 <p>DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p>	ISO Management System	Approval	
		Chief Financial Officer	
	Request for Quotation (RFQ) Advertisement Template	Doc No: SR-277	
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REQUEST FOR QUOTATION – BS 05/2024

SERVICE AND MAINTENANCE OF FOUR (4) DIESEL GENERATORS FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure ensuring our operations run optimally.

2. Purpose


The Durban ICC requires an accredited service provider for the service and maintenance of four (4) diesel generators, for a period of 12 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 service provider must provide four (4) positive references from sites where generators have been serviced 		
<ul style="list-style-type: none"> The prospective service must employ at least one Technician who is a qualified Diesel Mechanics with a minimum of 5 years requisite experience working with the Caterpillar brand or similar approved diesel engines. Please attach at least one 2-page CV detailing work experience of the individuals who will be conducting this service. 		
<ul style="list-style-type: none"> The prospective service provider must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R5 Million. 		

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 state two of the 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.

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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

RDP Goal: The promotion of South African owned enterprises


The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer's claim for **Preference Points** for this Specific Goal.

Goal Weighting 100%		
Location	80/20	90/10
Not in South Africa	0	n/a
South Africa	5	n/a
KZN	10	n/a
ETM	20	n/a

Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer's status)
CSD report

5. Conditions of Contract

- 5.1 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.
- 5.2 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).

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6. Additional Conditions of Contract

- 6.1 The prospective service provider must have immediate access to genuine original equipment manufacturer (OEM) spares and carry a stock of critical spares.
- 6.2 The prospective service provider must have access to OEM software programmes for fault finding on the units via laptops.
- 6.3 The prospective service provider must have access to all special tools required for servicing and maintenance of diesel generators repair procedure manuals.

7. Scope of Supply /Services

7.1 Annual Service (all data and test results have to be recorded)

7.1.1 Supply and replace:


- Supply and change all oil
- Supply and change fuel filters
- Supply and change oil filters
- Supply and replace jacket water heater
- Replace coolant and flush radiator

7.1.2 Tests:

- Radiator coolant strip test
- Sludge/water dip test on all diesel tanks

7.1.3 Inspect:

- Air inlet
- Oil filter
- Oil leak
- Oil level
- Fuel filter – Prim/Sec
- Fuel leak / Fuel water trap
- Fuel and fuel tank hose
- Radiator/heat exchanger
- Coolant
- Jacket water heater
- Fan belt tension/condition
- Fan drive pulley and fan
- Battery condition / Battery electrolyte level
- Water pump condition
- Turbo charge condition
- Crank case breather
- Canopy/plant room condition

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7.1.4 Wash and clean:

- Wash and clean engines
- Wash and clean radiators
- Clean radiator core and clear blockage

7.1.5 Engine run/checks:


- Simulate low oil pressure
- Simulate high engine temperature
- Simulate low water level
- Simulate over/under frequency
- Simulate over/under voltage
- Simulate low oil pressure
- Start attempts
- Check governor functions
- Check charging alternator
- Check coupling noises

7.1.6 Control panel checks:

- Main failure test
- Check change-over timing
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators
- Check correct programme on all controllers

7.1.7 Batteries:

- Load balances test
- Load test all batteries
- Supply battery test reports on all batteries
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators

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7.2 Quarterly inspection service (all data and test results have to be recorded)

7.2.1 Inspect:


- Air inlet
- Oil filter
- Oil leak
- Oil level
- Fuel filter – Prim/Sec
- Fuel leak
- Fuel water trap
- Fuel hose
- Radiator/heat exchanger
- Coolant
- Jacket water heater
- Fan belt tension/condition
- Fan drive pulley and fan
- Battery condition
- Battery electrolyte level
- Water pump condition
- Turbo charge condition
- Crank case breather
- Canopy/plant room condition

7.2.2 Wash and clean:

- Wash and clean engines
- Wash and clean radiators

7.2.3 Engine run/checks:

- Simulate low oil pressure
- Simulate high engine temperature
- Simulate low water level
- Simulate over/under frequency
- Simulate over/under voltage
- Simulate low oil pressure
- Start attempts
- Check governor functions
- Check charging alternator
- Check coupling noises

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7.2.4 Control panel checks:

- Main failure test
- Check change-over timing
- Check on load run period
- Check delay unit shut down
- Check plant selector (Auto)
- Check fan/motor isolators

8. Specifications

Service and maintenance shall be of the equipment listed below, which will be clarified by the relationship manager at the site inspection.

8.1 Substation 1 diesel generator	
• Model	Caterpillar 3508
• Serial number	23Z06120
• kVA rating	1000kVA
• kW rating	800
• Year of manufacture	1996
8.2 Substation 2 diesel generator	
• Model	Caterpillar 3508
• Serial number	23Z07977
• kVA rating	1000kVA
• kW rating	800
• Year of manufacture	1996
8.3 Substation 3 diesel generator	
• Model	Caterpillar 3508
• Serial number	23Z06113
• kVA rating	1000kVA
• kW rating	2006
8.4 Substation 4 diesel generator	
• Model	Caterpillar C32
• Serial number	SXC00472
• kVA rating	1100kVA
• kW rating	880
• Year of manufacture	2006

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9. Pricing Schedule (Official Offer Form)

3 x inspection and 1 annual service per generator

Service to be carried out	Cost per unit	Quantity	Total cost (unit cost x quantity)
Inspection service on Caterpillar C32 diesel generator	R	3	R
Inspection service on Caterpillar 3508 diesel generator	R	9	R
Annual service on Caterpillar C32 diesel generator	R	1	R
Annual service on Caterpillar 3508 diesel generator	R	3	R
Please state any additional costs:			R
Total cost (VAT excl.)			R
VAT @ 15%			R
Total cost (VAT incl.)			R

10. Conditions of Contract:

- The prospective service provider must have immediate access to genuine original equipment manufacturer (OEM) spares and carry a stock of critical spares.
- The prospective service provider must have access to OEM software programmes for fault finding on the units via laptops.
- The prospective service provider must have access to all special tools required for servicing and maintenance of diesel generators repair procedure manuals.

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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

11. Preconditions

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

- 11.1 Full name
- 11.2 Identification or company or other registration number
- 11.3 Tax reference number and VAT number, if any
- 11.4 Valid original Tax clearance pin from South African Revenue Services which proves that the service provider's tax matters are in order
- 11.5 Valid BBBEE Certificate
- 11.6 MBD 4 Declaration of Interest form must be completed
- 11.7 MBD 6.1 Preference points claim must be completed
- 11.8 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

12. Terms and Conditions

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.

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).

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13. Protection of Personal Information

13.1 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”).

13.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

14. Contact Person

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

15. Compulsory Site Inspection

Please note that a compulsory site inspection will be held **16th February 2024 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.

16. Closing Date


Quotations/proposals, 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 23rd February 2024**.

17. 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:** _____

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18. 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.											
Electricity											
Water											
Rates											
Other											
Other											

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)

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19. MBD4 Declaration of Interest

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

19.2 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.

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

19.3.1 Full name of bidder or his/her representative

19.3.2 Identity number:

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

.....

19.4.4 Company Registration Number:

19.4.5 Tax Reference Number:

19.4.6 VAT Registration Number:

19.4.7 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.*

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19.4.8 Are you presently in the service of the state? YES NO
 If yes, furnish particulars: _____

19.4.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars: YES NO


19.4.10 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? YES NO
 If yes, furnish particulars: _____

19.4.11 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? YES NO
 If yes, furnish particulars: _____

19.4.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? YES NO
 If yes, furnish particulars: _____

19.4.13 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

19.3.14 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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20. Full details of directors / trustees / members / shareholders


Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

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21.MBD 6.1 Preference Points Claim In Terms of Preferential Procurement Regulations (2022)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1.0 GENERAL CONDITIONS

1.1 The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 **The 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the applicable system once tenders are received.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** 80 (price) and 20 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the bidder to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.


1.5 The Durban ICC reserves the right to require of a bidder, either before evaluation or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the entity.

2.0 DEFINITIONS

2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by Municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the Municipality and a third party that produces revenue for the Municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

PRICE POINTS: A maximum of 80 or 90 points is allocated for price on the following basis:

80 / 20 Points System

OR

90 / 10 Points System

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4.0 POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the request for tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof submitted.

4.2 In cases where the municipality intends to use Regulation 3(2) of the Regulations, which states that if it is unclear whether the 80/20 or 90/10 preference point system applies, the municipality must, in the tender documents, stipulate in the case of:

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system, or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Then the municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.


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TABLE 1: Specific Goals for the tender and maximum points for each goal are indicated per the table below.

Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.

The Specific Goals to be allocated points in terms of this tender	Maximum Number of points ALLOCATED (80/20 system)	Maximum Number of points ALLOCATED (90/10 system)	Number of points CLAIMED (80/20 system)	Number of points CLAIMED (90/10 system)
RDP Goal: The promotion of South African owned enterprises.	20	n/a		n/a
Total CLAIMED Points (20 Maximum)				n/a

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- 4) If the specific goals have been claimed or obtained on a fraudulent basis, or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

NAME (Block Capitals):

Date

SIGNATURE: