

**RFQ 201183: REQUEST FOR QUOTATION FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES AT EAST LONDON OFFICES FOR A PERIOD OF THIRTY -SIX (36) MONTHS.****Dear Bidder,**

The South African Bureau of Standards (SABS) hereby invites you to submit a quotation for the provision of cleaning and hygiene services at East London offices for a period of thirty -six (36) months.

**Please note the following:**

- Scope of services specified on page 3.
- Closing date specified on page 9.
- SABS Procurement terms and conditions (accessed on the sabs website)
- **Bidder must submit the following documents with the quotation:**
  - Treasury Central Supplier Database (CSD) registration report
  - A valid certified copy of BBBEE certificate/Sworn Affidavit
  - SBD 4 Bidder's Disclosure
  - SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022
  - Non-Disclosure Agreement

**1. Background**

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards.
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

**SOUTH AFRICAN BUREAU OF STANDARDS** – Established in terms of Section 2 of the Standards Act, 1945, as amended

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## **2. Request for Quotation (RFQ)**

This RFQ serves as an invitation to submit a quotation for, of which a copy is available on the provision of cleaning and hygiene services at East London offices for a period of thirty-six (36) months, [www.sabs.co.za](http://www.sabs.co.za), accessible through the link: [https://www.sabs.co.za/Procurement/proc\\_toc.asp](https://www.sabs.co.za/Procurement/proc_toc.asp)

The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

## **3. Confidentiality**

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

## **4. No Contract**

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

## **5. No Obligation to Proceed**

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process.

## **6. Validity of Proposals**

The Bidder's quotation shall remain valid for a period of **120 days** from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

The SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

## 7. Mandatory Requirements: failure to submit the below will lead to a disqualification.

- CV and qualification of off-site manager
- CV of cleaner
- Hygiene waste disposal Certificate/ certificate for landfill site
- 3 contactable reference letters. The letters must be not older than seven (7) years.
- **Company Profile**
- Membership with the National Contract Cleaners Association (NCCA) or equivalent

## 8. Scope of work

### 8.1 PURPOSE OF THIS DOCUMENT

SABS is a statutory body that was established in terms of the Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the latest edition of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to, develop, promote and maintain South African National Standards (SANS), promote quality in connection with commodities, products and services as well as render conformity assessment services and assist in matters connected therewith.

SABS is looking to partner with a Cleaning Services provider for the East London Office for a period of 36 months.

The East London office is located at: **1 & 1A Teichman Drive, Sunnyridge, East London**

### 8.2 REQUIREMENTS

#### **1x Cleaner Monday to Friday. From 07h30 to 16h00**

##### **1. Site composition:**

- a. Entrances
- b. Receptions
- 1.3 Offices
- 1.4 Soak area (floor and entrance door only)
- 1.5 Lab areas (Control Room only)
- 1.6 Ablutions Males & Females
- 1.7 Boardrooms / Meeting Rooms
- 1.8 Kitchens
- 1.9 Passages
- 1.10 Gatehouse/Security house
- 1.11 Accessible Internal Windows

##### **NOTES:**

1. All cleaning and hygiene are to be done according to scope of work and adhere to COVID-19 Hygiene requirements
2. Emissions Lab cleaning Monday, Wednesday, Friday; Battery Lab Tuesday & Thursday.

3. Working Hours are between 07h30 and 15h00, Monday to Friday, one cleaner.
4. **ALL CONSUMABLES, HYGIENE EQUIPMENT, CLEANING MATERIALS AND EQUIPMENT TO BE SUPPLIED BY THE SERVICE PROVIDER** (including outside toilet and guard house)
5. Staff to wear full PPE at all times.
6. The Service Provider must ensure all equipment is in good working condition.
7. Cleaning staff to take out municipal bins for collection on the required days and wash the bins weekly.
8. Service provider will be required to have MSDS file on site.
9. Service provider will be required to submit SANI waste disposal certificate on a monthly basis.
10. MSDS document/file (this file to be on site)

