

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	Deep Cleaning, Disinfecting/Decontamination Services (Cov2) for PPECB		
<b>RFQ Number:</b>	RFQ/PPECB/HC/FS/2022/11		
<b>Opening Date:</b>	██████████	12 June 2023	
<b>Closing Date:</b>	██████████	<b>Time:</b>	16h00
<b>Contact Person:</b>	Mpumzi Mehlomakulu	<b>Email:</b>	Mphumzim@ppecb.com
<b>Bid Validity Period</b>	60 Days		

### 1. PROJECT PURPOSE

PPECB seeks appointment of a professional service provider(s) for the rendering of quarterly deep cleaning and ad-hoc disinfecting and decontamination (Cov2) services for a period of 12 months.

### 2. SCOPE OF WORK

Appointment of a professional service provider(s) for the rendering of quarterly deep cleaning and ad-hoc disinfecting and decontamination (Cov2) services.

These services are required for all PPECB offices in Gauteng, Northern Cape and Kwazulu Natal. Please quote for these services on an official company letterhead that details the cost of services breakdown, inclusive of vat, and clearly indicating offices or locations that you can render a service from. The list of PPECB offices is detailed in the specification below.

### 3. SPECIFICATION

The list of PPECB offices

Office	Address	Square Meters
1) Kempton Park	Unit B- 70 Monument Corner Office Park. Monument and Commissioner Street	190 m <sup>2</sup>
2) Groblersdal	17 Gemsbok Street Groblersdal, Gauteng	169 m <sup>2</sup>
3) Centurion Analytical Services	119 Gerhard Street, Centurion Close, Centurion, 0163	720 m <sup>2</sup>
4) Bothaville	13 van Riebeeck Street Bothaville 9660	39 m <sup>2</sup>
5) Upington	Assuranje Gebou, 60 Mark	50 m <sup>2</sup>

	Street, Upington	
6) Kakamas	Groot Gariep, Koelkamers street	137 m <sup>2</sup>
7) Durban Regional Office	2 Old Mission, Bluff, Durban, 4052	260 m <sup>2</sup>
8) Durban FPT Cold chain OPS – Durban Fresh Produce Terminal	O/P Berth, T-Jetty, Dock Road, Port of Durban, 4000	50 m <sup>2</sup>
9) Durban FPT Inspection-Durban Bulk Shipping	O/P Berth, T-Jetty, Dock Road, Port of Durban, 4000	140 m <sup>2</sup>
10) Tzaneen	2 Thiem Street Tzaneen, 0850	220 m <sup>2</sup>
11) Musina	Office 2, No 5 Frost Street, Musina, 0900	50 m <sup>2</sup>
12) Hoedspruit	167 Moose Road, Hoedspruit, 1380	90 m <sup>2</sup>
13) Nelspruit	5 Emkhe Street, Nelspruit, 1200	280 m <sup>2</sup>
14) Malelane	27 c/o Impala & Buffel Street, Malelane, 1320	120 m <sup>2</sup>
15) Burgersfort	Naranja Packers, Wildebeeshoek Farm Burgersfort, 1150	13.5 m <sup>2</sup>

### **Service Requirements:**

The Service Provider is to provide a quotation for the following:

**1. Quarterly Deep Cleaning (Once every quarter):**

Scrub and clean all High-touch surfaces, walls, floors and work surfaces. These are specifically, frequently touched areas, which include but not limited to tables, chairs, countertops, desks, working surfaces, doorknobs, door handles, windowsills and handles, light switches, ablutions facilities and equipment, faucets, sinks, water/beverage units, etc.

Dry-wash and vacuum chairs and carpets.

Fogging - Disinfection shall involve the spraying of a disinfectant using a fogging machine. Chemicals used must be declared upfront, providing the PPECB with the list, including the Material Safety Data Sheets for approval. You may provide these when providing the PPECB with the services proposal. Chemicals must not cause any harm to humans, nor must it leave sticky residue post the fogging process.

**2. Ad hoc disinfecting/decontaminating services (fogging) - (as and when needed and required by the PPECB)**

These services relate to instances where the PPECB may require additional disinfecting/decontamination services in the event of a positive case identified (Cov2), and in keeping with Labour Relations Act, (LRA) Occupational Health and Safety Act 85 of 1993 (OSHACT), and PPECB's effort to monitor and control infection related to hazardous biological agents. Offices will be fogged as and when needed. Communication and arrangements will be made via the PPECB Facilities Head Office, and where needed, the PPECB relevant sites.

**Important to note:** Service arrangements and scheduling will be communicated via the PPECB Head Office Facilities Department.

