



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/202/07/2020
DATE ISSUED	23-July- 2020
PROJECT NAME	Sanitary Services, Sanitary Equipment Rental for a period of three (03) years
CLOSING DATE AND TIME	03 -August -2020 @16h30
CSD NUMBER	
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee member / Persal member

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the qualification of the bid If no, furnish reasons for non-submission of such of:.....	YES / NO YES / NO

Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....	YES / NO
Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
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? If so, furnish particulars:.....	YES / NO

2. Declaration of Bidder's past supply chain management practices (SBD 8)

This Standard Bidding Document must form part of all bids invited.

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

The bid of any bidder may be disregarded if that bidder, or any of its directors have-

- 2.3.1 Abused the institution's supply chain management system
- 2.3.2 Committed fraud or any other improper conduct in relation to such system; or
- 2.3.3 Failed to perform on any previous contract.

2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		

2.4.2	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	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"/>
2.4.3.1	If so, furnish particulars:		
2.4.4	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"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
- b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. 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;
- E. 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
- F. 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 consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (i) prices;

- (ii) geographical area where product or service will be rendered (market allocation)
- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the bid;

or

- (vi) bidding with the intention not to win the bid.

H. 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.

I. 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 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.

J. 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.

4. REQUEST FOR QUOTATION FOR SANITARY SERVICES, SANITARY EQUIPMENT RENTAL

The South African National Space Agency (SANSA) requires a service provider to render **Sanitary Services and Sanitary Equipment Rental for a period of three (3) years for the Hermanus division of SANSA located in Hermanus, Western Cape.**

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

4.1 SCOPE OF WORK

The following product/services are needed for the upkeep of the facilities at SANSA Hermanus over a period of three (03) years.

Table 1 : Sanitary Services

The following sanitary services are required as stipulated.

Description of Product and Service	Type	Frequency	Quantity	Detail
Deep cleaning of ablution facilities in Accommodation Buildings (Student Residence, Fort Knox Guest house, Annexure)	Service	Every 30 days	38 units	Chemical deep cleaning of the basins, the toilets, urinals and showers
Deep cleaning of All other ablution facilities on the premises	Services	Every 90 days	36 units	Chemical deep cleaning of the basins, the toilets, urinals and showers

Table 2: Sanitary Equipment Rental

	Description of Product and Service	Type	Frequency	Quantity	Detail
1	Sensor-activated paper towel dispenser (platinum finish)	Rental with supply and fit	Monthly rental	16 dispensers	Supply and fit units on a rental agreement
	Supply paper towel Rolls for paper towel dispensers. 1 ply hand towel 6 pack 150 meters (core diameter size 35mm) 1 ply hand towel 6 pack 150	Supply only	As and when required	2 x 6 packs of each size per month maximum	Supply and deliver on request only

	meters (core diameter size 50mm)				
3	Auto sanitiser for Urinals	Rental with supply and fit	Monthly rental	7 dispensers	Supply and fit units on rental agreement
	Auto sanitiser Cartridges for Urinals	Supply and refill	Every 60 days	7 dispensers	Supply and replace cartridges for auto sanitisers
4	Sanitary towel bins (Pedal - type) 12l- silver colour plastic	Rental and Service	Monthly rental & Service	23 bins	Remove waste, replace bin liner and sanitise bins inside and out
5	Dispenser (Capacity 1L) stainless steel for dishwashing liquid soap (dispenser to have level indicator window). Refillable from container	Rental with Supply and fit	Monthly rental	5 Dispensers	Supply and fit units on rental agreement
	Refill for dishwashing liquid soap	Supply only	Monthly	2 refills per dispenser per month	Supply and deliver on request only
6	Dispenser (Capacity 1L) stainless steel, touch-free for hand sanitiser (dispenser to have level indicator window). Refillable from container	Rental with Supply and fit	Monthly rental	16 Dispensers	Supply and fit units on rental agreement
	Refill for hand sanitiser units (70% alcohol- based liquid sanitiser)	Supply	Monthly	2 refills per dispenser per month	Supply and deliver on request only
7	Lockable stainless steel toilet roll holder to hold 3 x toilet rolls (dispenser to have level indicator window)	Rental with supply and fit	Monthly rental	30 units	Supply and fit units on rental agreement

EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R500 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

- Only bidders who meet eligibility requirements (Table 2) will be evaluated on quality or functionality.
- The assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of **80** points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

Preference

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table 1 below

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer is “No” on the Table 2 below, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 Points** and over to be Assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

Table 3:

Criteria	Maximum Points
Supply and fit rental equipment with related refills	40
Service delivery (deep cleaning and servicing sanitary bins)	40
Tenderer's Experience	20
Total evaluation points for quality	100

Evaluation criteria 1: Supply and fit rental equipment with related refills

Bidder to include a **catalogue** with clear pictures, dimensions and indication of the material and specifications of rental equipment. The quality of rental equipment should be of good standard.

Score	Supply and fit rental equipment with related refills
0	Catalogues not provided
20	Catalogue provided but pictures are not clear/ no dimensions and indications of material or specifications of some of the equipment does not meet the requirements
40	Bidder provided a catalogue with clear pictures, dimensions and indication of the material and specifications of rental equipment meet all the requirements

Evaluation criteria 2: Service delivery (deep cleaning and servicing of sanitary bins)

The supplier should provide the following documentation:

- Service proposal including Service schedule,
- Resource allocation, and
- Organogram showing the team of people available for service delivery as per Table 1 in the scope of work

The supplier must be able to commence with service delivery within two (2) weeks after

receiving a purchase order from SANSA.

Score	Service delivery
0	Service cannot be delivered as per scope of work (No service proposal is provided).
20	Service can be partially delivered as per scope of work - inconclusive service proposal (Service schedule, Resource allocation and Organogram provided but full scope of work is not covered)
40	Service can be delivered as per scope of work (service proposal including Service schedule, Resource allocation and Organogram shows the team of people available for service delivery as per scope of work)

Evaluation criteria 3: Tenderer's Experience

The bidder should provide the following in order to prove experience:

- A detailed list of at least three (03) recent supply and service contracts of a similar nature with reference letters

The description should be put in tabular form with the following headings

Company Name and Contact details	Description of work (service)	Duration of contract	Contract Value

The scoring of the tenderer's experience will be as follows:

Score	Tenderer's Experience
0	Tenderer has less than three years of experience in projects of similar nature (no references provided)
10	Tenderer have at least three (03) years of experience displayed in table, but have not provided reference letters for all contracts listed.
20	Tenderer have three (03) or more years of experience and reference letters are provided.

5 PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 60 days from the bid closing date.

Description of Product and Service as per scope of work	Type	Frequency	Quantity	Detail	Year 1		Year 2		Year 3	
					Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	Total Price (incl. VAT)
Deep cleaning (accommodation)	Service	30days	38 units	As per scope of work						
Deep cleaning (other buildings)	Service	90days	36 units							
Sensor-activated paper towel dispenser (platinum finish)	Rental	Monthly	16 dispensers							
Paper towel Rolls for paper towel dispensers	Supply	As and when required	2 x 6 packs of each size per month maximum							
Auto sanitiser for Urinals	Rental	Monthly	7 dispensers							
Auto sanitiser Cartridges for Urinals	Supply	Monthly	Cartridges for 7							

			dispensers							
Sanitary towel bins (Pedal -type) 12l-silver colour plastic	Rental & service	Monthly	22 bins							
Dispenser (Capacity 1L) stainless steel for dishwashing liquid soap	Rental	Monthly	5 dispensers							
Refill for dishwashing liquid soap	Supply	Monthly	2 refills per dispenser per month on request only							
Dispenser (Capacity 1L) stainless steel, touch-free for hand sanitiser	Rental	Monthly	16 Dispensers							
Refill for hand sanitiser (70% alcohol-based liquid sanitiser)	Supply	Monthly	2 refills per dispenser per month							
Lockable stainless steel toilet roll holder to hold 3x toilet rolls	Rental	Monthly	30 units							
TOTAL PER YEAR										
TOTAL FOR RENTAL AND SERVICE FOR THE DURATION OF THE CONTRACT										

NB: A detailed price breakdown to be attached. Price should include all cost. i.e. delivery to Hermanus

7. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Ms Z Matshebelele Zmatshebelele@sansa.org.za / 028312 1196
- b) The facilitator shall have an excellent command of both spoken and written English.
- c) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- d) Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. A supplier summary indicating compliant tax status should be submitted with the proposal. Potential suppliers should contact SANSA for assistance in registering on the CSD.
- e) Please note that all services and requirements are to be rendered on site at the SANSA Hermanus facility at the address given in (g).
- f) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- g) The offices of SANSA are situated at the following address:
Hospital Street
Westcliff
Hermanus
7200

8 TIMELINES

The successful service provider must be in the position to commence within two (2) weeks after SLA has been signed by both parties and the purchase order has been issued by SANSA.

9 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and qualify with respect to the criteria, RFQ should provide the following supporting documentation.

- a. A method statement of how the service provider proposes to implement the project (deep cleaning and servicing of sanitary bins). The Supplier should provide the following documentation:
 - **Service proposal including Service schedule,**
 - **Resource allocation, and**
 - **Organogram showing the team of people available for service delivery as per scope of work**
- b. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- c. A supplier summary indicating valid tax clearance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT. The quote must be valid for a period of 30 days.
- e. Quotation to include travelling, training aids and certificates of completion
- f. Quotation should be quoted per day not per person.
- g. All pages of quotation must be signed by the responsible person
- h. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- i. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

10. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) Confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) are within my personal knowledge and are to the best of my belief both true and correct
- v) Accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) Confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

Signed

Date

Name

Position

*Enterprise
name*

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

Tender Conditions

1. Disqualification

Please note that if a tender document is not filled in correctly or completely, or is delivered/send after the tender closing time, or tax in non complaint , then unfortunately that tenderer will be disqualified. Please return this document with the supporting documents.

2. Tender Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

END