## 2. Scope of work

Description	Frequency
<b>Floor Maintenance</b>	
<b>Stone Floors (Marble, Terrazzo, Ceramic Tiles, etc.)</b>	
• Sweep	1x daily
• Damp mop	1x daily
<b>Rugs and Carpeting</b>	
Vacuum clean thoroughly	
• Heavy traffic areas	1x daily
• Medium traffic areas	1x daily
• Light traffic areas	1x weekly
<b>Entrances and Reception</b>	
• Sweep and mop clean	1x daily
• Doormats and wells wash	1x daily
<b>Offices, Meeting rooms, Board Rooms</b>	
• Wipe desks (offices only)	1x Daily
• Polish desks and office furniture	Fortnightly
• Wash vinyl covered furniture	Monthly
• Vacuum cloth covered furniture	Monthly
• Vacuum free standing cloth partitions	Quarterly
• Wallpaper finish spot clean	1 x weekly
<b>Dusting</b>	
• Clean and disinfect all telephones	1 x daily
• Dust all horizontal surfaces (low level)	1 x weekly
• Dust all high ledges and fittings	1 x weekly
• Dust all vertical surfaces (walls, cabinets, etc.) to a height of 2.5metres	1 x weekly
• Dust all window ledges (high and low)	1 x weekly
<b>Kitchen</b>	
• Maintain floor according to type	2 x daily
• Dust all vertical and horizontal surfaces to a height of 2.5metres	1 x daily

<ul style="list-style-type: none"> <li>Empty and clean waste receptacles</li> <li>Damp mop spills</li> <li>Replenish coffee, tea, milk and sugar (client to supply)</li> </ul>	2 x daily 2 x daily 1 x daily	
<b>Toilets and Ablutions (including showers)</b>		
<ul style="list-style-type: none"> <li>Maintain floor according to type</li> <li>Damp mop floor with disinfectant</li> <li>Empty and clean all waste receptacles</li> <li>Clean and sanitize all bowls, basins, urinals, showers and baths (where applicable)</li> <li>Clean all mirrors</li> <li>Clean all metal fittings</li> <li>Spot clean walls, doors and partitions and lockers, where applicable</li> <li>Replenish consumables i.e. toilet paper, soap and paper towel cabinets</li> </ul>	2 x daily 2 x daily 2 x daily 1 x daily 1 x daily 1 x daily 1 x daily 1 x daily	
<b>Waste Disposal</b>		
<ul style="list-style-type: none"> <li>Empty and clean all ashtrays</li> <li>Empty and clean all waste receptacles</li> <li>Remove all waste to specified area</li> <li>Maintain Waste Area in a clean and hygienic condition</li> </ul>	1 x daily 2 x daily 1 x daily 1 x daily	
<b>Walls and paintwork</b>		
<ul style="list-style-type: none"> <li>Spot clean all low surfaces i.e. glass, walls, doors and light switches</li> </ul>	1 x weekly	
<b>Glass and Metal Work</b>		
<ul style="list-style-type: none"> <li>Spot clean glass doors</li> <li>Clean and polish all bright metal fittings</li> </ul>	1 x daily 1 x weekly	
<b>Window cleaning</b>		
<ul style="list-style-type: none"> <li>Clean partition glass (spot clean daily)</li> <li>Clean interior &amp; exterior faces of all accessible windows</li> </ul>	1 x daily Monthly on rotation	
<b>Vertical / Venetian / Wooden Blinds</b>		
<ul style="list-style-type: none"> <li>Dust</li> <li>Maintain wooden finish</li> </ul>	Monthly Monthly	
<b>Excluded areas / or under supervision</b>		
<ul style="list-style-type: none"> <li>Parking areas</li> <li>Garden services</li> <li>Outside cleaning</li> <li>All areas/services not mentioned in Scope of Work</li> </ul>		

<b>Miscellaneous</b>		
Machine wash/dry of soak area floor	Monthly	
Damp mop Control Room floor	1x Daily	
Wipe Control Room table	1x Daily	
Kitchens – micro-waves & fridges	Once per week	
Wipe furniture and horizontal surfaces with damp cloth	Daily	
Empty dust bins	Daily	
Sweep paving	Daily	
<b>Gate-House Toilet / Portable</b>		
Sweep & mop	Daily	
<b>Deep Cleaning</b>		
Toilets, Urinals, Kitchen sinks	Quarterly	
Strip and Seal	2x per year	

**Estimated monthly consumables.**

- 2x Sanitary Bin Service (fortnightly service)
- 4x toilet seat wipe dispenser (incl. pack of 200 wipes monthly)
- 5L hand soap
- Barrel rolls (Nampak T/Saver) x 2
- 2x bales 2ply toilet paper.
- 2x p-mat screens for urinals
- Cleaning materials
- Cleaning chemicals
- Deo block
- Waste Rags – cloths (quarterly)

**Hygiene Equipment to be installed by the service provider.**

- 5x hand paper towel dispensers (white)
- 5x soap dispensers (white)
- 5x hand paper waste bins (white)
- 5x Air fresheners (batteries to be replaced by the service provider)

**3. Training**

The service provider will provide proof of staff training, e.g. Refresher courses, first aid

**4. Installation**

Installation of Hygiene Equipment will be done by the service provider. Equipment to be monitored, repaired by supplier.

## PRICING

### TABLE 1 - PRICING SCHEDULE

#### PROVISION OF CLEANING SERVICES FOR AT SABS NEWCASTLE OFFICE FOR A PERIOD OF THIRTY-SIX(36) MONTHS

BIDDER'S NAME: \_\_\_\_\_

#### NOTES

1. Bidders are required to refer to the RFQ for detailed scope of work before completing the pricing schedule

**2. Table 1 : Bidders must complete the "Cost per Month "(Excluding VAT) and Costs for years 1, 2 and 3 (Excluding VAT), ADD VAT AT THE BOTTOM**

3. The proposed Total costs must be FIXED and ALL INCLUSIVE. This means, All direct and indirect related costs must be included in the costs table. No additional costs will be considered post award.

4. Bidders must complete table 1; Failure to complete and Comply with this pricing schedule provided may render your price offer as non-responsive.

Description	Monthly	Total Year 1	Total Year 2 (Including Escalation)	Total Year 3 (Including Escalation)
Cleaner (Salary)				
Cleaning Equipment				
Cleaning Material				
Hygiene Services				
<b>Sub Total (Excl Vat)</b>				
<b>Vat (15%)</b>				
<b>Total</b>				
<b>Grand Total (36 Months)</b>				

BIDDERS' NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**9. INSTALLATION (IF REQUIRED)**

Specify who is responsible for the installation and any installation requirements.

Installation of Hygiene/Sanitary Equipment in toilets

**10. COMMISSIONING (IF REQUIRED)**

Specify who is responsible for the commissioning and any commissioning requirements.

The service provider will be responsible for installation and monitoring of cleaning and hygiene equipment on site.

**Note:** During commissioning the supplier shall demonstrate all material, design, product, or service functionality. This will be compared to the requirements described in this product specification. Compliance will be confirmed by both SABS and the supplier signing off against each requirement.

**11. TRAINING (IF REQUIRED)**

Specify the training requirements. (Include number of employees and what training modules i.e. operation of equipment, maintenance, etc.)

The service provider will provide proof of staff training, including induction and medicals.

**12. DOCUMENTATION (IF REQUIRED)**

Specify the documentation required (data sheets, wiring diagrams, operation manuals, etc)

Health & Safety Policy  
MSDS Document/file  
Disposal certificate (monthly upon award)

**Note:** SABS will evaluate each document. SABS can decide at its own discretion if any document is not sufficient. In such a case the supplier will be responsible to update the document to SABS satisfaction.

### 13. Timelines

MILESTONES	DATE AND E-MAIL ADDRESS
<b>Compulsory Briefing session</b>	<b>07 December 2023 at 10h00</b>
Submission of any Questions	<b>15 December 2023 at 16:00 pm</b>
Closing Date and Time <b>No late submissions will be accepted.</b>	<b>18 December 2023 at 11:00 am</b>
Method of submission.	Responses should be submitted via email <a href="mailto:Tintswalo.Nyathi@sabs.co.za">Tintswalo.Nyathi@sabs.co.za</a> and <a href="mailto:procurement.request@sabs.co.za">procurement.request@sabs.co.za</a> <b>Maximum size 14 MB, Proposals/ Bids must be submitted on PDF Files (compressed zipped folder if necessary), Proposals/Bids submitted via a link and/or “we transfer” will not be accepted.</b> <b><i>It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.</i></b> <b><i>It is the Bidder's responsibility to ensure that the quotation is received on time by SABS.</i></b>

### 14. Preference Points System

Only Bidders who submitted quotations as per scope of work will be evaluated further on 80/20 preference points system of 2022. (Pricing and Specific Goals)

### 15. Quotation

The quotation should include but not limited to the following:

- Delivery to **SABS (EAST LONDON )**
- Transportation cost
- Fixed price, where foreign currencies are involved, bidders should make provision for forward cover.

### 16. Contact information

All enquiries regarding this RFQ must be e-mailed/directed to [Tintswalo.Nyathi@sabs.co.za](mailto:Tintswalo.Nyathi@sabs.co.za) and **012 428 6179**. Bidders must not contact any other SABS' personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

### 17. Advance payment

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance to the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

### 18. Responsibility for costs

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

**19. Bidder's contractual terms**

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ.

**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 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:

.....  
.....

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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.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

(a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. **POINTS AWARDED FOR PRICE**

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P<sub>max</sub> = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

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

The specific goals allocated points in terms of this tender	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)
100% Black Ownership	20	
At least 51% or more black ownership	10	
Less than 51% but more than 0% black ownership	5	
0% black ownership	0	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## Non-Disclosure Agreement

THIS AGREEMENT is made BETWEEN

**RFQ 201183: REQUEST FOR QUOTATION FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES AT EAST LONDON OFFICES FOR A PERIOD OF THIRTY -SIX (36) MONTHS.**

The South African Bureau of Standards (SABS), a Public Entity that continues to exist in terms of section 3 of the Standards Act 2008, whose principle place of business is at **1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.**

AND \_\_\_\_\_ ("the Supplier") whose registered office is at \_\_\_\_\_

(Hereinafter referred to as the "parties")

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Supplier has received or may receive in future information relating to this **RFQ 201183** for the South African Bureau of Standards and other related information hereinafter referred to as "Confidential Information".

In consideration of the Supplier to-which the South African Bureau of Standards or any person affiliated with it, including its subsidiary, agent, representative(s) or such related entity may provide Confidential Information in connection with such discussions and/or negotiations to. Therefore, the parties wish to agree as follows:

1. The Supplier will maintain strictly secret and confidential all information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Supplier's obligation to the South African Bureau of Standards.
2. The Supplier shall not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
  - (a) the Supplier can show had been lawfully received by it prior to disclosure under this agreement.
  - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
  - (c) was disclosed to the Supplier by a third party who was under no obligation of confidence in respect thereof;

5. The South African Bureau of Standards retains ownership of Intellectual property rights on all material and processes relating to the service provided for and on its behalf by the supplier.
6. The Supplier shall observe its obligations under this agreement until expiry of a period of 12 months from the date of signature.

IN WITNESS WHERE OF the parties hereto have executed this agreement in duplicate.

**For the Bidder**

Signed at..... on this.....day of .....2023

Signed on behalf of the Supplier, duly authorised thereto..... (signature)

..... (name) ..... (title)

Witness 1. .....

Witness 2. .....

**For the SABS**

Signed at..... on this.....day of .....2023

On behalf of the SABS, duly authorised thereto..... (signature)

..... (name) ..... (title)

Witness 1. .....

Witness 2. .....