



Request for Quotation – RFP Number ---**CCB/04/2019/Venue grading compliance services**

Business:

From:

Attention:

Phone:

Fax:

Email address:

Comments: Please provide us with a proposal for the items / services specified hereunder where applicable, or in accordance with the attached specifications.

Line	Item Description	Commodity	Unit of issue	Quantity
	See attached specifications.			

**PLEASE NOTE:**

- 1. PROPOSALS should reach the CASTLE OF GOOD HOPE by 11H00, THURSDAY 02 May 2019**
2. Quotations should be valid for at least 7 Days
3. Please indicate your delivery period:
4. Is the delivery period firm? Yes/No
5. Is / is the price(s) firm for the duration of the contract Yes/No
6. Is the offer strictly to specification? Yes/No
7. If not specification, state deviation (s):
8. All prices must be VAT inclusive; if no indication is given prices will be evaluated as inclusive.
9. NO PROPOSALS received after the closing time and date will be accepted.
10. It is the responsibility of the tenderer to verify the receipt of any e-mail forwarded to this office.

Reason for no quote:

I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by the Castle Control Board during the validity period indicated and calculated from the closing time stated

\_\_\_\_\_  
Signature of tenderer

\_\_\_\_\_  
Name and Capacity

\_\_\_\_\_  
Date

This Request for quotation must be completed and be accompanied by the required documentation. Please email the ENQUIRIES to [procurement@castleofgoodhope.co.za](mailto:procurement@castleofgoodhope.co.za) / [finance@castleofgoodhope.co.za](mailto:finance@castleofgoodhope.co.za)



# CASTLE CONTROL BOARD

## REQUEST FOR QUOTATION

**REF.NO: CCB/04/2019/venue grading compliance services**

The Castle Control Board (CCB) is a Schedule 3A Public Entity established in terms of the Castle Management Act, 1993 (Act 207 of 1993). Its mandate is to preserve and protect the military and cultural heritage of the Castle of Good Hope, to optimise its tourism potential, and to optimise accessibility of the Castle of Good Hope by the public.

The Castle Control Board is fully responsible in managing the oldest operating public building in the country and making the Castle of Good Hope appealing to the global market. The site hosts events of various risk profile. There is a requirement for the site to be compliant in terms of SASREA Reg 4(1).

The Castle Control Board hence requests quotations from experienced, reputable and suitably qualified companies or individuals to assist in ensuring that the site complies with the SASREA regulations.

These are the are the specification that the specialist would need to work on to compile the portfolio of evidence for compliance. The CCB is in possession of some of the requirements like structural integrity certificates and building design plans.

	<b>DOCUMENTATION REQUIRED FOR CERTIFICATION (Per SASREA Reg 4(1): Existing stadium or venue safety certificates (read with Reg 5))</b>	<b>To be issued/ compiled by</b>	<b>Clarification</b>	<b>COMMENTS/ NOTES</b>
1	<u>Structural integrity certificate</u>	Registered person	Pr. Eng	Also applicable to temporary structures to be used. Certificate must be available if the Certification of the Stadium is completed before an event is held.
2	<u>Full set of design plans, lay-out and cross section drawings</u>	Architect/ architectural draughtsperson, sign-off by Pr.Eng		Usually approved by City's Planning & Building Development/ other Depts. Must be available to inform other documents, decisions.
3	<u>Stadium/venue capacity certificate</u> , minimum emergency exit flow rate ratified, etc.	City's Fire Safety Dept.		To be pre-checked by specialist in disaster and emergency management, and should be linked to the Emergency Evacuation Plan.

