



REQUEST FOR QUOTATION – BS 129/2023

SERVICE AND MAINTENANCE OF AIR-CONDITIONING AND REFRIGERATION EQUIPMENT FOR DURBAN ICC COMPLEX FOR A PERIOD OF 04 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 registered air-conditioning and refrigeration service provider to undertake service and maintenance of all air-conditioning and refrigeration equipment at the Durban ICC Complex for a period of four (4) months.

NB: The service provider will be providing air-conditioning and refrigeration services for the Durban ICC Complex (ICC, Arena and Durban Exhibition Centre) for 5-days per week.

3. Minimum Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• The prospective service provider <u>must</u> provide four (4) positive references from sites where air-conditioning and refrigeration equipment of similar magnitude or more have been serviced		
• The prospective service provider <u>must</u> provide proof of compulsory insurance as well as public liability insurance to a minimum value of R1 Million.		
• Prospective contractors <u>must</u> employ competent air-conditioning and refrigeration personnel to work on the equipment. A two page CV detailing work experience of the individuals who will be on site <u>must</u> be provided.		
• The prospective service provider <u>must</u> be a member of the South African Refrigeration and Air-Conditioning Contractors Association (SARACCA). Proof <u>must</u> be submitted.		

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation. The bidder must complete the final column above stating whether they can complete the task or not.

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**

- The prospective contractor ***must*** have access to all special tools required for servicing the air-conditioning and refrigeration equipment and have access to maintenance and repair procedure manuals.
- The prospective contractor ***must*** use equipment and refrigerants that are environmentally approved in accordance to the Montreal Protocol such as R407C refrigerant or similar environmentally safer refrigerants instead of the R22 refrigerant.
- The prospective service provider ***must*** provide a fully comprehensive contract including a monthly service on each of the equipment according to the OEM maintenance schedule.
- In the event of equipment failure, contractor ***must*** offer 24 hours call-out service to repair defective equipment on an ADHOC basis.

NB: Contractor will be permitted to provide billable overtime service during live events. This overtime must be pre-approved by Durban ICC Relationship Manager and should not exceeding 1,5 hours per event.

6. List of air-conditioning and refrigeration equipment that require service and maintenance

The Service Provider shall service the following equipment as listed below, which will be clarified by the relationship manager at the site inspection.

ITEMS – AIRCONDITIONING	No
• York 675 ton screw chillers	3
• 17.5 kw primary chilled water pumps	3
• 75kw secondary chilled water pumps	2
• 17.5kw condenser water pumps	3
• open circuit low profile cooling towers	3
• Masonry plenums (VSD)	8
• air handling units (VSD)	35
• chilled water fan/coil units	35
• under ceiling units	3
• ducted split units	4
• Various supply and extract fans (There is a total of 30 fans (20 extraction and 10 supply fans)	-
• split type A/C units	± 27
Exclusions Water treatment and BMS	

ITEMS REFRIGERATION	No
• -30 deg c freezer	2
• -20 deg c freezer	1
• Blast chillers	3
• Veg coolers	2
• Pastry cooler	1
• pre blast fridge	1
• +14 deg C old room	1
• +2 deg C old room	1
• +2 deg C dispatch fridge	1
• +2 deg C pantry	1
• +2 deg C dairy fridge	1
• +4 deg C fridge	1
• bottle store cold room	1
• bar fridges, display fridges, ice makers, chest freezers, upright fridges etc.	± 35

Durban Exhibition Centre:

ITEMS – AIRCONDITIONING	No
• Carrier reciprocating package units	3
• Evapco compact open circuit cooling towers	2
• 7.5 kw circulating pumps	2
• AHU,s	6
• Hitachi chillers (8 screw compressors each)	2
• Evapco closed circuit cooling towers	2

• Return air fans	4
• BAC open circuit cooling tower	1
• Daiken Water cooled package unit	2
• 7.5kw condenser water pump	1
• Carrier	1
• Fibreglass BAC open circuit cooling tower	1
• 7.2kw chilled water pump	1
• 5.5kw condenser water pump	4
• Air Handling units	2
• Split units	9
• Defy console units	± 38
Exclusions Water treatment and BMS	

ITEMS – REFRIGERATION	No
• Display/bar fridges etc.	8
• +4 deg holding fridge	1
• -20 deg c freezer	1

Arena:

