



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/362/08/2023
DATE ISSUED	16 August 2023
PROJECT NAME	Supply and deliver cleaning consumables and basic cleaning equipment for a period of three (03) years
CLOSING DATE AND TIME	30 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

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

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 TO SUPPLY AND DELIVER CLEANING CONSUMABLES AND BASIC CLEANING EQUIPMENT FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND TO SANSA

The South African National Space Agency (SANSA) requires a service provider to supply **Cleaning Consumables and basic cleaning equipment for a period of three (03) years to the Space Science 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

2. SCOPE OF WORK (TERMS OF REFERENCE)

SANSA requires a suitable service provider to supply and deliver cleaning consumables and basic cleaning equipment as per the below specifications and quantities. Quantities below are annual estimates required. A supplier is required to deliver upon request on an as and when required basis depending on business requirements. A Purchase Order will be issued with required quantities.

Please note:

- **The quantities in the Table below are an estimated requirement for the said period. SANSA reserves the right to order less quantities than stipulated according to the business requirement.**
- **Suppliers are to note that requirements for Cleaning items include but are not limited to the items stipulated in the list below.**
- **The supplier should have the capability to supply SANSA with any consumables and equipment related to the scope of cleaning.**

Table 1: Cleaning Consumables

Quantities listed below are an estimated requirement for the said period. SANSA reserves the right to order less quantities than stipulated according to the business requirement.

Description	Annual Qty
Best quality Toilet paper strong 1-ply (48 p/p)	150
Dishwashing Liquid 5L	60
Black bags heavy duty 40mc 100p/p	40
All purpose (with ammonium) cleaning liquid 5L	50
Urinal P-mats 10p/box	100
Best Quality Fabric softener 5l	25
Best Quality Bleach 5L	30
Scented bin liners 39cm x 52cm (20P/P)	50
Swing bin liners 600 x 600 (10p/p)	50
Best Quality Air freshener 180ml (6p/p)	25
Mutton cloth 400g per roll	20
Gloves: disposable vinyl gloves, Latex free, non-allergic, lightly powdered with roll cuff equivalent to Matsafe Part No WAN0070	10 boxes of 100s
Silky Pink Hand soap 5L	25
Industrial Gloves rubber/latex (medium)-Chemical Resistant, rolled cuff embossed finish for better grip	12
Centre fold paper towels 20 x 120 or similar	5 boxes
Scourer sponges 65mmx90mm. thickness 3.5mm	150EA
Fluid Disinfectant suitable for indoor and outdoor use 500ml	12
Tile and Floor care stripper 25l	2
Oven cleaner spray 300ml	8
Liquid Floor wax 25L	2
Multi surface cleaner equivalent to Mr. Min 750ml	100
Dishwasher tablets equivalent to Finish 60 capsules	40
Multi-Insect spray odourless 300ml	12
Yellow dust cloths 30x30cm	40

Dishwashing machine salt (pack of 500g)	20
Dishwashing machine cleaner liquid 250ml	12
Best Quality Washing powder 5kg	30
Sanitary Bags (16.5cm by 11.5cm)	4400EA
Universal milk system cleaner Caffenu or equivalent	48
Wringer Mop with wooden handle	10
Janitorial trolley	4
Rinse Aid (400 ML)	10
All purpose floor cleaner 5L	50
Filter Bags for Karcher Vacuum cleaner	50

Please note:

- **Suppliers are requested to provide good quality samples of items listed in Table 1 for evaluation purposes. Samples to be delivered to SANSA in Hospital Street Hermanus by no later than the bid closing date. Supplier will be fully responsible for delivery and collection of samples.**

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		

Table 3: Allocation of points for the evaluation of quality/functionality

Criteria	Maximum Points
Quality of samples	60
Timeframe for deliveries	20
Company Experience/ Current Contracts	20
Total evaluation points for quality	100

Evaluation criteria 1: quality of samples

The supplier must provide samples of cleaning consumables listed in Annexure A. Samples will be tested to evaluate the quality according to a 0 to 5 score where 0 will be poor and 5 will be excellent quality.

Score	Quality of samples
0	Bidder did not provide all samples
40	Bidder provided all samples. A test result of 0-3 average score
60	Bidder provided all samples. A test result of 4-5 average score

RATING SCALE THAT BEC MEMBERS WILL USE

Rating	Definition	Score
Excellent Quality	Satisfies the requirement, sample provided exceeds product expectations	5
Good	Satisfies the requirement, sample is above average standards	4
Acceptable	Satisfies the requirement. Sample provided is good quality	3
Minor Reservations	Satisfies the requirement with minor reservations. Quality of an average standard	2
Serious Reservations	Satisfies the requirement with major reservations. Quality below average standard	1
Unacceptable/ poor	Does not satisfy requirements	0

Evaluation criteria 2: Timeframe for deliveries

Bidder to indicate timeframe

Score	Timeframe for deliveries
5	Bidder delivers in stock items in more than ten (10) days upon receipt of order
15	Bidder delivers in stock in more than five (05) days but less than ten (10) days upon receipt of order
20	Bidder delivers in stock within five (05) days upon receipt of order

Evaluation criteria 3: Company Experience

The experience of the bidder in the supply and delivery of cleaning consumables and basic cleaning equipment over a period of 3 years will be evaluated. A minimum of at least three (3) contactable references must be provided and completed in the table below.

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

Client and contact details	Description of Work (service)	Date started and date completed

<u>Criteria</u>	<u>Maximum Points</u>
0	Bidder has provided no information
10	Bidder has listed less than three (3) projects or contracts
20	Bidder has listed three (3) or more projects or contracts

Annexure A: Guideline of Key features to consider for sample evaluation.

NB: The below samples should be provided for sample evaluation. Please note that some of the products will be used for an actual test of quality

Bidders are to provide a data sheet which stipulates the properties/key features of the products stipulated below.

Sample	Key features/Description
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
Silky Pink Hand soap	<ul style="list-style-type: none"> • Liquid hand cleanser • Fresh fragrance, removes oil & grease from skin • Antibacterial • hypoallergenic
Dishwashing Liquid	<ul style="list-style-type: none"> • Effective degreasing and shine of crockery, utensils including plastic and stainless steel surfaces. • Removes tough dirt
Floor cleaner	<ul style="list-style-type: none"> • Kills 99.9% of germs • Disinfects • Removes stains • Cleans and fragrances • Non bleach solution that can be used around multiples surfaces • Should be suitable for floors, kitchen surfaces and bathrooms.
Auto Washing Powder	<ul style="list-style-type: none"> • Effective stain removal • Hygienically Clean • Performs in Cold Water • Suitable for all washing types.

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 on 30 day payment terms.
- 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.

Table 2: Pricing Schedule

Description	Annual Qty	Unit price incl. VAT	Total price incl. VAT
Best quality Toilet paper strong 1-ply (48 p/p)	150		
Dishwashing Liquid 5L	60		
Black bags heavy duty 40mc 100p/p	40		
All purpose (with ammonium) cleaning liquid 5L	50		
Urinal P-mats 10p/box	100		
Best Quality Fabric softener 5l	25		
Best Quality Bleach 5L	30		
Scented bin liners 39cm x 52cm (20P/P)	50		
Swing bin liners 600 x 600 (10p/p)	50		
Best Quality Air freshener 180ml (6p/p)	25		
Mutton cloth 400g per roll	20		
Gloves: disposable vinyl gloves, Latex free, non-allergic, lightly powdered with roll cuff equivalent to Matsafe Part No WAN0070	10 boxes of 100s		
Silky Pink Hand soap 5L	25		



Industrial Gloves rubber/latex (medium)-Chemical Resistant, rolled cuff embossed finish for better grip	12		
Centre fold paper towels 20 x 120 or similar	5 boxes		
Scourer sponges 65mmx90mm. thickness 3.5mm	150EA		
Fluid Disinfectant suitable for indoor and outdoor use 500ml	12		
Tile and Floor care stripper 25l	2		
Oven cleaner spray 300ml	8		
Liquid Floor wax 25L	2		
Multi surface cleaner equivalent to Mr. Min 750ml	100		
Dishwasher tablets equivalent to Finish 60 capsules	40		
Multi-Insect spray odourless 300ml	12		
Yellow dust cloths 30x30	40		
Dishwashing machine salt (pack of 500g)	20		
Dishwashing machine cleaner liquid 250ml	12		
Best Quality Washing powder 5kg	30		
Sanitary Bags (16.5cm by 11.5cm)	4400EA		
Universal milk system cleaner equivalent to Caffenu	48		
Janitorial trolley	4		
Filter Bags for Karcher Vacuum cleaner	50		
Rinse Aid (400 ML)	10		
Wringer mop with wooden handle	10		
All purpose floor cleaner 5L	50		
Delivery to Hermanus	1		
TOTAL INCL VAT			

NB: Price should include all cost. i.e. delivery to Hermanus

Please note:

- Due to limited storage space, the supplier will be required to deliver as and when required.
- The goods should be delivered within 5 working days from receiving the Purchase Order



E. SPECIAL CONDITIONS

- a) Quotations to be returned to Nicole Strauss 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 5 days 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.
- f. The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

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.

FOR OFFICE USE ONLY:

**SCM Representative
review:**

Nicole Strauss

Name

Signature

**Relevant Executive
Approval:**