

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

DESCRIPTION OF SERVICE: SUPPLY AND DELIVERY OF HYGIEN SERVICES

Rental (including installation and maintenance) of hygiene equipment and consumables, from **01 October 2023 until 30 September 2024. (12 months period) at the following Campuses:**

Infruitec Southern Campus, Infruitec Northern Campus, Nietvoorbij Campus, Bien Donne Research Farm

BACKGROUND: Rental services for Hygiene consumables, soap dispensers, hand soap air fresheners, she bins and hygienic essentials for all our bathrooms within the ARC- Infruitec Nietvoorbij. Time frame would be from date approved until end of September 2024.

PURPOSE: Is to provide cleaning essentials to all bathrooms within the ARC- Infruitec Nietvoorbij.

1. You are kindly requested to submit a written quotation to Agricultural Research Council as per below or attached terms of reference (TOR's).
2. The specified goods/services should be delivered/rendered to:
Name of Institute: Refer to the report attached/ details mentioned on specification.
3. The particulars of the guarantee that will apply to the goods quoted for, with particular regard to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
4. You're written quotation must be deposited or email depending on the instructions given in the email.
5. All price quotations that have a rand value of R30, 000.00 but not exceeding R50 Million. (All applicable taxes included), will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations. The lowest acceptable price will score 80 points, the 20 preferential points will be allocated as follows unless specified:

Percentage Ownership by HDI'S	Points (8)	Percentage Ownership by Women	Points (4)	Percentage Ownership by Youth	Points (4)
91-100%	8	81-100	4	81-100	4
81-90	7	51-80	3	51-80	3
71-80	6	31-50	2	31-50	2
61-70	5	1-30	1	1-30	1

51-60	4	0%	0	0%	0
41-50	3				
21-40	2				
1-20	1				
0%	0				

Percentage Ownership by People with Disability	Points (2)	RDP Goals	Points (2)
51-100	2	The promotion of enterprise located in rural areas.	2

6. Standard conditions:

6.1 the validity of the quotations must be 30 Days or more and indicated.

6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

6.3 No price adjustments or amendment of the delivery particulars contained in paragraph 2 will be considered by the ARC.

6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

6.5 ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

6.6 Quotes should be submitted on an official letterhead and duly signed

6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the ARC

6.8 The General Conditions of Contract issued by National Treasury are applicable.

6.9 The ARC supply chain management code of conduct is applicable.

6.10 SBD Forms must be signed and returned together with the quotation, failure to comply will result to disqualification of your quotation.

6.11 The ARC reserve the right to do due diligence on the quotations.

6.12 The ARC reserve the right to benchmark prices quoted.

6.13 The ARC Terms of Payment is 30 Days after receiving Invoice.

6.14 SUB-CONTRACTING/ JOINT VENTURE BUSINESS must disclose if will be subcontracting the work and specify the percentage Attach documents of the subcontracted company.

Thank you in anticipation

Supply Chain Management: ARC

Supplier Confirmation Read above conditions.

Supplier's Details:

Company Name:

Contact person:

Date & Signature:

.....

SCOPE OF WORK: Rental services for Hygiene consumables, .provides soap dispensers, hand soap air fresheners , she bins and hygienic essentials for all our bathrooms within the ARC- Infruitec Nietvoorbij.

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
1. Rental Pedal SHE Bins including SHE Bin liners and Sanisoc (Fortnightly collecting and cleaning of bins) Please supply proof of Authority to dispose Hygiene waste items (SHE waste) if sub-contracting please indicate and supply proof of agreement with sub-contractor			
2. Rental Auto Janitors Dispensers including Auto Janitor refill (monthly service)			
3. Rental Air freshener Dispensers including Aerosol Fragrances (monthly service, replacement of batteries)			
4. Rental Auto-cut Paper Towel Dispensers Plastic white – (installed and maintained)			
5. Rental Wall Mounted Bins- plastic white (installed and maintained)			
6. Rental Toilet roll holders -white accommodate 3 rolls (installed and maintained)			
7. Rental Liquid Soap Dispensers (installed and maintained)			
8. Consumables: Paper Towel (1 ply 500 sheets) Monthly			
9. Consumables: Hand Soap SABS approved (60 litre) per month			
10. Provide certification for the disposal of sanitary bin contents in accordance with the National Environmental Management Waste Act and the City of Cape Town Environmental by law No 13333 P.G.E No 6041, Part 3 (30June 2003)			
11. Provide Occupational Health and Safety (OHS) compliance Certificate			

