

**REQUEST FOR QUOTATION – BS 30/2018**

**CONCEPT DESIGN AND ESTIMATE COSTING FOR DURBAN ICC OFFICE AND PCO RELOCATION**

**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 infrastructure ensuring our operations run optimally.

**2. Purpose**

The Durban ICC requires a design engineer/architect to scope, design and provide a high level cost estimation for the relocation of offices within the Durban ICC facility.

**3. Mandatory Requirements**

- 3.1 Retrieval of data that will assist the scoping of the project
- 3.2 Analysis of retrieved data
- 3.3 Prepare concept design for the new offices and Professional Conference Organiser's (PCO) office
- 3.4 Prepare high level cost estimate for the complete project
- 3.5 Incorporate feedback and revise concept drawings and cost estimate
- 3.6 Prepare final concept document and high level cost estimate

**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
4.1 The prospective service provider must submit two (2) detailed references from clients serviced, where similar projects have been undertaken.	✓	X
4.2 The prospective service provider must be a registered professional architect with professional body, e.g. South African Council for Architectural Professions/South African Institute of Architects, or similar. Please attach proof		

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

**5. Required scope of works and pricing**

<b>A. Design the construction of six (6) offices on the 5<sup>th</sup> floor</b> (approximately 35 square metres in total)	Cost (VAT excl.)
<ul style="list-style-type: none"> <li>- Each office must be constructed out of dry wall partitioning.</li> <li>- Each office must have at least one window and one door.</li> <li>- Each office must have suspended light fitting that will provide adequate lighting in each of the offices.</li> <li>- Each office must have floor skirting that will accommodate plug points for normal electrical power, dedicated electrical power (UPS) and at least two (2) network points (one for computer and the other for telephone use).</li> <li>- Each office must have at least one leave planner, notice board and wall painting.</li> </ul>	R
Please state any additional costs:	R
<b>Total cost for design of the six (6) offices on the 5<sup>th</sup> floor (VAT excl.)</b>	<b>R</b>

<b>B. Design the construction of five (5) offices on the 4<sup>th</sup> floor</b> (approximately 46 square metres in total)	Cost (VAT excl.)
<ul style="list-style-type: none"> <li>- Each office must be constructed out of dry wall partitioning.</li> <li>- Each office must have at least one window and one door.</li> <li>- Each office must have suspended light fitting that will provide adequate lighting in each of the offices.</li> <li>- Each office must have floor skirting that will accommodate plug points for normal electrical power, dedicated electrical power (UPS) and at least two (2) network points (one for computer and the other for telephone use).</li> <li>- Each office must have at least one leave planner, notice board and wall painting.</li> </ul>	R
Please state any additional costs:	R
<b>Total cost for design of the four (4) offices on the 4<sup>th</sup> floor (VAT excl.)</b>	<b>R</b>

<b>C. Design the construction of one PCO office on the ground floor</b> (approximately 25 square metres in total)	Cost (VAT excl.)
<ul style="list-style-type: none"> <li>- The offices must be constructed out of dry wall partitioning.</li> <li>- The exterior design of the office must meet the aesthetic appeal of a five star facility such as Durban ICC.</li> <li>- The design must be submitted to the Acting Facilities Director for approval before the final submission.</li> <li>- Number and type of doors and windows of the office must be determined by the type of design.</li> <li>- The office must have designer light fitting that will provide adequate lighting while meeting the aesthetic appeal of the facility.</li> <li>- The office must have floor skirting along the wall that will accommodate plug points for normal electrical power, dedicated electrical power (UPS) and at least four (4) network points for computer use.</li> <li>- The office must have at least one notice board and wall painting.</li> </ul>	R
Please state any additional costs:	R
<b>Total cost for the design of PCO office on the ground floor (VAT excl.)</b>	<b>R</b>

<b>Total cost for (A, B and C) VAT Excl.</b>	<b>R</b>
<b>VAT @ 15%</b>	<b>R</b>
<b>Grand Total (VAT incl.)</b>	<b>R</b>

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. Preconditions

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

- 6.1 Full name
- 6.2 Identification or company or other registration number
- 6.3 Tax reference number and VAT number, if any
- 6.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 The service provider must be registered on the CSD database and EThekweni 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>

**EThekweni 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)

## 7. Contact Person

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

## 8. Compulsory Site Inspection


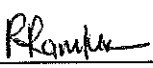

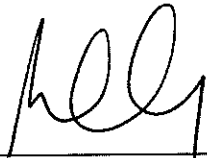
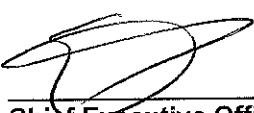
Please note that a site inspection will be held at **10h00, on 15<sup>th</sup> October 2018**. Contractors are to meet Siphiwe Khuzwayo at the ICC Foyer Reception Desk where they will be briefed and escorted to the area of work.

– **Failure to attend the compulsory site inspection will invalidate the bid submission.**

## 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 26<sup>th</sup> October 2018**.

10. Request approved by:

 08/10/2018
Acting Facilities Director Siphwe Khuzwayo
 08/10/2018
SCM Compliance Officer Ritesh Ramkissoon
 09/10/2018
SCM Manager Thenashree Naidoo
 10/10/18
Finance Director Melanie Rambally
 10/10/18
Chief Executive Officer Lindiwe Rakharebe



**11. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	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:** \_\_\_\_\_

**12. 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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)

### 13. MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative .....
- 13.3.2 Identity number: .....
- 13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 13.3.4 Company Registration Number: .....
- 13.3.5 Tax Reference Number: .....
- 13.3.6 VAT Registration Number: .....
- 13.3.7 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.



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

YES	NO
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13.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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13.3.10 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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13.3.11 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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13.3.12 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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13.3.13 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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13.3.14 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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**14. 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**