

BID DOCUMENT

BID NUMBER:	FIC/RFB/CLEANING AND HYGIENE SERVICES/2/2023/24
ISSUE DATE:	12 SEPTEMBER 2023
CLOSING DATE FOR THE BID:	03 OCTOBER 2023
CLOSINGTIME FOR THE BID:	11:00
DESCRIPTION FOR THE BID:	THE PROVISION OF CLEANING, HYGIENE AND PEST CONTROL SERVICES TO THE FIC FOR A PERIOD OF FIVE (5) YEARS.
SUBMITTING BIDS:	One (1) original and an electronic copy of the RFB document must be handed in / delivered to: TENDER BOX FINANCIAL INTELLIGENCE CENTRE BYLSBRIDGE OFFICE PARK CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGHVELD EXT 73) HIGHVELD CENTURION

Bidders are required to inform the FIC when the documents will be delivered at the FIC offices 48 hours prior, in order to provide an access code. Communication can be sent to Kamogelo.rathebe@fic.gov.za

CSD NUMBER

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DOCUMENTS IN THIS BID DOCUMENT PACK

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PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/CLEANING AND HYGIENE SERVICES/2/2023/24		CLOSING DATE:	03 OCTOBER 2023	CLOSING TIME: 11:00
DESCRIPTION	THE PROVISION OF CLEANING, HYGIENE AND PEST CONTROL SERVICES TO THE FIC FOR A PERIOD OF FIVE (5) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73 CENTURION)					
HIGHVELD EXT 73					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kamogelo Rathebe		CONTACT PERSON	Kamogelo Rathebe	
TELEPHONE NUMBER	012 641 6018		TELEPHONE NUMBER	012 641 6018	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kamogelo.rathebe@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.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:		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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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: 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 - (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 WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).**

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:

.....

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

- The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.
- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
 - 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
 - 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

- 5.1 The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK**1 BACKGROUND TO THE FIC**

- 1.1. The Financial Intelligence Centre (FIC) is South Africa's national centre for the receipt of financial data, analysis and dissemination of financial intelligence to the competent authorities.
- 1.2. The FIC was established by the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) and has the mandate to identify the proceeds of crime, combat money laundering and terror financing. It does this by seeking to:
 - Supervise and enforce compliance with the FIC Act
 - Facilitate effective supervision and enforcement by supervisory bodies
 - Receive financial data from accountable and reporting institutions
 - Share information with law enforcement authorities, intelligence services, the South African Revenue Service, international counterparts and supervisory bodies
 - Formulate policy regarding money laundering and the financing of terrorism
 - Provide policy advice to the Minister of Finance, and
 - Uphold the international obligations and commitments required by the country in respect of anti-money laundering and combating financing of terrorism (AML/CFT).
- 1.3. The FIC Act introduces a regulatory framework of measures requiring certain categories of business to take steps regarding client identification, record-keeping, reporting of information and internal compliance structures. The Act obliges all businesses to report to the FIC various suspicious and certain other transactions. The FIC uses this financial data and available data to develop financial intelligence, which it is able to make available to the competent authorities and supervisory bodies for follow-up investigations or administrative action.
- 1.4. All accountable and reporting institutions are required to register with the FIC. The FIC and supervisory bodies have the authority to inspect and impose administrative penalties on non-compliant businesses. The Act also introduced an appeal process and an appeal board.
- 1.5. South Africa is a member of the Financial Action Task Force, the international body which sets standards and policy on anti-money laundering and for combating the financing of terrorism (AML/CFT). In addition, it is also a member of the Eastern and Southern Africa Anti-Money Laundering Group, a regional body of the FATF which aims to support countries in the region to implement the global AML/CFT standards.
- 1.6. The FIC is a member of the Egmont Group, which is made up of financial intelligence units from 166 countries. The primary aim of the organisation is to facilitate co-operation and

sharing of financial intelligence information among its members.

2 BACKGROUND AND OBJECTIVES TO THE REQUIREMENT

The FIC is committed to ensuring a healthy and safe working environment by providing cleaning, and hygiene services for its employees at all times and to comply with the Safety, Health, and Environment (SHE) as well as building regulations. The services are required for a duration of five (5) years. The appointed bidder will work and partner with the FIC's Facilities Management business unit to ensure that the FIC building is always clean and always maintains hygiene.

The appointed service provider and all employees assigned to perform work at the FIC will be subject to a vetting process. All employees assigned to conduct work at the FIC must be cleared by the South African Police Services (SAPS) and clearance certificates provided by appointed service provider. The FIC also reserve the right to subject the appointed service provider and all assigned employees to a security vetting process that will be conducted by the State Security Agency (SSA).

3 SCOPE OF SERVICES REQUIRED

The proposal should include the following:

DESCRIPTION		COMPLY	
3.1 SERVICE REQUIRED		YES	NO
<ul style="list-style-type: none"> Total of 18 full time Cleaners with the following split:- <ul style="list-style-type: none"> -1 x Supervisor - 17 x cleaners also to rotate as refreshment coordinators 			
<ul style="list-style-type: none"> Relieve staff when one or more appointed staff does not report for work 			
3.2 WORKING HOURS			
<ul style="list-style-type: none"> Cleaners: Monday to Friday 06:30 – 15:30 			
<ul style="list-style-type: none"> Refreshment Coordinators: 07:00 – 16:00 			
<ul style="list-style-type: none"> With approved tea and lunch breaks 			
3.3 SPECIFICATIONS			
3.3.1 OFFICE AREA	Frequency		
<ul style="list-style-type: none"> Sweep and damp mop all tiles and vinyl floors as required 	Daily		

• Vacuum carpets every second day early morning or when required	Every second day		
• Clean all workstations, windowsills, filing cabinets, etc.	Daily		
• Clean dustbins and wash bins when needed	Twice daily		
• Dust all areas and PC, printer, and all electrical equipment on the floor. Only when equipment is switched off.	Daily		
• Dust picture frames and window blinds	Weekly		
• Spot clean partition glass, • Polish and deep clean partition glass	Daily Weekly		
• Spot clean marks on walls, doors, and light switches	Daily		
• Vacuum upholstered furniture	Every second week		
3.3.2 FOYER, LIFTS AND STAIRCASES AND FIRE ESCAPE AREAS			
• Fire escape stairs, walls, railing	Monthly		
• Wash tiles as required	Daily		
• Dust all electrical equipment in foyer	Daily		
• Clean lifts	Daily		
• Spot clean all walls, doors and metal work	Daily		
• Empty and wash all dustbins in foyer	Twice daily		
• Clean skirting (Be careful of the wallpaper)	Weekly		
• Damp wash all banisters/ handrails	Daily		

3.3.3 KITCHEN SERVICES- Refreshment Coordinators (Please note the refreshments listed below will be provided by FIC)			
• Ensure fresh filter coffee available in kitchen.	Twice daily		
• Ensure refreshments (Tea, coffee, sugar ,milk, etc.) replenished	Throughout the day.		
• Provide refreshments for all meetings. Coffee, tea, milk etc.	As per meeting requirements		
• Replenish the crockery and refreshments after a meeting	As an when required.		
• Clean Kitchen floors and pause areas	Daily		

• Wash dishes regularly	Daily		
• Clean walls, door and cupboards and outside of fridge	Daily		
• Clean service counters	Daily		
• Clean inside and outside of microwaves	Daily		
• Clean inside of fridges	Weekly		
• Defrost fridges	Monthly		
• Wash and empty kitchen dustbin regularly and ensure bin is empty before leaving the office to prevent bad smells that develops overnight	Twice daily		
• Assist in other areas when requested	Daily		
3.3.4 CLEANING OF BATHROOMS			
• Clean all toilets, basins and urinals as per cleaning standards as well as correct cleaning materials provided by the service provider.	Throughout the day as necessary		
• Clean all surfaces	Daily		
• Spot clean all walls, doors and accessible drain pipes	Daily		
• Clean all mirrors and tiles	Daily		
• Empty all bins and wipe clean	Throughout the day as necessary		
• Replenish all hygiene consumables such as soap, toilet paper, hand towels, seat wipes, etc. that will be the provided by the service provider.	Throughout the day as necessary		
• Report breakage or damaged to equipment	Immediately		
• Report malfunction of toilets, drains, urinals, lights, and electrical equipment etc.	Immediately		
• Complete daily cleaning sheet as required	Throughout the day as necessary		
3.3.5 WINDOWS AND GLASS DOOR CLEANING			
• Clean all windows on the interior	Monthly		
• Glass doors on the interior	Daily		
3.3.6 MEETING ROOMS			
• Ensure that all meeting rooms, tables, etc. are cleaned before and after a meeting	Daily		
3.3.7 IT Server and Telco rooms			
• Clean rooms and area only on supervision	Daily		
3.3.8 EQUIPMENT TO BE PROVIDED (N/B)			

