



REQUEST FOR QUOTATION (RFQ)

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|--|---|
| RFQ NUMBER | SS/361/08/2023 |
| DATE ISSUED | 11 August 2023 |
| PROJECT NAME | Sanitary Services, Sanitary Equipment Rental and supply of cleaning consumables for a period of three (03) years |
| CLOSING DATE AND TIME | 21 August 2023 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 | |



Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
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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, 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.

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.



| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
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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.

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.



- 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 |

B. REQUEST FOR QUOTATION FOR SANITARY SERVICES, SANITARY EQUIPMENT RENTAL AND SUPPLY OF CLEANING CONSUMABLES

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)

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

The following product/services are needed for the upkeep of the facilities at SANSA Hermanus over a period of three years and **may not be limited to the list presented below**. Additional services may be required if further development should take place on site. Please note that the SANSA Hermanus Facility is located at Hospital Street, Hermanus, Western Cape.

Table 1 : Deep Cleaning/Sanitary services

The following sanitary services are required as stipulated.

Services include Chemical deep cleaning of the all sanitary bins and ablution facilities on site specifically basins, the toilets, urinals and showers **every 30 days**.

| Building | Toilet | Basin /Sink | Urinal | Shower | Total Quantity |
|----------------------|--------|-------------|--------|--------|----------------|
| Space Weather Center | 13 | 11 | 3 | 2 | 29 |
| Fynbos Guest House | 4 | 7 | 0 | 4 | 15 |
| Research Building | 2 | 3 | 0 | 0 | 5 |
| Science Center | 3 | 6 | 2 | 0 | 11 |
| Entertainment Area | 0 | 2 | 0 | 0 | 2 |
| Main Building | 11 | 14 | 4 | 1 | 28 |
| EDA | 1 | 1 | 0 | 0 | 2 |

| | | | | | |
|-----------------------|-----------|-----------|-----------|-----------|------------|
| Techno lab | 3 | 2 | 1 | 0 | 6 |
| Fort Knox Guest House | 4 | 2 | 0 | 4 | 10 |
| Annex | 2 | 3 | 0 | 2 | 7 |
| Workshop | 0 | 2 | 0 | 0 | 2 |
| Guard House | 1 | 2 | 1 | 0 | 4 |
| Student Residence | 10 | 19 | 0 | 11 | 40 |
| TOTAL | 54 | 74 | 11 | 24 | 163 |

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 | 30 days | 39 | Supply and fit units on a rental agreement |
| | Supply paper towel Rolls for paper towel dispensers. 1 ply hand towel to match paper towel dispenser. | Supply only | 30 days | 2 refills per month | Supply and deliver on request only |
| 2 | Sensor-activated soap dispenser (platinum finish) | Rental with supply and fit | 30 days | 42 | Supply and fit units on a rental agreement |
| | Hand Soap refills of dispensers (For newly installed dispensers) | Supply only | 30 days | 2 refills per month | Supply and deliver on request only |
| 3 | Auto sanitiser for Urinals | Rental with supply and fit | 30 days | 11 | Supply and fit units on rental agreement |
| | Auto sanitiser Cartridges for Urinals | Supply and refill | 30 days | 2 refills per month | Supply and replace cartridges for auto sanitisers |



| | | | | | |
|---|---|----------------------------|---------|-----------------------------------|--|
| 4 | Sanitary towel bins (Pedal - type) 12l- silver colour plastic | Rental with supply and fit | 30 days | 33 | 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 | 30 days | 10 | Supply and fit units on rental agreement |
| | Refill for dishwashing liquid soap | Supply only | 30 days | 2 refills 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 | 30 days | 36 | Supply and fit units on rental agreement |
| | Refill for hand sanitiser | Supply | 30 days | 2 refills per month | Supply and deliver on request only |
| 7 | Commercial stainless steel aerosol motion sensor air freshener refill spray dispenser. | Rental with supply and fit | 30 days | 31 | Supply and fit units on rental agreement |
| | Refill air freshener dispenser | Supply and refill | 30 days | 2 refills per dispenser per month | Service provider to ensure that dispensers are refilled. |
| 8 | Lockable stainless steel toilet roll holder | Rental with | 30 days | 51 | Supply and fit units on |



