



REQUEST FOR QUOTATION – OPS 05/2016

CCTV NETWORK UPGRADE AND EQUIPMENT CABINET RELOCATION

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 (Internet Protocol) and Analogue System. The facility has 308 CCTV cameras which vary from static to PTZ (Pan, Tilt and Zoom) cameras.

The current CCTV network is comprised of a main CCTV cabinet which houses 7 X Avigilon (product manufacturer) servers together with a combination of network switches and analogue to IP convertors. Access network switches are strategically positioned in various areas of the centre to allow cameras to connect back to the network. These access switches are interlinked via Fibre and CAT 6 cables. The system is however not linked to one local area network due to the current fibre optic cable availability in certain areas within the centre.

The main CCTV cabinet is also not in a suitable environment as there are currently air-conditioning and expansion limitations.

2. Purpose of the request for proposal

The Durban ICC requires the services of a suitably qualified, experienced and specialised service provider to firstly relocate the current CCTV main cabinet to an already identified area which will comfortably accommodate the current equipment and cater for proper cooling and expansion.

Two fibre core switches (supplied by the Durban ICC) will then need to be installed and configured in the main CCTV cabinet with fibre connections to all CCTV switches. Fibre optic cabling needs to be installed where there is currently no existing infrastructure in place. The network then needs to be properly configured according to manufacturer best practices.

All equipment needs to be installed and racked to a green light status. The appointed service provider must thereafter ensure that the system is 100 % operational and to the satisfaction of the Durban ICC.



3. Mandatory Requirements:

| Does the service provider comply with the mandatory requirement? Please tick as illustrated. | Yes | No |
|--|-----|----|
| | ✓ | X |
| <ul style="list-style-type: none"> The service provider must be Durban based (within a 50 km radius of the Durban ICC, 45 Bram Fischer Road). Attach proof of location. | | |
| <ul style="list-style-type: none"> The service provider must have sufficient experience in CCTV installations. Attach two letters of reference from clients for installations similar in size and complexity as the Durban ICC. | | |
| <ul style="list-style-type: none"> The service provider must be PSIRA certified. Attach proof | | |
| <ul style="list-style-type: none"> The service provider must be Avigilon certified. Attach proof. <p><i>Kindly note: The product manufacturer (Avigilon) requires the service provider to be Avigilon certified in order to operate the system else the warranty which is currently in place for the CCTV system at the Durban ICC will be deemed invalid.</i></p> | | |

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? Please tick as illustrated. | Yes | No |
|--|-----|----|
| | ✓ | X |
| <ul style="list-style-type: none"> To install, splice, test and commission a 4 core fibre optic cable from the Durban ICC main CCTV cabinet to 6 X access switches in various areas within the ICC. (Including rack mount splice trays). | | |
| <ul style="list-style-type: none"> To install, splice, test and commission a 4 core fibre optic cable from the Durban Exhibition Centre CCTV cabinet to 6 X access switches in various areas within the DEC. (Including rack mount splice trays). | | |
| <ul style="list-style-type: none"> Relocate the current CCTV main cabinet to the new area identified by the Durban ICC with all equipment racked and stacked to a green light status. | | |
| <ul style="list-style-type: none"> To install the core switch (supplied by the Durban ICC) in the main CCTV cabinet at the ICC and connect all the access switches, including servers to the core switch. | | |
| <ul style="list-style-type: none"> To install the core switch (supplied by the Durban ICC) in the DEC CCTV cabinet and connect all the access switches to the core switch. | | |



DURBAN ICC

INTERNATIONAL CONVENTION CENTRE
INDUSTRIAL BEAT ELECTRICALS COMPLEX
DURBAN SOUTH AFRICA

| Does the service provider comply with the mandatory scope of works? Please tick as illustrated. | Yes | No |
|--|-----|----|
| <ul style="list-style-type: none">To patch and link both the DEC core switch and the ICC core switch via fibre optic cable (Already in place) to form one local area network between the two buildings. | ✓ | X |
| <ul style="list-style-type: none">To ensure the system is fully operational, configured and setup according to the manufacturer best practices. | | |
| <ul style="list-style-type: none">To ensure that all cameras are available on the network. | | |
| <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 with the Durban ICC. The cost of the equipment will be covered by the Durban ICC. | | |
| <ul style="list-style-type: none">A proper network diagram must be drafted and supplied to the Durban ICC on completion of the project clearly identifying the new layout of switches and cabinets inclusive of fibre optic cable routes. | | |
| <ul style="list-style-type: none">A proper handover and walkabout must be carried out on completion with handover documentation supplied to the Durban ICC. | | |
| <ul style="list-style-type: none">All work carried out must carry a three month guarantee on workmanship. | | |
| <ul style="list-style-type: none">After hours work is compulsory ensuring minimal system downtime. A complete work schedule must be drafted and supplied to the Durban ICC prior to work commencing. | | |

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
etiennnee@icc.co.za
031 360 1307

8. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **17th December 2015 at 10h00**. Contractors are to meet Etienne Erlank at the ICC Foyer Reception Desk where they will be briefed and escorted to the various areas of works.

9. 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 24th December 2015**

10. Compulsory Price Schedule

| Description | | Amount |
|-------------------|--|-------------|
| 10.1 | Cost to carry out ALL work set out in the "Mandatory Scope of Works" including all sundry, labour and related costs. | R |
| Total (Excl. VAT) | | R |
| VAT @ 14 % | | R |
| Total (Incl. VAT) | | R |
| 10.2 | Total timeframe to complete project including handover | _____ Hours |

| | | |
|------------------|---------------------|---------------------|
| Weighting | (10.1) = 60% | (10.2) = 40% |
|------------------|---------------------|---------------------|

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.

Signature: _____ Date: _____

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation



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11. Request for proposals approved by:

**Operations Director
Nicolette Elia-Beissel**

09/12/2015

**SCM Compliance Officer
Ritesh Ramkissoon**

09/12/2015

**SCM & Compliance Manager
Thenashree Naidoo**

10/12/2015

**Finance Director
Melanie Rambally**

11/12/2015

**Chief Executive Officer
Lindiwe Rakharebe**



12. 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: _____



13. 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)



14. MBD 4 Declaration of Interest

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

14.2 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.

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

14.3.1 Full name of bidder or his/her representative

14.3.2 Identity number:

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

.....

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

14.3.7 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.*

14.3.8 Are you presently in the service of the state?

| | |
|-----|----|
| YES | NO |
|-----|----|

 If yes, furnish particulars:

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

| | |
|-----|----|
| YES | NO |
|-----|----|

14.3.10 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 |
|-----|----|

 If yes, furnish particulars:

14.3.11 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 |
|-----|----|

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

| | |
|-----|----|
| YES | NO |
|-----|----|

 If yes, furnish particulars:

14.3.13 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 |
|-----|----|

14.3.14 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 |
|-----|----|



14.4 Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder

