



REQUEST FOR QUOTATION: OPS 28/2023

SUPPLY, DELIVERY UNDER-COUNTER FRIDGE

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 Organization for Standardization; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 45001 (Occupational Health and Safety).

2. Purpose of the request for quotation

The Durban ICC requires a service provider for the supply, delivery Under-Counter Fridge.

3. Specifications

- Stainless Steel grade 430 satin finish no 4 for sides, top and front grid
- Galvanized Steel – Rear and Bottom
- Polyurethane foam injection insulation
- Robust top and bottom hinges
- Fully adjustable heavy duty plastic coated shelves
- Digital temperature display with high/low voltage protection
- Self-closing doors
- Robust handles on doors
- All underbars supplied with brake castors
- Dual thermopane safety glass used for glass doors
- Adjustable thermostat 2°C – 6°C
- Auto Evaporation (The condensate is evaporated, hence no need to drain)
- All models are 220V – Plug in and switch on
- Heavy duty sliding rail on sliding door models
- Doors 3.5
- Height (with castors) 900mm
- Width 1180mm 1780mm 2380mm
- Depth 650mm/750mm
- Temperature Range 2° to 6°C
- Refrigerant R134A
- Internal Volume (Litres) 840

Drawing:



4. Mandatory Requirements

| Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated | Yes | No |
|---|-----|----|
| <ul style="list-style-type: none"> A 1 - year warranty on Under-Counter Fridge is required as a minimum. Please clearly state any conditions on guarantee/warranty with your submission—a letter of confirmation for this warranty, is to be attached. | ✓ | X |

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.

5. 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 |

6. Conditions of contract

- 6.1 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 quoted should be inclusive of all required work.
- 6.2 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).



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

| Description | Unit | Quantity | Unit Cost | Total Cost |
|--|------|----------|-----------|------------|
| Under Counter Bar Fridge | Ea. | 6 | R | R |
| Please state additional costs not mentioned above: | | | R | R |
| Total cost ((VAT excl.) | | | R | |
| VAT @ 15% | | | R | |
| Total cost (VAT incl.) | | | R | |

Kindly Note:

- If necessary, the service provider can submit a detailed pricing schedule in their own format as additional information or breakdown of their pricing for a better understanding. This will be most relevant when the total bid price correlates to the total pricing, as per the compulsory pricing schedule above.

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



8. Preconditions

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

Full name

- 8.1 Identification or company or other registration number
- 8.2 Tax reference number and VAT number, if any
- 8.3 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 8.4 Valid BBBEE Certificate
- 8.5 MBD 4 Declaration of Interest form must be completed
- 8.6 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 / 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

Name: Mncedisi Dlamini: Acting Operations Executive

Tel: 031 360 1201

Email: mncedisid@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 19th October 2023**.



12. 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:** _____

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:</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"/> |
| 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"/> |
| 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"/> |
| 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"/> |
| 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"/> |
| 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"/> |

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

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

14.1 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.

14.2 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.

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

14.3.1 Full name of bidder or his/her representative

14.3.2 Identity number:

14.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

14.3.7 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.*

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

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

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

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

14.3.10 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 |
|-----|----|

14.3.11 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 |
|-----|----|

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

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

14.3.13 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 |
|-----|----|

14.3.14 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