| | | | | | |
|----|--|----------------------------|----------------------|--|--|
| | to hold 3x toilet rolls (dispenser to have level indicator window) | supply and fit | | | rental agreement |
| 9 | Supply of toilet bowl tabs / automatic toilet bowl cleaning units (Whatever is more suitable) | Rental with supply and fit | 30 days | 19 | To quote either on the tabs or the toilet bowl cleaning units. |
| | Refill for Toilet Seat Sanitiser /Tabs | Supply and refill | 30 days | 2 refills per dispenser per month/ Qty tabs needed | Supply and deliver on request only |
| 10 | Paper Towel wall hung bin | Rental and fit | 30 days | 42 | Supply and fit units on rental agreement |
| 11 | Hand dryer Units | Rental and fit | 30 days | 3 | Supply and fit units on rental agreement |
| 12 | Dispenser for toilet seat sanitiser, stainless steel. | Rental with supply and fit | Monthly | 54 | Supply and deliver on request only |
| 13 | Refill for Toilet Seat Sanitiser | Supply and refill | As and when required | 2 refills per dispenser per month | Supply and deliver on request only |
| 14 | SHE Packet Dispenser | Rental and fit | Monthly | 28 | Supply and fit units on rental agreement |
| 15 | SHE Packets | SHE Packet | 30 days | 2 refills per month | Supply and deliver on request only |

Please note:

- Suppliers are requested to provide good quality samples of items listed in Annexure A for evaluation purposes.
- Samples to be delivered to SANSA Hospital Street Hermanus by no later than the bid closing date. Supplier will be fully responsible for delivery and collection of samples.



- The successful bidder will be required to provide a service schedule and make the necessary appointments with the project manager upon delivering products & services. Spontaneous deliveries and site visits will not be tolerated.

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.

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** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only 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 | 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 | |
| Total Points (Specific Goals) | 20 | |

2. Eligibility Criteria

To be eligible for the 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 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 |
|---|----------------|
| Deep cleaning services all ablution facilities on site. | 30 |
| Rental of sanitary ware for all buildings on site. | 40 |
| Contactable References | 30 |
| Total evaluation points for quality | 100 |

Evaluation criteria 1: 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, 2 and 3 in the scope of work

The supplier must be able to commence with service delivery within one (1) weeks after receiving a purchase order from SANSA.

| Score | Delivery /time frame |
|-----------|--|
| 0 | Service cannot be delivered as per scope of work (No service proposal is provided). |
| 15 | 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) |
| 30 | 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 2: Supply and fit rental equipment with related refills

The quality of rental equipment should be of good standard and the samples of each item with refills requested as per **SAMPLE LIST** should be provided. The samples will be evaluated according to quality, fit for purpose and match to the requirements.

| Score | Maximum Points |
|-------|--|
| 0 | Bidder did not provide all samples |
| 20 | All samples provided but some of the equipment and refills does not meet the quality requirement |
| 40 | All samples provided meet all the quality requirement |

Evaluation criteria 3: Contactable References

Provide a detailed list in the table below of similar projects/contracts conducted in line with the scope of work in this document. Please note that SANSA reserves the right to contact references as part of the due diligence for RFQs.

| Score | Maximum Points |
|-------|--|
| 0 | Bidder has provided less than 3 contactable references in the table below. |
| 15 | Bidder has provided between 3 – 4 contactable references in the table below. |
| 30 | Bidder has provided 5 or more contactable references in the table below. |

| Company/Client Name Contact number / email | Description of services/goods | Value of work (i.e. the service provided) inclusive of VAT (Rand) | Date (Start and complete) |
|---|-------------------------------|---|---------------------------|
| | | | |
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SAMPLE LIST: Bidders are requested to provide samples of items listed below.

