**OFFICE OF THE DIRECTOR: FACILITIES, SECURITY AND KNOWLEDGE MANAGEMENT**  
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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

1. **SPECIFICATION Ref No:RFQ2024/06/079**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Directorate** | **Name & Extension** | **End User/ Functionary** | **Signature** | **Date** |
| Facilities and Security | Mrs NB Matlakala | Approved /Not Approved |  | 09 / 05 / 2024 |

1. **INSTALLATION AND SERVICING OF HYGIENE**

**For a period of twelve months starting from 01 July 2024 to 30 June 2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **DURATION** | **QUANTITY** | **COST PER MONTH** | **TOTAL COST FOR 12 MONTHS** |
| Installation of Airfreshner and serviced (includes refill) | Monthly | 9 |  |  |
| Installation of soap dispenser and serviced (includes refill) | Monthly | 7 |  |  |
| Supply of She Bin Pedal Intima and serviced (14-day service or fortnightly) | 14-day service or fortnightly | 6 |  |  |
| Installation of Seat Wipes and serviced (includes refill) (She) | Monthly | 6 |  |  |
| Installation of Lockable 3 toilet paper roll holders | Monthly servicing | 9 |  |  |
| Installation of Reflex Paper Cabinets | Monthly services | 7 |  |  |
| Deep cleaning of all toilets | Monthly | 9 |  |  |
| **Grand Total** |  |  |  |  |

1. **REQUIREMENTS / CONDITIONS**

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

* 1. Quotations must reflect your LOGIS and CSD Supplier Number;
  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;
  3. Accommodation must be for 3-star grading or a higher grading;
  4. Quotations are to be valid for 30 days;
  5. Quotation is only valid when signed/stamped by the service provider;
  6. Please also sign and submit the attached declaration of interest form SBD 4
  7. Return date of the quotations should be within 48 hours of receipt (2 working days);
  8. Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
  9. All invoices issued must reflect unique invoice number and order number;
  10. Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
  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;
  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)
  13. Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
  14. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
  15. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.

1. **SUBMISSION OF QUOTATIONS**
   1. **Quotations are to be hand delivered at the reception area on the silver tender box, Department of Education, Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**
   2. **No faxed or emailed Quotations will be accepted.**

**ELIMINATION CRITERIA**

* with Unemployment Insurance Fund (U.I.F)
* At least three contactable letter for the similar service.
* Certificate of waste disposal. 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
* Attach a waste management plan

* **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.

|  |  |  |
| --- | --- | --- |
| **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 |
| **Specific Goals** | | |
| Enterprises located in the Eastern Cape Province | 40 | 6 |
| Promotion of Military Veterans | 10 | 2 |

* + 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.
  + Preference points may be allocated to other RDP goals as follows:
    - * + 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 |

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**BIDDER’S DISCLOSURE**

**SBD4**

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.

1. **Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[[1]](#footnote-1) in the enterprise employed by the state?

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Identity Number** | **Name of State institution** |
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**YES/NO**

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.

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**

* + 1. If so, furnish particulars:

…………………………………………………………………………….

…………………………………………………………………………….

1. **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[[2]](#footnote-2) 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.

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

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)