



RE-ADVERTISEMENT: REQUEST FOR QUOTATION – TECH 05/2018

TECHNICAL EQUIPMENT SERVICING AND REPAIRS FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain high standards of service delivery it is important that we service and repair our audio visual equipment on a continual basis. The Durban ICC has a large quantity of equipment in stock and it is imperative that it is repaired and serviced by a suitably experienced professional.

2. Purpose of the request for quotation

The Durban ICC requires a suitably experienced service provider for servicing and repairing audio visual equipment on an ad-hoc, needs only basis, for a period of 12 months.

3. Conditions of contract (but not limited to)

Does the service provider comply with the conditions of contract? Please acknowledge as illustrated:	Yes	No
	✓	X
• All services and repairs will be on request by the Durban ICC.		
• Before any repairs take place a written quotation will have to be submitted and approved by the Durban ICC		
• Only once an official order number has been supplied may the service provider execute the repairs.		
• Quote rejection fee may not be charged for.		
• There is no guarantee on the value or volume of the repair work.		
• Small repairs must be undertaken onsite.		
• Equipment may only be removed for assessment or repair once approved by the Durban ICC		
• Repairs and spares can only be invoiced for once the equipment has been delivered to the Durban ICC and is in working condition		
• The repair work must be guaranteed for a minimum period of 3 months. The appointed service provider will cover all the costs to remedy defective repair work.		
• The service provider must be duly skilled and competent to undertake the work at hand in their own capacity. Service providers who subcontract or act as an intermediary in the repair process will not be considered for evaluation purposes.		

4. List of Equipment

List of equipment to be serviced Please acknowledge as illustrated : Yes = ✓, No = X			Previous Experience Repairing		Previous Experience Servicing		Sufficient Capacity to Service and Repair	
Make	Model	Approx. Quantity	Yes	No	Yes	No	Yes	No
EV	ZX5 Speakers	16						
EV	PC 12/XLR Gooseneck Mics	20						
JBL	JBL G1 speaker	11						
Meyer	Meyer M1D Sub speakers	12						
Meyer	Meyer M1D Top speakers	32						
Klark-Teknik	4X1 Balance Audio Mixer	11						
EV	EV SX 300 speakers	10						
Yamaha	Yamaha SPX 990 Processor	2						
Yamaha	DX 34 Processor	2						
Zero 88	Juggler Desk	4						
Zero 88	Frog Desk	2						
Strand	Strand Desk 12/24	3						
Strand	Strand Desk 24/48	1						
Jem	ZX 33 Smoke Machine	1						
Jem	Jem Hazer	1						
ETC	ETC Source Four 750	12						
ETC	575 Profile	9						
Electron	E1550 Dimmer 6	3						
Electron	E1550 Dimmer 12	2						
Zero 88	Zero 88 Betapack 3 Dimmer 6	10						
Kramer	VGA Cables	50						
Dynacord	Sound mixing desk	11						
Antari	Z series smoke machine	2						

List of equipment to be serviced Please acknowledge as illustrated : Yes = ✓, No = X			Previous Experience Repairing		Previous Experience Servicing		Sufficient Capacity to Service and Repair	
Make	Model	Approx. Quantity	Yes	No	Yes	No	Yes	No
Sony	Projector	4						
Martin	Mac 250 Entour	12						
Martin	MX 10	2						
Martin	Mac 700 Wash	10						
Martin	Mac 700 Profile	3						
Compulite	Rave lighting desk	1						

5. Compulsory Pricing Schedule

Description	Cost
• Charge our rate per hour (VAT Excl.)	R
• Percentage mark-up on spares	_____ %

Please note:

- The charge out rate will be fixed for a period of 12 months, from date of official award
- There is no contract obligation after the 12 month period
- Payment will be made 30 days from statement received

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: _____

Failure to sign this page will invalidate the bid submission.


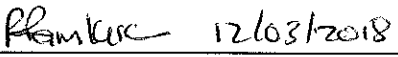
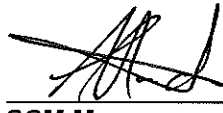
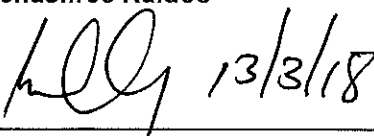
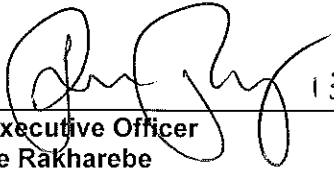
6. **Closing Date**

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 22nd March 2018**.

7. **Contact Person**

Wiseman Zulu - Technical Operator
Wisemanz@icc.co.za
Tel: +27 31 360 1331

8. **Request for proposals approved by**


Operations Director Mduzuzi Ngubane
 12/03/2018
SCM Compliance Officer Ritesh Ramkissoo
 13/03/2018
SCM Manager Thenashree Naidoo
 13/3/18
Finance Director Melanie Rambally
p.p.  13-03-2018
Chief Executive Officer Lindiwe Rakharebe



9. 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: _____

Signature: _____ Date: _____

10. 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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<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 Contractor 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)

11. MBD4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state¹.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative
- 11.3.2 Identity number:
- 11.3.3 Position occupied in the Company (director, trustee, shareholder²):

- 11.3.4 Company Registration Number:
- 11.3.5 Tax Reference Number:
- 11.3.6 VAT Registration Number:
- 11.3.7 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.

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

YES	NO
-----	----

11.3.9 Have you been in the service of the state for the past twelve months?
 If yes, furnish particulars:

YES	NO
-----	----

11.3.10 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
-----	----

11.3.11 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
-----	----

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

YES	NO
-----	----

11.3.13 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
-----	----

11.3.14 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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

