

REQUEST FOR PROPOSAL- FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CLEANING CHEMICALS AND HORTICULTURE MATERIALS FOR THE PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS IN THE KZN REGION

TENDER NUMBER: DBN/OPS (BAC) 064



VOLUME 2-ANNEXURE 4

FORM-C

FORM C: TENDER FORM

CURRENT TENDER DETAILS

Request number:	DBN/OPS (BAC) 064
Request for Tender:	REQUEST FOR PROPOSAL –APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CLEANING CHEMICALS AND HORTICULTURE MATERIALS FOR THE PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS IN THE KZN REGION

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 architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.

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- (iii) In tenders for architectural building 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.

I / We accept that unless the PRASA should otherwise decide and so inform me / us in the notice of acceptance, this tender (and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof) shall constitute a binding contract between the PRASA and me / us. Should the PRASA decide that a formal contract should be signed and so inform me / us in the notice of acceptance, this tender (and, if any, its covering letter and any subsequent exchange of correspondence) together with the PRASA notice of acceptance, shall constitute a binding contract between the PRASA and me / us until the formal contract is signed.

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, failing which I / we accept that the PRASA may, in its sole discretion, withhold any payments due for work done until such time as these formalities have been completed.

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.

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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.

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

DULY AUTHORISED SIGNATORY(IES) WITNESSES

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

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SBD 6.1

**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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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
Total points for Price and SPECIFIC GOALS	100

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;

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- (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 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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 points is allocated for price on the following basis:

80/20

$$\text{or } P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

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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—
- (a) 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
 - (b) 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 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)	Evidence required for specific goals
Black Women Owned	5		Certified copy of ID Documents of the Owners and CSD report
EME or QSE 51% Black Owned	5		CIPC Documents / B-BBEE Certificate and CSD report
B-BBEE Level 1	10		B-BBEE Certificate/ affidavit
TOTAL	20		

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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 propriety
 - 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;

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- (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:

.....

.....

.....

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BILL OF QUANTITIES

ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
1	Bath Soap- 150 gram Chamomile & Vitamin E Bar Soap 150g is specially made with vitamin E and chamomile extract to cleanse, refresh and sooth	each	1						
2	Dish wash soap 5lt	Lt	1						
3	Dish towel swab 425x285cm pack of 3: 100% cotton	Pack of 3	1						
4	Office broom/indoor broom Soft bristle	grams	1						
5	Handy cleaner paste (scouring type) x1 kg	kg	1						
6	Long Feather duster 1800mm: Made from ostrich feathers Used for dusting surface wooden handle	mm	1						
7	Short feather Dust 460mm Made from ostrich feathers Used for dusting surface wooden handle	mm	1						
8	Mops -round spaghetti with handle 300g: Wooden handle (uncoated handle) & metal connector.	each	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
9	Mops -round spaghetti with handle 500g Mop head complete with 25mm metal socket, varnished handle size 500g white in colour.	each	1						
10	Platform broom 450mm: Bristle: Hard Colour: Brown Width:450mm Length: 1300mm	each	1						
11	Rake metal Metal Rake 16 Finger with Metal Handle	each	1						
12	Rake plastic	each	1						
13	Stainless steel scraper tool: Poly Handle Paint Scraper, 100 mm Size with plastic handle	each	1						
14	Toilet brush set: Features - Chemical and wear resistant - One piece design - easy to clean - Gets in everywhere - Tough and durable	each	1						
15	Plastic buckets 20LtType: 20-liter Tamper Evident Container Capacity: 20 liters <ul style="list-style-type: none"> • Lid Type: Tamper Evident (tight fitting lid for security purposes) • Colour: black • Material: Polypropylene 	Lt	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
16	SOLVIT Hazardous Components: Sulphonic Acid <6% w/w Hazardous Components: 2- Butoxyethan-1-ol < 7%w/w EC Identification Number: 203- 905-0	Lt	1						
17	Black dip 5Lt	Lt	1						
18	Wash down brush and long wooden stick size 170cm Bristle: soft Colour: Brown Length: 170cm	cm	1						
19	Refuse bag for heavy duty minimum 50g pack of 20 Super Heavy Duty. 20 Bags Per Pack. 750 x 950mm. Thick 40 Micron Black Bags. Garbage bags.	grams	1						
20	Ammonia Cleaner 5LTR	Lt	1						
21	Thick bleach 5LTR	Lt	1						
22	Dish towel swab 425x285mm Cotton blend	pack	1						
23	Furniture polish can spray 275ml	ml	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
24	Synthetic corn broom 1.2m Handle wooden Bristle Synthetic	m	1						
25	Insecticide (mult-insect) odourless sprays 300ml D-PHENOTHRIN (PYRETHROID) 0.92 G/ KG, PRALLETHRIN (ETOC) (PYRETHROID) 0.40 G/KG AND IMIPROTHRIN (PYRETHROID) 0.25 G/KG	ml	1						
26	Laundry Soap regular bar 500g Laundry: Mild for hand-wash and removes bad odours. Suitable for delicate fabrics, stains, collars, and cuffs. Kitchen: Removes grease from pots and pans and leaves lasting shine on cutlery. Personal: Mild and gentle for all skin types	grams	1						
27	Liquid hand soap 5Ltr Hand Soap Hygiene Form Foam pH- 6 to 8	Lt	1						
28	Double Bucket on castor + wringer 50Lt 50L Double Bucket on Castor and Wringer 50 Litre Capacity comes complete with 4 x Castors, 2 x 25L Bucket and 1 x Wringer	Lt	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
29	Jumbo paper towel rolls medium size 205x1500m 1 Ply 1500m Virgin White Wipe Hand Paper Towel Rolls	meters	1						
30	Dustpan set long handle scoop – plastic long handle scoop with brush	pair	1						
31	Air freshener Sprays 180ml: Air Freshener Assorted Scent	ml	1						
32	Chrome Leather Gloves – wrist Length.	pair	1						
33	Coach cleaning soft broom 750mm width Steel Platform 750mm, length, black	mm	1						
34	Deo blocks 5LTR DEO BLOCKS are a perfumed deodorizer for toilets and urinals with pesticide properties. Highly Fragranced. Removes Strong Offensive Odours. Long Lasting. Smell: Cherry Colour: Red	Lt	1						
35	Dish washing sponge pack of 3 • Each dishwashing sponge is combined with a scouring pad • The pack contains 3 sponges	grams	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
	• One sponge - WxHxD: 110 x 50 x 80mm								
36	Disposable dust mask (F FP2) pack of 20: Material: 100% Polyester Colour: White Weight: 3.6000 kg	pack	1						
37	High gloss Floor polish 5LTR	Lt	1						
38	Office broom (soft bristle 250mm)	grams	1						
39	Pine Disinfectant 5Lt	Lt	1						
40	Terry towel 150 meters	meters	1						
41	Toilet paper 2ply white good quality 350 sheets pack of 48	pack	1						
42	Hand Sanitizer 5Lt: With 70% alcohol	Lt	1						
43	Spray bottle 750ml with spray trigger Neck Size: 28mm (28/410) Lid Options: 28mm Trigger Sprayers Dimensions: 92mm x 92mm x 193mm (without lid) Weight: 45g Material: High Density Polyethylene (HDPE) Standard Colours: Natural MOQ for Custom Colours: Bottles: 5 000 units. Lids: SQ	ml	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
	Maximum Label Size: 90mm x 255mm (Rectangle)								
44	Floor pad: Pads are 425mm in Diameter: Black	mm	1						
45	Floor pad: Pads are 425mm in Diameter: White	mm	1						
46	Floor pad: Pads are 425mm in Diameter: Red	mm	1						
47	Versatile petrol grass cutter blade size 305mm by 12 inch	mm	1						
48	Versatile petrol grass cutter blade size 305mm by 14 inches	mm	1						
49	3 Piece Wet Floor Sign Size: 96.5cm x 23cm	each	1						
50	Brush cutter nylon 2kg*x 3.5mm	mm	1						
51	Sparkplugs BM 6A for Brush cutters	each	1						
52	Safety Helmets with full face mask	each	1						
53	Nylon head aluminum: Dimensions: 20 × 20 × 5 cm Weight: 0,2 kg	each	1						
54	Safety goggles	each	1						
55	Brush cutter Shin guard padded with Velcro or adjustable rubber straps:	each	1						
56	Grease for brush cutter - tube 125g	g	1						
57	Chainsaw lubricant oil 1 Lt:	Lt	1						
58	Chainsaw Guide bar 45cm	Lt	1						

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ITEM NO	DESCRIPTION	UNIT	QTY	RATE YEAR 1		RATE YEAR 2		RATE YEAR 3	
				R	C	R	C	R	C
59	Chainsaw chain 64 & 66 Drive Link chain	mm	1						
60	Herbicide Weed Killer in 20 lt	Lt	1						
61	Squeeze bottle 750ml with flop open	ml	1						
62	Pump bottle 500ml with pump open	ml	1						
63	Pull /push bottle 750ml with Pull push cap	ml	1						
64	Window cleaner: 5Lt An ammoniated, active rinse and streak free detergent	Lt	1						
65	Chain saw blade	each	1						
66	Floor stripper	Lt	1						
67	Knapsack sprayer 16l	Lt	1						
68	Super Flex Garden Hose 20m Material: PVC Weight3KG Length 20m Dimension 25LX20WX35H	m	1						
69	Coverall	each	1						
70	Air Freshener liquid 5litre	LT	1						
		TOTAL							
		VAT							
		GRAND TOTAL							

NB: LATE / INCOMPLETE QUOTATIONS WILL NOT BE CONSIDERED

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YEAR 1 2026/2027	YEAR 2 2027/2028	YEAR 3 2028/2029
Total value of contract including escalations		