

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

REFERENCE NO: MISA/CS/002/2024/2025

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT(MISA) FOR A PERIOD OF 36 MONTHS

SEPTEMBER 2024

Beneficiary	Municipal Infrastructure Support Agent
Contact Person and Details	Mr. Anele Ndamase tenders@misa.gov.za
Postal Address	1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion 0046
Project Name	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT(MISA) FOR A PERIOD OF 36 MONTHS.
Reference No.	MISA/CS/002/2024/2025
Briefing Session and time	08 OCTOBER 2024 @ 10:00AM
Closing Date and Time	22 October 2024 @ 11:00 am

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1. INVITATION

The purpose of these Terms of Reference (TOR) is to appoint a suitable service provider to render cleaning services for MISA at 1303 Heuwel Road, Riverside Office Park, Letaba House and Hennops House, Centurion.

2. BACKGROUND

Municipal Infrastructure Support Agent (MISA) was established as a government component accountable to the Executive Authority of Cooperative Governance and Traditional Affairs (COGTA). MISA is a special purpose vehicle whose primary mandate is to coordinate and provide technical support to municipalities to facilitate sustainable municipal infrastructure provision and management. MISA's primary function is to support municipalities in infrastructure planning, development and management, operations and maintenance as well as building technical capacity for effective delivery and management of municipal infrastructure.

3. PROJECT OBJECTIVES

MISA is committed to provide a conducive environment to its employees and visitors by providing a safe, clean, healthy, hygienic and safe working environment. In terms of Occupational Health and Safety Act (No: 181 of 1993), MISA is required to provide for the health and safety of persons at work. It is therefore, against this background that cleaning services are fundamental.

4. SCOPE OF WORK

The total area of floor space to be cleaned is approximately **3731.98 m²** (this is made up of 758 m² Ground Floor, 1 668 m² First Floor Letaba House) and **1305.98 m²** second floor Hennops House).

In a situation where MISA ends up moving to other premises before the end of 36 months, the successful bidder will be notified, and negotiations will be conducted.

A total of ten (10) cleaners inclusive of one (1) supervisor, will be required.

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
A. CLOSED OFFICES, RECEPTION AREA, OPEN AREAS, BOARDROOMS, CARPETS AND TILES	
(i) Spot brush and clean soil marks (ii) Vacuum. (iii) Clean with wet mop. (iv) Deep washing of carpets and upholstered furniture (v) Stain Removal in carpets and upholstery	Daily Weekly Daily Once a quarter As and when required
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth	Daily
Dust and wipe desks, chairs and computer equipment	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Daily
Polish all wooden furniture	Weekly
Supply refuse bags, empty refuse bins, wastepaper baskets, wash and replace the refuse bags and dispose of the rubbish.	Twice Daily
Clean water jugs, drinking glasses and cups in offices with dish washing liquid and refill with fresh water	Daily
Inside Window cleaning and Blinds	Weekly
B. CLEANING OF KITCHENS	
Sweep and mop the floors	Daily
Kitchen, cupboards must be cleaned with water and detergent	Daily
Prepare hot water and wash cups and cutlery for department's officials.	Three times a day
Cleaning of interior and exterior parts of the refrigerators	Weekly
Kitchens must be neat and tidy at all times	Daily
Empty and clean rubbish bins	Daily
C. CLEANING AND PREPARING OF BOARDROOMS	
(i) Vacuum	Weekly
Dust and wipe tables and chairs	Daily

Cupboards must be cleaned with water and detergent	Daily
The service provider should prepare the boardrooms by setting up drinking water, tea/coffee etc. thirty (30) minutes before meetings commence (MISA will provide groceries and utensils).	Daily and as and when required.
Cleaning of the boardrooms and replenishment of water, tea/coffee etc.	Daily (After every meeting)
Empty and clean refuse bins	Daily

NB: The service provider is expected to supply all detergents, cleaning supplies and equipment, in line with The South African Bureau of Standards (SABS). MISA will only provide the crockery, cutlery and groceries.

Refer to **Annexure A** for a detailed cleaning specification.

Cleaning services will be rendered during working hours from Monday to Friday, from 07h00 to 15h30 excluding weekends and public holidays unless where otherwise specified. The service provider is required to propose the effective times that offices will be cleaned and vacuumed without necessarily disrupting office operations. The service provider must comply with the provision of the Basic Conditions of Employment Act, related entitlement and other relevant legislation. This should include meal breaks.

5. PROJECT OUTPUTS AND OUTCOMES

The service provider must perform daily inspection of the quality and standard of the cleaning services, and the Facilities Manager must provide a monthly inspection report in this regard. On a daily basis, the service provider must report any defects on a daily basis to the Facilities Manager or his/her delegated official. Any defects, damage or hazardous conditions they identify while performing their duties such as broken furniture or windows etc. must be reported.

The service provider must submit a monthly written report on specific problems, including recommendations regarding improved methods, work plans, and all matters related to this contract.

The service provider must ensure that MISAs environment is clean, healthy, and hygienic at all times.

Any form of absence by employees of the service provider should not impact negatively to MISA.

6. PROJECT DURATION AND TIMEFRAMES

The service provider is required to render cleaning services to MISA for a period of thirty-six (36) months after signing of a contract.

7. COMPANY EXPERIENCE AND COMPETENCY

- A company must provide a minimum of 3 reference letters for public sector projects that were completed in cleaning services within the past 5 years. The reference letters must be signed, dated and be on the company letterhead with contactable references, detailing the project description and completion date.
- The service provider should have experience in cleaning an office or a block of offices ranging from 1000m² to 3000m² for each client referenced above.

NB: Purchase orders and appointment letters for goods and services will not be accepted as a form of reference.

A. Supervisor Experience:

- A supervisor with the experience in a supervisory role in cleaning services. The CV must detail the project/s description, commencement date and completion date.

B. The Cleaners Experience:

- The cleaners experience should be provided in the form attached herein as **Annexure B** with the details of each cleaner's experience.

C. Cleaning Specification

AREA	DESCRIPTION OF SERVICE
1. OFFICE CLEANING	
A. Cleaning Equipment	✓ The successful service provider is required to provide at least appropriate cleaning equipment to ensure that cleaning of the offices, glass doors, inside window cleaning and furniture is done efficiently and meticulously.
B. Vacuum Schedule and mopping of floors.	✓ The service provider is required to propose times that offices will be vacuumed without necessarily disrupting office operations. Should the service provider be successful, the proposed schedule will be included in the overall cleaning schedule to be signed by MISA and the service provider.

C. Trash Removal	<ul style="list-style-type: none"> ✓ All Waste Paper baskets will be empty and in place, clean and ready for use. Liners will be inserted as required. Supply refuse bags. ✓ Trash bags, when filled will be disposed of quickly.
D. Sweeping or Vacuum Cleaning.	<ul style="list-style-type: none"> ✓ There will not be any dirt left in corners, under furniture or behind doors. ✓ Baseboards, furniture and equipment will not be disfigured or damaged during the operation. ✓ There will not be any dirt left where sweepings were picked up. ✓ Furniture and equipment moved during sweeping will be replaced. ✓ There will be no trash or foreign matter under desks, tables or chairs. ✓ Deep cleaning of carpets (once a quarter)
E. Dusting	<ul style="list-style-type: none"> ✓ There will not be any dust streaks on desks or other office equipment. ✓ Woodwork, after being properly dusted, will appear bright. ✓ Corners and crevices will be free of any dust. ✓ There will not be any oily spots or smudges on walls, caused by touching them. ✓ When inspected with a flashlight, there should be few traces of dust on any surface. ✓ Windowsills, door ledges, doorframes, door louvers, window frames, wainscoting, baseboards, columns, and partitions will be free of dust.
F. Damp-Wiping.	<ul style="list-style-type: none"> ✓ Mirrors ashtrays, door glass, and all other glass that can be reached while standing on the floor will be clean and free of dirt, dust, streaks, and spots. (This job does not include washing).
G. Clean Rugs.	<ul style="list-style-type: none"> ✓ Rugs will be clean and free from dust, dirt and other debris. ✓ There will be no trash or foreign matter under desks, tables or chairs.
H. Clean Kitchens	<ul style="list-style-type: none"> ✓ The kitchens will be clean, the walls and floor will be free of spots and water marks.
I. Pause Area/Eating Area.	<ul style="list-style-type: none"> ✓ These areas will be kept clean at all times, the tables and floors cleaned daily.
J. Wall Cleaning	<ul style="list-style-type: none"> ✓ There will be no streaks or spots remaining on walls or signs of not overlapping. ✓ There will be no smudges, spots at point where cleaning of the lower and upper halves of the wall overlaps. ✓ No water will have been spilled on floor or furnishings. ✓ Walls will be uniformly cleaned all over. ✓ Woodwork on doors, windows and mouldings will be clean.
K. Furniture Replacement.	<ul style="list-style-type: none"> ✓ All furniture, pictures, and other furnishings moved during the wall washing operation will be returned to their original position.
L. Floor Cleaning.	<ul style="list-style-type: none"> ✓ Cleaning solutions, where used will have been mixed thoroughly and in the proportions specified without undue spillages of either solution or rinse water. ✓ Proper precautions will have taken to advise building occupants of wet and/slippy floor conditions.

8. COST

- The bid price must be in South African Rands and inclusive of VAT, cleaning materials, uniforms and cleaning equipment.
- The price must include a provision of an estimated increase in the sectoral determination for the cleaning, for 36 months.
- Labour: The service provider will have to provide 10 cleaners including 1 supervisor. The successful service provider will be responsible for the payment of its employees and that should be done in accordance with the legislative framework.
- **Cleaning Tools & Materials:** The service provider must provide cleaning materials suitable for the indicated areas in the scope of work and terms of reference. Samples of the cleaning materials should be provided to MISA prior to use for cleaning the offices and the furniture. MISA reserves the right to approve cleaning materials and cleaning method.
The service provider must ensure that it uses appropriate equipment that is approved by MISA and suitable for each item and cleaning activity.
- **Uniform:** The service provider must ensure that the staff deployed to MISA offices are dressed in suitable uniform with name tags and appropriate PPE. The staff members must always look presentable and professional.

Pricing Schedule

Cost of Cleaning Services				
Description	Annual Cost (Year 1)	Annual Cost (year 2)	Annual Cost (year 3)	
Labour Costs				
Uniform and complete protective clothing				
Cleaning Materials and Equipment				
Cleaning Chemicals and Detergents				
After Hours Cleaning Services				
Subtotal				
TOTAL				

The total price of the bid should include all associated cost inclusive of annual escalation fees and VAT

9. EVALUATION OF PROPOSALS

The bid will be evaluated based on three stages:

- 9.1 First stage: Pre-Qualification
- 9.2 Second stage: Technical Functionality
- 9.3 Third stage: Price and B-BBEE

9.1 FIRST STAGE: PRE-QUALIFICATION CRITERIA

Only those bidders who satisfy the following eligibility criteria and who provide the required evidence in their submissions are eligible to respond to the bid for the appointment of a bidder to render cleaning services and refreshments service for MISA and have their submissions evaluated, otherwise they will be disqualified:

- 9.1.1 A company must provide a minimum of 3 reference letters for public sector projects that were completed in cleaning services within the past 5 years.
- 9.1.2 The bidder must be an approved cleaning service provider in rendering cleaning services according to the National Contract Cleaner's Association (NCCA) regulations.
- 9.1.3 Accurately completed and signed the following forms:
 - a) SBD 1 Invitation to Bid,
 - b) SBD 3.1 Price Schedule,
 - c) SBD 4 Bidders Declaration,

9.2 OTHER CONDITIONS OF TENDER

(Non-eliminating, unless expressly mentioned in the document)

- 9.2.1 Bidders must accurately complete and sign the following forms
 - a) SBD 6.1 Preference Points Claim Form,
 - b) General Conditions of Contracts (GCC), bidders to initial each page
- 9.2.2 The bidder must be registered on the Central Supplier Database (CSD) prior the award
- 9.2.3 All bidder's tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
- 9.2.4 Should the bidder intend to sub-contract up to 25%, It is compulsory to submit a valid B-BBEE Certificate issued by SANAS accredited Agency OR a valid original or certified copy of a sworn affidavit (for EMEs or QSEs) attested by a Commissioner of Oaths in terms of the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 as amended for all proposed sub-contractors.

