

REQUEST FOR QUOTATION – BS 33/2018

SUPPLY AND DELIVERY OF HARDWARE ITEMS FOR THE DECEMBER 2018 SHUTDOWN PERIOD

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 a service provider for the Supply and Delivery of Hardware items for the December 2018 Shutdown period (once off service).

3. Conditions of Bid / Contract

- 3.1 All items are to be delivered on or before 07 December 2018.
- 3.2 Alternative brands / solutions will only be considered after obtaining prior approval from the Durban ICC
- 3.3 There should be no discrepancy between the items quoted for and the item supplied.
- 3.4 The supplier must have the capacity to deliver all the spares as requested for on the Request for Quotation.
- 3.5 Sub-standard / inferior products will not be accepted
- 3.6 The service provider will be deemed non-responsive should they fail to price for all items requested for on the Request for Quotation.
- 3.7 The quantities requested for each item are variable and may change at the time of order, based on business requirements.
- 3.8 Manufacturer warranties (where applicable) must be submitted together with the bid document.
- 3.9 All items supplied must be SABS or similar approved.
- 3.10 The appointed service provider will be required to action and administer all manufacturer warranties on behalf of the Durban ICC.
- 3.11 The pricing submitted must be held firm and will not be subjected to any increase post official award.
- 3.12 The supplier will be penalised for not meeting the specified delivery date, as follows:
 - A penalty of 30% calculated on total bid value (ex VAT) will be imposed.
- 3.13 As at 07 December 2018, should any of the items requested for on the Request for Quotation be outstanding, the supplier will be subjected to a penalty as follows:
 - Total cost of acquiring the item from an alternative supplier + 15% (VAT ex.)
 - The cost for the above may be deducted from money owing to the service provider

4. Compulsory pricing schedule (official form of offer)

Product description	Unit	Estimated Quantity	Unit cost (VAT excl.)	Total Cost (VAT excl.) (Unit cost x est. quantity)
Latex Examination Gloves (100 per box) X Large	Box	8 boxes	R	R
MTS Hand Cleaner with grit 5L bucket	Each	2	R	R
Thinners	5L	20	R	R
Silicone Tube Paintable acrylic 260 ml	Tube	12	R	R
Silicone Tube – clear 260 ml	tube	12	R	R
Silicone Tube – white 206 ml	tube	12	R	R
Silicone Tube – black 260 ml	tube	12	R	R
Genkem contact adhesive	1lt	20	R	R
Cam Lock 18mm	Each	20	R	R
Hasp and Staple 150mm galvanised	Each	10	R	R
Union Gower 2L lockset CH CZ6822495CH	Each	20	R	R
Nail in anchor 6 x 35mm (minimum 100 in a box)	Box	10	R	R
Nail in anchor 6 x 50mm (minimum 100 in a box)	Box	10	R	R
Nail in anchor 6 x 70mm (minimum 100 in a box)	Box	10	R	R
Nail in anchor 8 x 80mm (minimum 100 in a box)	Box	10	R	R
Nail in anchor 8 x 100mm (minimum 100 in a box)	Box	10	R	R
PPC Black cement 50 Kg	Each	4	R	R

Product description	Unit	Estimated Quantity	Unit cost (VAT excl.)	Total Cost (VAT excl.) (Unit cost x est. quantity)
Double sided tape large roll	Each	4	R	R
Cold wood glue 500ml	Each	10	R	R
Sand paper 60 grid (2m roll)	Roll	10	R	R
Sand paper 80 grid (2m roll)	Roll	10	R	R
Sand paper 100 grid (2m roll)	Roll	10	R	R
Disposable dust overalls	Each	30	R	R
Union CZ80941 CHR indicator bolt	Each	20	R	R
BBL cylinder lock body SS BBL22315-76CH	Each	20	R	R
Good quality thread tape – large rolls	Each	30	R	R
Abattoir Waste Powder	1kg	10	R	R
Household rubber gloves (L)	Pair	20	R	R
Black road marking paint 20L (Plascon or similar approved)	Each	6	R	R
Rastfest Hold Open Unit Art Dorma –Nr 5003600	Each	30	R	R
Top Door closer Dorma –Ce 432	Each	10	R	R
Bottom Door Closer Dorma – P.T.S 80	Each	5	R	R
Top Door Closer Dorma 0606	Each	5	R	R
Union two lever locks	Each	20	R	R
BBL lock body 22315-76c.h	Each	20	R	R

Product description	Unit	Estimated Quantity	Unit cost (VAT excl.)	Total Cost (VAT excl.) (Unit cost x est. quantity)
Union night latch lock	Each	5	R	R
Cylinder Lock	Each	20	R	R
Door handles union –A.L6w00-06as	Each	20	R	R
Door Hinges Q.S 4441	Each	20	R	R
Cam locks 18mm	Each	20	R	R
Cam locks 20mm	Each	20	R	R
Door Holder Foot Stainless Steel Q.S 4461	Each	30	R	R
Press locks	Each	20	R	R
Please state any additional costs:				R
Total cost (VAT excl.)				R
VAT @ 15%				R
Total cost (VAT incl.)				R

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

5. Preconditions

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

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 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 / phumla.mdabe@durban.gov.za


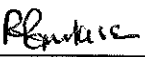


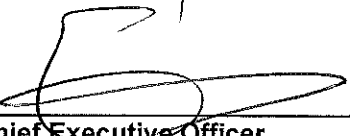
6. Contact Person

Siphiwe Khuzwayo– Acting Facility Director
Tel: 031 360 1326
Email: siphiwek@icc.co.za

7. 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 9th November 2018**.

8. Request approved by:

 26/10/2018
Acting Facilities Director Siphwe Khuzwayo
 29/10/2018
SCM Compliance Officer Ritesh Ramkissoon
 29/10/2018
SCM Manager Thenashree Naidoo
 29/10/18
Finance Director Melanie Rambally
 30/10/18
Chief Executive Officer Lindiwe Rakharebe

9. 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: _____

10. 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)

11. MBD4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state¹.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative
- 11.3.2 Identity number:
- 11.3.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 11.3.4 Company Registration Number:
- 11.3.5 Tax Reference Number:
- 11.3.6 VAT Registration Number:
- 11.3.7 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.*

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

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

YES	NO
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11.3.10 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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11.3.11 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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11.3.12 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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11.3.13 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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11.3.14 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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12. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

