



REQUEST FOR QUOTATION – BS 101/2023

SUPPLY AND MAINTAIN INDOOR PLANTS FOR A PERIOD OF 12 MONTHS

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 18 years out of 20. The Centre has also obtained certification from the International Organisation for Standardisation; in ISO 9001; ISO 14001 and ISO 22000.

The Facility hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level hence it's of vital importance that the aesthetic appeal within the Facility is visually inviting to all patrons coupled with a hint of nature.

2. Purpose

The Durban ICC requires a service provider to supply and maintain indoor plants for a period of 12 months. The plants are on a hire basis and must be fully maintained by the appointed service provider for the duration of the contract.



3. Mandatory Requirements



Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
3.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar projects have been undertaken.	✓	X
3.2 The prospective service provider must provide proof of public liability insurance to a minimum value of R500 000.00.		



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.



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. **Specifications**

Item no	Description	Quantity	Specifications
1.	Supply Aloe Bainesii	12	<ul style="list-style-type: none"> • Aloe Bainesii – Indigenous • High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
Item no	Description	Quantity	Specifications
2.	Supply Clivia "Hybrid T"	4	<ul style="list-style-type: none"> • Clivia "Hybrid T" – Indigenous • Low to medium light • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
3.	Supply Dracaena alchemy	26	<ul style="list-style-type: none"> • Dracaena alchemy • Medium to High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			
Item no	Description	Quantity	Specifications
4.	Supply Euphorbia Trigona (African Milk Tree)	8	<ul style="list-style-type: none"> • Euphorbia Trigona (African Milk Tree) • Indigenous • High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
5.	Supply six large Aloe Bainesii for large clay pots	6	<ul style="list-style-type: none"> • Aloe Bainesii – Indigenous • High light area • Plant will be installed in a planter 1200mm high and 720mm wide • The plant must be sized accordingly.
			
Item no	Description	Quantity	Specifications
6.	Supply Zamifolia plants	10	<ul style="list-style-type: none"> • Indigenous • Medium to High light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
7.	Supply Natal Mahogany plants	6	<ul style="list-style-type: none"> • Indigenous • Low light area Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide and must be sized accordingly.
			
Item no	Description	Quantity	Specifications
8.	Supply Sanservia Plants	2	<ul style="list-style-type: none"> • Low light area • Plant will be installed in a planter 850mm to 1200mm high and 400mm to 500mm wide • The plant must be sized accordingly.
			

Item no	Description	Quantity	Specifications
9.	Maintain three plants in the staff rest area	3	
			<ul style="list-style-type: none"> All three plants belong to Durban ICC
Item no	Description	Quantity	Specifications
10.	Supply and maintain three Ficus Bushy plants at the basement parking entrance	3	
			<ul style="list-style-type: none"> Low light area Plant will be installed in a planter 700mm diameter and 800mm high pot Plant size approximately 800mm wide and 1000mm tall.

Special note:

- Availability of plants needs to be specified on the quote.
- Ensure that the plants look healthy and are clean
- Replace any damaged, diseased or dead plants within 24 hours



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 from South African Revenue Services which proves that the providers tax matters are in order
- 5.4 Valid BBBEE Certificate
- 5.5 MBD 4 Declaration of Interest form must be completed
- 5.6 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

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

- 7.1 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").
- 7.2 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

Siphiwe Khuzwayo – Facilities & Infrastructure Support Executive
Tel: +27 31 360 1326
Email: siphiwek@icc.co.za

9. 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 8th September 2023.**

10. Compulsory Pricing Schedule (Form of offer)

Description	Quantity required	Unit cost	Total (Quantity x unit cost)
Item 1 - Supply Aloe Bainesii plants	12	R	R
Item 2 – Supply Clivia “Hybrid T” plants	4	R	R
Item 3 – Supply Dracaena alchemy plants	26	R	R
Item 4 – Supply Euphorbia Trigona (African Milk Tree) plants	8	R	R
Item 5 – Supply Large Aloe Bainesii plants	6	R	R
Item 6 - Supply Zamifolia plants	10	R	R
Item 7 - Supply Natal Mahogany plants	6	R	R
Item 8 – Supply Sansevieria plants	2	R	R
Item 9 – Maintain Plants in Staff Rest Area	3	R	R
Item 10 – Supply and Maintain Ficus Bushy plants (in Vuma Pots)	3	R	R
		Monthly cost (excl. VAT)	R
		15 % VAT	R
		Monthly cost (incl. VAT)	R
Annual Cost - Supply 74 plants and Maintain all 77 plants (monthly cost Incl. VAT x 12 months)			R



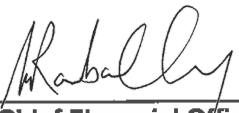

I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____

Date: _____

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

11. Request approved by:

	29.08.2023
Facilities Infrastructure Support Executive Siphwe Khuzwayo	
	29.08.2023
Chief Operations Officer John Aritho	
	30.08.2023
SCM Compliance Officer Adwoa Milumba	
	01/09/2023
Finance Executive Thenashree Naidoo	
	01/09/2023
Chief Financial Officer Melanie Rambally	
	01.09.2023
Chief Executive Officer Lindiwe Rakharebe	



12. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

Ibeing 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: _____

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: to be completed by tenderer.</u>
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)

14. **MBD4 Declaration of Interest**

- 12.1 No bid will be accepted from persons in the service of the state¹.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 12.3.1 Full name of bidder or his/her representative
- 12.3.2 Identity number:
- 12.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 12.3.4 Company Registration Number:
- 12.3.5 Tax Reference Number:
- 12.3.6 VAT Registration Number:
- 12.3.7 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.

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

YES	NO
-----	----

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

YES	NO
-----	----

12.3.10 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
-----	----

12.3.11 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
-----	----

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

YES	NO
-----	----

12.3.13 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
-----	----

12.3.14 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
-----	----

15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder