

REQUEST FOR QUOTATION – CUL 08/2016

RATIONAL OVEN - REPAIRS AND SERVICE (ONCE OFF)

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 all our equipment functioning optimally to ensure short lead times and efficient client service.

2. Purpose of the request for proposal

The Durban ICC requires a service provider for the once off repairs / servicing of rational ovens (model number 2010). The service must account for the provision of spare parts, as and when required.

3. Mandatory scope of works

Location	Oven number	Service specification	Is the service provider capable of performing the required work? Yes / No
Pantry 09	Oven 1	Main Service and replacement of Fan Motor	
	Oven 2	Main Service and replacement of the water solenoid	
Pantry 10	Oven 1	Main service	
	Oven 2	Main service	
	Oven 3	Main service	
Pantry 11	Oven 1	Main service	
	Oven 2	Main service& replacement of the steam tank element	
Pantry 13	Oven 1	Main service and replacement of Fan motor	
	Oven 2	Main service and replacement of the door switch	
	Oven 3	Main service and replacement of the Fan motor	
Pantry 14	Oven 1	Main service	
	Oven 2	Main service	
	Oven 3	Main service	
Pantry 15	Oven 1	Main service	
	Oven 2	Main service	
	Oven 3	Main service	
Pantry 16	Oven 1	Main service	
	Oven 2	Main service	
	Oven 3	Main service	
	Oven 4	Main service	
	Oven 5	Main service and the replacement door switch	

Location	Oven number	Service specification	Is the service provider capable of performing the require work? Yes / No
Pantry 9-16	All	Gaskets, chemicals, Tanks seal and wiring	

Please Note:

- Kindly Attach two (2) references of previous work executed which are in line with the requirements of the Durban ICC
- Failure to comply with 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.

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 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 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	Estimated Quantity	Unit Price	Total (Est. quantity x unit cost)
Main service on all Ovens	21	R	R
Replacement of Fan Motors	03	R	R
Replacement of Water Solenoid	01	R	R
Replacement of steam tank element	01	R	R
Replacement of Oven door	02	R	R
Please state any additional cost (there should be no hidden costs) -			R
Total (VAT excl.)			R
14 % VAT			R
Total (VAT Incl.)			R
Please indicate the percentage mark-up on spares purchased			_____ %

Note:

- The quantities illustrated in the pricing schedule above may be subject to change at time of order.
- The award will be based on the most competitive unit cost.
- The pricing needs to be inclusive of travel expenses.
- The successful service provider will need to submit proof of invoices for the spares purchased to substantiate the percentage mark-up to the Durban ICC.
- The Durban ICC is not liable to make any deposit payments upfront.
- No payment will be made prior to the goods or services being received by the Durban ICC.

8. Contact Person

Desmond Davies
 Tel: 031 360 1049
 Email: desmond@icc.co.za

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 30 June 2016**.

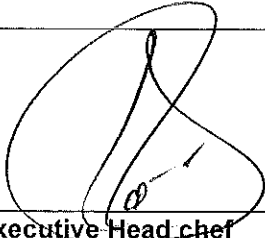
I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:

Date:

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


Request for proposals approved by:



Executive Head chef
John Moatshe

 20/06/2016


SCM Compliance Officer
Ritesh Ramkissoon

 21/06/2016

SCM Manager
Thenashree Naidoo

 22/6/16

Finance Director
Melanie Rambally

 22/6/16

Chief Executive Officer
Lindiwe Rakharebe



10. 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:

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. MBD4 Declaration of Interest

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

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, shareholder²):
.....

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:

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.

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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13. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

