



REQUEST FOR QUOTATION - OPS 15/2016

CCTV MAINTENANCE CONTRACT: 12 MONTH PERIOD

1. Background

The Durban ICC is one of the world's leading events and meeting destinations. In order to maintain the extremely high security standards demanded by management, the CCTV operation/effectiveness needs to be of the highest standard.

The Durban ICC currently utilizes an IP and Analogue System. The facility has 318 CCTV cameras which vary from static to PTZ cameras.

2. Purpose of the request for proposal

The Durban ICC requires the services of a suitably qualified, experienced and specialised service provider to repair and maintain the current in-house CCTV system. This will include maintenance as well as emergency/ad hoc call outs.

Being the central component of any form of safety and security protection, the CCTV system deserves the highest level of care and maintenance achievable. It is only as effective as the quality of care and maintenance the system receives.

3. Mandatory Requirements:

Does the service provider comply with the mandatory requirement? Please tick as illustrated.	Yes	No
	✓	X
• The service provider must be Durban based (within a 50 km radius of the Durban ICC, 45 Bram Fischer Road). Attach proof of location.		
• The service provider must have sufficient experience in CCTV maintenance. Attach two letters of reference from clients serviced.		
• The service provider must be PSIRA certified. Attach proof		

Please note: failure to meet the mandatory requirements as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.



4. Mandatory Scope of Works:

Does the service provider comply with the mandatory scope of works requirement? Please tick as illustrated.	Yes	No
	✓	X
<ul style="list-style-type: none"> • Monthly service (3 days per month required) to be conducted; where the following tasks (although not limited to), will be carried out: • Response to call outs: <ul style="list-style-type: none"> ○ Emergencies must be within 2 hours and time period for repairs must be within 4 hours ○ Ad hoc call outs before midday – response must be the same day and time period for repairs must be within 4 hours ○ Ad hoc call outs after midday – response must be within 24 hours and time period for repairs must be within 4 hours. 		
<ul style="list-style-type: none"> • Technician will ensure the system is fully operational. 		
<ul style="list-style-type: none"> • All cameras are available on the network. 		
<ul style="list-style-type: none"> • All cameras are checked for focus. 		
<ul style="list-style-type: none"> • All cameras shall conform to a minimum of a 30 day recording period. 		
<ul style="list-style-type: none"> • All cameras are pointing in the correct direction. 		
<ul style="list-style-type: none"> • All camera lenses are clean (picture clarity). 		
<ul style="list-style-type: none"> • All outdoor housings are secure and sealed. 		
<ul style="list-style-type: none"> • Physical check on all patch rooms and switches to ensure neatness and functionality. 		
<ul style="list-style-type: none"> • Routine cleaning of lens covers will be performed as and when required. 		
<ul style="list-style-type: none"> • Should the appointed company need the assistance of equipment such as Skyjack or Cherry Picker, it must be arranged beforehand. 		
<ul style="list-style-type: none"> • All discrepancies on any camera will be verified by the duty CCTV controller, documented on the technician's service sheet before being rectified and adjusted accordingly. 		
<ul style="list-style-type: none"> • A service sheet will be completed by the technician, and attached to the job card upon completion of the service. It will be signed by the CCTV controller on duty to ensure that all cameras worked on, were checked. 		
<ul style="list-style-type: none"> • Routine maintenance will be carried out in all patch rooms, risers and switch locations to ensure that the system is fully functional at all times. 		

Please note: failure to meet the mandatory scope of works as illustrated above will result in your submission being deemed non-responsive and will not be evaluated.



5. Preconditions

A written proposal/quotation will not be considered unless the 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 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made

6. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form the quotation.
- 6.2 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively if the supplier is registered on the Durban ICC database then the supplier need only submit their supplier number. All the mandatory documents must be included with this application.

7. Contact Person

Etienne Erlank
Risk Manager
etiennee@icc.co.za
031 360 1307

8. 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 02 May 2016.**



9. Compulsory Price Schedule

Description		
Monthly service contract	Monthly cost (VAT excl.)	R
	VAT@14%	R
	Monthly cost (VAT Incl.)	R
Additional cost for emergency call-outs. Response time – within 2 hours	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
Additional cost for ad hoc call-outs. Response time – within 24 hours.	Weekdays 8am - 5pm	R
	Weekdays after hours (after 5pm)	R
	Weekends	R
Proposed value adds		

The contract will commence from **1 June 2016** and run for a period of **twelve (12)** months

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: _____



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
INFORMAL SETTLEMENT & BUSINESS SOCIO-COMPLEX
SOUTH AFRICA

Request for proposals approved by:

Operations Director
Nicolette Elia-Beissel

22/04/2016

SCM Compliance Officer
Ritesh Ramkissoon

25/04/2016.

SCM & Compliance Manager
Thenashree Naidoo

25/4/16

Finance Director
Melanie Rambally

25/4/16

Chief Executive Officer
Lindiwe Rakharebe



10. 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: _____



11. Declaration of Municipals Fees

I / we do hereby declare that the Municipal fees of the company:-

.....
(Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

Account	Account Number *
Electricity	
Water	
Rates	

*** to be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

Name: (Block Capitals) _____

Signature: _____ Date: _____
(of person authorized to sign on behalf of the Tenderer)



12. MBD 4 Declaration of Interest

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

12.2 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.

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

12.3.1 Full name of bidder or his/her representative

12.3.2 Identity number:

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

12.3.4 Company Registration Number:

12.3.5 Tax Reference Number:

12.3.6 VAT Registration Number:

12.3.7 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.



12.3.8 Are you presently in the service of the state?

YES	NO
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If yes, furnish particulars:

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

YES	NO
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12.3.10 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?

YES	NO
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If yes, furnish particulars:

12.3.11 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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12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES	NO
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If yes, furnish particulars:

12.3.13 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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12.3.14 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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder