



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/LOG/2023/12

**RFP TITLE: APPOINTMENT OF A SERVICE PROVIDER FOR
PROVISION OF CLEANING SERVICES AND SUPPLY
OF HYGIENE CONSUMABLES FOR SABC WESTERN
CAPE FOR A PERIOD OF SIXTY (60) MONTHS**

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	17 May 2023
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Briefing Session Date & Time <i>The Bid Specification Committee (BSC) to make use of virtual Briefing sessions were Briefing Session is deemed necessary and cannot be avoided.</i>	Non- compulsory briefing session Date: 25 May 2023 Start time: 10:00 AM
Venue / Link for virtual Briefing Session	209 Beach Road, Sea Point Click here to join the meeting
Bid Closing Date and Time	15 June 2023 @ 12H00 PM
Contact details	tenderqueries@sabc.co.za

The SABC retains the right to change the timeframe of this bid whenever necessary and for whatever reason it deems fit.

BIDS DELIVERY

SABC's Tender Box
SABC Office
209 Beach Road
Sea Point
Western Cape

During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice. Refer to Document A for Conditions to be observed when bidding. All electronic bid submissions must be submitted using RFPSubmissions@sabc.co.za

Late Bid submissions will not be accepted for consideration by the SABC.

1. REQUIRED MANDATORY DOCUMENT

All bid respondents must submit mandatory documents that comply with mandatory requirements. Bids that do not fully comply with mandatory requirements will be disqualified and will not be considered for further evaluation.

1. MANDATORY REQUIREMENT		COMPLY/ COMPLY	NOT
1.	Provide physical address of operational office Only bidders with operational offices that are within 50 - 100 km radius from SABC Sea Point will qualify for further evaluation. Bidders whose Operational offices are outside the stated radius will be eliminated. Bidders will be informed before site visit takes place.		

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION

2. REQUIRED DOCUMENTS

- 2.1 CSD Registration details
- 2.2 SARS "Pin" to validate supplier's tax matters
- 2.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 2.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended and SABC shall reject the tender.

- 2.5 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 2.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.7 Certified copy of Shareholders' certificates.
- 2.8 Certified copy of ID documents of the Directors or Members.
- 2.9 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE BEE LEVEL AT WHICH THE TENDER WAS AWARDED.

C O N T E N T S

DOCUMENT A:	CONDITIONS TO BE OBSERVED WHEN BIDDING
DOCUMENT B:	GENERAL CONDITIONS OF THE BID/PROPOSAL
DOCUMENT C:	QUESTIONNAIRE
DOCUMENT D:	DECLARATION OF INTEREST
DOCUMENT E:	FUNCTIONALITY REQUIREMENTS
DOCUMENT F:	CONFIDENTIALITY
DOCUMENT G:	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017- SBD 6.1
DOCUMENT H:	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - SBD 8
DOCUMENT I:	CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9
DOCUMENT J:	ACCEPTANCE OF CONDITIONS OF BID
DOCUMENT K:	VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) - (ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED DATA BASE - https://secure.csd.gov.za
ANNEXURE L:	PRICING SCHEDULE

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original and 1 (one) soft copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPSubmissions@sabc.co.za.
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least 60 minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size
- Delay in transmission or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted..,

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification of the bid.

4.0 SCHEDULE OF QUANTITIES

4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities, and unit prices.

5.0 BID PRICES

5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.

5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.

5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable.

- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed by SABC and the winning bidder.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:

- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
- that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
- that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidder/s must immediately advise the SABC and the SABC shall approve same as it deems fit;
- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

9.0 AMPLIFICATION OF PROPOSALS

9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- not evaluate and award bids that do not comply strictly with this bid document;
- make a selection solely on the information received in the bids;
- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
- cancel this bid at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

10.0 IMPORT/EXPORT PERMITS

10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

11.0 COST OF BIDDING

11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions

together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:

Tender Office

SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa
E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

- 14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates
- 14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim B-BBEE points
- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.8 QSE with at least 51% black ownership or above are only required to obtain

a sworn affidavit on an annual basis with a confirmation of turnover and black ownership

14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.

14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A bidder will not be disqualified if they do not submit evidence to claim a specific goal, but rather they will score zero for specific goal/s if they did not provide evidence supporting the awarding of the points.

15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and restrict the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP will be disqualified.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 WARRANTY

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repaired items to the place of destination.

4.0 INSPECTION

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

5.0 PACKAGING

5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.

5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

6.0 RISK

6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

7.0 DELIVERY

7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been accepted, and tested in compliance with the Technical Specifications.

8.0 PAYMENT

8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

8.2 The SABC's standard payment terms are 60 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

11.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 12.1 These conditions form part of the bid and failure to comply therewith will invalidate a bid.

13.0 RFP SCHEDULE

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidder/s may be asked to meet with SABC

representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

14.0 ADDITIONAL NOTES

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Changes by the Bidder to his/her submission shall not be permitted after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS WILL RESULT IN THE BID BEING DISQUALIFIED .

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 change all services on bid and to have Supplier re-bid on any changes.
- 15.3 reject any bid which does not conform to instructions and specifications issued herein
- 15.4 disqualify bids after the stated submission deadline
- 15.5 not necessarily accept the lowest priced bid
- 15.6 reject all bids, if it so deem fit
- 15.7 award a contract in connection with this bid at any time
- 15.8 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C
QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	

9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	
11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE**END OF DOCUMENT C**

DOCUMENT D
SBD-4
DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, 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.

2.0 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, shareholder²):

.....

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 / personnel numbers must be indicated in paragraph 3 below.

¹“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.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control 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 state?

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

(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 / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES /NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

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:

.....

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pers. Number

4.0 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

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

1 INTRODUCTION AND BACKGROUND

The South African Broadcasting Corporation Limited (SABC) requires services of a suitable cleaning and hygiene service provider.

To this end, this RFP calls for a suitably qualified supplier(s) for the services of Cleaning and supply of Hygiene consumable.

2 SCOPE OF WORK

The rendering of cleaning services will take place at SABC Sea Point and Parliament offices in Western Cape (WC)

3 CLEANING REQUIREMENT FOR SABC WESTERN CAPE

- Paved areas, foyers, reception areas, public areas, entrances, stairs, passages, stairwells, lift foyers, studios, kitchens, storerooms.
- Office and related areas, studios, auditorium and audio studios.
- Workshop and Plantrooms (under supervision only)
- Toilets, bathrooms and rest rooms.
- Lifts and lift foyers
- Parking, paved and grass areas
- Compacting areas
- Fleet vehicle garage and workshop
- Pipes
- Internal windows
- Balconies.

Daily Cleaning will include but not limited to:

- Dustbins/wastepaper baskets must be cleaned and emptied
- Furniture, telephone and general office areas must be dusted
- Carpets in busy areas must be deep cleaned with an industrial vacuum cleaner (daily)
- Any other floor covering in busy areas must be maintained as prescribed by the manufacturers

- Walls/doors must be dusted
- Windowsills and skirting boards must be dusted and or wiped with a wet cloth
- Ventilation ducts/air-ducts in the ceilings must be cleaned with a damp cloth daily.
- Refuse/rubbish must be removed and sorted for recycling if possible.
- Heaters and fire-fighting equipment must be dusted or wiped with a wet cloth.
- The washing of crockery after functions, meetings and daily washing of office crockery (e.g. cups, mugs, dishes, spoons etc.)
- In addition, the filling up of water jugs in studios and offices as required.

Weekly Cleaning

- Compacting areas
- Pipes and drains
- Fire-fighting equipment must be wiped with a damp cloth
- Furniture must be polished. This also applies to all steel, vinyl, glass and other surfaces
- Ventilation ducts/air-ducts in the ceilings must be cleaned with a damp cloth daily.
- Actively assist with the sorting different materials (paper, plastics, cardboard, glass) for recycling.

Monthly Cleaning

- Picture frames must be dusted carefully
- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Curtains and blinds must be vacuumed
- Windows must be washed/cleaned internally
- The Archives and the Video Library must be dusted and vacuumed every fortnight at the most.

Toilets, Bathrooms, Rest Rooms

- Ventilation ducts/air-ducts in the ceilings must be cleaned
- Clean windowsills, basin and mirrors
- Ventilation ducts/air-ducts in the ceilings must be cleaned
- Check and replenish toilet rolls, paper towel etc.

Daily Cleaning

- Floors must be washed and disinfected
- Toilet bowls, urinals, wash basins, urinal walls and floors have to be washed and disinfected
- Toilet walls must be washed/disinfected
- Taps, all other chrome items and mirrors must be polished
- Dustbins must be emptied out and cleaned/disinfected
- Toilet paper, paper towels and soap dishes must be checked and supplied regularly or replenished if necessary.
- The bidder must also supply polish, disinfectant and cleaning materials.

External Cleaning

Weekly Cleaning

- External areas – weed clearing, grass cutting when required
- Parking and public external areas cleaned weekly
- All the surfaces must be dusted, wiped and cleaned
- Fire-fighting equipment must be wiped with damp cloth

Lift cleaning

Daily cleaning

- Lift door tracks must be cleaned
- The inside of the lift must be cleaned, the mirrors polished, the walls cleaned,
- the control panel polished and the numbers cleaned
- Lift floor must be cleaned and polished where necessary

Weekly cleaning

- Oil stains must be treated/removed

Monthly cleaning

- The whole area must be swept/washed out with water
- Compacting area daily cleaning
- Refuse must be sorted and compacted
- Wastepaper must be sorted out to be recycled
- The compacting area must be cleaned/disinfected
- The refuse collection area on technical and office blocks must be cleaned/ disinfected, from Monday to Friday a cleaner must manage this area full time, eight hours a day.

Parking cleaning

Daily cleaning

- Rubbish must be removed
- Weed removal in and around the parking area

Weekly cleaning

- Oil stains must be treated / removed

Monthly cleaning

- The whole area must be swept / washed out with water

Fleet Vehicle Garage

- Offices and rest rooms at the garage must always be kept clean.
- Cleaning of SABC transport fleet during weekdays (minimum of 4 cars a day)

Pipes

- All the visible pipes must be cleaned at least once a month or as required.

Windows

- All the windows and windowsills in the building must always be kept clean.
- This means that they must be washed on the inside and whenever necessary.

Balconies

- All balconies must be cleaned daily.
- All bird droppings removed as often as necessary to prevent an accumulation of droppings on the balconies.

General

- Air-conditioning plant areas, panels and pipes must be cleaned (under supervision) with a damp cloth every month.
- The studios suites and edit facilities must be cleaned every day.
- The Reception areas must be cleaned, and the refuse must be removed and the mirrors polished.

Inspections:

- Weekly Inspections of each floor and at least 10 offices must be performed by the cleaning supervisor and feedback must be provided in the form of a checklist and feedback meetings with the Building Supervisor.

ADDITIONAL REQUIREMENTS WHICH WILL FORM PART OF THE CONTRACT

Special ad-hoc duties

- The contractor shall, as part of its duties contained in the contract, perform additional duties such as cleaning any venue within the premises of the SABC before and after functions provided the service provider is informed on time. (Quoted separately).
- The contractor shall be required to provide disinfection control services including fogging services to prevent Covid -19 as and when required. (Quoted separately).

STAFF COMPLIMENT REQUIREMENTS

Premises	Total Numbers of Staff	Days per week
1. SABC Sea Point Buildings	Eight Females, Two Males and One Supervisor	Mon -Thur (07h00-16h00) Friday (07:00 – 15:00)

SABC Sea Point Garage (STAFF: 3)	FIFTH FLOOR: OFFICE & PASSAGE FLOOR: CARPET KITCHEN FLOOR: CARPET TOILET FLOOR: TILES AREA SIZE: 350 SQM TECHNICAL BLOCK BUILDING GROUND FLOOR: FLOOR: MIXTURE OF CARPET, CORK & TILES TOILET FLOOR: TILES AREA SIZE: 2025 SQM FIRST FLOOR: OFFICE & PASSAGE FLOOR: CARPET AND CORK TOILET FLOOR: TILES AREA SIZE: 390 SQM SECOND FLOOR: FLOOR: MIXTURE OF CARPET, WOOD TILES AREA SIZE: 390 SQM OFFICE FLOORS: CARPET TOILET FLOORS: TILES GARAGE: CEMENT AREA SIZE: 400 SQM	2 CUBICLES 1 URINAL 6 CUBICLES 2 URINALS 1 SHOWER 3 CUBICLES 1 URINAL 1 SHOWER 4 CUBICLES 1 URINAL 1 TOILET 1 SHOWER
SABC Parliament Office at Parliament (Staff: 22)	FLOOR: MIXTURE OF CARPET, WOOD TILES AREA SIZE: 150 SQM	CLEANED BY PARLIAMENT

CLEANING EQUIPMENTS

EQUIPMENT DESCRIPTION	TL-QTY
Wet & dry vacuum cleaners (80L) (Contract duration)	10

Buffing machine (Contract duration)	1
Scrubbing brushes (Contract duration)	11
Household Brooms (Contract duration)	11
Hard broom (Contract duration)	1
Mops	11 Red / 11 Blue (Every 6 months)
Toilet Brushes	34 (Every 6 months)
Dustpan & long handle brooms (Contract duration)	11 x scoop & small brooms
Feather duster (9 long and 9 short)	Every 6 months
Mop janitorial trolley (Contract duration)	11 Blue/11 Red
Wet floor signs (Contract duration)	22
Plastic buckets 10L (Contract duration)	11
Small Plastic buckets (Contract duration)	11
2 x step ladders (Contract duration)	2
2 x window squeegee (Contract duration)	Every 6 months
Microfibre cloths (Red, Blue, Yellow, Green)	44 Per Quarter

CLEANING CONSUMABLES

CONSUMABLES	QUANTITY
Toilet paper 1 Ply (48 units in 1 bale)	15 bales per month
L29 Slim Roll 1 Ply KC (Hand towel paper)	15 x bales of 6 per quarter
L67 Barrel Control KC hand towel	8 x bales of 4
Air Freshener 75ml	19 per month
D12 Pole Pink Hand Soap 10L	10L per month
Stripper 25L	1 per month
Bleach 25L	1 per month
Tri Det Soap 25L	1 per month
Handy Andy 25L	1 per month
Furniture polish 275ml (Pledge)	12 per month

Yellow gloves	Every 6 months
Nitrile Blue Gloves	100 units x 2 boxes
Floor Pads (5 Red & 5 Black)	Every 6 months
Refuse plastic bags	400 per month
Urinal mats	30 per month
Clear bags (small)	500 per month
Toilet bowl acid 25l	1 per month
S11 Multi-purpose cleaner 25l (Reocid)	1 per month
Hi shine floor polish 25L	1 per month
Window Cleaner 25L	1 per month
Hand green pads	40 per month
Brasso (100ml)	8 per month
Perception Air freshener (75ml)	24 per quarter
Trigger and spray bottle 750ml	30 per year
Chemical Containers (1L x 55)	55 per year

4. EVALUATION CRITERIA

4.1 SECOND PAPER BASED EVALUATION CRITERIA:

Evaluation area	Evaluation Criteria	MAX Points
-----------------	---------------------	------------

Service Providers relevant experience with corporate clients.	Provide a company profile indicating number of years in rendering cleaning services in a corporate environment ≤3 years = (5 points) Greater than 3 but less than 5 = (7 Points) 5≥ =(10 points)	10
	Provide minimum of 3 traceable client references of rendering cleaning services in a corporate environment. References must be in a form of a signed reference letters on a client's business letterhead stating the contract duration, with contact name, number and position of the referee. Points will be allocated on a sliding scale of two points for each positive contactable good client reference. (reference letters must not be older than 1 year by closing date of this tender) 3 reference (20 points) 4 reference (25 points) ≥5 references (30 points)	30
Experience of key personnel	Provide a comprehensive CV of accounts/operations manager to be dedicated to the contract with a 3 years' or more experience in the office cleaning industry experience as a manager of a corporate account.	10
Project plan	Provider must a systematic rollout plan and project implementation plan for the cleaning services.	15
Total		65

Functionality Threshold for Paper based Evaluation:

The points obtained for the paper based evaluation must be at least 45 points out of a maximum of 65 points. Bidders who do not achieve the threshold will be declared non responsive.

4.2 THIRD PHASE: SITE INSPECTION

Site Inspection will be conducted on all bidders who have met the threshold on functionality evaluation.

The below-mentioned criteria will be used to evaluate the site inspection.

Evaluation area	Evaluation Criteria	MAX Points
-----------------	---------------------	------------

Bidder's offices	<ul style="list-style-type: none"> ○ Fully Operational offices (2 points) ○ Sufficient uniform stock - minimum of full set 3 sets (2 points) ○ Material and equipment storage room in line with health and safety (2 points) ○ Material and equipment stock (2 points) 	8
Bidder's Site	<ul style="list-style-type: none"> ○ Staff compliment at the site (2 points) ○ Visibility of staff in full uniform at site (2 points) ○ General cleanliness of the site (4 points) ○ Equipment and material stock in relation to the size of the site. (2 points) ○ Material and equipment storage room in line with health and safety (2 points) 	12
Financial Analysis	Bidder financial health as analysed based on the audited financial statements or bank rating	10
Total		30

It should be noted that site inspections will be conducted at bidder's offices and at one of client sites.

Bidders' operational offices and that of their clients that will be considered for evaluations must be in the Western Cape Province. Bidders whose clients or operational offices are outside the stipulated province will not qualify for site inspection and will not be considered any further in the process.

Threshold for Site Inspection:

The total points obtained for the site inspection and financial analysis must be at least 23 points. Bidders who obtain less than 23 points out of a maximum of 30 points will be declared non-responsive and qualified bidders will be evaluated on BBEE and Price.

4.3 FOURTH PHASE EVALUATION CRITERIA FINANCIAL DUE DILIGENCE

Evaluation Area	Evaluation Criteria	Points
Financial Due Diligence	Bidders' financial due diligence will be assessed based on submitted audited/reviewed financial statements using financial ratios.	6.2
Business Sustainability	Sustainability and future business continuity will be assessed based on latest 12 months Management accounts.	6.2

Cash Flow	Comply/Not
Proof of cash flow to cover equivalent of 3 months based on bid proposed contract value (overdraft facility, Letter of Guarantee)	

Threshold for Financial Due Diligence

The points obtained for the financial Due Diligence must meet at least a threshold of **6.2 points**. Bidders who obtain less than set threshold will be declared non-responsive and only qualified bidders will be evaluated on Price and BBBEE.

TENDER RESPONSE FORMAT

Vendors are requested to respond to the tender in the following formats:

1.1 Technical Response

A point-by-point response is required, i.e. a comment for each point or paragraph that is associated with the numbering should be made.

The response to technical requirements must state “Comply” or “Non-Comply.” The vendor must further specify how the system/product meets or differs, for each aspect as stated below, including references or supporting information to clarify the response. A mere “Comply” or “Partially Comply” statement or no response, without detail shall be seen as “Non-Compliant” and will be scored as such.

1.2 Pricing Breakdown Model

- 1.2.1 All goods or services must be specified, broken down into individual elements on a Bill of Materials (BOM) and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).
- 1.2.2 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** as per the specification. All deviations should be stipulated as options with the indicative unit prices.
- 1.2.3 Supplier must provide the product specifications of the product or service of the items priced.
- 1.2.4 Bidders must submit unit and total pricing in SA Rands (Excluding VAT), and where applicable, use the Foreign currency rate below to calculate the Rand value. Use Annexure B to indicate the total amount subject to exchange rate variation.

2 EVALUATION CRITERIA

Bidders should note that only bidders who submitted the mandatory valid documents of the bid shall be evaluated further for Price and Specific Goals

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC’s requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder’s representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

5.1 Price and Specific Goals

The bid responses will be evaluated on the 80/20-point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

5.2 Objective Criteria

- 5.1.1.The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 5.1.2.The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 5.1.3.Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

END OF DOCUMENT E

DOCUMENT F

CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

DOCUMENT G
SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1.0 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value above R50 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 (all applicable taxes included) and therefore the.....**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 Specific Goals	20
Total points for Price and Specific goals must not exceed	100

2.0 DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.16 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 If 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.
- 3.5 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 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**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

4.2 Points awarded for Specific Goals

In terms of Regulation 4 (1) 5 (1) and 6 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for submitting evidence for specific goals claimed in accordance with the table below:

4.3 SPECIFIC GOALS TABLE

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

NB: Bidders must submit evidence for every specific goal claimed and points will be awarded in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.

5.0 BID DECLARATION

5.1 Bidders who claim points in respect of Specific Goals must complete the following:

5.2 SPECIFIC GOALS POINTS CLAIMED IN TERMS OF SPECIFIC GOALS TABLE

5.3 Specific Goals Points claimed :..... =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 5.3 must be in accordance with the table reflected in paragraph 4.3 and must be substantiated by means of evidence as described table 5.4

5.4 EVIDENCE TO BE SUBMITTED FOR SPECIFIC GOALS

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

6.0 DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:

.....

6.2 VAT registration number:

.....

6.3 Company registration number

.....

6.4 Type Of Company/ Firm

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

6.5 Describe Principal Business Activities

.....
.....

6.6 Company Classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

6.7 Total number of years the company/firm has been in business?

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have;
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

.....

BIDDER(S)

SIGNATURE(S)

OF

2.

DATE:

ADDRESS:

.....

.....

.....

.....

END OF DOCUMENT G

DOCUMENT H
SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system;
 - or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid # RFP/RAD/2023/11

in response to the invitation for the bid made by: **South African Broadcasting Corporation SOC Limited "SABC"**

do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify, _____ on _____ behalf _____ of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature	Date
.....
Position	Name of Bidder

END OF DOCUMENT I

DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNED at _____ this _____ day
of _____ 2023

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

END OF THE REQUEST FOR PROPOSAL DOCUMENT

GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- It is recommended that queries be submitted at least within 10 days after the tender has been advertised on the National Treasury E-Tender Portal and the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response(s).
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender within 5 days after the query deadline.

Applicable where Briefing Sessions are unavoidable:

Where a briefing session cannot be, the following will apply:

- The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS or similar enablers, the date and time of which will be published on the E-Tender Portal and SABC Website.
- Bidders who have access to Microsoft Teams or similar enablers are kindly requested to advice of their interest to participate in the online briefing session by sending an email to tenderqueries@sabc.co.za 3 days before the briefing session so as to be invited.
- On the date and time of the briefing session, bidders will be invited via Microsoft Teams or similar enablers to attend the online briefing session meeting.
- Bidders who are unable to connect via Microsoft TEAMS or similar enablers are requested to submit their queries related to the bid via email. The aforementioned process will follow
- Site Inspection will not be made compulsory however the bidders should be advised that non-attendance of such will be to their disadvantage. Bidders are required to confirm attendance at least one day in advance of session date using the email tenderqueries@sabc.co.za.
- All queries and responses from the various briefings sessions will be consolidated into a schedule of questions and answers and communicated to all Bidders who have attended the compulsory briefing sessions.

ANNEXURE L: PRICING SCHEDULE (TO BE COMPLETED BY ALL BIDDERS)**1. CLEANING EQUIPMENTS**

PRICING PER EQUIPMENT DESCRIPTION	TOTAL-QAUNTITY	RENTAL PRICE EACH MONTH	TOTAL COSTS FOR 60 MONTHS
Wet & dry vacuum cleaners (80L) (Contract duration)	10		
Buffing machine (Contract duration)	1		
Scrubbing brushes (Contract duration)	11		
Household brooms (Contract duration)	11		
Hard broom (Contract duration)	1		
Mops	11 Red/11 Blue (every 6 Months)		
Toilet Brushes	34(every 6 months)		
Dustpan & long handle brooms (Contract duration)	11 x scoop & small brooms		
Feather duster (9 long and 9 short)	Every 6 months		
Mop janitorial trolley (Contract duration)	11 Blue/11 Red		
Wet floor signs (Contract duration)	22		
Plastic buckets 10L (Contract duration)	11		
Small Plastic buckets (Contract duration)	11		
2 x step ladders (Contract duration)	2		
2 x window squeegee (Contract duration)	Every 6 months		
Microfibre cloths (Red, Blue, Yellow, Green)	44 Per quarter		
Add other costs provisions:			
Provision for Profit @ (%)			
Total Cost of Cleaning Equipment & Provision for Profit Excl. VAT			
Value Added Tax@15%			
Annual total cost of Cleaning Equipment & Provision for Profit Incl. VAT			

2. CLEANING CONSUMABLES

Consumables Costing Model – to be completed by all bidders

CONSUMABLES	QUANTITY	UNIT PRICE	TOTAL COST FOR 60 MONTHS
Toilet paper 1 Ply (48 units in 1 bale)	15 bales per month		
L29 Slim Roll 1 Ply KC (Hand towel paper)	15 bales of 6 per quarter		
L67 Barrel Control hand towel	8 bales of 4		
Air Freshener 75ml	19 per month		
D12 Pole Pink Hand Soap	10L per month		
Stripper 25L	1 per month		
Bleach 25L	1 per month		
Tri Det Soap 25L	1 per month		
Handy Andy 25L	1 per month		
Furniture polish 275ml (Pledge)	12 per month		
Yellow gloves	Every 6 month		
Nitrile Blue Gloves	100 units x 2 boxes		
Floor Pads (5 Red & 5 Black)	Every 6 month		
Refuse plastic bags	400 per month		
Urinal mats	30 per month		
Clear bags (small)	500 per month		
Toilet bowl acid 25L	1 per month		
S11 Multi-purpose cleaner 25L (Reocid)	1 per month		
Hi shine floor polish 25L	1 per month		
Window Cleaner	1 per month		
Hand green pads	40 per month		
Brasso (100ml)	8 per month		
Perception Air freshener (75ml)	24 per quarter		
Trigger and spray bottle 750ml	30 per year		
Chemical Container (1 L x 55)	55 per year		

3. CLEANING PERSONNEL- TO BE COMPLETED BY ALL BIDDERS

(Total number of cleaners 11 + 1 Supervisor = 12 total)

CLEANING PERSONNEL PRICE STRUCTURE	MONTHLY SALARY PER CLEANER	MONTHLY SALARY FOR SUPERVISOR	TOTAL MONTHLY COST
Rate per hour			
Basic Wage = Rate per hour x 8hrs x 5 days x 4.333 Weeks			
Leave and Sick leave allowance @1%			
Other Allowances (please state)			
Annual Bonus = Rate per hour x 8hrs x 5 days x 4.333 Weeks/6			
Other Benefits			
a). Provident Fund @1,5% of salary p/m			
b). UIF + WCA + RSC + Skills Development levy @ ...1,5% of salary p/m			
c). Uniform allowance for complete PPE (safety shoes/masks/overalls/suits/gloves)			
Real Cost per Cleaner and Supervisor per month			
Total cost to Company for (11) Cleaners and 1 Supervisor			
Add other costs provisions:			
Annual Statutory Increases @ (%)			
Provision for Profit @ (%)			
Total cost of labour & provision for profit excluding VAT			
Value Added Tax@15%			
TOTAL COST OF LABOUR & PROVISION FOR PROFIT INCLUDING VAT:			

4.TOTAL COST OF CLEANING SERVICES:

TOTAL COSTING MODEL (TABLE	TOTAL COSTS
CONSUMABLES	
EQUIPMENT FOR CLEANING	
CLEANING PERSONNEL	
TOTAL COST OF CLEANING SERVICES EXCLUDING VALUE ADDED TAX (SIXTY) 60 MONTHS	
Total cost of cleaning services excluding Value Added Tax for Sixty (60) Months	R
Value Added Tax @15%	
Total cost of cleaning services including Value Added Tax for 60 Months:	R