



**REQUEST FOR QUOTATION – BS 10/2016**

**HIRE OF GENERATORS FOR THE AIDS CONFERENCE AT DURBAN EXHIBITION CENTRE**

**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, in the various areas so that our operations run optimally and creates the right atmosphere thereby ensuring efficient client service.

**2. Purpose of the request for proposal**

The Durban ICC requires a competent service provider for the supply of well-maintained standby generators for the Aids conference scheduled to take place in July 2016.

Kindly note, the Durban ICC will be hiring these generators and is under no obligation to purchaser them.

**3. Mandatory Requirements**

Does the service provider comply with the Mandatory Requirements? Please tick as illustrated	Yes	No
	✓	X
• Supply one standalone 800 kVA standby generator		
• Supply one standalone 500 kVA standby generator		
• Supply all cables to connect the generators into the Durban Exhibition Centre Electrical System (maximum length 50 meters)		
Connection of both generators into the Durban ICC Electrical System <ul style="list-style-type: none"> <li>○ The 800 kVA system will be connected straight onto bolts on the main busbars and the system will be isolated to allow this connection.</li> <li>○ The 500 kVA generator will be connected into a special connection box that allows it to be disconnected from the system. (The Durban ICC Electricians will be available to isolate and assist with the connections)</li> <li>○ Supply all diesel required for the event.</li> </ul>		

Please note: Failure to comply with all the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further

**Special note:**

- The Aids conference will require the generators to be installed on the 13<sup>th</sup> of July 2016 and they will be removed on the 24<sup>th</sup> of July 2016.
- These dates may change – quotes need to be per day
- Diesel will be charged for after the event, quote per litre.



#### 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. Requirements to submit quotations

- 5.1 All schedules in this document must be populated and will form part of the quotation.
- 5.2 Companies must submit a company profile and provide examples and references of similar such works performed.
- 5.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://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.

6. Compulsory Pricing Schedule

Item	Description	Cost unit	Total
1	Supply one standalone 800 kVA standby generator	Cost per day	R
2	Supply one standalone 500 kVA standby generator	Cost per day	R
3	Supply all cables to connect the generators into the Durban Exhibition Centre Electrical System (maximum length 50 meters)	Cost per day	R
4	Damage waiver	Cost per day	R
5	Other (Specify) -	Cost per day	R
<b>Total Daily Costs (sum of items 1-5)</b>			R
6	Delivery cost	Once off	R
7	Removal cost	Once off	R
8	Connection of both generators into the Durban ICC Electrical System.	Once off	R
9	Other (Specify) -	Once off	R
<b>Total Once off Cost (sum of items 6-9)</b>			R
10	Supply all diesel required for the event *	Cost per Litre	R

<b>Summary of Total Cost</b>	
Description	Total cost
Total daily costs (as per above) x 12 days	R
Total once off cost (as per above)	R
Total (VAT excl.)	R
VAT @ 14%	R
Total (VAT incl.)	R

\* Please note: The quantity (litres) of Diesel consumed will be calculated when the generators are removed. Proof of consumption to be provided by the service provider.



**7. Contact Person**

Jerry Hurter – Facility Director  
Tel: 031 360 1200  
Email: [jerrych@icc.co.za](mailto:jerrych@icc.co.za)

**8. Compulsory Site Inspection**

Please note that a compulsory site inspection will be held on **25 February 2016 at 09h00**. Contractors are to meet Jerry Hurter at Gate A of the Durban Exhibition Centre on Walnut Road, 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 29<sup>th</sup> February 2016**.

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: \_\_\_\_\_

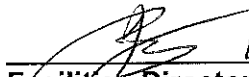
Date: \_\_\_\_\_


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




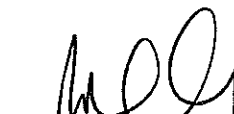
**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
PROF ALBERT LUTHI ICC COMPLEX  
SOUTH AFRICA


**Request for proposals approved by:**

 17/2/2016  
\_\_\_\_\_  
**Facilities Director**  
**Jerry Craig Hurter**

 17/02/2016  
\_\_\_\_\_  
**SCM Compliance Officer**  
**Ritesh Ramkisson**

 17/02/2016  
\_\_\_\_\_  
**SCM Manager**  
**Thenashree Naidoo**

 17/2/16  
\_\_\_\_\_  
**Finance Director**  
**Melanie Rambally**

 19/2/16  
\_\_\_\_\_  
**Chief Executive Officer**  
**Lindiwe Rakharebe**



# DURBAN ICC

INTERNATIONAL COMMISSION OF  
INVESTMENT LITIGATION  
SOUTH AFRICA

## 10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

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.

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 :

<b>Account</b>	<b>Account Number *</b>
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. MBD4 Declaration of Interest

12.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.

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/adjudging 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, shareholder<sup>2</sup>):  
.....

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:

<sup>1</sup> 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.

<sup>2</sup> "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:

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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:

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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:

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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**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**