• All the necessary chemicals to clean various areas	As required		
• All the necessary colour coded cloths to clean various areas	As required		
• Wet floor signs	As required		
• Out of order signs	As required		
• All other cleaning materials such as mops, brooms, buckets, dusters, cloths etc.	As required		
• Five (5) low noise vacuum cleaners. One (1) heavy duty wet and dry vacuum cleaner	As required		
• 11 x Trolleys for the cleaners to carry the cleaning equipment, buckets, and area to empty bins into.	As required		
• Clear dustbin bags to empty bins.	As required		
4. CONTRACT PRICING			
Provide information when price increase will be implemented			
Price must include:			
• Salary for the cleaning industry by legislation			
• Unemployment Insurance Fund Contribution			
• Compensation for Occupational Injuries and Diseases Act Contribution			
• Leave relief provision			
• Sick leave provision			
• Machinery equipment and repair thereof			
• Cleaning materials and chemicals			
• Uniforms			
• Management Cost			
• Provident Fund			
• December bonus			
Will rates be adjusted when there is a Legislative price increase for the Cleaning Industry?			
5. SECURITY CLEARANCE			
• The proposed cleaners must be SAPS cleared, and the necessary clearance certificate provided for each individual person			

6. Other Requirements

The FIC has identified the requirements for Hygiene services as listed below:

6.1 Hygiene services as listed below:

Please provide the following product in Stainless Steel or Matt Silver finish

NOTE: THE BELOW (6.1 TO 6.1.1) ARE SPECIFICATIONS AND REQUIREMENTS FOR THE MAIN FIC BUILDING.

No.	Item Description	Quantity Required	Service Intervals	COMPLY	
				YES	YES
1	Towel Dispenser	18	Monthly		
2	Dust Bins	18	Monthly		
3	Foam Soap Dispensers	18	Monthly		
4	Air Freshener Dispenser	24	Monthly		
5	Toilet seat wipe dispensers	45	Monthly		
6	She Bins- with censor and SHE bags	33	Weekly / seven (7) days		
7	P-Mats	18	Monthly		

6.1.1 Deep Clean of the following:

No.	Item / Service Description	Quantity	Service Intervals	COMPLY	
				YES	NO
1	Urinals	18	Monthly		
2	Kitchen Sinks: X- DOUBLE	7	Monthly		
3	Hand wash basins	39	Monthly		
4	Toilets	45	Monthly		

6.2 Areas Square Meters of Main FIC building

The area and size for the main FIC building are as follows:

Tiled	2338m2
Carpeted	6470m2

6.3 Extended office space

Carpeted	2276.91m2
Tiled	410m2

6.3.1 Hygiene services as listed below:

Please provide the following product in Stainless Steel or Matt Silver finish for the Extended Office space:

NOTE: THE BELOW (6.3.1 TO 6.3.2) ARE SPECIFICATIONS AND REQUIREMENTS FOR THE EXTENDED OFFICE.

No.	Item / Service Description	Quantity Required	Service Intervals	COMPLY	
				YES	NO
1	Towel Dispenser	3	Monthly		
2	Dust Bins for used hand towels	3	Monthly		
3	Foam Soap Dispensers	4	Monthly		
4	Air Freshener Dispenser	3	Monthly		
5	Toilet seat wipe dispensers	11	Monthly		
6	She Bins- with censor and SHE bags	8	Weekly / seven (7) days. This includes the removal and safe disposal of SHE bags content		
7	P-Mats	4	Monthly		

NB: BIDDERS TO CONFIRM COMPLIANCE ABOVE.

6.3.2 Deep Clean of the following:

No.	Item / Service Description	Quantity	Service Intervals	COMPLY	
				YES	NO
1	Urinals	4	Monthly		
2	Kitchen Sinks- X double	1	Monthly		
3	Hand wash basins	8	Monthly		
4	Toilets	11	Monthly		

NB: BIDDERS TO CONFIRM COMPLIANCE ABOVE.

6.4 Pest Control Services

Bidders are also required to provide pest control services. Areas to be treated include:

- ❖ Kitchens, Bathrooms, Reception and foyer areas, Patch rooms, Server room, UPS Room, Control room, Meeting rooms, Pause areas, Fire Equipment rooms, DB Rooms. The areas need to be treated for Ants, Rats, Cockroaches and Mice.
- ❖ The service interval for Pest Control to be monthly.

No.	Service Description	Quantity	Service Intervals	COMPLY	
				YES	NO
1	Pest Control Services	1	Monthly		

NB: BIDDERS TO CONFIRM COMPLIANCE ABOVE.

7. ADHOC SERVICES

Bidders are also required to provide the following ad hoc services:

No.	Service Description	Service Intervals	COMPLY	
			YES	NO
1	Fumigation of the entire office premises	Annually		
2	Deep cleaning of carpet and tiles	Bi-Annually		
3	Deep Cleaning of Upholstered Furniture	Bi-Annually		

NB: BIDDERS TO CONFIRM COMPLIANCE ABOVE.

8. TECHNICAL QUESTIONS

Any technical questions regarding the above requirement can be forwarded to Tenders@fic.gov.za.

PART E: EVALUATION PROCESS

16 EVALUATION PROCESS

Compliance with minimum requirements and response requirements

- 16.1 All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.
- 16.2 Pre-selection
- Supply Chain Management business unit will do **pre-selection** on the following requirements:

No	Item	Mandatory (Yes / No)	Mandatory Requirement
1.	Central Supplier Database	YES	Bidders must be registered on the Central Supplier Database (CSD) that can be accessed via National Treasury Website – www.csd.gov.za prior to submitting a bid
2.	Valid B-BBEE Certificate or Sworn Affidavit	NO	Original or certified copy of a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies A sworn affidavit as prescribed by the B-BBEE codes of good practice
3.	Standard Bidding Documents: SBD 4	YES	Standard Bidding Documents must be fully completed and signed where required.
4.	Standard Bidding Documents: SBD 6.1	NO	Failure of a bidder to provide a completed and duly signed SBD 6.1 form will forfeit preference points.
5.	Confirmation of compliance with scope of work and specifications	YES	The bidder must complete the scope of work and technical specification requirements and confirm compliance thereof (Section 3 – 6 of the terms of reference). Bidders who do not comply with any of the requirements will not be considered.
6.	COIDA Letter of good standing	YES	Valid letter (not expired at closing date of bid/tender) of Good standing for Compensation for Occupational Injuries and Disease Act (COIDA)
7.	Certificate of Registration as Pest Control operator for structural or fumigation	YES	Valid certificate (not expired at closing date of bid/tender) of registration as Pest Control operator for structural or fumigation issued by the Department of Agriculture, Land Reform and Rural Development to one of the company directors/ employees/ operators
8.	Certificate of Accreditation for Transportation and/ or Disposal of Sanitary (Hazardous) waste	YES	Certificate of accreditation for the transportation or disposal of sanitary (hazardous) waste issued to the Bidder by Gauteng Department of Agriculture and Rural Development

Note:

a) A bidder/tenderer who fails to comply with **mandatory** requirements will be disqualified from further evaluation.

17 FUNCTIONALITY AND PREFERENCE POINTS SYSTEM (PRICE AND SPECIFIC GOALS)

17.1 All remaining bids which have complied with the pre-selection criteria will be evaluated as follows:

- 17.1.1 Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.
- 17.1.2 The minimum threshold to qualify for the next phase is 75%. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals in terms of B-BBEE status level of contribution.
- 17.1.3 The table below explains the rating guideline for the evaluation of functionality criteria.

Functional Criteria	Criteria Description and proof required	Weight (%)
Company experience in providing cleaning services	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience in providing similar services: Cleaning, services. The bidder must submit a company profile that includes a list of previous contracts/work awarded for cleaning services relevant to the scope of this request. The list must include the company name, scope of work, project value, period of contract and contactable reference name and number. Company profile must include the number of years company has been rendering cleaning services 	30
Verifiable Reference letters from previous clients/customers for provision of cleaning services	<ul style="list-style-type: none"> Bidders must provide verifiable reference letters from different service providers for rendering cleaning services. Reference letter must be on the official company letter head and must have the contact person, name of company, description of services provided, value of contract, date. 	10
Company experience in providing Hygiene services	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience in providing similar services: Hygiene services. The bidder must submit a company profile that includes a list of previous contracts/work awarded for Hygiene services relevant to the scope of this request. The list must include the company name, scope of work, project value, period of contract and contactable reference name and number. Company profile must include the number of years the company has been rendering hygiene services 	25
Verifiable Reference letters from previous	<ul style="list-style-type: none"> Bidders must provide verifiable and positive reference letters from different service providers for rendering Hygiene services. 	10

clients/customers for provision of Hygiene services	<ul style="list-style-type: none"> Reference letter must be dated and on the official company letter head and must include: contact person, name of company, description of services provided, value of contract, date, rating on service delivery. 	
Company experience in providing Pest Control services	<ul style="list-style-type: none"> Bidders must demonstrate the company's relevant experience in providing similar services: Pest Control services. The bidder must submit a company profile that includes a list of previous contracts/work awarded for Pest Control services relevant to the scope of this request. The list must include the company name, scope of work, project value, period of contract and contactable reference name and number. Company profile must include the number of years the company has been rendering pest control services. 	15
Verifiable Reference letters from previous clients/customers for provision of Pest Control services	<ul style="list-style-type: none"> Bidders must provide verifiable and positive reference letters from different service providers for rendering Pest Control services. Reference letter must be dated and on the official company letter head and must include: contact person, name of company, description of services provided, value of contract, date, rating on service delivery. 	10
TOTAL POINTS FOR FUNCTIONALITY		100

17.1.4 Table below explains the rating guideline for the evaluation:

The table below explains the rating guideline for the above evaluation of functionality criteria:

No	Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
1	Company experience in providing cleaning services WEIGHT = 30%	Did not provide the required information or no submission	1-2 years' experience in providing cleaning services	3-4 years' experience in providing cleaning services	5-6 years' experience in providing cleaning services	7-9 years' experience in providing cleaning services	10 or more years proven track record in providing cleaning services .
2	Verifiable Reference letters from previous clients/customers for provision of cleaning services WEIGHT = 10%	Did not provide the required information or no submission	Less than 2 contactable reference letters relevant to cleaning services submitted	3-4 reference letters relevant to cleaning services submitted	5-6 reference letters relevant to cleaning services submitted	7-8 reference letters relevant to cleaning services submitted	9 or more reference letters relevant to cleaning services submitted

No	Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
3	<p>Company experience in providing Hygiene services</p> <p>WEIGHT = 25%</p>	Did not provide the required information or no submission	1-2 years' experience in providing hygiene services	3-4 years' experience in providing hygiene services	5-6 years' experience in providing hygiene services	7-9 years' experience in providing hygiene services	10 or more years proven track record in providing hygiene services .
4	<p>Verifiable Reference letters from previous clients/customers for provision of Hygiene services</p> <p>WEIGHT = 10%</p>	Did not provide the required information or no submission	Less than 2 contactable reference letters relevant to hygiene services submitted	3-4 reference letters relevant to hygiene services submitted	5-6 reference letters relevant to hygiene services submitted	7-8 reference letters relevant to hygiene services submitted	9 or more reference letters relevant to hygiene services submitted
5	<p>Company experience in providing Pest Control services</p> <p>WEIGHT = 15%</p>	Did not provide the required information or no submission	1-2 years' experience in providing pest control services	3-4 years' experience in providing pest control services	5-6 years' experience in providing pest control services	7-9 years' experience in providing pest control services	10 or more years proven track record in providing pest control services .
6	<p>Verifiable Reference letters from previous clients/customers for provision of Pest Control services</p> <p>WEIGHT = 10%</p>	Did not provide the required information or no submission	Less than 2 contactable reference letters relevant to Pest Control services submitted	3-4 reference letters relevant to pest control services submitted	5-6 reference letters relevant to pest control services submitted	7-8 reference letters relevant to pest control services submitted	9 or more reference letters relevant to hygiene services submitted

- 17.1.5 Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.
- 17.1.6 The evaluation criteria and weights for functionality as indicated in the table above will apply.
- 17.1.7 Only qualifying quotations will be evaluated further in terms of the **80/20** preference points system, whereby 80 points will be for price only and 20 points for preference points based on specific goals as set out in the preference point claim form.
- The percentage scored for price shall be calculated as follows:
 - A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of quotation under consideration

P_t = Rand value of quotation under consideration

P_{\min} = Rand value of lowest acceptable quotation

17.1.8 Awarding of points for Specific Goals

- Preference points for Specific Goals will be awarded according to the table indicated in the preference points claim form.

18 ADJUDICATION

- 18.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring provider on justifiable grounds or no award at all.

19 VALIDITY PERIOD

- 19.1 Validity period from date of closure is 90 days.
- 19.2 Tenderers must hold their tenders valid for acceptance by the FIC at any time within the requested validity period after the closing date of the tender.

- 19.3 Tenderers may be requested to extend their validity period for a specified additional period. In such instances, tenderers will not be allowed to change any aspect of their tender, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.
- 19.4 All Acts and Regulations relating to cleaning and hygiene services must be adhered to by the Service Provider. All equipment and material must comply with South African National Standards and Occupational Health and Safety Act and Regulations and must be of high quality.
- 19.5 The FIC reserves the right to conduct tests and analysis on the cleaning and hygiene detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS. All equipment to be supplied must be durable and SANS approved. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The FIC has the right to reject such.
- 19.6 The successful bidder must provide all personnel working under this contract with personnel protective clothing and uniform, which clearly states the name of the Service Provider.
- 19.7 Letter of good standing for COIDA is required for bidding purposes. However, the successful bidder will be required to register all assigned employees with COIDA and submit proof thereof to the FIC within seven (7) working days from the date of the signing of the contract. The FIC reserves the right to monitor ongoing compliance for the duration of the contract.
- 19.8 The successful bidder must register all assigned cleaners with UIF within seven (7) working days from the date of signing of the contract, and to submit monthly declarations to UIF and pay the necessary premiums. The FIC reserves the right to monitor ongoing compliance in this regard for the duration of the contract.
- 19.9 The successful bidder must register all assigned cleaners for Provident Fund benefit within seven (7) working days from the date of signing of the contract and pay the prescribed monthly contributions for the full duration of the contract.
- 19.10 The successful bidder will also be required to comply with wage rates and basic conditions of employment as regulated by the Department of Labour and to submit employees' pay slips to the FIC monthly or as and when required. The minimum hourly

rates payable to cleaners must be in accordance with the Sectoral Determination 1: Contract Cleaning Sector, South Africa.

19.11 The successful bidder must submit SHE bins disposal certificates monthly to the FIC.

PART F: PRICING SCHEDULE

20 FINANCIAL PROPOSAL/PRICING SCHEDULE

20.1 The below table should be used to stipulate the costing of the required services.

20.2 Bidders should indicate the price per year for the required services.

20.3 Bidders must submit the quotation on their official company letterhead.

20.4 Bidders are also required to complete the below pricing schedule in the with the scope of work.

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Ownership (TCO) to the FIC for five (years)

Inclusive of VAT, Discounts, etc.) R _____

A. CLEANING SERVICES

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Bid price					
VAT					
Other escalation					
Total Bid price inclusive of VAT					

B. HYGIENE SERVICES

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Bid price					
Hygiene Equipment (If applicable)					
Hygiene Consumables (e.g. toilet paper, hand towels, etc.)					
Hygiene services					
VAT					
Other escalation					
Total Bid price inclusive of VAT					

C. PEST CONTROL SERVICES

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Bid price					
VAT					
Other escalation					
Total Bid price inclusive of VAT					

D. AD-HOC

No.	Service Description	Service interval / UoM	QTY	Unit Price	Total Price
1	Fumigation of entire FIC Office premises	Annually	5		
2	Carpet Cleaning	Bi-Annually	10		
3	Deep cleaning Upholstered Furniture	B- Annually	10		
4				Sub-Total	
5				VAT	
				Total	

E. TOTAL BID PRICE FOR DURATION OF CONTRACT:

Bidders need to complete the pricing including VAT below:

PRICING CLEANING SERVICES (A)	PRICING HYGIENE SERVICES (B)	PRICING PEST CONTROL SERVICES (C)	PRICING ADHOC SERVICES (D)	TOTAL (A + B + C + D) Incl. VAT

PART G: STANDARD BIDDING DOCUMENTS (OVERLEAF)

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

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.

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.
- 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

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.

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 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 system is applicable to invitations to this tender:
- 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 tender is the **80/20** preference point system.

- 1.3 Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

- 1.4 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 FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

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) “**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 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 2022, 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 that shall be supported by proof / documentation as stated in the conditions of this tender:

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

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)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:

