

FORM C: TENDER FORM

CURRENT TENDER DETAILS

Request number:	ECR/CRES/STA/CLEA-CO0/11/2023
Request for Tender:	PROVISION OF CLEANING AND HORTICULTURE SERVICES THROUGH COOPERATIVES IN EASTERN CAPE REGION FOR A PERIOD OF 36 MONTHS.

I / We

 (Insert Name of Tendering Entity)

of

 (Full address)

Conducting business under the style or title of:

 Represented by:

 in my capacity as:

being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of R _____

_____ (amount in words), (All applicable taxes included)

N.B. (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.

- (ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than cleaning work are incorrectly extended arithmetically, the unit rate will be treated as decisive.
- (iii) In tenders for cleaning work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the WORKS within _____
(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the

penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds good until _____ **(a minimum period of 90 days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive).

I/ We declare that, being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

1. FINAL PRICING SUMMARY

The tender amounts provided must include ALL COSTS taking in account all the number of facilities and targeted area as per table 2 and it must include the square meters as per table 3, and the cleaning frequency as per table 5 for providing cleaning and horticulture services the tendered amount shall further include tools and equipment, uniform, labour, chemicals, relievers and all necessary material needed to offer the services. Cooperative undertakes to adhere to Section 6 (5) of the Minimum Wage Act No. 9 of 2018 amend the minimum wage contained in Schedule 1 and Schedule 2 of the National Minimum Wage Act, published under Government Notice 43026 of 17 February 2020, in accordance with schedules hereto and fix with the 01 March 2021 as the date on which amendments shall become binding failure to adhere to this law / gazette will result in termination and cancellation of contract. NOTE: This is a fixed Budget term contract and therefor service providers are advised to factor in the escalations as per the statutory requirements for the following years

2. Detailed Pricing Schedule (***NB: THIS SECTION OF PRICING SCHEDULE MUST BE SUBMITTED ON A SEPARATE ENVELOPE.***)

NB: Pricing schedule attached as an annexure 2

NAME OF STATION: (COOPERATIVE TO CHOOSE THE STATION THEY ARE BIDDING FOR AND INDICATE ABOVE)								
NO.	DESCRIPTION	REFERENCE	YEAR 1		YEAR 2		YEAR 3	
			MONTHLY	ANNUAL MONTHLY X 12	MONTHLY	ANNUAL MONTHLY X 12	MONTHLY	ANNUAL MONTHLY X 12
			NO INCREASE	0%	ANNUAL AS CPI INDEX	%	ANNUAL AS CPI INDEX	%
1	LABOUR AS PER SCHEDULE	TABLE 4						
2	CLEANING MATERIAL AND CONSUMABLES	TABLE 8 AND TABLE 9						
3	CLEANING EQUIPMENT AND MACHINERY	TABLE 10						
4	PPE (TWO PAIRS PER PERSON PER YEAR)	<ul style="list-style-type: none"> • Overall • Safety Boots • Gloves • Reflector jacket • Socks 						
5	SAFETY FILE (ONCE OFF-)	TABLE 11						
SUB TOTAL EXCLUDING VAT								
VAT 15%								
TOTAL VAT INCLUDED								
TOTAL OF TENDER VALUE (amount to be carried to form C)								

3. STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and also provide proof of Specific Goals.

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

FORMULAR FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

A maximum of 20 points is allocated for specific goals on the following basis:

80/20

$$PS = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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:

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

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)
BBB-EE Contributor status of at least level 2	5	
51% Black Owned	5	
51% Black women owned	10	
Total	20	

In the implementation and monitoring of Specific Goals, the following table must be used as guide to determine acceptable evidence for Specific Goals:

Table 18

SPECIFIC GOALS	ACCEPTABLE EVIDENCE
BBB-EE Contributor status of at least level 2	B-BBEE Certificate/Affidavit, Sanas (in case of JV, a consolidate scorecard will be accept)
51% Black Owned	CIPC Documents/ B-BBEE Certificate/affidavit/ Sanas
51% Black women owned	CIPC Documents/ B-BBEE Certificate/affidavit/ Sanas

Note: The above Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion.