

## INVITATION TO QUOTE

|                                                   |                                                                                                                                                                                                                        |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NO</b>                                     | MKIQ22/2023                                                                                                                                                                                                            |
| <b>Description</b>                                | Rendering of cleaning and hygiene services for a period of thirty-six (36) months                                                                                                                                      |
| <b>Business addresses</b>                         | 1) 1 <sup>st</sup> Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399<br>2) 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.                                                        |
| <b>Closing date and time to submit quotation</b>  | 22 August 2023 at 16h30                                                                                                                                                                                                |
| <b>Compulsory briefing is scheduled for</b>       | <b>15 August 2023</b><br><br><b>10:00am:</b> 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.<br><b>13:00pm:</b> 1 <sup>st</sup> Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399 |
| <b>Quotation and enquires must be emailed to:</b> | <a href="mailto:Sinenhlanhla.Nggulunga@moseskotane.com">Sinenhlanhla.Nggulunga@moseskotane.com</a>                                                                                                                     |
| <b>Quotations validity period</b>                 | 60 Days                                                                                                                                                                                                                |

## SUPPLIER INFORMATION

|                         |  |
|-------------------------|--|
| <b>Name of bidder</b>   |  |
| <b>Contact person</b>   |  |
| <b>Physical address</b> |  |
| <b>Telephone number</b> |  |
| <b>Cellphone number</b> |  |
| <b>Email address</b>    |  |

**1. Disclaimer:**

- a) MKI reserves its right not to appoint.
- b) MKI reserves its right to negotiate the price with the successful bidder, should it be necessary.
- c) MKI reserves the right to terminate the mandate should a pre-existing conflict of interest be found at any stage of the project.
- d) Quotations received after the closing date and time will not be considered.

**2. The following documents to be submitted with the quotation.**

- a) Proof of company registration (CIPC), where applicable i.e unless a sole proprietor.
- b) Valid BBBEE certificate by SANAS accredited agency/company or an affidavit.
- c) Valid tax clearance/Pin
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Three reference letters must be attached, where the bidder conducted similar services
- g) The attached forms must be completed in detail and returned with the quotation**

*NB: Failure to submit the above documents will lead to disqualification.*

## REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Moses Kotane Institute may, without prejudice to any other legal rights or remedies it may have;
  - 3.1. cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted, or less favorable arrangements are made.
4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

.....

WHO REPRESENTS (state name of bidder).....

CSD Registration Number.....

I AM AWARE OF THE CONTENT OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

I AM ALSO AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE DATE:

.....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the of the enterprise or business and exercises control



company and is actively involved in the management over the enterprise.

2.7 Are you or any person connected with the bidder YES /  
NO presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

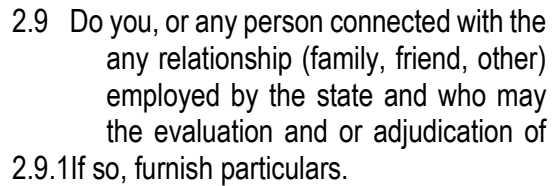
2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / YES / NO  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....



bidder, have  
with a person  
be involved with  
this bid?

**YES / NO**

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

[illegible]

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF  
THE GENERAL CONDITIONS OF CONTRACT 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 APPLICABLES IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### GENERAL CONDITIONS

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).

**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) 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.

1.1. 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.

**To be completed by the organ of state**

The maximum points for this tender are allocated as follows:

|                                                  | POINT<br>S |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.1 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.

- 1.2 The organ of state reserves the right to request a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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. FORMULATE 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                                                       | or | 90/10                                                       |
|-------------------------------------------------------------|----|-------------------------------------------------------------|
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

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:

|                                                                     |           |                                                               |  |
|---------------------------------------------------------------------|-----------|---------------------------------------------------------------|--|
| <b>80/20</b>                                                        | <b>or</b> | <b>90/10</b>                                                  |  |
| $P_{s\max} = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$ | or        | $P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$ |  |

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\max}$  = Price of highest acceptable tender (a) 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.**

**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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 51% Black owned enterprise                                  | 8                                                                                       |                                                                              |
| 51% Black female owned enterprise                           | 6                                                                                       |                                                                              |
| 51% Youth owned enterprise                                  | 6                                                                                       |                                                                              |

#### 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
- ☐ Company
- ☐ (Pty) Limited

[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 favorable 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:** .....

.....

## TERMS OF REFERENCE FOR CLEANING AND HYGIENE SERVICES FOR A PERIOD OF 36 MONTHS

### 1. Background information:

The Moses Kotane Institute is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to conduct world class research that responds to the needs of the provincial economy.

Moses Kotane Institute is pleased to invite you to submit your quotation for provision of cleaning and hygiene services for a period of 36 months.

#### Physical address:

- a) 1<sup>st</sup> Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
- b) 1 University Road, Derby Downs Office Park, 14 Lakeside, Westville.

### 2. Cleaning services

Total number of employees: 50

| 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu Natal |    | 1 University Road, Derby Downs Office Park, Lakeside, Westville. |    |
|-------------------------------------------------------|----|------------------------------------------------------------------|----|
| Number of floors                                      | 1  | Number of floors                                                 | 2  |
| Number of offices                                     | 10 | Number of offices                                                | 10 |
| Cubicles                                              | 1  | Cubicles                                                         | 1  |
| Meeting rooms                                         | 4  | Boardroom                                                        | 2  |
| Foyer                                                 | 1  | Foyer                                                            | 1  |
| Reception                                             | 1  | Reception                                                        | 1  |
| Storeroom                                             | 2  | Storeroom                                                        | 2  |
| Kitchen                                               | 1  | Kitchen                                                          | 1  |
|                                                       |    | Server room                                                      | 1  |
| Restrooms<br>Female x5<br>Male x5                     | 10 | Restroom<br>Female x1<br>Male x1<br>Unisex x1                    | 3  |
|                                                       |    | Open plan office                                                 | 1  |

### 1. NUMBER OF CLEANING PERSONNEL

Two casual cleaners will be required to ensure that cleaning and hygiene services are provided at the premises when our full time cleaner is on leave.

Provision of monthly spring cleaning in both sites

Employees to be employed by the service provider should have been subjected to a security screening process.

All cleaners to be taken through an OHS Induction.

### 2. QUANTITIES OF HYGIENE EQUIPMENT AND MATERIALS TO BE PROVIDED FOR MOSES KOTANE INSTITUTE.

| ITEM DESCRIPTION                                            | FREQUENCY OF MAINTANENCE/ SERVICE | NUMBER OF UNITS TO BE SUPPLIED/INSTALLED |
|-------------------------------------------------------------|-----------------------------------|------------------------------------------|
| Double ply Toilet Paper                                     | Monthly                           | 2x48 rolls                               |
| Clear plastic refuse bag for dust bins (20 unit per packet) | Monthly                           | 2 x packet                               |
| Emerald-green all-purpose gel (pH: 7.0-8.0)                 | Monthly                           | 1X5 litre                                |
| Thick bleach                                                | Monthly                           | 2X1.5 litre                              |
| Dish washing liquid soap                                    | Monthly                           | 2X1.5 litre                              |
| Liquid furniture polish                                     | Monthly                           | 750ml spray cans x2                      |
| Dish washing cloth                                          | Monthly                           | 4                                        |
| Dish washing sponge                                         | Monthly                           | 6                                        |
| Dust cloth                                                  | Monthly                           | 4                                        |
| Toilet brushes (must be replaced every 6 months)            | Every 6 months                    | 13                                       |

|                                                                                |                                     |                                                                                                           |
|--------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Refill hand soap containers (800ml)                                            | Monthly                             | 5                                                                                                         |
| Air freshener holder batteries (motion sensor)                                 | Once-off                            | 12xAA batteries                                                                                           |
| Refill air fresheners (75ml air mist; to last for 30 days)                     | Monthly                             | 4                                                                                                         |
| Hand towel (paper) dispensers                                                  | Once off                            | 4                                                                                                         |
| Replenish paper/hand towels (150ml roll; quality must comply with SANS 1887-8) | Monthly                             | 8                                                                                                         |
| Install sanitizer drip for urinals                                             | Once off                            | 4                                                                                                         |
| Urinal auto sanitiser dispenser refill                                         | Monthly                             | 4                                                                                                         |
| Sanitary Bins                                                                  | Once off                            | 7                                                                                                         |
| Supply disposable plastics for sanitary products                               | Weekly                              | 45 units (15 per female cubicle)                                                                          |
| Empty, sanitise and deodorize sanitary SHE bins and replenish the bin liners.  | Weekly                              | 4                                                                                                         |
| Toilet paper holder/dispenser                                                  | Once-off                            | 1                                                                                                         |
| Install toilet seat disinfectant holder                                        | Once-off                            | 4                                                                                                         |
| Refill toilet seat disinfectant                                                | Monthly                             | 4                                                                                                         |
| Supply and maintenance of Air Purifying plants                                 | Once-off plus bi weekly maintenance | 15X (see images below)<br>10X self-standing plants for open plan offices walkway and entrances<br>5X desk |





### **Pricing schedule**

NOTE: Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will be considered. Bidders must submit pricing schedule as follows.

|                                 |                                |
|---------------------------------|--------------------------------|
| Cleaning services               | Daily rate must be submitted   |
| Hygiene equipment and materials | Monthly rate must be submitted |
| Air purifying plants            | Monthly rate must be submitted |

