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## Request for Quotation

**RFQ number: Hygiene 001/05/2022/23**

**Description REQUEST FOR QUOTATION FOR RENDERING HYGIENE SERVICES AT IDT LIMPOPO OFFICE FOR THE PERIOD OF 1 SEPTEMBER 2022 TO 31 AUGUST 2024. (24 months)**

**Closing date and time: 29 AUGUST 2022 @ 11:00**

**CSD Number: MAAA** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

- **Submission of quotations:** All quotations must be submitted to  
**22 Hans van Rensburg**  
**Polokwane**  
**0700**

On or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

**Returnable documents** that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA \_\_\_\_\_,
2. Contact number: \_\_\_\_\_
3. Email address: \_\_\_\_\_
4. Unique SARS Tax Compliance Pin : \_\_\_\_\_
5. Duly completed and signed: SDB 4 (**Bidder's Disclosure**) SBD form is attached in this RFQ document.
6. Duly completed and signed : SBD1; SBD 6.1

### Objective

The Hygiene services resource should be dedicated to the IDT for the duration, **01 SEPTEMBER 2022 to 31 AUGUST 2024** subject to IDT working hours.

**Detailed Specifications/ Terms of Reference for this RFQ**

**1. TABLE OF QUANTITIES**

The appointed service provider will be required to supply install and maintain all required hygiene equipment, and render the hygiene services as per task description indicated below.

<b>HYGIENE EQUIPMENT</b>			
<b>NO</b>	<b>BUILDING NAME:</b>	<b><u>Quantity</u></b>	<b>Comments on what is required</b>
1	SANITARY DISPOSAL BINS/ SHE-BINS	6	Supply installation and maintenance
2	SANITARY HYGIENE BAG DISPENSER	6	Supply, installation and maintenance
3	TOILET SEAT SANITIZER (FOAM DISPENSER)	10	Supply, installation and maintenance
4	HAND WASH FOAM SOAP DISPENSER	12	Supply, installation and maintenance
5	AUTOMATIC AIR FRESHNER DISPENSER	10	Supply, installation and maintenance
7	FOLDED TOWEL DISPENSER STAINLESS STEEL (All kitchens and toilets)	12	Supply, installation and maintenance
8	AUTO JANITOR FOR URINALS	5	Supply, installation and maintenance
9	AUTO FLUSH FOR URINALS.	5 Compatible with the following flush master units: vaal	Supply Cobra auto flush, installation and maintenance
10	LOCKABLE TOILET PAPER HOLDER – THREE PAPER CANISTER	10	Supply, installation and maintenance

## 2. SCOPE OF WORK

TASK DESCRIPTION	FREQUENCY
<b>A. STAINLESS STEEL SANITARY DISPOSAL BINS (SHE-BINS)- (WOMEN CUBICLES)</b>	
Sanitary disposal bins	
<ul style="list-style-type: none"> <li>Sanitary waste must be removed from the Department premises</li> <li>Disposal bins must be cleaned with disinfect detergent before replacing with clean disinfected inner plastic bags.</li> <li>Must have self-closing tight fitting lids with trap doors with non-touch opening / closing mechanism</li> <li>Sterilize interior and exterior of the SHE-bins</li> <li>One (1) bin per female cubicle</li> </ul>	<b>*Weekly</b>
Sanitary disposal bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
<b>B. SANITARY HYGIENE BAGS FOR SANITARY TOWELS</b>	
Supply and replacement of plastic bag with a string (minimum 90 per dispenser).	<b>*Monthly</b>
Sanitary hygiene bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
<b>C. TOILET SEAT SANITIZER FOAM</b>	
Refill / Replenish the sanitizer foam (500ml) (SABS approved) <ul style="list-style-type: none"> <li>Stainless steel toilet sanitizer foam must be drip free and not harsh or irritable to the skin (non-ammoniated)</li> <li>Sanitizer foam must have a reliable, user friendly pump mechanism</li> <li>Toilet seat sanitizer dispenser must be replaced free of charge</li> </ul>	<b>*Weekly</b>
<b>D. STAINLESS STEEL HAND WASH FOAM DISPENSER</b>	
	<b>*Twice Monthly</b>
<ul style="list-style-type: none"> <li>Hand wash liquid must be replenished (SABS approved)</li> <li>Hand wash liquid must be drip free and not harsh/ irritable to the skin (non-ammoniated), antibacterial &amp; non-fragrance</li> <li>Soap dispensers must have a reliable, user friendly pump mechanism</li> <li>Soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault (500ml, wall mounted)</li> </ul>	
<b>E. AUTOMATIC AIR FRESHNER WITH ANTI-THEFT MECHANISM</b>	
Air freshener must be refilled and must spray at intervals of 15 minutes. (SABS approved products only) Replacement of 75ml automatic air freshener dispensers must be done free of charge in the event of mechanical malfunctioning or factory fault  The approximated quantities of automatic air freshener are as follows:-  75ml per toilet per month = 91 air fresheners	<b>monthly</b>

<b>TASK DESCRIPTION</b>	<b>FREQUENCY</b>
<b>F. AUTO JANITOR FOR URINALS</b>	
Refill and replenish auto Janitor sanitizer (500ml)  Sterilization or deep cleaning of urinal canals  NB: Auto Janitor must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	*Twice Monthly
<b>G. AUTO FLUSH FOR URINALS</b>	
NB: Auto flush must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	As and when required
<b>H. LOCKABLE TOILET PAPER HOLDER THREE CANISTER-</b>	
Toilet paper holders must be manufactured from stainless steel and must have a reliable locking mechanism/ anti-theft.  Sample to be submitted for approval before installation	<b>Daily</b>  Once off supply and installation (NB: the toilet roll holders should belong to the department after installation)
<b>I. TOILET PAPERS</b>	
Supply and replenishment of double ply toilet paper rolls (350) sheets  *48 x 2 packets = 96 rolls per month *2304 rolls for 24 months  Toilet paper must be manufactured from a soft, good quality paper tissue (SABS Approved)	*Monthly
<b>J. FOLDED PAPER TOWEL DISPENSER STAINLESS STEEL</b>	
<ul style="list-style-type: none"> <li>Folded paper towel dispenser must be replaced free of charge in the event of mechanical or factory fault</li> <li>Folded paper towel dispenser is to fit paper towel size : 53 X 36.4 X 18.2cm (2 ply edge embossed towel)</li> <li>Paper size – Sheet Size 215 x 315mm</li> <li>Pack size – 1860 Sheets per box (15 Packs of 124)</li> </ul>	*Twice Monthly
<b>SUPPLY &amp; REPLENISHMENT OF PAPER TOWELS(SABS APPROVED)</b>	
Supply & replenishment of paper towels (SABS APPROVED)  Kleenex Ultra Folded Hand Towel, Interfold 2 Ply. Sheet Size 215 x 315mm. 15 Packs Per case providing our most gentle hand dry exceptional quality. Compact interfolded towel which controls usage and helps reduce waste  <ul style="list-style-type: none"> <li>Paper size – Sheet Size 215 x 315mm</li> <li>Pack size – 1860 Sheets per box (15 Packs of 124)</li> </ul> 15 packs X12 QUANTITY=180 PACKS 180 PACKS x 2 times refill a month= 360  <b>360 Packs units = per month</b> *360 packs for 24 months = 8640 packs	*Monthly

**NB:**

- All toilet roll holders and soap dispensers should be lockable to prevent theft.
- The Service Provider must install all SHE bins, automatic air freshener units, soap dispensers, automated hand dryer with costs included in the monthly payments.
- All dispenser batteries must be of high quality and durability should be inspected regularly and replaced accordingly.
- Upon termination of the contract the Service Provider must remove such equipment from the premises without causing any damages to the property. The service provider will be held liable for any damages and payment may be withheld.

### **3. TIME FRAME**

3.1 The project will commence after the appointment letters has been issued and accepted the project will run for a period of 24 months, subject to quarterly review or early termination depending on the performance of the service provider.

3.2 Validity is 90 days

### **4. PROPOSAL REQUIREMENTS**

4.1 Proposed work schedule/ /work plan with clear milestones and timeframes for each task to be completed.

4.2 Executive company profile detailing amongst others; the capacity of the company & expertise in executing the project.

4.3 A contingency plan that stipulates actions to be taken if any activity detailed in the project plan is hampered.

4.4 A detailed cost breakdown as per attached **pricing schedule**. The pricing must be fixed for the duration of the project. Price adjustment will only be acceptable only if there's CPI increase.

## 5. MANDATORY REQUIREMENTS

**NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.**

- 5.1 Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- 5.2 A resolution authorizing a particular person to sign the bid documents (resolution on company letter head).
- 5.3 Compensation Of Injuries and Diseases Act (Valid Proof of registration or Letter for tender purposes or letter of good standing)
- 5.4 Public Liability Insurance for 1 million rand.(Proof of quotation or any other relevant proof)
- 5.5 Sanitary waste removal management (attach certificate as proof).
- 5.6 Unemployment Insurance Fund (Valid Proof of registration or Letter for tender purposes or letter of good standing)
- 5.7 Fully and Completed SBD1, SBD 4 and SBD 6.1

## 6 EVALUATION ON B-BBEE

This bid shall be evaluation in two stages. On first stage bids will be evaluated on Mandatory, on second stage in accordance with 80/20 preference points system as stipulated below.

### 6.1 First Stage -Evaluation of Functionality

<u>B-BBEE Status Level of Contributor</u>	<u>Number of Points</u>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-compliant contributor</b>	<b>0</b>

- 6.2 Bidders must submit original and valid B-BBEE Status Level Verification Certificate OR certified copies of accredited agency .
- 6.3 In order to claim the B-BBEE points in accordance with the above table of B-BBE Status Level of Contributor, Bidders must submit any of the following proof of B-BBEE Status Level Verification Contributor;
- 6.4 B-BBEE Status level certificate issued by an authorized body or person;
- 6.5 Original A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 6.6 Any other requirement prescribed in terms of the B-BBEE Act;
- 6.7 Bidders who do not submit B-BBEE Status level verification certificates or are non-compliant contributors to B-BBEE, do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only zero (0) points out 20 for B-BBEE.

### **Pricing**

Price and preference point scoring:

Only Price will be applicable on this requisition

### **8. Payment Terms**

- a) The IDT undertakes to pay an original and valid tax invoices in full within thirty ( ) days from date of invoice; it should however be noted that payments will be paid from between 7 – 15 days.
- b) Valid tax invoices for all services rendered are to be submitted to Phomolo Hlahla and IDT's Finance Division at the physical addresses above or may be sent through an email to the following email address:

Email address for: [PhomoloH@idt.org.za](mailto:PhomoloH@idt.org.za)

Email address for IDT's Finance Division: [Tshepok@idt.org.za](mailto:Tshepok@idt.org.za)

### **Enquiries**

Enquiries must be sent by email to: Ms. Mamikie Mashele; or Carnation Mojapelo  
[MamikieM@idt.org.za](mailto:MamikieM@idt.org.za) ; [CarnationM@idt.org.za](mailto:CarnationM@idt.org.za)

Contact for the above is (015) 295 0000

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST QUOTE AND RESERVES THE RIGHT TO ACCEPT IN WHOLE OR IN PART**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	Hygiene 001/05/2022/23	CLOSING DATE:	29 AUGUST 2022	CLOSING TIME:	11:00
DESCRIPTION	PROCUREMENT OF HYGIENE SERVICES FO 24 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
22 Hans Van Rensburg					
Polokwane					
0700					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mamiek Mashele		CONTACT PERSON	Tshepo kekana	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	MamiekM@idt.org.za		E-MAIL ADDRESS	TshepoK@idt.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

## BIDDER'S DISCLOSURE

### 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.

Full Name	Identity Number	Name of institution	State

- 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:

.....  
 .....

