



**REQUEST FOR QUOTATION IT 05/2016**

**OFFSITE STORAGE FOR DATA BACKUPS FOR A PERIOD 12 MONTHS**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 14 years. The centre has also obtained certification in ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) and a 5 star grading from the South African Tourism Grading Council.

**2. Purpose of the Request for Proposal**

The Durban ICC is requesting proposals from competent record/media storage service providers to provide off-site data storage and related services for a period of 12 months.

**3. Mandatory Scope of Works**

<b>Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated</b>	<b>Yes</b>	<b>No</b>
	✓	X
• The vendor must provide secure off-site storage for the Durban ICC data cartridges.		
• The vendor's storage facilities shall provide a level of protection consistent with industry standards and must meet all applicable and current requirements of international fire regulations.		
• The vendor is responsible for all the Durban ICC's contents stored in its storage facility.		
• The vendor must provide a written disaster and recovery plan for any catastrophic occurrences including but not limited to earthquake, flood, fire, etc. to which the vendor is responsible for recovery, as well as any associated costs.		
• The vendor must have compulsory third party insurance cover of minimum 1 million rand. Attach proof.		
• The vendor must provide adequate storage capacity to meet both the current and future needs of the Durban ICC.		
• A procedure for emergency requests from authorized Durban ICC staff must be submitted together with delivery timelines for these emergency requests.		
• The vendor must store the Durban ICC's data at a single secure facility located in the Durban area.		



**Pickup and delivery:**

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The vendor shall accept and respond to pickup and delivery requests from authorized Durban ICC staff.</li> </ul>		
<ul style="list-style-type: none"> <li>The vendor will deliver and pick up requested data cartridges according to a schedule every Monday or unless otherwise agreed upon by the Durban ICC and the vendor.</li> </ul>		
<ul style="list-style-type: none"> <li>Deliveries are to be made to the requested floor within the Durban ICC.</li> </ul>		
<ul style="list-style-type: none"> <li>The Vendor shall combine delivery and pick up of data into one trip when requested and shall meet the delivery requirements listed above.</li> </ul>		

**Transition Process:**

Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>At the commencement of the contract, the vendor must assume full responsibility for the transfer of all of the Durban ICC's existing data stored at its current storage facility to the vendor's facility. This responsibility includes new bar coding, labelling, data entry, and inventorying for the data to be stored at the vendor's facility.</li> </ul>		
<ul style="list-style-type: none"> <li>The vendor should include in its response the process for acquiring the Durban ICC's data from the current facility and a time line for the process. Any costs related to this requirement must be clearly identified in the vendor's response.</li> </ul>		
<ul style="list-style-type: none"> <li>Upon successful completion of the transfer, the vendor will supply to the Durban ICC a detailed inventory report of the data moved to the new storage facility.</li> </ul>		

Please note: Failure to comply with the mandatory scope of works will result in the submission being deemed non-responsive and not evaluated further.



#### 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 All companies **must** submit a company profile and provide examples and references of similar such work 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. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.



**7. Compulsory Pricing Schedule**

Product description	Monthly cost	Number of months	Total Price (Monthly cost x 12)
Monthly fee for services required as per specifications.	R	12	R
	Subtotal (VAT excl.)		R
	VAT @ 14%		R
	Grand total (VAT Incl.)		R
Please state the transition cost (VAT Incl.)			R

**Note:** The Durban ICC is not liable to make any deposit payments upfront.

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 \_\_\_\_\_

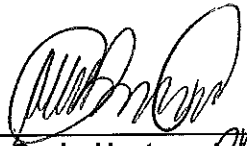



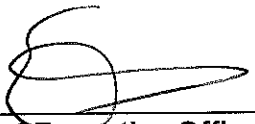
**8. Contact Person**

Preshan Haripershadh  
 Tel: +27 31 360 1344  
 Email: [preshanh@icc.co.za](mailto:preshanh@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 01 April 2016.**

**Request for proposals approved by:**

 _____ <b>Jerry Craig Hurter</b> Facility Director
 14/02/2016 _____ <b>SCM Compliance Officer</b> <b>Ritesh Ramkisson</b>
 14/03/2016 _____ <b>SCM Compliance Manager</b> <b>Thenashree Naidoo</b>
 15/3/2016 _____ <b>Finance Director</b> <b>Melanie Rambally</b>
 15/3/2016 _____ <b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>



**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. 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/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 CONVENTION CENTRE  
IN ROSS ALBERT LUTHULI KQO COMPLEX  
SOUTH AFRICA

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? 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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**DURBAN ICC**  
 INTERNATIONAL CONVENTION CENTER  
 IN PROGRESS, DURBAN ICC COMPLEX  
 DURBAN, SOUTH AFRICA

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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\_\_\_\_\_

\_\_\_\_\_

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

Full Name	Identity Number	State Employee No.

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

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

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

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