



**REQUEST FOR QUOTATION OPS 09/2016**

**SUPPLY AND DELIVERY OF VACUUM CLEANERS FOR THE DURBAN ICC**

**1. Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards, all required equipment needs to be of a specified type and quality, ensuring high performance to maintain our international standards.

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

The Durban ICC wishes to purchase industrial wet and dry vacuum cleaners for use in the various conference halls and meeting venues as well as along the concourse and general areas.

The wet and dry vacuum cleaners are used to clean carpets and tiled areas as well as to extract water from carpets on a regular basis. Vacuum cleaners must be ideal for heavy duty cleaning and regular use. The vacuum cleaners also need to be low noise to minimise noise pollution and limit disturbances of meetings and events.

The quantity purchased will be dependent on the unit cost.

**3. Mandatory Product Specifications**

Mandatory Product Specifications	Yes	No	Alternate – Please specify
	✓	X	
Industrial Vacuum cleaner – Wet and Dry			
Motor: approximately 2400W			
Power: 230V, 50/60Hz			
Minimum suction capacity of : 2500 mmWc			
Capacity: approximately - Dry 90L / Wet 75L			
Noise level: less than 70 dB(A)			
Must have all terrain wheels for easy move-ability up and down stairs and uneven surfaces.			
Twin motor system			
To include all accessories; carpet tooling, nozzles, suction hoses, adaptors etc., suitable for relevant machine			



Mandatory Product Specifications	Yes	No	Alternate – Please specify
	✓	X	
Does the product come with a warranty? ○ Please state the period and details of the warranty:			
Please specify the brand of the product supplied together with a catalogue of the technical specifications			

#### 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 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. Contact Person

Irene Cain – 031 360 1124  
 irenec@icc.co.za  
 Cleaning Services Manager



**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 29 February 2016**.

**8. Compulsory Price Schedule**

1 x Wet & Dry Vacuum Cleaner as per specifications	<b>Total</b>
Amount (VAT excl.)	R
VAT at 14%	R
Amount (VAT Incl.)	R
Discount allocated should multiple units be purchased	_____ %





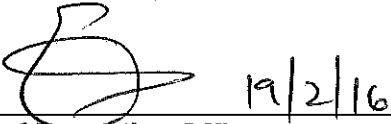
Please note:

- The quantity of vacuum cleaners purchased will be determined based on unit cost and budget allocation. The Durban ICC is looking to purchase approximately four (4) vacuum cleaners.
- The prices submitted should be firm prices, **not** subject to exchange rate fluctuations.
- The Durban ICC is not obligated to provide a deposit upfront.
- Pricing should be inclusive of delivery charges.



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI AIG COMPLEX  
SOUTH AFRICA

9. Request for proposals approved by:


Operations Director Nicolette Elia-Beissel
 17/02/2016
SCM Compliance Officer Ritesh Ramkissoon
 17/02/2016
SCM Compliance Manager Thenashree Naidoo
 18/2/16
Finance Director Melanie Rambally
 19/2/16
Chief Executive Officer Lindiwe Rakharebe



**DURBAN ICC**

INTERNATIONAL CONVENTION CENTRE  
MARKET SQUARE, LUTHULU ICC COMPLEX  
SANDHURST, JARVIS

**10. Past experience in similar assignments**

Assignment Description	Key Elements	Duration	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 :

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 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/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, 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.*



**DURBAN ICC**  
 INTERNATIONAL CONSTRUCTION CENTER  
 1000 ALBERT EDWARDS ROAD, DURBAN  
 SOUTH AFRICA

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

YES	NO
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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?  
 If yes, furnish particulars: 

YES	NO
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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? If yes, furnish particulars: 

YES	NO
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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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**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
MORRIS RABERT LUTHELIANO COMPLEX  
SOUTH AFRICA

**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**

