. **MANDATORY REQUIREMENTS (Failure to meet the mandatory requirements will deem the service provider non-responsive)**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> The prospective service provider must provide two (2) positive references (attach reference letters) from clients where similar services were successfully provided. (Branding and electrical work) 		

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

Description	Estimated quantity	Cost per unit	Total (est. quantity x cost per unit)
Transformation of two parking bays located at the Durban ICC car park area into electric car charging stations as per the minimum specifications	2 Parking bays		
Specify any additional costs:			
Specify ETA (From date of a valid Purchase Order)			
		Total cost (VAT excl.)	R
		VAT @ 15%	R
		Total cost (VAT Incl.)	R

6. Preconditions

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

- 6.1 Full name
- 6.2 Identification or company or other registration number
- 6.3 Tax reference number and VAT number, if any
- 6.4 Valid compliance report, confirming compliance at time of bid submission,
- 6.5 Valid BBBEE Certificate
- 6.6 Valid SARS tax clearance pin.
- 6.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 6.8 MBD 4 Declaration of Interest form must be completed
- 6.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

7. Terms and Conditions

- 7.1 The service provider assumes full risk when submitting bid proposals to the Durban ICC.
- 7.2 The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- 7.3 The entity will only make a final award should the bidder be tax compliant at time of award.
- 7.4 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).

8. Requirements to submit quotation

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

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 / phumla.mdabe@durban.gov.za

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.


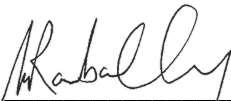
10 Contact Person

Preshan Haripershadh – IT Manager
Tel: 031 360 1344
Email: preshanh@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 2nd August 2023**.

12 Request approved by:

	21.07.2023
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IT Manager Preshan Haripershadh	
	21/07/2023
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Chief Corporate Support Officer Brenden Chettiar	
	21.07.2023
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SCM Compliance Officer Adwoa Milumba	
	21/07/2023
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Finance Executive Thenashree Naidoo	
	21/07/2023
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Chief Financial Officer Melanie Rambally	
	24.07.2023
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Chief Executive Officer Lindiwe Rakharebe	



13 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:** _____

14 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)

15 MBD4 Declaration of Interest

15.1 No bid will be accepted from persons in the service of the state¹.

15.2 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.

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

15.3.1 Full name of bidder or his/her representative

15.3.2 Identity number:

15.3.3 Position occupied in the Company (director, trustee, shareholder?):
.....

15.3.4 Company Registration Number:

15.3.5 Tax Reference Number:

15.3.6 VAT Registration Number:

15.3.7 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.

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

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

YES	NO
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15.3.10 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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15.3.11 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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15.3.12 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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15.3.13 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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15.3.14 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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16 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder