



## **FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms N. B Matlakala** Tel: 040 608 4213. Email: [Nosimo.matlakala@ecdoe.gov.za](mailto:Nosimo.matlakala@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

### **1. SPECIFICATION**

**RFQ: REF NO.2022/04/012**

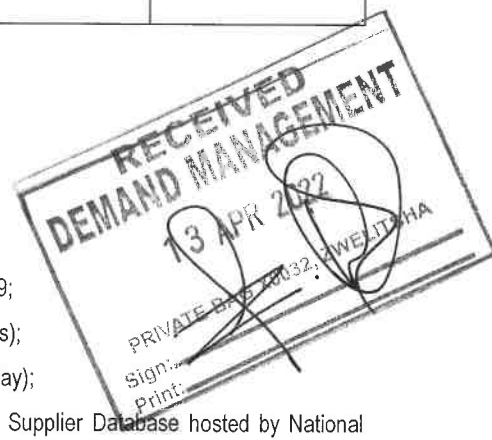
**Kindly furnish this office with a quotation for the rental of white Hygiene equipment and maintenance at Mandla Makhuphula Education Leadership Institute for a period of (12) months starting from 01 May 2022 to 30 April 2023 with an option to extend it for a period of one (1) month.**

**AIM:** The objective of this request for quote (RFQ) is to enable a Service Provider to quote on hygiene services required to ensure that the offices at the Department of Education Leadership (MMEli) are maintained in a clean, neat and pleasing appearance.

Directorate	Name & Extension	Responsibility Manager	Signature	Date
Facilities, Security and Knowledge Management	Mrs NB Matlakala	Approved /  Not Approved		11 April 2022

### **2. REQUIREMENTS / CONDITIONS**

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;**
- **Quotations must reflect your Logis and CSD Supplier Number;**
- Quotations are to be valid for 30 days;
- Quotation is only valid when signed/stamped by the service provider;
- Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- Return date of the quotations should be within 48 hours of receipt (2 working days);
- Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and
- Attach BBBEE Certificate
- **All Quotations are to be in a sealed envelope, Deposited in a silver steel Tender box in the Main Building, at Steve Vukile Tshwete Education Building, Zwelitsha, zone 6.**
- **No faxed or emailed Quotation will be accepted.**





- To be completed by the Supply Chain Management Unit
- CLOSING DATE 22 APRIL 2022 @11H00 am

**3. SCOPE OF WORK**

**4. INSTALLATION AND SERVICING OF HYGIENE**

DESCRIPTION	DURATION	QUANTITY	COST PER MONTH	TOTAL COST FOR 12 MONTHS
Installation of Airfreshner and serviced (includes refill)	Monthly	19		
Installation of soap dispenser and serviced (includes refill)	Monthly	19		
Supply of She Bin Pedal Intima and serviced (14-day service or fortnightly)	14-day service or fortnightly	33		
Supply and delivery of pee mats and deep cleaning of urinals	Monthly	17		
Installation of Seat Wipes and serviced (includes refill) (She)	Monthly	50		
Installation of Lockable 3 toilet paper roll holders	Monthly servicing	50		
Installation of Reflex Paper Cabinets	Monthly services	19		
Deep cleaning of all toilets	Monthly	50		
<b>Grand Total</b>				

**5. QUOTATIONS EVALUATION CRITERIA**

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



- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations;
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**NB\* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.**

### 3. REQUIREMENTS / CONDITIONS

- All quotations to the value of more than R30 000 **MUST** be accompanied by a Valid and original tax clearance certificate
- Quotations are valid for 30 days
- Quotation is only valid when **signed by the service provider**
- Please also sign and submit the attached declaration of interest form
- Return date of the quotations should be within 5 days
- **To be completed by the Supply Chain Management Unit**
- Enquiries... ..
- Telephone (040) 6084448      Fax (040) 6084622

### 4. 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

#### DECLARATION OF INTEREST AS PER SBD4 REQUIREMENTS

- 4.1. Is the owner of the company a Departmental Official? Yes ☐ No ☐
- 4.2. If yes, was the approval of the employer obtained? Yes ☐ No ☐
- 4.3. Are you, or any person connected with the service provider, aware of any relationship(family, friend, Other) between any other person employed by the State who will be involved with the evaluation and or Adjudication of this bid? Yes ☐ No ☐



4.4. If Yes Furnish particulars

.....  
.....  
.....

4.5. Do you or any of the directors/

Trustees/shareholders/members of the

Company have any interest in any other related

Companies whether or not they are bidding

For this contract?

Yes ☐ No ☐

4.6. If so furnish particulars.

.....  
.....

4.7. List full details of directors/trustees/members/ shareholders

Full Name	Identity Number	Personal Tax reference number	State employee Persal Number



I certify that the information furnished in Paragraph 4 above is correct and I accept that the state may reject the bid or act against me in terms of Paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

#### 5. DETAILS OF THE COMPANY

Registration CK No. \_\_\_\_\_

Company Name: \_\_\_\_\_

Compilers Name: \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

SBD 9

#### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_



(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)



- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

#### **SBD 9**

10. 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.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder





## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
------	----------	-----	----



4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder