

(“The DSI”)

**TERMS OF REFERENCE**

**REQUEST FOR PROCUMENT OF CORPORATE CLOTHING TO THE DEPARTMENT OF SCIENCE AND INNOVATION**

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| --- | --- | --- |
| **N.B.** | **:** | ***By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.*** |

1. **BACKGROUND**

The Department of Science and Innovation is located at Building 53, CSIR Campus. In terms of the corporate clothing policy, on an annual basis the department needs to procure uniform for Auxiliary Services personnel. Based on the above the department intends procuring uniform for security officers and receptionist personnel.

1. **PURPOSE**

The purpose of these terms of reference is to appoint a service provider who will render the required services as follows:

* 1. Supply corporate clothing for male security officers as per the specification mentioned below.
  2. Supply corporate clothing for female security officers and receptionist as per specification mentioned below.

1. **SPECIFICATION**

The DSI Requirements in terms of clothing and footwear as indicated below:-

3.1 The corporate clothing should be formal, crease free, colour-fast, and the material used should be of high quality. Shoes supplied should be fit for work purpose made up of leather.

3.2 The corporate clothing should be individual packaged with the name of the official and each package must have its own delivery note which must be signed off by the DSI representative.

3.3 The potential bidders who have passed the first phase of the evaluation, will be required to bring in samples for visual screening.

3.4 Provide a catalogue of the corporate clothing to be supplied if possible.

3.5 A certain degree of formality is required in these clothing.  They should be functional and simple, look crisp, and be crease free and colourfast, i.e. of a very high quality. Continuous washing should not have any effect on the texture andcolour. New stock of the same quality and colour should be easily obtainable and made in South Africa**.**

* 1. Apart from black, the primary house colour is blue (Pantone 647C).
  2. Transport costs to the service provider site for measurements and fittings will be borne by the DSI.

1. **INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL**
   1. All prices quoted must include VAT and should be linked with specific tasks to be undertaken.
   2. A service provider should comply with the specification.
   3. The service provider shall be expected to provide a quotation based on the table below (*table to be placed on own letterhead and not to be completed on this form*):

**TABLE A -** **MALE SECURITY OFFICERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **SPECIFICATION PER ITEM** | **SIZES** | **COLOUR** | **QTY** |
| Jersey, neatly fitting  2 per person | * Fabric KNIT – 10 Gauge 100% Acrylic Yarn * Classic V-Neck styling * Double rib cuff and waistband * Long sleeve | M x 2  L x 2  XL x2 | Charcoal / Navy blue | 12 |
| Woven ties  2xper person | * Standard size – 150cm X 9cm * 100% woven |  | (6xPlain black and 6xBlue with stripes) | 12 |
| Pair of socks - 6 per person | * 80% cotton, 17% polyamide, 3% elastane. |  | 18xBlack & 18xBrown | 36 |
| Pair of shoes | * 100% leather | 8 X 4  7 X 2 | Pair of shoes | 12 |

**TABLE B – FEMALE SECURITY OFFICERS AND RECEPTIONIST CLOTHING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **SPECIFICATION PER ITEM** | **SIZES** | **COLOUR** | **QTY** |
| Jersey, one cardigan with pockets, neatly fitting (3xblack and 3xblue). | * Fabric KNIT – 10 Gauge 100% Acrylic Yarn * Classic V-Neck styling * Double rib cuff and waistband * Long sleeve | M x 2  L x 2  XXL x 2 | Charcoal 3 Cardigan  Navy 3X Emily Cardigan | 6 |
| Pair of stockings  8xper person | * Nylon spandex blended * Black * Stretchy | Medium x 2  Super Large x 22 | 12xBlack and 12xBlack mail | 24 |
| Pair of shoes | * Green cross or equivalent | 7 x 2  3.5 x 1 | Navy blue and Black | 6 |

**The project will commence upon signing of the service level agreement.**

**Escalation will only be allowed on the contract anniversary date based on CPI and subject to approval.**

**Special Conditions of the bid**

4.4 Please note that the textile of the clothing and the leather of the footwear need to be of commodities that are **designated for local production and content**. Therefore, only locally produced / manufactured goods with a stipulated minimum threshold of 100% for local production and content will be considered.

4.5 Furthermore, please note that the stipulated minimum threshold percentage for local production and content for the textiles of the clothing as well as the leather for the footwear sector to be 100%. Should you require an exemption of any percentage in this regard, please contact the DTI to obtain such an exemption before submitting your bid.

1. **EVALUATION OF PROPOSALS**
   1. The evaluation process will comprise of the following phases:
2. Screening for Compliance;
3. Functional Evaluation; and
4. Price and Specific Goals Evaluation.
   1. **Screening for Compliance**

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation**; *failure to submit the following will result in disqualification:*

1. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
2. Compliant tax matters as per CSD or SARS e-filling.
3. Completed and signed SBD 1, SBD 4 and SBD 6.1.
4. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
5. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals**.
6. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
7. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
8. Attach proven experience by providing a list of current and past contracts which are relevant to the required service in the bid specifications, according to the template in **Part A**: Client Base. Only the relevant experience shall be considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of referees provided.

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| --- | --- | --- |
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* 1. **Functionality Evaluation**

1. Service providers’ responses will be evaluated for functionality in this stage, based on achieving a minimum score of sixty percent (60%).
2. The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

|  |
| --- |
| **FUNCTIONALITY EVALUATION** |
| **Rating**: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent |

| **CRITERIA** | | | | | | **WEIGHTS** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Current and Previous Projects in supply corporate clothing** | | | | | 30 |
|  | Bidders must also submit a list of references for current and previous projects, which much cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered, (iii) contact person, (iv) his/her contact details (e-mail, telephone, address) | | | | |
|  | 1 project | 2 projects | 3 projects | 4 projects | 5 projects |
|  | **1** | **2** | **3** | **4** | **5** |
| **2.** | **List of clothing and footwear suppliers with contractual agreements/proof of account** | | | | | 30 |
|  | Values shall be allocated as follows: | | | | |
|  | 0 supplier | 1 supplier | 2 suppliers | 3 suppliers | 4 and above suppliers |
|  | **1** | **2** | **3** | **4** | **5** |
| **3.** | **Project Implementation** | | | | | 30 |
|  | The Project methodology must talk to the provision of corporate clothing, but not limited to the following:   * Project plan. * Quality control measures (should not be limited to:-measures put in place to ensure that the clothing supplied meets the specification standards, quality checklist). * Lead time for delivery. * Response time to address the deficiencies (sizes, patterns, etc). | | | | |
|  | 1 out of 4 | 2 out of 4 | 3 out of 4 | 4 out of 4 | |
|  | **1** | **2** | **3** | **4** | |
| **4.** | **Risk methodology** | | | | | 10 |
|  | The risk plan must be in line with the request for corporate clothing, it must indicate: risk responsibility, risk assessment, mitigation, contingency plan and risk monitoring. | | | | |
|  | Poor | Averge | Good | Exellent | |
|  | **1** | **2** | **3** | **4** | |
| **TOTAL SCORE** | | | | | | **100** |
| **MINIMUM THRESHOLD SCORE** | | | | | | **60** |

1. Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.
2. The following rating values for evaluation will be used:
3. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

| **Value** | **Description** |
| --- | --- |
| 5 – Excellent | Exceeds the functionality requirements |
| 4 – Very Good | Above average compliance to the requirements |
| 3 – Good | Satisfactory and meets the requirements |
| 2 – Average | Partial compliance to the requirements |
| 1 – Poor | Unacceptable, does not meet set criteria |

1. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
2. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
3. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
4. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.
   1. **Price and Specific Goals Evaluation**

Price inclusive of VAT will be evaluated as indicated below.

a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)

- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

Ps = 80 

Where

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration;

Pmin = Price of lowest acceptable tender.

c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

Table 1 – Specific goals

| **The specific goals allocated points in terms of this tender:** | **Number of points allocated (80/20 system)** |
| --- | --- |
| Companies owned by black people | 6 |
| Companies owned by women | 6 |
| Companies owned by youth | 5 |
| Companies owned by people with disabilities | 3 |

1. A bidder must submit proof of its Specific goals’ status.
2. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
3. A bidder failing to submit proof of Specific goals’ status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
4. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
5. The points scored must be rounded off to the nearest two decimal places.
6. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
   * + The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
     + If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
     + If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
     + If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
7. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
8. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB:** **All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.**

1. **AWARDING OF THE BID**
   1. The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.
   2. The successful service provider **may be** required to enter into a service level agreement with the Department.
2. **SUBMISSION OF PROPOSALS**
   1. The deadline for the proposal is **07 June 2023** at **11:00**.
   2. The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.
3. **CONTACT PERSONS**

Enquiries relating to this request should be addressed to tenders@dst.gov.za

**PART A-CLIENT BASE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of client / organization where contract is being executed/was executed** | | **Description of projects/Contract Services** | **Physical Address of the Client/ organization** | **Contact persons and telephone numbers of your client** | **Contract period (indicate start and end dates)** e.g. 1 April 2012 to 31 March 2015 | **Is the contract Current or Past?** (please indicate accordingly) |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |

**NB: DSI reserves the right to verify the contents of this list directly with the service providers’ clients and also conduct site inspections.**