



Province of the  
**EASTERN CAPE**  
EDUCATION

Steve Vukile Tshwete Education Complex \* Zone 6\* Zwelitsha \* Private Bag X0032 \* Bhisho \* 5605 \*  
REPUBLIC OF SOUTH AFRICA \* Tel: +27 40 608 4003,4117, 4118 Fax: +27 40 608 4736,4663 \*

**It would be greatly appreciated if you could please submit a quote/bid as per the attached/below mentioned specification.**

**1. SPECIFICATION**

**Ref No: RFQ2023/08/017**

Kindly furnish this office with a quotation for the rental of white Hygiene equipment and maintenance at Head Office, Examination Centre for a period of (12) months starting from 01 September 2023 to 31 August 2024 with an option to extend it for a period of one (1) month.

**Installation and Servicing of Hygiene**

Description	Duration	Quantity	Cost Per Month	Total Cost For 12 Months
Installation of Air Sanitizer Disperses and service includes refill	Once-Off  Bi- weekly refill of air sanitizer sprays	113		
Installation of soap dispenser, refill with anti-bacteria soap SABS approved	Once -off  As and when required	113		
Supply of She Bin Pedal Intima and serviced (14 day service or fortnightly)	14 day service or fortnightly	102		
Installation of Seat Wipes Cabinets  service includes refill of seat wipes	One -Off  Weekly	113		
Installation of Lockable 3 toilet	Once- Off	148		



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paper roll holders and service there-of				
Installation of Reflex Paper Cabinets	Once-off	113		
Installation of urinals and supply of pee mats (includes refill)	Fortnightly services and replacement of pee mats	56		
Deep cleaning of urinals	Bi-weekly/ Fortnightly	56		
Supply and installation of pedal bin for wastepaper	Once	113		
Grand Total				

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Facilities and Security	Mrs NB Matlakala  040 – 608 4213	Approved /Not Approved		

## 2. REQUIREMENTS / CONDITIONS

**PLEASE NOTE NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;**

- 2.1. Quotations must reflect your LOGIS and CSD Supplier Number;
- 2.2. Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful and expenditure;
- 2.3. Accommodation must be for 3-star grading or a higher grading;
- 2.4. Quotations are to be valid for 30 days;
- 2.5. Quotation is only valid when signed/stamped by the service provider;

2.6. Please also sign and submit the attached declaration of interest for SBD 4



- 2.7. Return date of the quotations should be within 48 hours of receipt (2 working days);
- 2.8. Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- 2.9. All invoices issued must reflect unique invoice number and order number;
- 2.10. Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- 2.11. All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- 2.12. In the case of designated sector only locally produces goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered. (Refer to paragraph 4 of this document)
- 2.13. Payment will only be effected on banking details reflected on the Centralized Supplier Database hosted by National Treasury;
- 2.14. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- 2.15. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.

### **3. SUBMISSION OF QUOTATIONS**

- 1. Quotations are to be Hand delivered to a Silver Grey Tender box in the Main building at Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**
- 2. No faxed or emailed Quotations will be accepted**

### **4. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (THIS PARAGRAPH IS APPLICABLE ONLY TO DESIGNATED SECTORS i.e FURNITURE PRODUCTS, STEEL, PLASTIC PIPES ETC**

- 4.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 4.2. Only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered,

- 4.3. Where necessary, two stage process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.,
- 4.4. A person awarded in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold,
- 4.5. The local content (LC) expressed as a percentage of the price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the price in Rand excluding value added tax (VAT)

- 4.6. Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement or of the as indicated in paragraph 4.1 below.
- 4.7. **A quotation shall be disqualified if –**

- (a) The Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the quotation documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

**Bidders are required to achieve a stipulated minimum threshold for Local Production and Content as per DTI designated sector as per section 9 of the PPPFA Regulations of 2011.**

## **5. ELIMINATION CRITERIA**

### **STAGE 1**

The purpose of this section is to determine which responses are compliant with the requirements issued herein.

5.1 The SBD 4, not completed comprehensively, correctly and signed.

building blocks for growth

The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annexure C (Local Content Declaration: Summary Schedule) must be



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completed, duly signed and submitted together with the bid documents. The manufacturer must indicate who his/ her Suppliers of materials will be for the duration of the contract and provide proof thereof. In this instance, the certificate of local content relating to the materials supplied must be completed by the relevant supplier and included together with the bidding documents.

## 5.2 ELIMINATION CRITERIA

- Proof of registration to provide She-bins and hygiene services or letter of arrangement with registered company.
- Proof of ownership for the closed vehicle for removal of waste.
- Letter of good standing for COIDA from Department of Labor
- Proof of registration with Unemployment Insurance Fund (U.I.F)
- At least three contactable references for the similar service.
- Certificate of waste disposal to ensure health environmental issues for this project are well managed
- Attach a waste management plan
- Submission of Health and Safety file relating to safety requirements of the project as per OHS act of 1993
- Attach accreditation for General Education and Training Certificate on Hygiene and Cleaning

5.1.

## 6. STAGE 2 ELIMINATION IN TERMS OF STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT FOR SCHOOL FURNITURE AND OFFICE FURNITURE

**Bid will be eliminated for non-completion and non -submission of the following:**

- 6.1. Non-completion of SBD 6.2.
- 6.2. Non-completion and submission of annexure C (local content).
- 6.3. Non-submission of the DTI exemption letter where applicable.

## 7. QUOTATIONS EVALUATION CRITERIA

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations and the PPR of 2022 will be judiciously applied.



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Preferential Goals Historically Disadvantaged Individuals	Percentage Allocated	Allocation of Points 80/20
Women Participation	20	5
Persons with Disabilities	10	2
Promotion of Youth	20	5
<b>Specific Goals</b>		
Enterprises located in the Eastern Cape Province	40	6
Promotion of Military Veterans	10	2

## CLAIMING OF PREFERENCE POINTS

- Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

- Promotion of South African owned enterprises



- Promotion of export-oriented production to create jobs
- Creation of new jobs or intensification of labour absorption
- Promotion of enterprises located in the rural areas
- Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

***NB: Please provide proof of HDI and Specific Goals as indicated in the Specification to claim points. This will however be verified by the Department, using the following POE amongst others (but not limited to)***

NO	Preferential Goals Historically Disadvantaged Individuals	Possible Supporting Documents
1	Women Participation	CSD report and ID copy of owner/s and proof it is owned by women
2	Persons with Disabilities	Confirmation of disability by a registered practitioner
3	Promotion of Youth	CSD report and ID copy of owner/s
4	Enterprises located in the Eastern Cape Province	Proof of residence in the form of municipal bills, title deeds and signed lease agreements
5	Promotion of Military Veterans	Certificate of registration, CSD report and ID copy of owner/s
6	In case of JV and Consortiums	Company composition documents and JV agreement indicating % allocation of work per JV partner

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise employed by the state?

**YES/NO**

Full Name	Identity Number	Name of State institution

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.





2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.



<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I certify that the information furnished in paragraphs 1, 2 and 3 above is correct.

I accept that the state may reject the bid or act against me in terms of paragraph 6 of PFMA SCM Instruction 03 of 2021/22 on preventing and combating abuse in the Supply Chain Management System should this declaration prove to be false.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder