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30 May 2022

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2022/47
RFQ ISSUE DATE	30 MAY 2022
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING, HYGIENE & PEST CONTROL SERVICES AT NORTHERN CAPE OFFICES (KIMBERLY AND PLATFONTEIN) FOR A PERIOD OF THREE (3) YEARS
NON-COMPLUSORY BRIEFING SESSION	VIRTUAL BRIEFING SESSION ON MICROSOFT TEAMS
BRIEFING LINK	Click here to join the meeting
CLOSING DATE & TIME	15 JUNE 2022 @ 12:00

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED.

For queries, please contact **Doctor Baloyi via email: Tenderqueries@sabc.co.za**

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
 - **RFQ and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS

NOTES ON BRIEFING SESSION

1. The briefing session meeting will be arranged by means of an online session using the Microsoft Teams, to join use the link provided in front page.
2. Bidders who have access to Microsoft Teams or similar enablers are kindly requested to advise of their interest to participate in the online briefing session by sending an email to BaloyiD@sabc.co.za and tenderqueries@sabc.co.za on the **02 June 2022** so as to be invited.

FIRST PHASE – PREQUALIFICATION CRITERIA:

ONLY EXTENDED TO EME WHICH IS AT LEAST 51% OWNED BY BLACK PEOPLE, BLACK WOMEN, BLACK PEOPLE WITH DISABILITY AND BLACK YOUTH

THE BIDDER MUST MEET AT LEAST ONE OF THE B-BBEE PRE-QUALIFICATION CRITERIA LISTED BELOW.

MANDATORY CRITERIA		COMPLY/ NOT COMPLY
1.	EME WHICH IS AT LEAST BE 51% OWNED BY BLACK PEOPLE	
2.	EME WHICH IS AT LEAST BE 51% OWNED BY BLACK WOMEN	
3.	EME WHICH IS AT LEAST BE 51% OWNED BY BLACK PEOPLE WITH DISABILITY	
4.	EME WHICH IS AT LEAST BE 51% OWNED BY BLACK YOUTH	

NON-COMPLIANCE TO THE PRE-QUALIFICATION CRITERIA WILL RESULT IN AUTOMATIC DISQUALIFICATION. BIDDERS WHO SUBMIT INCOMPLETE OR INVALID SAWN AFFIDAVIT WILL ALSO BE DISQUALIFIED. VERIFICATION OF THE EME STATUS WILL BE DONE BASED ON THE BIDDER'S FINANCIAL STATEMENTS OR MANAGEMENT ACCOUNTS. ONLY VALID DOCUMENTS WILL BE CONSIDERED. SABC RESERVES THE RIGHT TO DISQUALIFY ANY BIDDERS WHOM THEIR FINANCIAL STATEMENTS PROOFS THAT THEY ARE/NO LONGER FALL WITHIN THE EME. TO QUALIFY, THE BIDDER MUST MEET THE REQUIREMENTS AS STATED ABOVE.

AN APPOINTED BIDDER/S ARE REQUIRED TO MAINTAIN THE BBBEE LEVEL AND BLACK OWNERSHIP STATUS THROUGHOUT THE DURATION OF CONTRANCT UNTIL IT LAPSE

REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.3 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.4 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following.
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER. NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID. NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO IS NOT REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD).

DETAILED TECHNICAL SPECIFICATION

1. Background

The South African Broadcasting Corporation Limited (SABC) requires a cleaning service provider to render cleaning services in its Northern Cape Provincial Offices (Kimberley & Platfontein). Potential service providers are invited to participate in this Request for Quotation.

2. Scope of Requirements services

The rendering of cleaning services will take place at SABC Northern Cape provincial offices in Kimberley and Platfontein and the following areas compromises of 1332 square meters, (Kimberley 1057 and Platfontein 275sqm) facilities.

2.1 Kimberley building:

- Office space - Kimberley (982sqM)
- Other area – passages (75sqM)
- Passages and stairs and walkways
- Toilets services
- Parking bays
- SABC fleet vehicle
- Entrances and reception areas
- All studios, boardrooms, kitchen/seating areas
- Cleaning of lifts
- Dusting of furniture and broadcasting facilities
- Window cleaning
- Waste disposal
- Clean where maintenance was done
- Provide Pest Control service
- Provide Deep Clean service

2.2 Platfontein building

- Office Space – Platfontein (275sqM)
- Passages and stairs and walkways
- Toilets services
- Parking bays
- SABC fleet vehicle
- Entrances and reception areas

- All studios, boardrooms, kitchen/seating areas
- Dusting of furniture and broadcasting facilities
- Window cleaning
- Waste disposal
- Clean where maintenance was done
- Provide Pest Control treatment service
- Provide Deep Clean service

2.3 Cleaning Requirements for Kimberly and Platfontein Office

- Provide all cleaning materials as needed to clean all surfaces, including floors.
- The service provider should provide all required cleaning materials and equipment for all their services.
- Interior glass panels to be cleaned on daily bases
- Clean Inside and outside windows
- Clean parking bays as well as the water down pipes on weekly bases
- She bin service at 5 toilets – every 15 days
- Care toilet seat sanitizer and dispensers - 8
- Toilet wipes 8 toilets – every 15 days
- Soap dispensers - 8
- Provide eight (4) 25lt sterilized water bottles every -15 days
- Provide 30 caps for the water bottles every - 15 da
- Aerosol fragrances 16 – monthly
- Aerosol fragrances holders - 6
- Toilet paper holder- 8
- Quality two ply toilet paper (8bales per month)
- Quality hand paper towel 3bales of 6
- Provide Deep Clean service for all ablutions and toilets facilities
- Wall mounted Hand sanitizer and dispenser - 10
- Wall mounted Bin - 6
- Carpets cleaning service - every 6 months (to be done after normal working hours)
- Provide and service 40 Bait box - monthly basis
- Urinal mat – 16 per month
- Car wash material, (1X 5Ltr Wash and Wax) (1x5Ltr Clear Tire paint) and (5x 500mlDashboard

2.4 Service hours

- All cleaners to start work at 07:00am – 16:00pm

- Persons responsible for kitchen duties: 07:30-16:30 – to do preparations for meetings, training sessions and management's offices and all the cleaners to commerce cleaning duties.
- Person responsible to clean the premises and SABC vehicles from 07:00- 16:00 to be able to clean the parking areas before staff's vehicles move in

2.5 Personnel Requirements

Kimberley (4)

- Three (3) persons responsible for cleaning
- Two (1) persons for parking and washing SABC fleet vehicles and sweeping the yard (6 vehicles)

Platfontein (3)

- Two (2) persons responsible for cleaning and kitchen duties
- One (1) person responsible for cleaning the yard and gardening

Total number of 7 personnel required

3. RFQ Response Information

Effective Date of Bid

Vendors should state in writing that their quotation to the SABC and all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

4. Costing

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the rendering of required service as per the schedule in the **Scope of Service**.

5. Duration of the Contract

Thirty-Six (36) Months

6. Evaluation criteria

6.1 BBBEE and Price

- The RFQ responses will be evaluated on the **80/20** points system

6.2 Technical Evaluation

- The tender submission will be technically evaluated out of **55**
- A minimum threshold of **45 out of a maximum of 55** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of BBBEE & Price Preference.

6.3 Objective Criteria

- The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

SECOND PHASE: PAPER BASED EVALUATION CRITERIA

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Track record and contactable references	<p>Company's minimum experience of in cleaning services.</p> <p>Bidders must provide references letters which MUST meet the following:</p> <ul style="list-style-type: none"> ➢ on a client's business letterhead ➢ contract duration ➢ duly signed by authorised person <p>Company's Experience in Cleaning services</p> <p>Number of Letters</p> <ul style="list-style-type: none"> • greater than 5 references letters (15 points) • 3 - 5 reference letters (10 points) • less than 3 reference letters (5 points) • No reference letters (0 points) <p>Number of years in service</p> <ul style="list-style-type: none"> • greater than 5 years (15 points) • 3 - 5 years (10 points) • less than 3 years (5 points) • No experience (0 points) 	15	30
Statutory Compliance	<ul style="list-style-type: none"> • Employees UIF Registered (Provide proof in form of a certificate) (10 points) • Not Registered (0 points) 	10	10
Public Liability Cover	<p>Bidders to proof of Public Liability Cover</p> <ul style="list-style-type: none"> • Yes (5 Points) • No (0 Points) 	5	5
Operational Plan	<p>Respondent must submit a cleaning plan and work schedule covering the following topics</p> <ul style="list-style-type: none"> • Waste management (3 points) • Management of safety when working at heights (3) 	10	20

	<ul style="list-style-type: none"> Management of employee exposure to Hazardous Biological Agents (procedure) (4) Management of issuing of PPE (Personal Protective Equipment). (3) Written safe working procedures as prescribed by the OHS act pertaining to gardening services (4) Management of injuries on duty procedure (3) 		
Total		45	55

7 ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8 POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$\begin{aligned}
 \text{Where: } Ps &= 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \\
 Ps &= \text{Points scored for comparative price of bid under Consideration} \\
 Pt &= \text{Comparative price of bid under consideration} \\
 Pmin &= \text{Comparative price of lowest acceptable bid}
 \end{aligned}$$

B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- I. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.
- II. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- III. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate
- IV. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- V. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- VI. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- VII. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

9 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

10 CONDITIONS TO BE OBSERVED WHEN TENDERING

- 10.1 The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- 10.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 10.3 The Corporation reserves the right to:

Not evaluate and award submissions that do not comply strictly with his RFQ document.

Make a selection solely on the information received in the submissions and

- Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- Award a contract to one or more bidder(s).
- Accept any tender in part or full at its own discretion.
- Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

11 Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

Annexure A	-	Declaration of Interest
Annexure B	-	Consortiums, Joint Ventures and Sub-Contracting Regulations
Annexure C	-	Previous completed projects/Current Projects
Annexure D	-	SBD 8 & 9 Forms
Annexure E	-	Pricing schedule

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-

- (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
- (b) any person who acts on behalf of SABC; or
- (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
- (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	
POSITION	
OFFICE WHERE EMPLOYED	
TELEPHONE NUMBER	
RELATIONSHIP	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.

3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:

- recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
- cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATIONS OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
 - 3.2.1 The percentage of the contract will be sub-contracted%
 - 3.2.2 The name of the sub-contractor
 - 3.2.3 The B-BBEE status level of the sub-contractor.....
 - 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE "C"

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

ANNEXURE "D"

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PRICING SCHEDULE

RFQ/LOG/2022/47

3. CLEANING PERSONNEL- TO BE COMPLETED BY ALL BIDDERS

(Total number of 6 cleaners plus 1 supervisor = 7 total)

CLEANING PERSONNEL PRICE STRUCTURE	MONTHLY SALARY PER CLEANER	MONTHLY SALARY FOR SUPERVISOR	TOTAL MONTHLY COST
Rate per hour			
Basic Wage = Rate per hour x 8hrs x 5 days x 4.333 Weeks			
Leave and Sick leave allowance @1%			
Other Allowances (please state)			
Annual Bonus = Rate per hour x 8hrs x 5 days x 4.333 Weeks/6			
Other Benefits			
a). Provident Fund @.....1,5% of salary p/m			
b). UIF + WCA + RSC + Skills Development levy @ ...1,5% of salary p/m			
c). Uniform allowance for complete PPE (safety shoes/masks/overalls/suits/gloves)			
Real Cost per Cleaner and Supervisor per month for Year 1			
Total cost to Company for (7) Cleaners including Supervisor			
Add other costs provisions:			
Annual Statutory Increases @ (%)			

Provision for Profit @ (%)			
Total cost of labour & provision for profit excluding VAT			
Value Added Tax@15%			
TOTAL COST OF LABOUR & PROVISION FOR PROFIT INCLUDING VAT:			

YEAR 1

COSTING ELEMENT	TOTAL COSTS
CONSUMABLES	
EQUIPMENT FOR CLEANING	
CLEANING PERSONNEL	
Total cost of cleaning services excluding VAT for 12 months	
VAT	
Total cost of cleaning services including VAT for 3 Years:	

YEAR 2

COSTING ELEMENT	TOTAL COSTS
CONSUMABLES	
EQUIPMENT FOR CLEANING	
CLEANING PERSONNEL	
Total cost of cleaning services excluding VAT for 12 months	
VAT	
Total cost of cleaning services including VAT for 3 Years:	

YEAR 3

COSTING ELEMENT	TOTAL COSTS
CONSUMABLES	
EQUIPMENT FOR CLEANING	
CLEANING PERSONNEL	
Total cost of cleaning services excluding VAT for 12 months	
VAT	
Total cost of cleaning services including VAT for 3 Years:	

CONSOLIDATED COSTING

COSTING ELEMENT	TOTAL COSTS
CONSUMABLES	
EQUIPMENT FOR CLEANING	
CLEANING PERSONNEL	
Total cost of cleaning services excluding VAT for 36 months	
VAT	
Total cost of cleaning services including VAT for 36 months:	