

**REQUEST FOR QUOTATION – BS 126/2023**

**SERVICING AND MAINTENANCE OF AIR-CONDITIONING COOLING TOWERS WATER TREATMENT SYSTEM AT THE DURBAN ICC COMPLEX 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, 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 suitable contractor to provide servicing and maintenance of air-conditioning cooling towers water treatment system at the Durban ICC Complex for a period of 12 months.

**NB:** *The service provider will only conduct service and maintenance three days in a week.*

**3. Minimum Requirements**

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
<ul style="list-style-type: none"><li>• The prospective service provider must <b>provide four (4) positive references</b> from sites where water treatment service was provided<ul style="list-style-type: none"><li>- The service provider for water treatment chemical and service shall be a recognised specialist, active in the field of industrial water treatment for the last ten (10) years, whose major business is in the field of water treatment. The prospective service provider must provide CVs detailing work experience and qualifications of key personnel and submit a company profile.</li></ul></li></ul>	<input type="checkbox"/>	<b>X</b>
<ul style="list-style-type: none"><li>• The company must <b>provide proof of compulsory insurance</b> as well as public liability insurance to a minimum value of R1 Million.</li></ul>		
<ul style="list-style-type: none"><li>• Prospective service provider must employ competent and experienced (minimum 3 years) staff with water treatment qualifications/competencies, or similar. Please attach a 2 page CV detailing work experience of the individuals who will be on site.</li></ul>		

*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:

<b>BBBEE Status of Contributor</b>	<b>Number of points claimed (80/20 system)</b>	<b>Number of points claimed (90/20 system)</b>
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. **Mandatory Scope of Work**

### 5.1 **Water treatment specification for general HVAC Systems.**

#### Summary

- Provide complete chemical water treatment for the systems as listed in this document.
- Provide chemicals as required to control scale, corrosion, biological fouling and biological foaming.

#### Quality Assurance

- The service provider must have water analysis laboratories, development facilities and a service department as well as full time service personnel located within the geographical area of the Durban ICC.

#### Record Documents

- Water analysis – The service provider must submit a copy of the water analysis to illustrate water quality available at each of the treatment areas.
- Field Test Reports – The service provider shall indicate and interpret results for compliance with performance requirements.

### 5.2 **Products**

#### General

- Introduce chemicals treatment through bypass feeder when required or indicated by test.
- Open Loop System – Condenser Water Piping: Pump sequestering agent and corrosion inhibitor from the solution tank into the condenser water supply to the cooling towers.
  - Intermittently feed biocide to condenser water to achieve a toxic level of the chemical, to kill the organisms present.
  - Activate chemical solution pump via the water meter which is connected via the make-up water line to the cooling tower when condenser water pumps are running.
- Closed Loop System – Chilled Water Piping: Supply corrosion inhibitor and biocides to chilled water to achieve a toxic level of chemicals to kill the organisms present and prevent corrosion. Ensure chemical levels are correct at all times.

### 5.3 **Performance requirements:**

- Maintain water quality for HVAC systems that controls corrosion and build-up of scale and biological growth for maximum efficiency of installed equipment without posing a hazard to operating personnel or the environment.
- Base chemical treatment performance requirements on the quality of water at the Durban ICC, the HVAC equipment materials and the operating requirements of the maintenance personnel.
  - Conductivity: 1500-1600 mmhos (1500 – 1650 umhos)
  - Acceptable PH: Not less than 8 or greater than 9.5

### 5.4 **Chemical Treatment Test Equipment**

- Test Kit: Manufacturer recommended equipment and chemicals, in a carrying case, for testing PH, total dissolved solids, biocount, chloride, and total alkalinity and for calcium hardness field tests.

- Corrosion Test Coupon Assembly: Constructed of corrosion material, complete with piping, valves and mild steel and copper coupons. Locate copper coupon downstream from mild steel coupon in the test coupon assembly.
- Four station rack for open condenser water systems.

### 5.5 **Chemicals**

- Biocide: Chlorine release agents or microbiocides.
- Open-loop Condenser Water Piping Chemicals: Sequestering agent to inhibit scaling, acid to reduce alkalinity and PH, corrosion inhibitor and biocide.

### 5.6 **Required frequency of maintenance**

- Frequency of service calls - Monthly
- Frequency of water analysis - Monthly
- Frequency of Legionella Testing - Bi-annually
- Frequency of special analysis - On request

### **Equipment to be treated on monthly service calls:**

<b>Durban ICC</b>	
• Main Chiller Water Plant	3 X Baltimore Cooling Towers
• Main Chiller Water Plant	1X Closed Loop Chilled Water System
<b>Durban ICC Arena</b>	
• Main Chiller Water Plant	4 X Baltimore Cooling Towers
• Main Chiller Water Plant	1X Closed Loop Chilled Water System
<b>Durban Exhibition Centre</b>	
• Hall 1 Exhibition Hall	2 X Evapco Cooling Towers
• Hall 2 Exhibition Hall	2 X Evapco Cooling Towers
• Coast of Dreams / Mystrals	1 X Evapco Cooling Tower
• Coast of Dreams / Mystrals	1X Closed Loop Chilled Water System
• Hall 6	1 X Baltimore Cooling Tower
• Hall 6	1X Closed Loop Chilled Water System

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

Description	Amount
<ul style="list-style-type: none"> <li>Service <b>Durban ICC</b> Assets as per mandatory scope of work and frequency</li> </ul>	R
<ul style="list-style-type: none"> <li>Service <b>Durban ICC Arena</b> Assets as per mandatory scope of work and frequency</li> </ul>	R
<ul style="list-style-type: none"> <li>Service <b>Durban Exhibition Centre</b> Assets as per mandatory scope of work and frequency</li> </ul>	R
<b>Total monthly cost (VAT excl.)</b>	R
<b>VAT @ 15%</b>	R
<b>Total monthly cost (VAT Incl.)</b>	R
<b>Annual cost</b> (total monthly cost VAT incl. x 12 months)	R

## **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 EThekwini 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>

**EThekwini 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. 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**

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

## **11. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **3<sup>rd</sup> November 2023 at 10h00**. 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.

**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 9<sup>th</sup> November 2023**.

**13. 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. 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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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 state<sup>1</sup>.
- 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<sup>2</sup>):  
.....
  - 15.4.4 Company Registration Number: .....
  - 15.4.5 Tax Reference Number: .....
  - 15.4.6 VAT Registration Number: .....
  - 15.4.7 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.

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