Rental Equipment

NB: Bidders are to provide samples of rental equipment and refills as stipulated below.

| Sample Required | | |
|-----------------|---|--|
| 1 | Sensor-activated paper towel dispenser (platinum finish) | |
| 2 | Sensor-activated soap dispenser (platinum finish) | |
| 3 | Lockable stainless steel toilet roll holder to hold 3x toilet rolls (dispenser to have level indicator window) | |

Cleaning consumables

NB: Bidders are to provide a data sheet which stipulates the properties/key features of the samples requested below.

| Sample Required | | Key features/Description |
|-----------------|--|---|
| 1 | Best quality Toilet paper strong 1-ply | <ul style="list-style-type: none">• Soft and strong• Approximately 500 sheets per case• Sheet size 100mm x 110mm• SABS approved• Septic tank safe |
| 2 | Silky Pink Hand soap | <ul style="list-style-type: none">• Liquid hand cleanser• Fresh fragrance, removes oil & grease from skin |



| | | |
|---|--|---|
| | | <ul style="list-style-type: none">• Antibacterial• hypoallergenic |
| 3 | Dishwashing Liquid | <ul style="list-style-type: none">• Effective degreasing and shine of crockery, utensils including plastic and stainless steel surfaces.• Removes tough dirt |
| 4 | Paper Towles for paper towel dispenser | <ul style="list-style-type: none">• Soft and strong |
| 5 | Hand Sanitiser | <ul style="list-style-type: none">• Liquid hand sanitizer• 70% Alcohol |

D. PRICING SCHEDULE

Pricing Instructions

- 1 Price to include all costs with no unspecified cost to allow for a fair evaluation.
- 2 Payment will be made based on deliveries and invoice approved by the project manager
- 3 Offer to be valid for 30 days from the bid closing date.
- 4 The price should not include a mark-up of more than 15% per item over the said period. SANSA reserves the right to compare prices with the market and purchase from other suppliers should the winning bidder exceed the mark-up of 15%.
- 5 A quotation will be requested prior to issuing a purchase order.

NB: The quantities in Table 2 is an estimated requirement for the said period. SANSA reserves the right to order less quantities than stipulated according to the business requirement.

Deep Cleaning

| Building | Toilet | Basin /Sink | Urinal | Shower | Total Quantity | Price Year 1(incl. VAT) | Price Year 2(incl. VAT) | Price Year 3(incl. VAT) | Total Price (incl. VAT) |
|-----------------------|-----------|-------------|-----------|-----------|----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Space Weather Center | 13 | 11 | 3 | 2 | 29 | | | | |
| Fynbos Guest House | 4 | 7 | 0 | 4 | 15 | | | | |
| Research Building | 2 | 3 | 0 | 0 | 5 | | | | |
| Science Center | 3 | 6 | 2 | 0 | 11 | | | | |
| Entertainment Area | 0 | 2 | 0 | 0 | 2 | | | | |
| Main Building | 10 | 13 | 4 | 1 | 28 | | | | |
| EDA | 1 | 1 | 0 | 0 | 2 | | | | |
| Techno lab | 3 | 2 | 1 | 0 | 6 | | | | |
| Fort Knox Guest House | 4 | 2 | 0 | 4 | 10 | | | | |
| Annex | 2 | 3 | 0 | 2 | 7 | | | | |
| Workshop | 0 | 2 | 0 | 0 | 2 | | | | |
| Guard House | 1 | 2 | 1 | 0 | 4 | | | | |
| Student Residence | 10 | 19 | 0 | 11 | 40 | | | | |
| | 54 | 74 | 11 | 24 | 163 | | | | |
| Total | | | | | | | | | |

Rental and Service

| | Description of Product and Service | Type | Frequency | Quantity | Detail | Price Year 1 (incl. VAT) | Price Year 2 (incl. VAT) | Price Year 3 (incl. VAT) | Total Price (incl. VAT) |
|---|--|----------------------------|-----------|---------------------|--|--------------------------|--------------------------|--------------------------|-------------------------|
| 1 | Sensor-activated paper towel dispenser (platinum finish) | Rental with supply and fit | 30 days | 39 | Supply and fit units on a rental agreement | | | | |
| | Supply paper towel Rolls for paper towel dispensers. 1 ply hand towel 6 pack. Size suitable for supplied paper towel dispenser. | Supply only | 30 days | 2 refills per month | Supply and deliver on request only | | | | |
| 2 | Sensor-activated soap dispenser (platinum finish) | Rental with supply and fit | 30 days | 42 | Supply and fit units on a rental agreement | | | | |
| | Hand Soap refills of dispensers (For | Supply only | 30 days | 2 refills per month | Supply and deliver on | | | | |



