



RE-ADVERTISEMENT: REQUEST FOR QUOTATION – BS 13/2018

SERVICE AND MAINTAIN HVAC SYSTEMS AT THE DURBAN ICC, DURBAN ICC ARENA AND DURBAN EXHIBITION CENTRE FOR A MAXIMUM PERIOD OF THREE (3) MONTHS

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all the facilities need to be of an international standard.

2. Purpose of the Request for Quotation

The Durban ICC requires a HVAC Contractor to service and repair all HVAC Equipment at the Durban ICC, Durban ICC Arena and Durban Exhibition Centre, on a month to month basis, for a maximum period of 3 months.

3. Minimum requirements

	YES	NO
Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated.	✓	X
<ul style="list-style-type: none"> The service provider must have minimum five (5) years' HVAC Service Industry experience maintaining chiller plants and ice making machines Please attach two (2) positive references. The references need to be on the client's letterhead and substantially detailed. 		
<ul style="list-style-type: none"> Please submit a detailed organogram and CV to determine the requisite experience and expertise of the refrigeration technician who will be on site. 		

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.

4. Conditions of contract, but not limited to the following:

- The service provider must have minimum five (5) million rand public liability insurance or acquire such cover at the commencement of the contract.
- The Durban ICC reserves the right to cancel the contract with the appointed service provider at the end of any specific month within the 3 month period. The cancellation can be in the form of an email or letter by the SCM manager.
- The Tenderer will be responsible for the maintenance and repairs to all HVAC and Refrigeration equipment at the Durban ICC, Durban Arena and Durban Exhibition Centre, twenty four hours a day, seven days a week, including Public Holidays.
- Chiller monitoring and reporting.
- Maintenances of chilled water system including pumps and drives
- The Service Provider shall procure necessary material, labour and equipment to service the entire building including the Durban ICC, Arena and DEC.
- Filter cleaning
- Air Handling unit maintenance

- Maintenance of ducted units, cassette type units, split units and console unit air conditioning systems
- Cooling tower maintenance - The service pertains to cleaning and inspecting physical condition of fan motor, laminating plates, checking for water leaks and abnormal vibration
- Refrigeration maintenance; including cold rooms, freezer rooms, ice machines, blast chillers, various types of fridges.
- Smoke extraction system maintenance.
- Ventilation and extraction fan maintenance
- It is the contractor's responsibility to ensure that the quote matches the requirements of the equipment to be serviced.
- All works to be carried out / material to be used / techniques performed according to professional standards / practice / industry norms.
- All the necessary safety precautions and preventative measures must be adhered to at all times.

5. The following equipment is on site

5.1 International Convention Centre Durban (ICC)

ITEMS – AIRCONDITIONING	No
• York 675 ton screw chillers	3
• 17.5 kw primary chilled water pumps	3
• 75kw secondary chilled water pumps	2
• 17.5kw condenser water pumps	3
• open circuit low profile cooling towers	3
• Masonry plenums (VSD)	8
• air handling units (VSD)	35
• chilled water fan/coil units	35
• under ceiling units	3
• ducted split units	4
• Various supply and extract fans (There is a total of 30 fans (20 extraction and 10 supply fans)	-
• split type A/C units	<u>+ 27</u>
Exclusions Water treatment and BMS	

ITEMS REFRIGERATION	No
• -30 deg c freezer	2
• -20 deg c freezer	1
• Blast chillers	3
• Veg coolers	2
• Pastry cooler	1
• pre blast fridge	1
• +14 deg C old room	1
• +2 deg C old room	1
• +2 deg C dispatch fridge	1
• +2 deg C pantry	1
• +2 deg C dairy fridge	1
• +4 deg C fridge	1
• bottle store cold room	1
• bar fridges, display fridges, ice makers, chest freezers, upright fridges etc.	± 35

5.2 Durban Exhibitions Centre

ITEMS – AIRCONDITIONING	No
• Carrier reciprocating package units	3
• Evapco compact open circuit cooling towers	2
• 7.5 kw circulating pumps	2
• AHU,s	6
• Hitachi chillers (8 screw compressors each)	2
• Evapco closed circuit cooling towers	2
• Return air fans	4
• BAC open circuit cooling tower	1
• Diaiken Water cooled package unit	2
• 7.5kw condenser water pump	1
• Carrier	1
• Fibreglass BAC open circuit cooling tower	1
• 7.2kw chilled water pump	1
• 5.5kw condenser water pump	4
• Air Handling units	2
• Split units	9
• Defy console units	± 38
Exclusions Water treatment and BMS	

ITEMS – REFRIGERATION	No
• Display/bar fridges etc.	8
• +4 deg holding fridge	1
• -20 deg c freezer	1

5.3 Arena

Area	Unit	Item	Description	Size	Quantity
Chiller plant	CH1-2	Chillers	Carrier 30HXC375	40 l/s	2
Chiller plant	CH3-4	Chillers	Carrier 30HXC375	53 l/s	2
Chiller plant	CWP1-4	Condenser pumps	KSB ETA 125-400	65 l/s @ 30m	4
Chiller plant	CT1-4	Cooling towers	BAC FCT3036-A3-OV		4
Basement	BF4.02	Filter frame	Stainless steel	500x500	20
Basement	BF5.02	Filter frame	Stainless steel	500x500	25
Chiller plant	-	Ice tanks	Calmac 1190	560L, 5.9L/H	18
Chiller plant	PCHWP1-2	Primary pumps	KSB ETA125-315	40l/s @ 25m	2
Chiller plant	PCHWP3-4	Primary pumps	KSB ETA125-315	53l/s @ 25m	2
Chiller plant	SCHWP1-4	Secondary pumps	KSB ETA 150-400	62l/s@45m	4
Pantry 1	CND1	Split	Condensing unit		1
Pantry 2	CND2	Split	Condensing unit		1
Pantry 3	CND3	Split	Condensing unit		1
Pantry 3	CND4	Split	Condensing unit		1
Pantry 4	CND5	Split	Condensing unit		1
Patch room	-	Split	Condensing unit		1
Pantry 3	CND6	Split	Condensing unit		1
Pantry 1	1	Split	Evaporator		1
Pantry 2	2	Split	Evaporator		1
Pantry 3	3	Split	Evaporator		1
Pantry 3	4	Split	Evaporator		1
Pantry 3	6	Split	Evaporator		1
Pantry 4	5	Split	Evaporator		1
Arena	1	Ice Harvesting system	Ice Harvesting system	18 Tanks	1

Area	Type	Make	Model
Hall 5B/1	AHU	Trox	TCH11.25
Ground concourse west	AHU	Trox	TCH16
1st floor concourse	AHU	Trox	THH15.75
Hall 6A	AHU	Trox	TCH14
Basement foyer & retail	AHU	Trox	TCH7
Hall 5B/2	AHU	Trox	TCH11.25
Ground concourse east	AHU	Trox	TCH19.5
Hall 6B	AHU	Trox	TCH13.5
Hall 4A/1	AHU	Trox	TCH8
Hall 4B/1	AHU	Trox	TCH6.25
Hall 4A/2	AHU	Trox	TCH8
Hall 4B/2	AHU	Trox	TCH6.25
Concourse south east	AHU	Trox	TCH15
Concourse south east	AHU	Trox	TCH15
Concourse south west	AHU	Trox	TCH16.5
Pantry 3	AHU	Trox	TCH1.5
Hall 5A/2	AHU	Trox	TCH15
Hall 5A/2	AHU	Trox	TCH15
VIP bar	AHU	Trox	TCH1.5
Security office	Console	Defy	-
Media lounge	FCU	Sinko	SRC-LW-400-P-3R
Radio com & media	FCU	Sinko	SRC-LW-300-P-3R
TV com	FCU	Sinko	SRC-LW-300-P-4R
TV com	FCU	Sinko	SRC-LW-300-P-4R
Radio com & media	FCU	Sinko	SRC-LW-300-P-3R
Jock speaker	FCU	Sinko	SRC-LW-400-P-3R
Pantry 2	FCU	Sinko	SRC-SW-1400-P-3R
VIP medical	FCU	Sinko	SRC-LW-400-P-3R
VIP suite 1	FCU	Sinko	SRC-LW-300-P-3R
VIP suite 2	FCU	Sinko	SRC-LW-300-P-3R

Area	Type	Make	Model
Pantry 1	FCU	Sinko	SRC-SW-1400-P-3R
Pantry hall 4 west	FCU	Sinko	SRC-SW-1400-P-3R
Interview room	FCU	Sinko	SRC-LW-300-P-3R
Booth 1	FCU	Sinko	SRC-LW-400-P-4R
Booth 2	FCU	Sinko	SRC-LW-400-P-4R
Battery room	Split	Carrier	38HND482193A
UPS room	Split	Daikin	-
Battery room	Split	Carrier	38HND482193A
UPS room	Split	Daikin	-
Patch room	Split	Daikin	-

6. Preconditions

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

- 6.1 Full name.
- 6.2 Identification or company or other registration number.
- 6.3 Tax reference number and VAT number, if any.
- 6.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 6.8 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

7. Contact Person

Siphiwe Khuzwayo
 031 360 1326
 E-mail: siphiwek@icc.co.za

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 02nd February 2018.**

9. Compulsory Pricing Schedule

Item	Description	Monthly Rate *
Monthly Service Fee Schedule – Durban ICC		
1	Durban ICC Chiller Plant (Chiller only –flange to flange)	R
2	Balance of equipment related to chilled water generation. I.e. pumps, cooling towers, water lines etc.	R
3	Durban ICC Air –conditioning equipment (AHU's, fans, RAC,s etc.) All equipment as confirmed at the site inspection	R
4	Durban ICC Refrigeration – All equipment as confirmed at the site inspection	R
5	Durban ICC Filter washing (Six weekly)	R
6	Durban ICC Kitchen canopies – conduct spot checks in the Kitchens that they are maintaining Kitchen canopies to Durban ICC requirements maintain all extraction fans and smaller canopy fans.	R
Total monthly fees – Durban ICC		R

Monthly Service Fee Schedule – Durban Exhibition Centre		
1	DEC Chiller Plant	R
2	Balance of equipment related to plant	R
3	DEC Air conditioning equipment as confirmed at the site inspection	R
4	DEC Filter washing (Six weekly)	R
5	DEC Refrigeration – All equipment as confirmed at the site inspection	R
6	DEC Kitchen canopies – clean filters, maintain extraction fans	R
Total monthly fees – Durban Exhibition Centre		R

* = prices should exclude VAT.

VAT will be accounted for at the end of the pricing schedule.

Item	Description	Monthly rate
Monthly Service Fee Schedule – Durban ICC Arena		
1	Arena Chiller Plant (Chiller only –flange to flange)	R
2	Balance of equipment related to chilled water generation. I.e. pumps, cooling towers, water lines storage tanks etc.	R
3	Arena Air –conditioning equipment (AHU's, fans, RAC's etc.) All equipment as confirmed at the site inspection	R
4	Arena Refrigeration – All equipment as confirmed at the site inspection	R
5	Arena Filter washing (Six weekly)	R
6	Arena kitchen / pantry canopies – conduct spot checks in the Kitchens that they are maintaining Kitchen canopies to Durban ICC requirements maintain all extraction fans and smaller canopy fans.	R
Total monthly fees – Durban ICC Arena		R

Summary of Monthly Fees (as per detailed pricing schedule above)	
1. Monthly fees – Durban ICC	R
2. Monthly fees – Durban Exhibition Centre	R
3. Monthly fees – Durban ICC Arena	R
Subtotal (VAT Exclusive)	R
Vat @ 14 %	R
Grand Total (VAT Inclusive)	R

Labour Rate Per Hour (VAT exclusive)	
• Technician, Normal hours (8h00 – 17h00)	R
• Assistant Normal hours (8h00 – 17h00)	R
• Technician, After hours (after 17h00)	R
• Assistant After hours (after 17h00)	R
• Technician, Sunday and public holidays	R
• Assistant Sunday and public holidays	R
• Travel rate per km	R

Percentage Mark-up on spares (VAT exclusive)	
• R0 to R5 000.00	%
• R5001.00 to R15 000.00	%
• R15 000.00 and above	%


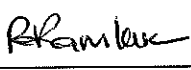


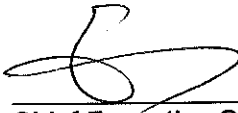
I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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

10. Request for proposals approved by:

 16/01/2018 <hr/> Acting Facilities Director Siphwe Khuzwayo
 18/01/2018 <hr/> SCM Compliance Officer Ritesh Ramkissoon
 22/01/2018 <hr/> SCM Compliance Manager Thenashree Naidoo
 22/1/18 <hr/> Finance Director Melanie Rambally
 23/1/18 <hr/> Chief Executive Officer Lindiwe Rakharebe



11. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	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:** _____

12. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (of person authorised to sign on behalf of the Tenderer)

13. MBD4 Declaration of Interest

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

13.2 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.

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

13.3.1 Full name of bidder or his/her representative

13.3.2 Identity number:

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

13.3.4 Company Registration Number:

13.3.5 Tax Reference Number:

13.3.6 VAT Registration Number:

13.3.7 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.

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

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

YES	NO
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13.3.10 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
-----	----

13.3.11 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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13.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:

YES	NO
-----	----

13.3.13 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
-----	----

13.3.14 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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14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder