

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP NUMBER</b>	<b>SS/344/03/2023</b>
<b>DATE ISSUED</b>	<b>06/03/2023</b>
<b>PROJECT NAME</b>	<b>REQUEST FOR PROPOSAL FOR CARPET, CHAIRS AND MATTRESS DEEP CLEANING AT SANSA HERMANUS</b>
<b>COMPULSORY BRIEFING SESSION</b>	<b>10/03/2023 at 11:00am</b>
<b>CLOSING DATE AND TIME</b>	<b>16/03/2023 at 12:00pm</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal 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 interest<sup>1</sup> in 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.

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<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.

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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications,

<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.

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

## **REQUEST FOR PROPOSAL FOR CARPET, CHAIRS AND MATTRESS DEEP CLEANING AT SANSA 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 coordinate 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)**

SANSA Hermanus requires the services of a duly registered service provider to undertake deep cleaning service for carpets, mattresses and upholstery for a period of 3 years. The successful bidder will be responsible to deep clean all carpets, office chairs, mattresses as well as upholstery as and when required during the 3-year period, in accordance with specifications below:

- The SANSA Hermanus office is located at Hospital Street, Hermanus in the Western Cape, and bidders must note that the services are required on-site in Hermanus.
- Cleaning consumables and products used must be environmentally friendly.
- Preferred cleaning method either to be steam cleaning or dry carpet cleaning.
- All cleaning materials and equipment must be provided by the service provider. SANSA reserves the right to approve cleaning materials and chemicals prior to use thereof.
- Service provider will be required to move and/or lift office equipment for the sole purpose of cleaning e.g., moving/lifting of chairs.
- Soaking wet carpets, mattresses and chairs shall be deemed unacceptable. A quick drying time is expected.
- Cleaning method to include stain removal.
- The successful bidder will not be allowed to store cleaning consumables and equipment onsite.
- SANSA will not be held responsible for any damages, losses, theft of equipment or any valuables of the contractor or injury of his/her personnel while on site in the execution of their duties.
- Damages to SANSA infrastructure or office furniture caused by the service provider will be for his/her own account.
- SANSA will not lend, borrow, or supply the contractor with any cleaning equipment, cleaning consumables and products or tools for the execution of their duties. The aforementioned is solely the responsibility of the

contractor who is required to have the necessary equipment when they come onsite to execute duties.

- All empty containers and waste generated as a result of service delivery, must be disposed off-site by the service provider.
- Successful Bidder to sign a Health and Safety agreement which will serve as an addendum to the Service Level Agreement.
- Bidder to note that SANSA might request these services throughout any period of a calendar year.
- **Compulsory site briefing Session to be attended at SANSA, Hospital Street, Hermanus 7200 on 10/03/2023 at 11:00am**

### **Background on Project:**

- The bulk of this service is required over each December period. More specifically around mid-December (anywhere between 10 to 21<sup>st</sup> of December). Ideally, the time spent to complete service delivery for deep cleaning should be no more than two (2) days, as sufficient drying time of carpets and bedding is required before our annual pest control services commences. All these services need to be concluded before the annual December shutdown of businesses for the holiday break.
- An addendum consisting of all areas with chair and mattress quantities, as well as measurements for this project, is provided.
- Services should not be limited to the measurements provided. SANSA might install additional carpets or bedding in future for which additional quotes will be requested.
- Any ad hoc service relating to carpet or upholstery cleaning will be requested on a per quote basis.

## B. 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.

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

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 70 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 specific goals in accordance with the Table below.

### 1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

**Table 1: Specific Goals and points**

The specific goals allocated points in terms of this RFQ  B-BBEE Status Level of Contributor	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
<b>Total Points (Specific Goals)</b>	<b>20</b>	

## 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 3<sup>rd</sup> working day, the relevant bid will be rejected.

**Table 2: Eligibility Criteria**

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





<b>Criteria</b>	<b>Maximum Points</b>
<b>0</b>	Bidder has provided no information
<b>10</b>	Bidder has listed less than 3 projects or contracts
<b>20</b>	Bidder has listed 3 projects or contracts
<b>30</b>	Bidder has listed more than 3 but less than 5 projects or contracts
<b>40</b>	Bidder provided 5 or more projects or contracts

### Evaluation criteria 2: Project Team and Equipment

Bidder to submit a list of the team that will be rendering this service (list names) including a supervisor/foreperson who will be onsite for the period while the services is being rendered as well as listing the number of carpet deep cleaning machines and other equipment that will be used.

<b>List of Employees</b>	<b>Position</b>	<b>Number of carpet deep cleaning machines</b>

<b>Criteria</b>	<b>Maximum Points</b>
<b>0</b>	3 or less employees with the inclusion of a supervisor and no deep cleaning machine. The exclusion of a supervisor will also result in a score of 0.
<b>15</b>	More than 3 but less than 5 employees with the inclusion of the supervisor and at least two (2) carpet deep cleaning machines.
<b>30</b>	5 or more employees with the inclusion of a supervisor and three (3) or more carpet deep cleaning machines.

### Evaluation criteria 3: Project Timeline

SANSA requires this service to be completed in the most effective and efficient way. The time spent on completing this service is crucial to SANSA to be able to complete the rest of the annual hygiene and pest control service before the December shutdown period as well as ensuring minimal disruption to operations. A **brief overview** of how the bidder will go about in completing the service within the desired timeframe, must be submitted.

<b>Criteria</b>	<b>Maximum Points</b>
0	Bidder did not provide a timeline or can only complete the service within four (4) days. Either one of these will result in a score of 0.
10	Bidder can complete the service within three (3) days.
20	Bidder can complete the service within two (2) days.

### Evaluation criteria 4: Locality

Bidder to submit proof of business address within the Overberg area.  
(Municipal letter or signed lease agreement or CSD report indicating business address)

<b>Criteria</b>	<b>Maximum Points</b>
<b>0</b>	Bidder is not situated in the Western Cape.
<b>5</b>	Bidder is situated in the Western Cape Province but outside of the Overberg Area.
<b>10</b>	Bidder is situated in the Western Cape Province and within the Overberg Area.

## C. 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. Pricing to include delivery of service to Hermanus.
7. Pricing schedule is for evaluation purposes as any related service can be requested at any time.

Bidder to refer to the attached Excel spreadsheet with area measurements to assist with formulating pricing in the table below:

DESCRIPTION	Year 1	Year 2	Year 3	Total
Price per square meter on carpet deep cleaning				
Price per deep clean of a cloth high-back-office chair				
Price per deep clean of a single bed mattress				
Price per deep clean of double bed mattress				
Price per deep clean of a cloth two-seater sofa				
Price per deep clean of a cloth single-seater sofa				
Any other costs (please specify)				
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>				

## D. SPECIAL CONDITIONS

- a) Quotations to be returned to: B Mdoana [bm@sansa.org.za](mailto:bm@sansa.org.za)
- b) The service provider shall commit to post support where and when required by SANSA.
- c) 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) before the closing date of the bid.
- d) The offices of SANSA are situated at the following address:  
Hospital Street  
Hermanus  
7200

## **E. 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 SANSAS.

## **F. 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. 3 References including organisation name, contact person and contact numbers;
- b. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- d. All pages of quotation must be signed by the authorised person.
- e. SANSAS has the right to withdraw any quotation at any time within the validity of the quotation.
- f. SANSAS reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

## G. 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 (<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 required 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](mailto: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**