

Request for Quotation

RFQ number: **IDT-LIM-HYGIENE-05052025**

Description: Request for Quotations for Hygiene services for IDT Limpopo region for a period of 24 months

Compulsory Briefing Session: 12 May 2025 @ 10:00am (Bidders who attended the previous briefing session do not have to attend the upcoming briefing session)

Closing date and time: 19 May 2025 @ 12:00pm

Submission of quotations: All quotations must be submitted at IDT Limpopo Region on or before the closing date and time stipulated above.

ABSA Building
76E Schoeman street
Polokwane
0007

All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. **Unique SARS Tax Compliance Pin Number** (submit valid letter- where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.)
4. **Authority to sign** (Company resolution should the company have more than one director)
5. **Sanitary Waste Removal Management Certificate** (Bidders are required to submit a Sanitary Waste Removal Management Certificate issued to the bidding company by the relevant department/body, not an individual/employee of the bidding company)
6. **Compensation for occupational injuries and diseases Act (Valid letter of good standing) - COIDA/FAM/ RAM**
7. **Valid NCCA certificate or any other regulatory body of South Africa** Bidders are required to submit a Certificate issued to the bidding company by the relevant department/body, not an individual/employee of the bidding company)
8. **Occupational Health and Safety (OHS) Plan or Policy Document or National sanitation policy**
9. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.

Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential

Procurement Regulations 2022), attached in this RFQ document

Failure to submit compulsory documents will invalidate bidder response

Board of Trustees: Ms. Zimbini Hill (**Chairperson**), Prof. Raymond Nkado (**Deputy Chairperson**), Dr. Karabo Siyila, Ms. Prudence Mkhwanazi, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Mr. Mpilo Mbambisa, Prof. Jeffrey Mahachi, Mr. Derek Naidoo, Ms. Bella Mnanzana, Ms. Nangamso Matebese, Mr. Matodzi Ratshimbilani

Chief Executive Officer: Ms. Tebogo Malaka.
Trust Registration No: IT 669/91

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise? employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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:

.....

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.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other 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

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole
owner of the business trading as.....

.....

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....
.....
.....

We, the undersigned partners in the business trading as hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE SIGNATURE SIGNATURE
..... DATE DATE DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....
at..... Mr/Mrs/Ms....., whose signature appears below,
has been authorised to sign all documents in connection with this bid on behalf of (Name of Close
Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS.....DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....
at.....

Mr/Mrs/Ms....., whose signature appears below, has
been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.....

2.....

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms....., Mr/Mrs/Ms.....

Mr/Mrs/Ms..... and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of: (Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS: SIGNED ON BEHALF OF

(COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium
on.....20.....Mr/Mrs/Ms.....
(whose signature appear below) have been duly authorised to sign all documents in connection
with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE: **DATE:**

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

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 80/20 preference point system.
 - b) 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black ownership	2	4
Total points for Price and SPECIFIC GOALS	100	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination

of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability ((Originally signed and stamped Letter from a professionally registered medical doctor stipulating practice number and Confirming the Disability))
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>.....</p> <p>DATE:</p> <p>.....</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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BACKGROUND

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life”.

The IDT is required to continually ensure compliance with the Occupational Health and Safety as per the Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the employer is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

PURPOSE

The IDT is therefore embarking on a project to partner with a service provider to render Deep Cleaning Services in the Restroom, Installation, Replacement, Repair and Maintenance of Sanitary and Hygiene Equipment. Pest control services (and fumigating) in IDT building's interior & exterior assets at the IDT building situated at:

**76E Schoeman street
Polokwane
0007**

- IDT Limpopo Region has **43** employees

SCOPE OF WORK

Table 4.1: Building Structure

Square meter of the occupied space in building is 650 m² with a staff complement of 43

Number of floors	1
Number of basement	0
Number of toilets(female)	2
Number of toilets (male)	1
Number of Urinals	2
Number of offices	21
Number of boardrooms	2
Number of kitchens	1
Number of Pause area	1

TABLE OF QUANTITIES

The appointed service provider will be required to supply, install and maintain all required hygiene equipment, and render the hygiene services as per task description indicated below:

HYGIENE EQUIPMENT			
NO	BUILDING NAME:	<u>Quantity</u>	Comments on what is required
1	SANITARY HYGIENE BAG DISPENSER	4	Supply, installation and maintenance
2	TOILET SEAT SANITIZER (FOAM DISPENSER)	3	Supply, installation and maintenance
3	HAND WASH FOAM SOAP DISPENSER	4	Supply, installation and maintenance
4	AUTOMATIC AIR FRESHNER DISPENSER	2	Supply, installation and maintenance
5	FOLDED TOWEL DISPENSER (All kitchens and toilets)	3	Supply, installation and maintenance
6	AUTO JANITOR FOR URINALS	2	Supply, installation and maintenance
7	LOCKABLE TOILET PAPER HOLDER – THREE PAPER CANISTER	3	Supply, installation and maintenance
8	MOUNTED TISSUE BINS	2	Supply, Installation and Maintenance
9	AUTO SANITISER DISPENSER (For reception)	1	Supply, Installation and Maintenance

DETAILS OF SCOPE OF WORK IS AS FOLLOWS:

TASK DESCRIPTION	FREQUENCY
A. SANITARY DISPOSAL BINS (SHE-BINS)-(WOMEN CUBICLES)	
Sanitary disposal bins (Stainless Steel – Found on site)	
<ul style="list-style-type: none"> Sanitary waste must be removed from the premises Disposal bins must be cleaned with disinfect detergent before replacing with clean disinfected inner plastic bags. Sterilize interior and exterior of the SHE-bins One (1) bin per female cubicle	Once a month
B. SANITARY HYGIENE BAGS FOR SANITARY TOWELS	
Supply and replacement of plastic bag with a string (minimum 60 per dispenser).	Once a month
Sanitary hygiene bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
C. TOILET SEAT SANITIZER FOAM	
Refill / Replenish the sanitizer foam (500ml) (SABS approved) <ul style="list-style-type: none"> Stainless steel toilet sanitizer foam must be drip free and not harsh or irritable to the skin (non-ammoniated) Sanitizer foam must have a reliable, user-friendly pump mechanism Toilet seat sanitizer dispenser must be replaced free of charge 	Once a month
D. STAINLESS STEEL HAND WASH FOAM DISPENSER	
	Once a month
<ul style="list-style-type: none"> Hand wash liquid must be replenished (SABS approved) Hand wash liquid must be drip free and not harsh/ irritable to the skin (non-ammoniated), antibacterial & non-fragrance Soap dispensers must have a reliable, user-friendly pump mechanism Soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault (500ml, wall mounted) 	
E. AUTOMATIC AIR FRESHNER WITH ANTI-THEFT MECHANISM	
Air freshener must be refilled and must spray at intervals of 15 minutes. (SABS approved products only) Replacement of 75ml automatic air freshener dispensers must be done free of charge in the event of mechanical malfunctioning or factory fault The approximated quantities of automatic air freshener are as follows: - 75ml per toilet per month = 30 air fresheners	Once a month
F. AUTO JANITOR FOR URINALS	
Refill and replenish auto Janitor sanitizer (500ml) Sterilization or deep cleaning of urinal canals NB: Auto Janitor must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	Once a month
G. AUTO FLUSH FOR URINALS	

NB: Auto flush must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	As and when required
H. LOCKABLE TOILET PAPER HOLDER THREE CANISTER-	Daily
<p>Toilet paper holders must be manufactured from stainless steel and must have a reliable locking mechanism/ anti-theft.</p> <p>Sample to be submitted for approval before installation</p>	<p>Once off supply and installation (NB: the toilet roll holders should belong to the IDT after installation)</p>
I. TOILET PAPERS	
<p>Supply and replenishment of double ply toilet paper rolls (350) sheets</p> <p>*48 x 2 packets = 96 rolls per month *2304 rolls for 24 months</p> <p>Toilet paper must be manufactured from a soft, good quality paper tissue (SABS Approved)</p>	Once a month
J. FOLDED PAPER TOWEL DISPENSER STAINLESS STEEL	
<ul style="list-style-type: none"> Folded paper towel dispenser must be replaced free of charge in the event of mechanical or factory fault Folded paper towel dispenser is to fit paper towel size: 53 X 36.4 X 18.2cm (2 ply edge embossed towel) Paper size – Sheet Size 215 x 315mm 	Once a month
SUPPLY & REPLENISHMENT OF PAPER TOWELS (SABS APPROVED)	
<p>Supply & replenishment of paper towels (SABS APPROVED)</p> <p>Ultra Folded Hand Towel, Interfold 2 Ply. Sheet Size 215 x 315mm. 15 Packs Per case providing our most gentle hand dry exceptional quality. Compact interfolded towel which controls usage and helps reduce waste</p> <ul style="list-style-type: none"> Paper size – Sheet Size 215 x 315mm Pack size – 1860 Sheets per box (15 Packs) <p>15 packs</p>	Once a month
SUPPLY OF HOUSEHOLD GOODS	Quarterly
<ul style="list-style-type: none"> Handy Andy 5 litre Sunlight Dish Liquid 5 litre Pine Gel 5 litre Jik 5 litre 	

NB:

- All toilet roll holders and soap dispensers should be lockable to prevent theft.
- The Service Provider must install all automatic air freshener units, soap dispensers, automated hand dryer with costs included in the monthly payments.
- All dispenser batteries must be of high quality and durability should be inspected regularly and replaced accordingly.
- Upon termination of the contract the Service Provider must remove such equipment from the premises without causing any damages to the property. The service provider will be held liable for any damages and payment may be withheld.