| | | | | | | | | | |
|---|--|----------------------------|---------|---------------------|--|--|--|--|--|
| | newly installed dispensers) | | | | request only | | | | |
| 3 | Auto sanitiser for Urinals | Rental with supply and fit | 30 days | 11 | Supply and fit units on rental agreement | | | | |
| | Auto sanitiser Cartridges for Urinals | Supply and refill | 30 days | 2 refills per month | Supply and replace cartridges for auto sanitisers | | | | |
| 4 | Sanitary towel bins (Pedal - type) 12l- silver colour plastic | Rental with supply and fit | 30 days | 33 | Remove waste, replace bin liner and sanitise bins inside and out | | | | |
| 5 | Dispenser (Capacity 1L) stainless steel for dishwashing | Rental with Supply and fit | 30 days | 10 | Supply and fit units on rental | | | | |



| | | | | | | | | | |
|---|---|----------------------------|---------|---------------------|--|--|--|--|--|
| | liquid soap (dispenser to have level indicator window). Refillable from container | | | | agreement | | | | |
| | Refill for dishwashing liquid soap | Supply only | 30 days | 2 refills 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 | 30 days | 36 | Supply and fit units on rental agreement | | | | |
| | Refill for hand sanitiser | Supply | 30 days | 2 refills per month | Supply and deliver on request only | | | | |
| 7 | Commercial stainless steel aerosol motion sensor air | Rental with supply and fit | 30 days | 31 | Supply and fit units on rental | | | | |



| | | | | | | | | | |
|---|---|----------------------------|---------|------------------------------------|--|--|--|--|--|
| | freshener refill spray dispenser. | | | | agreement | | | | |
| | Refill air freshener dispenser | Supply and refill | 30 days | 2 refills per dispenser per month | Service provider to ensure that dispensers are refilled. | | | | |
| 8 | Lockable stainless steel toilet roll holder to hold 3x toilet rolls (dispenser to have level indicator window) | Rental with supply and fit | 30 days | 49 | Supply and fit units on rental agreement | | | | |
| 9 | Supply of toilet bowl tabs / automatic toilet bowl cleaning units (Whatever is more suitable) | Rental with supply and fit | 30 days | 19 | To quote either on the tabs or the toilet bowl cleaning units. | | | | |
| | Refill for Toilet Seat Sanitiser /Tabs | Supply and refill | 30 days | 2 refills per dispenser per month/ | Supply and deliver on request only | | | | |



| | | | | Qty tabs needed | | | | | |
|----|--|-------------------------------------|--------------------------------|---|--|--|--|--|--|
| 10 | Paper Towel wall hung bin | Rental and fit | 30 days | 42 | Supply and fit units on rental agreeme nt | | | | |
| 11 | Hand dryer Units | Rental and fit | 30 days | 3 | Supply and fit units on rental agreeme nt | | | | |
| 12 | Dispenser for toilet seat sanitiser, stainless steel. | Rental with supply and fit | Monthl y | 54 | Supply and deliver on request only | | | | |
| 13 | Refill for Toilet Seat Sanitiser | Supply and refill | As and when require d | 2 refills per dispenser per month | Supply and deliver on request only | | | | |
| 14 | SHE Packet Dispenser | Rental and fit | Monthl y | 28 | Supply and fit units on rental agreeme nt | | | | |



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-05 - RFQ

| | | | | | | | | | |
|--|-------------|------------|---------|---------------------|------------------------------------|---|--|--|--|
| 15 | SHE Packets | SHE Packet | 30 days | 2 refills per month | Supply and deliver on request only | | | | |
| Total | | | | | | | | | |
| | | | | | | | | | |
| Total price of Deep Clean for 3 years | | | | | | R | | | |
| Total Price for Sanitary equipment for 3 years | | | | | | R | | | |
| Total RFQ Price for a period of three years (Deep clean + Sanitary equipment) | | | | | | R | | | |



E. SPECIAL CONDITIONS

- a) Quotations to be returned to Nicole Strauss at nstrauss@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) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:

SANSA Hermanus
Hospital Street
Hermanus
7200

F. TIMELINES

The successful service provider must be in the position to provide the goods/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. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- 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 bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

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

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA 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. SANSA 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. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA 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 SANSA.

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 SANSA's Information Officer: Mr Humbulani Mudau on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA 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 SANSA to retain any information, SANSA will advise so.

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

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