	<b>DOCUMENTATION REQUIRED FOR CERTIFICATION (Per SASREA Reg 4(1): Existing stadium or venue safety certificates (read with Reg 5))</b>	<b>To be issued/ compiled by</b>	<b>Clarification</b>	<b>COMMENTS/ NOTES</b>
4	<u>Gas safety &amp; compliance certificate</u>	City's Fire Safety Dept.	Registered person must sign off on installation certificates	
5	<u>Fire safety equipment compliance certificate</u>	Fire Services Dept.	Pre-check by OHS specialist	Pre-check of availability and servicing of equipment, etc. to be done by specialist.
6	<u>Safety and security installation</u>	Fire Services, Disaster Management Dept.	Pre-checked by specialists	Pre-check of availability and serviceability of equipment, etc. to be done by specialist. public address system, electronic surveillance system, fenced perimeter, automated evacuation system, lighting levels. Certificates confirming e.g. sound and lighting levels.
7	<u>Electrical compliance certificate</u>	Registered person	Competent person in terms of OHS Act	Pre-check of availability and servicing of equipment, etc. to be done by specialist.
8	<u>Current mechanical compliance certificate</u>	Registered person	"Competent person" in terms of OHS Act	Lifts, elevators, etc. that must in working order and inspected regularly as per OHS Act requirements.
10	<u>Waste management</u> (certificate)	City's Waste Management Dept.	Specialist to pre-check systems and available infrastructure	City only issues certificates to waste management companies - for the City (IWM Bylaw), is infrastructure available for on-site services, is a valid contract in place with waste service providers to collect and recycle waste?

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11	<u>Water &amp; sanitation</u> (certificate)	City's Water & Sanitation Dept.	Registered plumber to pre-check and certify changes made	Availability of services, no cross-connection between potable system and sewer, or between sewer and stormwater, separate system for fire fighting.
9	<u>Occupational Health &amp; Safety Certificate</u>	City's OHS Dept.		
12	<u>Environmental protection compliance certificate</u>	City's Environmental Health Dept.		
13	<u>Food integrity certificate(s)</u>	Health/ Environmental Health Dept. Dept.	Pre-checked Occupational Health & Safety by specialist	
14	Valid trading/ business licence	City's Environmental Health Dept.		Could be a different City dept. Also required from vendors in some instances
15	<u>Original of comprehensive written emergency evacuation and disaster management plan</u>	Professionally qualified person,	Person experienced in public facility safety and disaster management	Will require input from all government agencies, plus City. Availability of VOC.

Arrangement for site viewing should be made with the Mr Phelo Msingizana:  
[finance@castleofgoodhope.co.za](mailto:finance@castleofgoodhope.co.za)  
[021 461 4673](tel:0214614673)

**PLEASE NOTE:**

Submit together with this **Request for Quotation** the following compliance documents:

- The quotation;
- Qualifications of the people involved;

- References for similar work to determine level of experience;
- SBD 2: Tax clearance certificate (CSD number - MAAA number);
- SBD 4: DECLARATION OF INTEREST;
- SBD 7.2(to be signed on acceptance of proposal).
- SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES;
- SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION.

All quotation shall be lodged or deposited in the CCB bid box situated at:

**CASTLE OF GOOD HOPE**

**CNR CASTLE AND DARLING STR**

**CAPE TOWN**

**8001 or alternatively can be sent by mail to**

**THE Supply Chain Management Specialist**

**THE CASTLE CONTROL BOARD**

**P.O. BOX 1**

**CAPE TOWN**

**8000**

All quotations in this regard shall only be accepted if they have been placed in the bid box before or on the closing date and stipulated time.

Quotation responses sent by post or courier must reach the CCB offices at least **36 hours** before the closing date to be deposited into the bid box. Failure to comply with this requirement will result in proposals being treated as "late bids" and will not be entertained. Such quotations will be returned to the respective bidders.

Quotations submitted via email or fax will not be entertained at all and will be disqualified immediately.

No quotations shall be accepted by the CCB if submitted in any manner other than as prescribed above.

The physical size of the envelope must be limited to 210mm x 300mm as the bid box aperture cannot accommodate larger sizes. Alternative arrangements for the submission of the bid shall be made with the SCMS on telephone number: **(021) 461 4673**.

**Closing date:**

02 May 2019 at 11h00