<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.

### 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, 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>3</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.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: = ...(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
- v)

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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vi) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....



**PRICING SCHEDULE FOR APPOINTMENT  
OF A SERVICE PROVIDER TO RENDER  
HYGIENE SERVICES FOR INDEPENDENT  
DEVELOPMENT TRUST OFFICE FOR  
LIMPOPO REGION AT 22 HANS VAN  
RENSBURG STREET, POLOKWANE FOR  
A PERIOD OF TWENTY-FOUR (24)  
MONTHS**

Name of Bidder: .....

**PRICING SCHEDULE FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER HYGIENE SERVICES FOR INDEPENDENT DEVELOPMENT TRUST OFFICE FOR LIMPOPO REGION AT 22 HANS VAN RENSBURG STREET, POLOKWANE FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**

**PRICING SCHEDULE [SBD 3.3]**

**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF Service Provider: .....Bid NO.: Hygiene 001/05/2022/23

CLOSING TIME:11:00

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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1. The accompanying information must be used for the formulation of proposals.

**TOTAL PRICE INCLUSIVE OF 15%VAT**

R.....

**Bid offer must remain valid for the period of 90 days after the closing date.**

Bid Initials .....  
Bid's Signature.....  
Date:.....

BUILDING NAME:	IDT OFFICES:	Total cost per month	Total cost for 24 months
SANITARY DISPOSAL BINS/ SHE-BINS	6		R.....
Supply & replacement of DISPOSAL BINS inner plastic bags.	24	R..... Per month	R.....
SANITARY HYGIENE BAG DISPENSER	6		R.....
Supply & replenishment of HYGIENE BAG DISPENSER	Supply and replenishment of plastic bag with a string (minimum of 90 per dispenser)	R..... Per month	R.....
TOILET SEAT SANITIZER(FOAM DISPENSER	10		R.....
Supply & replenishment TOILET SEAT SANITIZER	40	R..... Per month	
HAND WASH FOAM SOAP DISPENSER	12		R.....
Supply & replenishment of HAND WASH FOAM	24	R..... Per month	R.....
AUTOMATIC AIR FRESHNER DISPENSER	10		R.....
Supply & replenishment of AIR FRESHNER	10	R..... Per month	R.....
FOLDED TOWEL DISPENSER(All kitchens and selected toilets)	12		R.....
Supply & replenishment of paper towels	360 packets	R..... Per month	R.....
AUTO JANITOR FOR URINALS	5		R.....
Refill and replenish auto Janitor sanitizer (500ml)	10	R..... Per month	R.....
AUTO FLUSH FOR URINALS.	5		R.....

Name of Bidder: .....

**PRICING SCHEDULE FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER HYGIENE SERVICES FOR INDEPENDENT DEVELOPMENT TRUST OFFICE FOR LIMPOPO REGION AT 22 HANS VAN RENSBURG STREET, POLOKWANE FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**

**PRICING SCHEDULE [SBD 3.3]**

LOCKABLE TOILET PAPER HOLDER - THREE PAPER CANISTER	10		R.....
Supply of double ply toilet paper rolls (350 sheets): (48 Pack X 2)	96 rolls	R..... Per month	R.....
Transport		R..... Per month	R.....
OTHER ( i.e. Profit, salary, project management, )		R..... Per month	R.....
SUB TOTAL COST (EXCL VAT)			R.....
VAT @ 15 %			R.....
TOTAL COST FOR THE PROJECT(INC VAT)			R.....

**N.B : ALL LEASED HYGIENE EQUIPMENT COST MUST BE INCLUSIVE IN THE TOTAL PRICE.**

Bid Initials .....  
 Bid's Signature.....  
 Date:.....