**3. Pricing**

for this request, bidders are to provide pricing for the Quarterly Deep Cleaning (Once every quarter) and Ad Hoc disinfecting /decontaminating services (fogging) – (as and when needed and required by the PPECB

**4. TERMS AND CONDITIONS OF BID**

**4.1 Bid Submission**

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to [Mphumzim@ppecb.com](mailto:Mphumzim@ppecb.com).

submitted electronically via email at [Mphumzim@ppecb.com](mailto:Mphumzim@ppecb.com).

This submission must contain all information and documentation relating to the **RFQ/PPECB/HC/FS/2022/11**

**4.2 Closing Date.**

4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

#### **4.3 Revisions to Request for Quotation.**

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

#### **4.4 Bid Validity Period**

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

#### **4.5 CSD Registration**

4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.

4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.

4.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

#### **4.6 Acknowledgement and Acceptance**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

#### **4.7 Insurance.**

4.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

#### **4.8 Response Preparation Cost and Ongoing Engagement**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

#### **4.9 Reservations**

4.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.

4.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.

4.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:

- Accept a Quotation other than the lowest priced quotation.
- Refuse to consider any Quotation not conforming with the requirements of this RFQ.
- Ask any Service Provider to supply further information after the closing date;
- Cancel this RFQ or any part thereof at any time.
- Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,

- Not to award the quotation at all.

#### **4.10 Data Protection**

- 4.10.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

#### **4.11 News and press releases**

- 4.11.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

#### **4.12 Disclaimer**

- 4.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 4.12.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 4.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

#### **4.13 General Terms and Conditions**

- 4.13.1 The attached terms and conditions must be signed and send back with the RFQ response.

### **5. COMPLIANCE DOCUMENTS**

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

### **6. RFQ EVALUATION PROCESS AND CRITERIA**

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

#### **6.1 Stage 1 – Compliance Evaluation**

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 5**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.

No.	Mandatory Criterion	Functional/Technical Evaluation	Comply	Comments / X-Ref in Proposal
1.	N/A		<input type="checkbox"/> YES <input type="checkbox"/> No	
2.	N/A		<input type="checkbox"/> YES <input type="checkbox"/> No	
3.	N/A		<input type="checkbox"/> YES <input type="checkbox"/> No	

## 6.2 Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

### **Weighted Functional Criteria**

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Evaluation Criterion	Minimum Points	Maximum points
1.	<p>Company Experience</p> <p>Total years' experience of the business in providing similar services in relation to the scope of work.</p> <ul style="list-style-type: none"> <li>• 3 years or More experience = 30 points</li> <li>• 2 years' experience = 20 points</li> <li>• 1 years' experience = 10 points</li> </ul>		30
2.	Ability to deliver all specified items listed in the Requirements.		30
3.	Cleaning and Hygiene Certification		20
4	<p>Provide Testimonials or contactable references from your current and/or previous clients in the past 5 years, providing similar Services in relation to the scope of work</p> <ul style="list-style-type: none"> <li>• 3 References = 20 points</li> <li>• 2 References = 15 points</li> <li>• 1 References = 10 points</li> </ul>		20
5	Bidder to confirm in writing the acceptance of 30 days from invoice, PPECB payment terms.		20
	<b>Total Points</b>		<b>120</b>

### **Functional Threshold**

The minimum functional threshold is [100]. Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

### 6.3 POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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:
- 3.2. 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 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.)**

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 5</b> EME = 5 QSE = 5 Enterprises with turnover above R50m = 1	

4	Enterprises based in the locality where the goods and service are needed	Proof of Municipal Bill/ Lease Agreement/ Rural/ Village can provide copy of permission from a local chief	<b>Total Points: 5</b>	
<b>Total Preference Points</b>			<b>20</b>	

#### 6.4 Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 6.4.1 The risk of fruitless and wasteful expenditure to the PPECB;
- 6.4.2 The risk of an abnormally low bid;
- 6.4.3 The risk of a material irregularity;
- 6.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 6.4.5 The PPECB 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 PPECB and the referee submitted by the Bidder.

#### 7. SPECIFICATION APPROVAL



Specification Expert:

. Date: 22/02/2023

Executive: *psluwaca* ..... Date: 24/03/2023 .....



**8. DECLARATION BY THE BIDDER**

Only bidders who have completed the declaration below will be considered for evaluation.  
 RFQ No: [ **RFQ/PPECB/HC/FS/2022/11**] for the entire **PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorized to sign this proposal.

NAME (PRINT) ..... Signature .....

WITNESSES:

1 .....

2 .....