

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/331/11/2022
DATE ISSUED	25 November 2022
PROJECT NAME	Cleaning Services for a period of three (3) years at the SANSA Hermanus campus
CLOSING DATE AND TIME	5 December 2022 at 12:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
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	
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Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

A. BIDDER'S DISCLOSURE (SBD 4)

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 interest¹ in the enterprise,

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.

employed by the state? **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.

Full Name	Identity Number	Name of State institution

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 consortium² 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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.



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.....
Signature

.....
Date

.....
Position

.....
Name of bidder

B. REQUEST FOR QUOTATION FOR CLEANING SERVICES FOR A PERIOD OF THREE (3) YEARS IN HERMANUS

1. BACKGROUND TO SANSA

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

2. SCOPE OF WORK (TERMS OF REFERENCE)

Cleaning Services

SANSA has the requirement for the services of cleaners to do on-site cleaning at the SANSA Hermanus campus on a daily basis for a period of 3 years (36 months). The service provider would be required to undertake routine cleaning of working areas and accommodation on site. It is important to note that SANSA Hermanus has a Space Weather Centre which is operational 24/7 as well as two guest houses. The service provider should have the capability to provide its services 24/7, 365 days of the year for the Space Weather Centre and on-site Guest Accommodation.

Please note:

- The areas which need to be cleaned include but are not limited to the cleaning of offices, meeting rooms, ablution facilities, kitchens, open areas, outside patio areas and on-site accommodation facilities.
- A routine cleaning service is required for Space Weather Centre and Guest Accommodation (2 x guest houses) 365 days per year (including weekends and public holidays) from 7:45 A.M to 16:30 PM Monday to Sunday.
- Additional cleaning services may be required on an as and when basis for special events, or requirements.
- The service provider should be able to provide deep cleaning service when required by SANSA. This will be on an as and when required basis
- The service provider should supply the required PPE for the cleaners working on site
- The service provider should supply the required cleaning consumables and cleaning equipment
- The service provider will be responsible for the transport to and from the SANSA premises.
- The service provider must be in a position to substitute personnel in the event of a staff member falling ill, or not reporting for duty
- The Facility Services Manager will determine the working schedule and communicate this with the cleaners

Activity	Requirements	Frequency
5. Waste disposal	<ul style="list-style-type: none"> • Empty and clean all waste receptacles; and • Remove all waste to a specified area 	<ul style="list-style-type: none"> • Daily • Daily
6. Wall and paint work	<ul style="list-style-type: none"> • Spot clean all low surfaces (glass, walls, doors and light switches); 	<ul style="list-style-type: none"> • Daily
7. Glass and Metal work	<ul style="list-style-type: none"> • Spot clean glass doors; • Clean and polish bright metal fittings 	<ul style="list-style-type: none"> • Daily • Weekly
8. Entrance and reception	<ul style="list-style-type: none"> • Sweep • Clean doormats • Wash steps • Dust all touchpoint surfaces 	<ul style="list-style-type: none"> • Daily • Daily • Daily
9. All toilets, rest rooms or ablutions	<ul style="list-style-type: none"> • Maintain floor cleanliness; • Damp mop floors with disinfectant; • Empty and clean all waste receptacles; • Clean and sanitise all bowls, basins and urinals; • Clean mirrors; • Clean all metals fittings; • Spot clean walls, doors, and partitions; and • Replenish and supply consumables 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • Daily • Daily • Daily • Daily
10. Miscellaneous	<ul style="list-style-type: none"> • Polish desks and office furniture; • Vacuum cloth covered furniture and carpets • Move furniture and clean under couches • Strip and seal floors in the walkways • N.B. all computer equipment is excluded • Interior window cleaning • Washing of dishes 	<ul style="list-style-type: none"> • Weekly • Weekly • Every 3 months • Weekly • As and when necessary.

Activity	Requirements	Frequency
	<ul style="list-style-type: none"> • Wash Iron and fold linen/bedding. • Neaten up beds after it has been used and ensure rooms in the Space Weather Centre are in a suitable condition for occupants. • Ensure that both guest houses are clean and tidy & that the facility is fit for accommodation of guests upon arrival. • Changing of bedding after beds are used • Foul odour should be eliminated as far as possible. • Assistance with cleaning of other areas of the site only if required. 	<ul style="list-style-type: none"> • As and when necessary • As and when necessary • As and when necessary • Daily • As and when necessary. This could include the requirement for bedding to be changed over the weekend. • Daily • Upon request • As and when necessary <p>Upon request</p>
Additional/ad hoc services that may be required	<ul style="list-style-type: none"> • Washing and/or deep cleaning of covered furniture • Additional assistance if and when required for cleaning and set up in preparation for events. • Deep cleaning of any required building on site including but not limited to 	This will be requested on a per quote basis.

Activity	Requirements	Frequency
	its carpets and toilet facilities.	

Building, estimated sizes, number of staffs and working hours are as follows (note that the main building and student residence are provided for evaluation purposes and will not form part of the regular services):

Buildings	Estimated size m2	Number of Staff per day	Days per week
Fort Knox Guest house	67.99	1	Mon - Sunday (07h45-16h30)
Space Weather Centre	818.00	2	Mon - Sunday (07h45-16h30)
Fynbos Guest House	176.00	1	Mon - Sunday (07h45-16h30)
Main Building (upon request)	448.19	1	Mon - Friday (07h45-16h30)
Student Residence (upon request)	187.00	1	Mon - Friday (07h45-16h30)

Consumables and cleaning equipment

The service Provider shall supply all cleaning consumable and equipment required to render the daily cleaning services. The service Provider shall be responsible for the maintenance of the equipment. The service Provider shall ensure that defective equipment will either be replaced or repaired with 24 hours from the time that such defective equipment is reported SANSA and/or the Service Providers staff.

The guest houses have 4 en-suite bedrooms each, and a laundry that is equipped with a washing machine, dryer, iron and ironing board. The Space Weather Centre includes 4 sleeping pods. The requirement is for the cleaners to do the laundry for these rooms as required on-site.

C. 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 R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, 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
- Thereafter, only the qualifying 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

1. Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT 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 Table1 below

Table1: B-BBEE level and points

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

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration		
National Contract Cleaners Association (NCCA)		

3. 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 Table3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Company Experience	40
Delivery Capacity	25
Contactable Reference	15
Locality	10
Financial Capacity	10
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Description: The bidders needs to submit a company profile detailing the business of the company in relation to the scope of work. Provide details of previous cleaning contracts. Proof of purchase orders/SLA/Award letters will be advantageous.

Criteria	Maximum Points
(Score= 0)	Bidder has not provided any information
(Score= 10)	Bidder has less than two previous contract/projects in relation to scope of works.
(Score= 30)	Bidder has two previous contract/projects in relation to scope of works.
(Score= 40)	Bidder has three or more previous contract/projects in relation to scope of works.

Customer/Company	Description of work	Value of work	Year completed

Evaluation criteria 2: Delivery Capacity

Description: The bidder must demonstrate if they have the necessary capacity to provide the required service in relation to resources, equipment, staff, etc.

Provide –

- Pictures of equipment
- Pictures of staff wearing a company uniform

Criteria	Maximum Points
(Score= 0)	Bidder did not provide any information.
(Score= 10)	Bidder provided a basic list of resources, equipment and staff. Bidder might run into challenges with execution of the service given the list provided.
(Score= 20)	Bidder provided a list with sufficient resources, equipment and staff to be deployed on this contract. Bidder will be able to execute the services required.
(Score= 30)	Bidder provided an extensive list of resources, equipment and staff to be deployed. Bidder will be able to execute the services over and above the requirement.

Equipment

Please list equipment to be used for the cleaning required as mentioned in the scope of work:

(Please attached separate document if space is insufficient)

Description	Quantity

Criteria	Maximum Points
(Score= 0)	Bidder provided no contactable references or references are not in relation to the scope of works
(Score= 10)	Bidder provided one contactable reference in relation to scope of work
(Score= 15)	Bidder provided one contactable reference in relation to scope of work
(Score= 30)	Bidder has provided three or more contactable reference in relation to the scope of work

Evaluation criteria 3: Locality

Description: Provide proof of business address within the Overberg area. (Municipal letter or signed lease agreement or CSD report indicating business address)

Criteria	Maximum Points
(Score= 0)	Bidder is not situated in the Western Province
(Score= 5)	Bidder is situated in the Western Cape Province, but outside of the Overberg District
(Score= 10)	Bidder is situated in the Western Cape Province and within the Overberg District

Evaluation criteria 4: Financial Rating

Proof of Financial Capacity in the form of bank rating letter

Criteria	Maximum Points
(Score= 0)	Bidder did not provide any information or has a D rating (Either one of the above will result in a score of 0)
(Score= 5)	Bidder has a B or C rating
(Score= 10)	Bidder has an A rating

D. 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 30 days from the bid closing date.
6. The cost for public holidays should be included
7. The service must be delivered on-site in Hermanus in the Western Cape. Any costs associated with the location should be clearly indicated.

Buildings	Estimated size m2	Number of Staff	Days per week	Year 1 (monthly cost)	Year 2 (monthly cost)	Year 3 (monthly cost)
Fort Knox Guest house	67.99	1	Mon-Sunday (07h45-16h30)			
Space Weather Centre	818.00	2	Mon- Sunday (07h45-16h30)			
Fynbos Guest House	176.00	1	Mon- Sunday (07h45-16h30)			
Main Building	448.19	1	Mon-Friday (07h45-16h30)			
Student Residence	187.00	1	Mon-Friday (07h45-16h30)			
Total per year				R		
Total of 36 months				R		

Adhoc (as and when required) this costing is for non-evaluation purposes	
Cost of one cleaner per shift	R



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E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss nstrauss@sansa.org.za
- b) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD)
- c) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- d) The supplier will be required to enter into an SLA with SANSA for the provision of the required services.
- e) The offices of SANSA are situated at the following address:
Hospital street
Hermanus
7200

F. TIMELINES

The successful service provider must be in the position to provide the service within **1 week** after the purchase order has been issued by SANSA.

G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- c. All pages of quotation must be signed by the authorised person
- d. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

H. 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;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) 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.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

Signed	Date
Name	Position
Enterprise name	

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid 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 date and 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.

**COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
("POPIA")**

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.
2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSAS fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSAS. SANSAS commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSAS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSAS will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSAS may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSAS may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSAS shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSAS.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used, you can contact SANSAS's Information Officer: Ms Andiswa Mlisa on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSAS has on you at any time. If you think that SANSAS has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSAS to retain any information, SANSAS will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSAS. SANSAS assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSAS will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSAS takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END