Area	Unit	Item	Description	Size	Quantity
Chiller plant	CH1-2	Chillers	Carrier 30HXC375	40 l/s	2
Chiller plant	CH3-4	Chillers	Carrier 30HXC375	53 l/s	2
Chiller plant	CWP1-4	Condenser pumps	KSB ETA 125-400	65 l/s @ 30m	4
Chiller plant	CT1-4	Cooling towers	BAC FCT3036-A3- OV		4
Basement	BF4.02	Filter frame	Stainless steel	500x500	20
Basement	BF5.02	Filter frame	Stainless steel	500x500	25
Chiller plant	-	Ice tanks	Calmac 1190	560L, 5.9L/H	18
Chiller plant	PCHWP1-2	Primary pumps	KSB ETA125-315	40l/s @ 25m	2
Chiller plant	PCHWP3-4	Primary pumps	KSB ETA125-315	53l/s @ 25m	2
Chiller plant	SCHWP1-4	Secondary pumps	KSB ETA 150-400	62l/s@45m	4
Pantry 1	CND1	Split	Condensing unit		1
Pantry 2	CND2	Split	Condensing unit		1
Pantry 3	CND3	Split	Condensing unit		1
Pantry 3	CND4	Split	Condensing unit		1
Pantry 4	CND5	Split	Condensing unit		1

Patch room	-	Split	Condensing unit		1
Pantry 3	CND6	Split	Condensing unit		1
Pantry 1	1	Split	Evaporator		1
Pantry 2	2	Split	Evaporator		1
Pantry 3	3	Split	Evaporator		1
Pantry 3	4	Split	Evaporator		1
Pantry 3	6	Split	Evaporator		1
Pantry 4	5	Split	Evaporator		1
Arena	1	Ice Harvesting system	Ice Harvesting system	18 Tanks	1

7. Required service level

No	Description of service	Weight Factor		Required Service Level	Measurement criteria	Actual Performance and date	Sign Off
1.	AIR HANDLING UNITS	0.1		DAILY	Availability report / survey		
			1.1	Via BMS, ensure all relevant AHU are in working condition by 07h30, all deviations to be attended to immediately.			
			1.2	Report on any Air Handling Units that are non-operative, repairs affected immediately			
				MONTHLY	Random inspections by Durban ICC		
			1.3	Clean filters			
			1.4	Clean and wash out condensate tray and drain up to First Fix			
			1.5	Check and adjust Vee belt(s) to specifications			
			1.6	Clean unit interior			
			1.7	Check wiring, controls for complete operation			
			1.8	Check unit exterior for rust and make good			
			1.9	Replace indicator lamps out			
			1.10	Check for cooling coil leaks			
			1.11	Clean fan blades			
			1.12	Clean cooling coil			
			1.13	Check electrical components and connections for hot connections / burns etc.			
			1.14	Check impact and ensure tightness of collars			
			1.15	Check for abnormal motor vibration or bearing noises – report and rectify			
1.16	Check that motors are secured properly						
1.17	Do independent temp survey of tenant space temperatures. To be within specified temperature range i.e. 22 Deg. C +- 1.0 Deg. C.						
2	PLANT ROOM	0.1		DAILY	Random inspections by Durban ICC		
			2.1	Ensure that the Plant Room / Control Room are locked after hours			
			2.2	Sweep floors			
			2.3	All equipment is kept in a neat and dust free condition			
			2.4	Housekeeping (A place for everything and everything in its place)			
			2.5	Ensure that signage is in good condition and conforms to Legal Requirements			

			2.6	Ensure that workshop and storage area are in a neat condition			
				WEEKLY	Random inspections by Durban ICC		
			2.7	Report blown lamps to helpdesk			
				MONTHLY	Random inspections by Durban ICC		
			2.8	Inspect chilled water pipes for leaks, lagging etc.			
			2.9	Paint Plant room floors and equipment pedestal with approved paint where required			
			2.10	Paint chilled + condenser piping where required			
3	COOLING TOWERS (CODE MA – F)	0.2		DAILY	Random inspections by Durban ICC		
			3.1	Report down time < 98 % on.			
				WEEKLY	Random inspections by Durban ICC		
			3.2	Check level control and ensure tight shut off is achieved with tower water at operating level. (Tower switched off).			
			3.3	Check fans and motors. Note vibration and lubricant level.			
			3.4	Check for water leaks and corrosion, rectify if necessary			
			3.5	Check eliminators and spray nozzles, rectify if necessary			
			3.6	Visually inspect water treatment plant and ensure proper water treatment practices.			
			3.7	Check expansion tank ball valve and level (closed circuit) for correct operation			
			3.8	Ensure sump strainers are clean.			
				MONTHLY	Random inspections by Durban ICC		
			3.9	Check gear box oil level.			
			3.10	Record motor current.			
			3.11	Drain & clean sumps & sump strainers.			
			3.12	Ensure guards are correctly secured.			
			3.13	Ensure that all fixings are in place			
			3.14	Clean fan blades, repaint and balance where necessary			
			3.15	Clean tower internally and externally and repaint if required. Paint to be specified by Durban ICC.			
			3.16	Anti-vibration mountings and tower support frame to be checked and painted.			

			3.17	Check condition of fill-descale if necessary			
			3.18	Check nozzles and headers			
4	CONDENSER AND CHILLED WATER PUMPS (CODE MA-H)			WEEKLY	Random inspections by Durban ICC		
			4.1	Check and clean drain pipes.			
			4.2	Check for any unusual noises, vibration and temperatures.			
			4.3	Ensure condensate run off is adequate			
				MONTHLY	Random inspections by Durban ICC		
			4.4	Inspect and lubricate pump and motor bearings.			
			4.5	Record motor current.			
			4.6	Ensure that coupling guard is securely fixed.			
			4.7	Check pump bed and motor mountings.			
			4.8	Grease gland adjusting bolts (i.e. Apply layer of grease to bolts).			
			4.9	If necessary, depending on previous services, remove pump gland packing and renew.			
			4.10	Clean and paint pump and motor.			
			4.11	Inspection carried out on chilled water plumbing system and report			
			4.12	Check and calibrate flow and temperature sensors			
5	BUILDING MANAGEMENT SYSTEM AND ASSOCIATED	0.10	5.1	Check BMS system and respond to alarms	Random inspections by Durban ICC		
			5.2	Set timers and set points to optimize the efficiency of the plant			
			5.3	Respond to complaints and resolve within 30 minutes			
			5.4	Balance airflows where necessary.			
			5.5	Check temperature sensor.			
			5.6	Check temperature controller.			
			5.7	Check to ensure that fire-dampers are open.			
			5.8	Check volume control boxes for correct operation			
			5.9	Conduct Tenant Survey			
			5.10	Log all set point changes in suitable log			
				<u>Note</u>			
				The contractor will be responsible for ensuring that any control equipment omitted from this maintenance instruction sheet receives the necessary maintenance applicable to it.			
				All controls must be set to ensure maximum energy savings are achieved as well as optimum performance are achieved			

				Suitable stocks of materials are to be supplied and stored on site as agreed with the Durban ICC All stocks supplied by the Durban ICC must be controlled in an appropriate manner. Stock controls of all equipment must be kept and the Durban ICC advised when replacements are required.	Random inspections by Durban ICC		
6	MATERIAL CONTROL CONTROLS SPLIT UNITS			MONTHLY	Random inspections by Durban ICC		
				(ROOM UNIT – ONE PIECE)			
		6.1		Clean filter.			
		6.2		Clean unit exterior.			
		6.3		Check unit operation.			
				ROOM UNIT – TWO PIECE			
		6.4		Clean filter.			
		6.5		Clean unit exterior.			
		6.6		Check unit operation			
		6.7		Check condenser section.			
7	ELECTRICAL DB'S AND LV PANELS (CODE MA – K)			MONTHLY	Random inspections by Durban ICC		
		7.1		Visually inspect condition of equipment and wiring.			
		7.2		Check ammeter and voltmeter readings and record faulty units.			
		7.3		Check indicator lights and replace where necessary.			
		7.4		Ensure that all panels are secure.			
		7.5		Check accuracy of voltmeters and ammeters.			
		7.6		Test overloads relays and settings.			
		7.7		Check all terminal connections.			
		7.8		Check busbar connections.			
		7.9		Check that circuit breaker and fuse protection is rated correctly for the equipment being protected.			
		7.10		Check accuracy of voltmeters and ammeters.			
		7.11		Test overloads relays and settings.			
		7.12		Check all terminal connections.			
		7.13		Check busbar connections.			
		7.14		Check that circuit breaker and fuse protection is rated correctly for the equipment being protected.			
		7.15		Vacuum clean switchboard interior and components.			
		7.16		Check controls transformer output voltage.			
7.17		Test condition of circuit breakers and switch fuses					

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 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.
- 8.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award.
- 8.3 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)

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 **28th November 2023 at 12h00** Contractors are to meet Sipiwe 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 4th December 2023**.

11. Compulsory Pricing Schedule (official form of offer)

Summary of Monthly Fees (as per detailed pricing schedule above)	
1. Monthly fees – Durban ICC	R
2. Monthly fees – Durban Exhibition Centre	R
3. Monthly fees – Durban ICC Arena	R
Total monthly fees (VAT Exclusive)	R
VAT @ 15%	R
Total monthly fees (VAT Incl.)	R

Labour Rate Per Hour (VAT exclusive) -	
• Technician, Normal hours (8h00 – 17h00)	R
• Assistant Normal hours (8h00 – 17h00)	R
• Technician, After hours (after 17h00)	R
Labour Rate Per Hour (VAT exclusive)	
• Assistant After hours (after 17h00)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R

NB: All overtime must be pre-approved by Durban ICC Relationship Manager and should not exceed 1,5 hours per event.

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: _____

Date: _____

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

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"/>
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 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 state¹.

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, shareholder²):
.....

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:

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
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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