12. Assembling and Disassembling of all toilet dispensers			
13. Existing holes to be used to install dispensers			
14. Compulsory site meeting 18/09/2023 at 11:00 ARC Infruitec, Helshoogte Road, Stellenbosch, Olive Groove Room			
15. Repairs and maintenance is the responsibility of the Supplier until the contract is terminated			
17. Equipment will be provided inclusive of keys and provide training to ARC staff upon installation			
DELIVERED AT : <ul style="list-style-type: none"> • ARC Infruitec Southern Campus - Helshoogte Road – • Infruitec Northern Campus, Lelie Street • ARC Nietvoorbij R 44 Klapmuts Road - Stellenbosch • Bien Donne Farm – Simondium Near Franschoek 			

1.2 PRICING SCHEDULE SUPPLY AND DELIVERY OF HYGIEN SERVICES

Item description	QTY	Unit price	Total Price
1. Monthly ,Rental Pedal SHE Bins including SHE Bin liners and Sanisoc (Fortnightly collecting and cleaning of bins)	45		
2. Monthly, Rental Auto Janitors Dispensers including Auto Janitor refill (monthly service)	33		
3. Rental Air freshener Dispensers including Aerosol Fragrances (monthly service, replacement of batteries)	35		
4. Rental Auto-cut Paper Towel Dispensers Plastic white – (installed and maintained)	60		
5. Rental Wall Mounted Bins- plastic white (installed and maintained)	60		
6. Rental Toilet roll holders -white accommodate 3 rolls (installed and maintained)	80		
7. Rental Liquid Soap Dispensers (installed and maintained)	60		
8. Consumables: Paper Towel (1 ply 500 sheets) Monthly	90		
9. Consumables: Hand Soap (60 litres per month) (can be supplied 5lt or 10lt containers)			
Cost per Monthly			
VAT			
TOTAL			

Costs for 12-month Period

1. Monthly equipment rental and Hygiene services for 6 months - 01 October 2023 to 31 March 2024	6		
2. Monthly equipment rental and Hygiene services for the 12 months - 01 April 2024 till 31 September 2024	6		
SUBTOTAL			
VAT			
GRAND TOTAL			

Delivery Addresses

- ARC Infruitec Southern Campus - Helshoogte Road –Stellenbosch
- Infruitec Northern Campus, Lelie Street - Stellenbosch
- ARC Nietvoorbij R 44 Klapmuts Road - Stellenbosch
- Bien Donne Farm – Simondium Near Franschhoek

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature:

BIDDER'S DISCLOSURE

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

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**

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.

2.2.1 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.
- 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

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.

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 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

(Delete whichever is not applicable for this tender)

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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;
- (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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{Or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = 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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{Or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

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

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 90/10 or 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)	
Percentage Ownership by HDI'S	Points (8)		
91-100%	8		
81-90	7		
71-80	6		
61-70	5		
51-60	4		
41-50	3		
21-40	2		
1-20	1		
0%	0		

Percentage Ownership by Women	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage Ownership by Youth	Points (4)	
81-100	4	
51-80	3	
31-50	2	
1-30	1	
0%	0	
Percentage Ownership by People with Disability	Points (2)	
51-100	2	
1-50	1	
0	0	
RDP Goals	Points (2)	
Any RDP goal/s	2	
Total points		-----

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;
 - (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:	

