

REQUEST FOR QUOTATION – BS 125/2023

SERVICE AND MAINTENANCE OF EIGHT (8) DURBAN ICC SCHINDLER LIFTS FOR A PERIOD OF 10 MONTHS

1. Background

The Durban ICC 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, all the equipment at the facility need to be maintained at international standards in compliance with Occupational Health and Safety regulations.

2. Purpose

The Durban ICC requires a registered Lift and Escalator Servicing service provider to undertake service and maintenance of eight (8) Schindler lifts at the ICC section of the Durban ICC for a period of 10 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"> The prospective contractor must provide four (4) positive references from sites where 6 or more lifts have been serviced | | |
| <ul style="list-style-type: none"> The service provider must provide proof of public liability insurance to a minimum value of R5 Million. | | |
| <ul style="list-style-type: none"> Prospective contractors must employ qualified lift and/or escalator mechanics to work on the lifts with a minimum of 5 years requisite experience working with lifts and /or escalators. Please attach at least one 2-page CV detailing work experience of the individuals who will be on site. | | |
| <ul style="list-style-type: none"> The prospective contractor must be ISO 9001 accredited. Proof must be submitted. | | |

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. Two Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Price and Preference

The 80/20 preference points system will be applied.

Bidders will score up to 20 preference points for their B-BBEE status level of contribution as per the table below:

| BBBEE Status of Contributor | Number of points claimed (80/20 system) | Number of points claimed (90/20 system) |
|------------------------------------|--|--|
| Level One | 20 | 10 |
| Level Two | 18 | 9 |
| Level Three | 14 | 6 |
| Level Four | 12 | 5 |
| Level Five | 8 | 4 |
| Level Six | 6 | 3 |
| Level Seven | 4 | 2 |
| Level Eight | 2 | 1 |
| Non-compliant contributor | 0 | 0 |

5. Conditions of contract

- 5.1 All work carried out on the lifts must be within specifications of the manufacturer's standards.
- 5.2 Equipment maintained and spare parts used must be according to manufacturer's specifications.
- 5.3 A comprehensive service record must be maintained and signed by the diesel mechanic after each service.
- 5.4 A status report on the condition of lifts must be provided to the Durban ICC representative after each service.
- 5.5 The prospective contractor must have access to OEM software programmes for fault finding on the units via laptops.
- 5.6 The service provider must provide a fully comprehensive contract including a monthly service on each of the lifts according to the OEM maintenance schedule for each lift (the contractor must detail a list of all exclusions from the fully comprehensive contract and these will be included in the service level agreement).
- 5.7 Contractor must offer 24 hours call-out service to repair defective equipment.

6. List of lifts that require service and maintenance

| Lift number | Official number | Manufactures | Date of construction | Rated load (kg) | Number of persons | Speed (m/s) | Number of car openings | Number of openings |
|-------------|-----------------|--------------|----------------------|-----------------|-------------------|-------------|------------------------|--------------------|
| A | DE-3693 | Schindler | 1997 | 1250 | 21 | 1 | 2 | 5 |
| B | DE-3694 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 3 |
| C | DE-3695 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 3 |
| D | DE-3697 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 3 |
| E | DE-3696 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 3 |
| F | DE-3698 | Schindler | 1997 | 1600 | 21 | 1 | 2 | 4 |
| G | DE-3699 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 4 |
| H | DE-3700 | Schindler | 1997 | 1600 | 21 | 1 | 1 | 4 |

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 providers 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 / phumla.mdabe@durban.gov.za

8. Terms and Conditions

- 8.1 The service provider will hereby quote to perform and complete all work required in this RFQ within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.
- 8.2 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).

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

Siphiwe Khuzwayo: Facilities & Infrastructure Support Executive
031 360 1326
Email: siphiwek@icc.co.za

11. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **30th October 2023 at 10h00** Contractors are to meet Siphiwe Khuzwayo at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.

12. 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 3rd November 2023**.

13. Compulsory Pricing Schedule (official form of offer)

| Lift | Official number | Service cost per month (VAT excl.) | Total service cost per month (VAT excl.) |
|---|-----------------|------------------------------------|--|
| A | DE 3693 | R | R |
| B | DE 3694 | R | R |
| C | DE 3695 | R | R |
| D | DE 3697 | R | R |
| E | DE 3696 | R | R |
| F | DE 3698 | R | R |
| G | DE 3699 | R | R |
| H | DE 3700 | R | R |
| Total monthly cost (VAT excl.) | | | R |
| Monthly cost (vat excl.) x 10 months | | | R |
| VAT @ 15% | | | R |
| Total cost for 10 months (VAT incl.) | | | R |

Note: The Durban ICC is not liable to make any deposit payments upfront.

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: _____

ate: _____

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



14. Past experience in similar assignments

| Assignment Description | Key Elements | Date Completed | Contact Person and Telephone Number | Assignment Value |
|------------------------|--------------|----------------|-------------------------------------|------------------|
| | | | | |
| | | | | |
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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:** _____

15. 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:

Account

Account Number: to be completed by tenderer.

Consolidated Account No.

| | | | | | | | | | | | | | | | | | | | | | | |
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Electricity

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Water

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Rates

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Other

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Other

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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)

16. **MBD4 Declaration of Interest**

- 16.1 No bid will be accepted from persons in the service of the state¹.
- 16.2 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.
- 16.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 16.3.1 Full name of bidder or his/her representative
- 16.3.2 Identity number:
- 16.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 16.4.4 Company Registration Number:
- 16.4.5 Tax Reference Number:
- 16.4.6 VAT Registration Number:
- 16.4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

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.

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

| | |
|-----|----|
| YES | NO |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

16.3.10 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 |
|-----|----|

16.3.11 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 |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

16.3.13 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 |
|-----|----|

16.3.14 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 |
|-----|----|

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

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder