

REQUEST FOR QUOTATION – IT 01/2017

**FIRE DETECTION AND COMPUTERISED MANAGEMENT SYSTEM, MAINTENANCE, REPAIR AND SUPPLY
CONTRACT (12 MONTHS)**

1. Background

The Durban ICC is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 15 times.

The Durban ICC makes use of an extremely extensive Maestro and GST computerised fire detection and computerised management system to oversee and manage fire detection across the Durban ICC Complex (ICC and DEC).

2. Purpose of the Request for Proposal

Due to system complexity and specialised expertise required to maintain the system, the Durban ICC requires a suitably experienced and qualified service provider to maintain and repair the fire detection system for a period of 12 months.

3. Mandatory Scope of Works

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• To ensure a backup of the entire GST and Maestro configuration to external storage		
• To ensure the fire panels have executed a complete system backup onto an external hard drive		
• Test the performance of the entire Fire system network		
• To log all defects and faults in a logbook which is to be kept in the Control room and inform the Durban ICC of any device failures/faults		
• Test the integrity of the Maestro Software		
• Resolve and clear all old logs on the System		
• To assist the Durban ICC with planning and forecasting of system improvements and enhancements that will advance the performance and reliability of the Fire System		
• To work with the Durban ICC to ensure that the Durban ICC is compliant with Government regulations		
• Test and repair defects or malfunctions for all onsite Fire Panels		
• Test to confirm related systems triggered by the fire system are received and operational		
• Perform required prescribed maintenance to the Maestro and GST database		
• Ensure integrity of the Maestro and GST software to be tested		

Does the service provider comply with the mandatory scope of works? Please tick as illustrated	Yes	No
	✓	X
• Regularly review and ensure Maestro and GST software latest updates have been thoroughly tested and the ICC system patched where appropriate		
• Report any abuse to the system or security breaches to the Durban ICC		
• Repair system faults and errors highlighted by the fire panels and front end interface		
• Repair system faults and errors highlighted by the Durban ICC (faults deemed not business critical will be scheduled to be repaired during the monthly service)		
• Conduct performance and reliability testing of the entire Fire Detection Network and report any failures to the Control Room and Facilities department		
• Perform log file maintenance on the Fire system		
• Ensure best practices relating to security (both physical and logical) are implemented, reviewed and assured		
• Attend meetings onsite with representatives of the Durban ICC when required by the Durban ICC		
• Attend to breakdowns or faults within 4 hours for items deemed business critical or urgent on a 24/7 basis		
• Attend to fire drill tests onsite with representatives of the Durban ICC when required by the Durban ICC		
• Supply parts and services related to the contract when required at the markup stipulated in the pricing page		
• The service provider must be a certified UTC / Ziton installer with relevant experience of complex installations for entities having similar size and complexity as the Durban ICC. Attach proof		
• The service provider needs to submit proof of invoices (from their supplier) when the percentage mark-up on spares is being implemented onto the invoice.		
• Please attach two positive references of previous work executed comprising of similar scope of works as requested by the Durban ICC.		

Failure to meet all of the stipulated mandatory scope of works will result in the service provider being deemed non-responsive and will not be considered for evaluation.

Please Note:

- All the necessarily safety precautions and preventative measures must be adhered to at all times. Contractors will be held liable for all damages caused by their staff members.
- All works are to be carried out in line with the OHS Act 85 of 1993.
- All Technicians must wear appropriate / necessary safety clothing or PPE.

4. Preconditions

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

- 4.1 Full name.
- 4.2 Identification or company or other registration number.
- 4.3 Tax reference number and VAT number, if any.
- 4.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 4.5 Valid BBBEE Certificate.
- 4.6 MBD 4 Declaration of Interest form must be completed.
- 4.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

5. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

6. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Companies must submit a company profile and provide examples and references of similar such work performed.
- 6.3 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 service provider need only submit their supplier number. All the mandatory documents must be included with this application.

7. Compulsory Pricing Schedule:

Description	Total
7.1 Cost per month to execute the services described in scope of works (comprising of 24 hours onsite per month), Excluding VAT	
VAT @ 14 %	R
Total (Incl. VAT)	R
Total cost for the 12 month service fees (Monthly fee including VAT x 12)	
	R
7.2 Rate per hour for office hours (08h00 to 17h00) Work not included in monthly service (VAT excl.)	R
7.3 Rate per hour for after hours (outside of 08h00 to 17h00) Work not included in monthly service (VAT excl.)	R
7.4 Percentage mark up on spares (copies of all invoices to be supplied)	%

Weighting	7.1 = 50 %	7.2 = 10 %	7.3 = 10 %	7.4 = 30 %
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Note: The Durban ICC is not liable to make any deposit payments upfront.



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DURBAN SOUTH AFRICA

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.

8. **Contact Person**

Kelvin Dorosami
Tel: +27 31 360 1204
IT & Systems Specialist

9. **Compulsory site inspection and Closing Date**

Compulsory site inspection




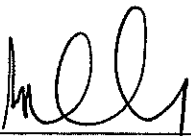
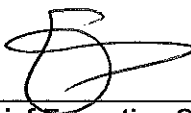
Please note that a compulsory site inspection will be held at **10h00, on 18th August 2016**. Contractors are to meet Kelvin Dorosami at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

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 23th August 2016**.



10. Request for proposals approved by:

	 _____ Jerry Craig Hurter Facilities Director
PP	 _____ SCM Compliance Officer Ritesh Ramkisson
	 _____ SCM & Compliance Manager Thenashree Naidoo
	 15/8/16 _____ Finance Director Melanie Rambally
	 18/8/16 _____ Chief Executive Officer Lindiwe Rakharebe



11. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value



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12. 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)

13. MBD4 Declaration of Interest

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

13.1 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.

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

13.2.1 Full name of bidder or his/her representative

13.2.2 Identity number:

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

13.2.4 Company Registration Number:

13.2.5 Tax Reference Number:

13.2.6 VAT Registration Number:

13.2.7 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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13.2.8 Are you presently in the service of the state?
If yes, furnish particulars:

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

YES	NO
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13.2.10 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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13.2.11 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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13.2.12 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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13.2.13 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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13.2.14 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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14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

