



**REQUEST FOR QUOTATION – BS 16/2018**

**REPLACE STEP ROLLERS FOR THREE ESCALATORS AT THE DURBAN ICC ARENA**

**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 to ensure the infrastructures in the various areas are correctly maintained.

**2. Purpose**

The Durban ICC requires an experienced escalator engineering firm to repair the ThyssenKrupp escalator located at the Centre

**3. Mandatory Scope of Works (but not limited to)**

Does the service provider comply with the mandatory scope of works? Please acknowledge s indicated.	Yes ✓	No X
<b>1. Escalator no. 06/E390 – Arena Basement to Ground Floor</b>		
• Remove thirty eight (38) steps from the escalator		
• Remove seventy six (76) damaged escalator step rollers from thirty eight (38) steps - Two (2) step roller on each step		
• Supply and fit seventy six (76) new step rollers on thirty eight (38) steps – two (2) step rollers on each step		
• Replace thirty eight (38) steps back on the escalator		
• Test and commission escalator for operation		
<b>2. Escalator no. 06/E391 – Arena Ground Floor to First Floor</b>		
• Remove seventy (70) steps from the escalator		
• Remove one hundred and forty (140) damaged escalator step roller from seventy (70) steps - Two (2) step roller on each step		
• Supply and fit one hundred and forty (140) new step rollers on thirty eight (steps) – two (2) step rollers on each step		
• Replace seventy (70) steps back on the escalator		
• Test and commission escalator for operation		
<b>3. Escalator no. 06/E392 – Arena First Floor to Ground Floor</b>		
• Remove seventy (70) steps from the escalator		
• Remove one hundred and forty (140) damaged escalator step rollers from seventy (70) steps - Two (2) step roller on each step		
• Supply and fit one hundred and forty (140) new step rollers on thirty eight (steps) – two (2) step rollers on each step		
• Replace seventy (70) steps back on the escalator		
• Test and commission escalator for operation		

*Please note: failure to acknowledge and fulfil the mandatory scope of works as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**4. Minimum requirements**

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• A sample of the roller must be provided for evaluation purposes.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider must provide a written twelve months guarantee on spares and workmanship.</li> </ul>		

*Failure to acknowledge and fulfil the mandatory requirements as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.*

**5. Conditions of contract**

- The service provider must have or intend acquiring public liability cover of minimum 5 million rand. The insurance cover needs to be in place before the contract commences.
- The service provider must have access to all special tools required for servicing and repairing the ThyssenKrupp escalators and have access to maintenance and repair procedure manuals.
- The service provider must submit a detailed plan outlining the procedure to be followed when the repair work is being undertaken.
- Any remedial work, due to poor workmanship or inferior parts will be at the service providers own cost and expense.
- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Competent Escalator Mechanic must be employed to carry out the repairs.
- All necessary safety precautions and preventative measures must be adhered to at all times.
- The Durban ICC is not liable to make any deposit payments upfront.

**6. Details of the escalator which requires repairs:**

Official number	Manufacturer	Date of installation	Floors served	Escalator width (mm)	Direction travel	Speed (MPS)	Type of escalator
06/E390	ThyssenKrupp	02/05/1997	Arena Basement to Ground Floor	1000	Up	1	Velino
06/E391	ThyssenKrupp	02/05/1997	Arena Ground to First Floor	1000	Up	1	Velino
06/E392	ThyssenKrupp	02/05/1997	Arena First to Ground Floor	1000	Up	1	Velino

**7. Preconditions**

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

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 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://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

8. **Compulsory Pricing Schedule (form of offer)**

Description	Amount
<b>1. Escalator no. 06/E390 – Arena basement to ground floor</b>	
• Remove thirty eight (38) steps from the escalator	R
• Remove seventy six (76) damaged escalator steps from thirty eight (38) steps - Two (2) roller on each step	R
• Supply and fit new seventy six (76) step rollers on thirty eight (steps) – two (2) rollers on each step	R
• Replace thirty eight (38) steps back on the escalator	R
• Test and commission escalator for operation	R
<b>Total for escalator 06/E390</b>	<b>R</b>
<b>2. Escalator no. 06/E391 – Arena Ground Floor to First Floor</b>	
• Remove seventy (70) steps from the escalator	R
• Remove one hundred and forty (140) damaged escalator steps from seventy (70) steps - Two (2) roller on each step	R
• Supply and fit new one hundred and forty (140) step rollers on thirty eight (steps) – two (2) rollers on each step	R
• Replace seventy (70) steps back on the escalator	R
• Test and commission escalator for operation	R
<b>Total for escalator 06/E391</b>	<b>R</b>
<b>3. Escalator no. 06/E392 – Arena First Floor to Ground Floor</b>	
• Remove seventy (70) steps from the escalator	R
• Remove one hundred and forty (140) damaged escalator steps from seventy (70) steps - Two (2) roller on each step	R
• Supply and fit new one hundred and forty (140) step rollers on thirty eight (steps) – two (2) rollers on each step	R
• Replace seventy (70) steps back on the escalator	R

Description	Amount
• Test and commission escalator for operation	R
<b>Total for escalator 06/E392</b>	R
Please state any additional costs:	R
<b>Sum of all escalators: Subtotal (VAT excl.)</b>	R
<b>VAT @ 14%</b>	R
<b>Grand Total (VAT Incl.)</b>	R

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**

**9. Contact Person**

Siphiwe Khuzwayo – Acting Facilities Director  
 Tel: 031 360 1326  
 Email: [siphiwek@icc.co.za](mailto:siphiwek@icc.co.za)

**10. 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 **10h00, on 15<sup>th</sup> March 2018.**

Please note: should you wish to view the site; arrangements can be made with the contact person, as indicated above.

**11. Request for proposals approved by:**



05/03/2018

Acting Facilities Director  
Siphwe Khuzwayo



05/03/2018

SCM Compliance Officer  
Ritesh Ramkisson



05/03/2018

SCM Manager  
Thenashree Naidoo



6/3/18

Finance Director  
Melanie Rambally



8/3/18

Chief Executive Officer  
Lindiwe Rakharebe

**14. MBD4 Declaration of Interest**

- 14.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 14.2 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 14.3.1 Full name of bidder or his/her representative .....
  - 14.3.2 Identity number: .....
  - 14.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 14.3.4 Company Registration Number: .....
  - 14.3.5 Tax Reference Number: .....
  - 14.3.6 VAT Registration Number: .....
  - 14.3.7 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.







**15. 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**

