

**REQUEST FOR QUOTATION – CUL 01/2017**

**CLEANING OF EXTRACTOR HOOD FOR A PERIOD OF 12 MONTHS**


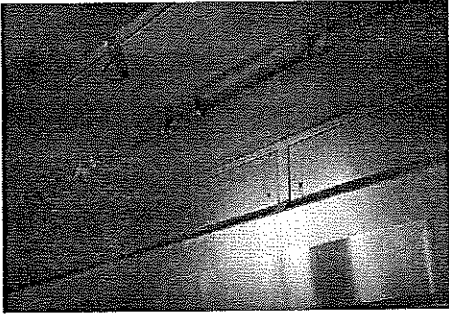
**1. Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct utilities in the Culinary Department so that our operations run optimally thereby ensuring efficient client service.

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

The Durban ICC requires a service provider for deep cleaning, disinfecting and servicing the extractor hood systems and their respective ducting, for a period of 12 months.

**3. Equipment on site**

Quantity	Graphic description	Description	Specification
15		Approximately 3.1m x 1.2m	Extractor hood with filter and ducting in pantry
5		Approximately 3.35m x 1.4m	Extractor hood with Fire System and ducting in pantry

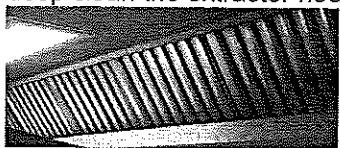
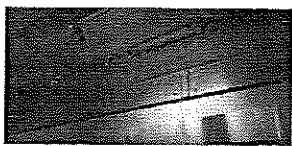
**4. Preconditions**

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.
- 4.8 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.

**5. Compulsory Pricing Schedule (Form of offer)**

Description	Monthly cost (VAT excl.)	Quantity	No. of months required	Total (Monthly cost x 12 months X Quantity)
Costs to service, disinfect and deep clean the extractor hood 	R	15	12 months	R
Costs to service, disinfect and deep clean the extractor hood 	R	5	12 months	R
Please state any additional charges:				R
Subtotal (VAT excl.)				R
VAT @ 14%				R
Grand total (VAT incl.)				R

Please note: the pricing submitted will be fixed for a period of 12 months from date of official award.

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



## 6. Contact Person

Patrick Musubao  
031 360 1018  
E-mail: patrickm@icc.co.za

## 7. Compulsory Site Inspection


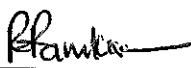


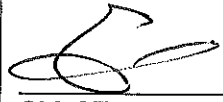
Please note that a site inspection will be held on **28<sup>th</sup> November 2016 at 10h00**. Contractors are to meet Patrick Musubao at the ICC Foyer Reception Desk where they will be briefed and escorted.

## 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 05<sup>th</sup> December 2016**.



9. Request for proposals approved by:

	
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<b>John Moatshe</b> Executive Head Chef	
	22/11/2016
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<b>SCM Compliance Officer</b> Ritesh Ramkissoon	
	22/11/2016
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<b>SCM Compliance Manager</b> Thenashree Naidoo	
	23/11/16
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<b>Finance Director</b> Melanie Rambally	
	23/11/16
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<b>Chief Executive Officer</b> Lindiwe Rakharebe	

## 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.

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**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

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

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

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

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

