



REQUEST FOR QUOTATION: BS 108/2023

BAR COUNTER AND TIMBER CLADDING CONSTRUCTION FOR BAOBAB CAFE

1. Background

The Durban ICC Complex is one of the most advanced and leading events and meetings destinations. In order to maintain the extremely high international standards and improve guest experience of our clients and visitors; the facility and infrastructure needs to be continually improved and maintained to the highest standard possible.

2. Purpose of the request for proposal

The Durban ICC requires a suitable service provider to perform the construction of Bar Counter and Timber Cladding Construction at Baobab Cafe.

3. Mandatory requirements

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 work was successfully executed) 		
<ul style="list-style-type: none"> The company must provide proof of compulsory public liability insurance to a minimum value of R1 Million. 		

Please note: failure to comply with the stipulated mandatory requirement will result in the bid submission being deemed non-responsive and not evaluated any further.

4. Compulsory Pricing Schedule (official form of offer) with Specifications

Description	Unit	Quantity	Unit Cost	Total Cost
BAR COUNTER – Refurbish existing as per Drawing FD7008	m	8	R	R
BAR BACK UNIT 1 - Refurbish existing as per Drawing FD7009	m	4	R	R
BAR BACK UNIT 2 - Refurbish existing as per Drawing FD70010	m	3	R	R

TIMBER CLADDING - EXISTING SURFACES TO BE PREPARED AS REQUIRED TO ACCEPT NEW FORMICA FINISH. FORMICA TO BE ON 9mm SUBSTRATE BOARD AS PER JOINERY SPECIALIST. FORMICA FINISH TO BE V8417 WASHED OAK FORMICA MATT - SAMPLE TO BE APPROVED T - SAMPLE TO BE APPROVED	m2	25	R	R
CEILING TIMBER CLADDING - EXISTING SURFACES TO BE PREPARED AS REQUIRED TO ACCEPT NEW FORMICA FINISH. FORMICA TO BE ON 9mm SUBSTRATE BOARD AS PER JOINERY SPECIALIST. FORMICA FINISH TO BE V8417 WASHED OAK FORMICA MATT - SAMPLE TO BE APPROVED - SAMPLE TO BE APPROVED	m2	22	R	R
Please state additional costs not mentioned above:			R	R
			Total cost ((VAT excl.)	R
			VAT @ 15%	R
			Total cost (VAT incl.)	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

5. Photos and Drawings



Refer to attached Drawing: FD7008; FD009; FD001

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 original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.7 MBD 4 Declaration of Interest form must be completed
- 6.8 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 / phumla.mdabe@durban.gov.za

7. Terms and Conditions

- 7.1 The total quoted amount in the pricing schedule below should include all work related to procurement, seeking approval and delivery of the required goods to the Durban ICC.
- 7.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award.
- 7.3 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. Protection Of Personal Information

- 8.1 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").
- 8.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

9. Contact Person

Anele Maboza: Facilities Project Manager
031 360 1197
Email: anelem@icc.co.za









10. Compulsory Site Inspection

Please note that a compulsory site inspection **will be held on 7th August 2023 at 12h00**. Service providers are to meet Anele Maboza at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they **will be briefed and escorted**.

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 the 11th August 2023**.

12. Request approved by:

	
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Facilities and Infrastructure Support Executive Siphwe Khuzwayo	
	
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Chief Operations Officer John Artho	
	31.07.2023
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SCM Compliance Officer Sibusiso Mngadi	
	31/07/2023
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Finance Executive Thenashree Naidoo	
	31/07/2023
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Chief Financial Officer Melanie Rambally	
	31.07.2023
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Chief Executive Officer Lindiwe Rakharebe	



13. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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 style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" 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)

15. MBD4 Declaration of Interest

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

- 15.1 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.
- 15.2 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, shareholder²):
.....
- 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
-----	----

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