Request for Quotation Pricing Template

NOTE: CUT AND PASTE PRICING TEMPLATE ON BIDDING COMPANY'S LETTERHEAD

Service Descriptions	Number of units	Frequency of Service	Proposed price per unit	Proposed price for months
Deep cleaning of toilets	2 Female Toilets	Monthly		Monthly quote multiply by 24
	1 male toilets			
Deep Cleaning of hand basins	4	Monthly		
Deep cleaning smoking area	1	Monthly		
Deep Cleaning of Urinals systems	2 Urinals	Monthly		
Deep cleaning of floors in the restrooms	N/A	Monthly		
Deep cleaning of walls in the restrooms	N/A	Monthly		
Deep cleaning of floors in the corridors		Monthly		
Fumigation	650 m2	Quarterly		Quarterly quote multiply by 8
				TOTAL 1

Service Descriptions	Number of units	Installation and replacement	Repair cost per unit	Maintenance and rental cost per unit	Proposed quote for 24 months
Sanitary hygiene Bag Dispenser	4	Once off quotation to install equipment and proposed replacement costs	Once off quotation should not be multiplied by anything as repairs may not be required		Equipment maintenance and rental monthly quote multiply by 24 months
Toilet seat sanitizer (foam dispenser)	3				
Hand wash foam soap dispenser	3				
Automatic air freshener dispenser	2				
Folded towel dispenser (all kitchens and toilets)	3				
Auto janitor for urinals	2				
Lockable tissue holder	3	Note: the tissue holder will remain the property of IDT after termination			
Mounted tissue bins	2				
Auto sanitizer dispenser (for reception)	1				

Installation + replacement + repair + maintenance costs	TOTAL 2
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Upon termination of the contract the Service Provider must remove such equipment (**except lockable tissue holder**) from the premises without causing any damages to the property. The service provider will be held liable for any damages and payment may be withheld

Supply and Replacement (refills)	Frequency	Quantity required	Cost per month	Proposed quotation for 24 months
Toilet seat sanitizer	Monthly	500ml		
Hand wash	Monthly	500ml		
SHE bin refuse bags	Monthly	20 bags		
Sanitary hygiene bags	Monthly	60 bags		
Air freshener	Monthly	75ml per toilet		
Auto janitor for urinals	Monthly	500ml		
Toilet paper	Monthly	96 2 ply rolls		
Folded paper towels	Monthly	15 2 ply packs		
				TOTAL 3

Supply of household goods	Frequency	Cost per quarter	Proposed quotation for 24 months
Handy Andy 5 litre	Quarterly		Quarterly quote multiply by 8
Sunlight dish liquid 5 litre	Quarterly		
Pine gel 5 litre	Quarterly		
Jik 5 litre	Quarterly		

TOTAL 1 + TOTAL 2 +TOTAL 3 + TOTAL 4	Total Quotation For 24 Months
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PROPOSAL REQUIREMENTS

- > **Proposed work schedule/ /work plan** with clear milestones and timeframes for each task to be completed.
- > **Executive company profile** detailing amongst others; the capacity of the company & expertise in executing the project.
- > **A contingency plan** that stipulates actions to be taken if any activity detailed in the project plan is hampered.
- > **A detailed cost breakdown** as per attached **pricing schedule**. The pricing must be fixed for the duration of the project. Price adjustment will only be acceptable only if there's CPI increase.
- > **Bidders are required to attach the pricing schedule on their company letterhead as**
 - **Once off Installation and maintenance of all equipment**
 - **Proposed repair costs- as and when required**
 - **Consumable products- once a month refills (refer to attached detailed scope of work)**
 - **Monthly deep cleaning**

TIME FRAME

- > The project will commence after the appointment letters has been issued and accepted the project will run for a period of 24 months, subject to quarterly review or early termination depending on the performance of the service provider.
- > Quotation validity period is 90 days.

Payment Terms

- > The IDT undertakes to pay an original and valid tax invoices in full within thirty (30) days from date of invoice;
- > All supporting documents for services rendered should be submitted together with the tax invoices by the first (1st) of every month;
- > All tax invoices must include the IDT Vat number and
- > Valid tax invoices for all services rendered are to be submitted to **Mr. Bruce Mmowa** at email address: Bruce.Mmowa@idt.org.za

NB! Service providers must quote the IDT a total price inclusive of VAT (Metallic equipment) for the service that will be rendered and the quoted price must be valid for thirty (90) days after the closing date of this Request for Quotation.

All queries related to this RFQ must be submitted in writing to:

NB: No query shall be allowed 24 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

Enquiries

Enquiries must be sent by email to: Ms. Kgotsfalo Malapane on KgotsfaloM@idt.org.za OR Bruce.Mmowa@idt.org.za

Contact for the above is (015) 295 0000

THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST QUOTE AND RESERVES THE RIGHT TO ACCEPT IN WHOLE OR IN PART

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