

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 131/2023

PROVISION OF CARPET CLEANING SERVICES FOR 3 DAYS IN A WEEK FOR THE DURBAN ICC COMPLEX FOR A PERIOD OF 4 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 commercial carpet cleaning services to the Durban ICC Complex for 3 days in a week for a period of 4 months.

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

3. Mandatory Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
• The prospective service provider must provide four (4) positive references from sites where commercial carpet cleaning service was provided	✓	X
• Prospective service provider must have a minimum of 3 years' experience within the hospitality industry servicing 5-star conference and / or 4 / 5-star hotel facility. Please provide reference letters from clients serviced on company letterheads.		
• The prospective service provider must provide proof of public liability insurance to a minimum value of R2 Million.		
• Prospective service provider must employ competent staff no less than 5 years with commercial carpet cleaning experience. Please attach a 2 page CV detailing work experience of the individuals who will be on site.		
• The prospective service provider must either be: - ISO 9001 certified or - Certified by the Institute of Inspection Cleaning and Restoration (IICRC) or - Certified by the Carpet and Rug Institute (CRI) for superior cleaning and spot removal		

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.

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. Mandatory Scope of Work

5.1 General overview:

- The carpeting in the public foyers area's as well as in the halls are of a high grade "Hospitality" type and is modular in installation.
- The textile was manufactured by BELGOTEX under license and comprise of approximate twenty thousand (20,000) square meters in extent. The known types are:
 - Needle punch in Main Halls
 - Milliken in foyer and concourse / various meeting rooms
 - Entry Barrier matting

- The Milliken carpets require the highest standard of cleaning / restoration.
- It is required that the carpet be maintained, serviced as well as managed in accordance with the manufacturers requirements to maintain condition, appearance and uniformity.
- It is advised that this process entails the utilization of:
 - special upright vacuum / brushing combination
 - dry polymer method of cleaning
 - edge management,
 - spot removal
 - entry barrier cleaning
 - disaster recovery
 - provision of the necessary cleaning medium, fluids and equipment
 - the use of a Liberator extractor vacuum for dry extractions.

5.2 Specific Maintenance Requirements prohibits/exclude:

- Use of chlorinated or solvent based cleaning agents
- Exposure to substance or contaminants which destroy or degrade colour.
- Inappropriate maintenance methods
- Use of spin bonnet/pad circular brush cleaning
- Non-SABS (or equivalent) approved products, and
- Any other chemicals, applications or procedures which will cause damage to the carpets.

5.3 Areas to be maintained:

DURBAN EXHIBITION CENTER (DEC)

Area	Approximate Square metres	Frequency per term of contract
Hall 6	370	1
Coast of Dreams	345	1
Mystrals Upper	150	1
Mystrals Lower	100	1
Mezzanine	100	1
Organiser Office 1	139	1
Organiser Office 2	57	1

DURBAN ICC

Area	Approximate Square metres	Frequency per term of contract
Red Carpet	400	4
Basement (level 1)		
Entrance	640	4
Ground floor (level 2)		
Entrance	1040	4
Side Walkways	2520	4
Recess Rooms	768	4
PCO Office	114	4
Main Hall/s	8500	4
Main Hall Tribune chair carpet	250	1
First floor (level 3)		
Plenary Seating	1680	2
Entrance	480	4
ICC upper foyer	540	4
Side Walkways	725	4
Recess / Meeting Rooms	918	8
Baobab Cafe	128	8
Second floor (level 4)		
Offices	600	1
Meeting rooms	1122	2
Third floor (level 5)		
Offices	600	1

DURBAN ICC ARENA:

Area	Approximate Square metres	Frequency per term of contract
Basement		
Main Lobby Area	95	1
Suites / meeting rooms	411	1
Ground floor		
LS Foyer Entrance	1,025	1
LE Concourse	324	2
LW Concourse	876	4
Main Hall/s 4-6	4,360	2
Medical Suite	20	1
Terracotta Suites	93	1
Fixed Seating	2,627	1
Bleacher Seating	748	1
First floor		
UE Concourse	445	2
Main Foyer concourse	1,277	2
UW Concourse	825	4
VIP / VOC	75	2
Media Suites	75	1

6. Compulsory Pricing Schedule (Official Offer Form)

(A) Summary of Costs:

Description	Amount
• Total cost for DEC	R
• Total cost for Durban ICC	R
• Total cost for Durban ICC Arena	R
Total (VAT excl.)	R
VAT @ 15%	R
Total (VAT Incl.)	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://ethekwinvendor.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

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

11. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **13th December 2023 at 10h00**. Service providers are to meet Siphwe 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 18th December 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 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:** _____

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 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