- 9.2.5 A valid original or certified copy of amended B-BBEE Certificate issued by SANAS accredited Agency must be submitted with the tender OR a valid copy of a sworn affidavit attested by a commissioner of Oaths in terms of justices the peace and commissioners of oaths act 16 of 1963 as amended, prepared and issued in terms of the amended B-BBEE must be submitted with the tender in order to qualify for preference points for B-BBEE. In case of a joint venture or consortium a valid copy of a consolidated amended B-BBEE Certificate issued by SANAS accredited Agency must be submitted. Failure to comply, will automatically result in the non-awarding of points for B-BBEE.
- 9.2.6 Bidders that are EMEs or QSEs should make use of the attached compliant Sworn affidavits, to claim B-BBEE points. Sworn affidavits for Generic sector codes will not be accepted for purposes of claiming B-BBEE points
- 9.2.7 Should the bidder fail to submit completed and signed SBD 6.1, the bidder will not be awarded any points for B-BBEE.

9.3 SECOND STAGE: TECHNICAL FUNCTIONALITY

Only bidders that comply with **ALL** requirements in the first stage will be evaluated further on Technical Functionality. Should a bidder score zero points under any of the evaluation criteria below it will result in automatic disqualification.

NO.	EVALUATION CRITERIA	SCORES
1.	A company must provide a minimum of 3 reference letters for public sector projects that were completed in cleaning services within the past 5 years in government or organ of state. The reference letters must be signed, dated and be on the company letterhead with contactable reference, detailing the project description and completion date. Less than 3 reference letters = 0 3 reference letters = 20 4 reference letters = 30 5 reference letters and above = 40	40
2.	A supervisor with a minimum 5 years of experience in a supervisory role in cleaning services. The CV must detail the project/s description, commencement date and completion date. a) Less than 5 years of experience = 0 Points b) 5 to less than 7 years of experience = 13 Points c) 7 to less than 10 years of experience = 23 Points d) 10 years and above of experience = 33 Points	33
3.	Bidders to provide minimum of 9 cleaners with experience in providing cleaning services. Bidders must fill in the attached Annexure A form. Failure to provide the minimum of 9 cleaners a bidder will be scored 0 for this criterion. Each cleaner will be scored individually based on the points scoring as indicated below: Less than 2 years = 0 2 to less than 3 years = 1 3 years to less than 4 = 2 4 years and above = 3	27
TOTAL		100

The threshold for this bid is 65 **points**. Only bidders who meet and exceed the threshold score will proceed to the next stage of Price and BBEE.

9.4 THIRD STAGE: PRICE AND SPICIFIC GOALS

9.4.1 During this phase, bid proposals that passed phase 2 will be further evaluated based on the Preferential Procurement Regulations 2022, will be used to evaluate this proposal as per the applicable threshold value.

9.4.2 Bid proposals will be evaluated based on the 80/20 preference points system in accordance with the PPPFA Act (Act no.5 of 2000), where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for specific goals

Points claimed will be according to bidder's specific goals as indicated in Table below:

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

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)
Who are women	5
Who has disability	5
Who is a youth	5
Location of enterprise (local equals province)	0
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5
Total scored points	20

Specific goals": means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette No.16085* date 23 November 1994

"Ownership" means the percentage ownership and control, exercised by individuals within and enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform and activity in the manner, or within the range, considered normal for a human being.

- i. A blind person (in terms of the Blind Persons Act, 1968 (Act no 26 of 1968))

- ii. A deaf person, whose hearing is impaired to such and extent that he/she cannot use it as a primary means of communication.
- iii. A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another.
- iv. A person who requires an artificial limb; or
- v. A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act NO. 18 of 1973))

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

Documents required for verification of points allocation are as follows:

Procurement Requirement	Required Proof Documents
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

10. SUBCONTRACTING

- 10.1 Sub-contracting of the services to other companies or individuals is not permitted without prior written approval from MISA. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

11. MISA'S RIGHTS

- 11.1 MISA reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed,
- 11.2 This bid does not commit MISA to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this bid, or to procure or contract for services,
- 11.3 MISA reserves the right to conduct vetting and verify the validity of all information submitted by the bidder.
- 11.4 MISA will reject any proposal that does not provide evidence of the specified mandatory requirements. MISA may or may not request additional information and clarification

during the evaluation and selection process from any or all bidders regarding their proposals,

- 11.5 MISA reserves the right to request the company's latest audited financial statement in order to ascertain financial stability of the bidder prior to the award of the bid,

12. REPORTING

- 12.1 The appointed bidder will report to the Security & Facilities Manager. The detailed reporting requirements will be provided to the successful bidder, and
- 12.2. The bidder must submit a written report monthly to the Security & Facilities Manager on calls handled, inventory, performance against the service level agreement.

13. PAYMENTS

- 13.1. MISA does not make any payments in advance. Payment will only be made based on original signed invoices submitted under the terms of the appointment. The appointed service will be paid within **30** days after receipt of valid invoice, when the services have been fully rendered to the satisfaction of MISA. Payment will be executed via electronic transfer directly into the bidder's bank account.

14. BRIEFING SESSION (Non- COMPULSORY)

- 14.1. Bidders are invited to attend a non-compulsory online briefing session on **08 October 2024 @ 10:00am**. The briefing session link will be made available on MISA website on the Briefing session date and time.

15. SUBMISSION OF PROPOSALS

- 15.1. The Tender Documents must also include a soft copy (Memory Stick - all in PDF Format) of the proposal. The Tender Documents will be made available on www.etenders.gov.za and will be uploaded on the eTender Portal. The Tender Documents are not for sale and will also not be emailed to bidders. The Tender Documents must reach the offices of the MISA before **at**and must be enclosed in a sealed envelope which must be clearly inscribed on the outside:

BID REFERENCE NUMBER: MISA/FC/CS/2024/2025

CLOSING DATE: 22 October 2024

- 15.2. Tender documents are to be submitted to MISA Reception and deposited in the tender box. (At MISA Offices, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion, 0046).

16. PERIOD FOR ACCEPTANCE OF PROPOSALS

- 16.1. To allow for adequate time for evaluation, MISA requires a response to this solicitation to be valid and irrevocable for a period of 90 working days after closing date of the tender.

17. COMMUNICATION WITH MISA OFFICIALS

- 17.1. Bidders and their representatives may not communicate with MISA officials except in writing. Bidders and their representatives must communicate in the manner set forth in this Bid. There shall be no communication with MISA officials except as may be reasonably necessary to carry out the procedures specified in this Bid. Nothing herein prohibits bidders and their representatives from making oral statements or presentations in public to one or more MISA officials during a public meeting.

18. CONFIDENTIALITY

- a) All responses to this Bid become property of MISA and submissions after closing of bid may be subject to public inspection and disclosure in accordance with the MISA SCM Policy and provisions of applicable legislation.

19. QUESTIONS AND REQUESTS FOR CLARIFICATION

- a) Bidders must carefully examine the bid documents and in the event of doubt of anything contained in the documents:

All enquiries should be in writing within five (5) working days before the closing date of the Bid. For queries, please contact the following person:

Mr A.Ndamase

E-mail: anele.ndamase@misa.gov.za /tenders@misa.gov.za

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, AND THE GENERAL CONDITIONS OF CONTRACT. REFER TO THE GENERAL CONDITIONS OF CONTRACT AT THE FOLLOWING WEB ADDRESS:

www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.

13. Only black ink is allowed for the completion of the bid document. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

1. PART A (SBD1)

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT					
BID NUMBER:	MISA/CS/002/2024/2025	CLOSING DATE:	22 October 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT(MISA) FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1303 Heuwel Avenue,					
Riverside Office Park,					
Letaba House (FIRST FLOOR)					
Centurion, 0046					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT	SUPPLY CHAIN MANAGEMENT				
TELEPHONE NUMBER	012 848 5300				
E-MAIL ADDRESS	tenders@misa.gov.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

2. TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- BURSARY APPLICATION FORM (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

3. AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on
..... 20.....

..... (Full name)
(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of
.....
(Name of Company).

IN HIS/ HER CAPACITY AS:
.....

SIGNED ON BEHALF OF COMPANY: (PRINT NAME)

SIGNATURE OF SIGNATORY:

DATE:

WITNESSES: 1 **DATE:**
2 **DATE:**

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned
(Full name) hereby confirm that I am the sole owner of the business trading as:
.....
(Name of Business)

SIGNATURE **DATE**

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE

We, the undersigned Partners in the business trading as

.....
(name of partnership)

hereby authorise
(full name) to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of

SIGNATURE DATE.....

SIGNATURE DATE.....

SIGNATURE DATE.....

D. CLOSE CORPORATION

In the case of a Close Corporation submitting a bid, a certified copy of the Founding/ Amended Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....

.....
(Full name)
whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

.....
(Name of Close Corporation)

Trading as
.....
(Trading name).

IN HIS/ HER CAPACITY AS:
.....

SIGNED ON BEHALF OF THE CLOSE CORPORATION:
..... (PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1 **DATE:**

2 **DATE:**

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....

.....
(Full name) whose signature

appears below, has been authorised to sign all documents in connection with this bid on behalf of

.....
(Name of cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/ HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

.....

FULL NAME IN BLOCK LETTERS:

.....

WITNESSES: 1

DATE:

2

DATE:

F. JOINT VENTURE

If a bidder is a Joint Venture, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of the entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and /or contract on behalf of the Joint Venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the Joint Venture partners

on.....20.....

.....
(Full name)

.....
(Full name)

.....
(Full name)

.....
(Full name)

whose signatures appear below have been duly authorised to sign all documents in connection with this bid on behalf of:

.....
(Name of Joint Venture)

IN HIS/ HER CAPACITY AS:

.....

SIGNED ON BEHALF OF (ENTITY NAME):

.....

SIGNATURE: **DATE:**

IN HIS/ HER CAPACITY AS:

.....

SIGNED ON BEHALF OF (ENTITY NAME):

.....

SIGNATURE: DATE:

IN HIS/ HER CAPACITY AS:

.....

SIGNED ON BEHALF OF (ENTITY NAME):

.....

SIGNATURE: DATE:

IN HIS/ HER CAPACITY AS:

.....

SIGNED ON BEHALF OF (ENTITY NAME):

.....

SIGNATURE: DATE:

IN HIS/ HER CAPACITY AS:

.....

G. CONSORTIUM

If a bidder is a Consortium, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of concerned entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of the Consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the Consortium on

.....20.....

.....
(Full name)

whose signature appears below have been duly authorised to sign all documents in connection with this bid on behalf of:

.....
(Name of Consortium)

IN HIS/ HER CAPACITY AS:

.....

SIGNATURE: **DATE:**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number: **MISA/CS/002/2024/2025**

Closing Time 11:00

Closing date: 22 October 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	Description of goods/services	Quantity	UNIT PRICE (To be filled by the bidder)	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) (To be filled by the bidder)
1				
		Total bid price		
		Vat inclusive		
		Total price		

- Required by:
- At:
- Brand and model:
- Country of origin:
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery:
*Delivery: Firm/not firm
- Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

BIDDER'S DISCLOSURE

SBD 4

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 interest¹ 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

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.

2.2 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:

.....
.....

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 consortium² 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.

² 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.

- 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.

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 bids invited. It contains general information and serves as a claim form for preference points for specific goals.

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to 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 bid is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this bid. The lowest/highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid 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 bid 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 bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, 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 bidder, either before a bid 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) **“bid”** 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 bidding process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money bid 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) **“bid 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:

80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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:

80/20

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

Where

- Ps = Points scored for price of bid under consideration
Pt = Price of bid under consideration
Pmax = Price of highest acceptable bid

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 bid. For the purposes of this bid the bidder 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 bid:
- 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 bid documents, stipulate in the case of—
- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or
 - (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid 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 bid and points claimed are indicated per the table below.

Note to bidders: The bidder 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)
Who are women	5	
Who has disability	5	
Who is a youth	5	
Location of enterprise (local equals province)	0	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5	
Total scored points	20	

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 bid, 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 bidding 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;

ADDENDUM NO.	DATE	TITLE OR DETAILS

- (d) recommend that the bidder 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.

RECORD OF AMENDMENTS TO BID DOCUMENTS

I / We confirm that the following communications amending the bid documents that I / we received from Municipal Infrastructure Support Agent or their representative before the closing date for submission of bids have been taken into account in this bid.

SIGNATURE: DATE:
(of person authorized to sign on behalf of the Bidder)

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

GENERAL CONDITIONS OF CONTRACT