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www.idt.org.za

Request for Quotation

RFQ number: IDT-LIM-HYGIENE-03092023

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

Closing date and time: 12 October 2023 @ 12:00pm

Submission of quotations: All quotations must be submitted at IDT Limpopo regional office on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory briefing meeting: 06 October 2023 @ IDT LIMPOPO regional office

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. **Material Safety Data Sheet**
6. **Sanitary Waste Removal Management Certificate**
7. **JV/ subcontracting agreement** (stipulating the % and signed by both parties)
8. **Occupational Health and Safety (OHS) Plan or Policy Document**
9. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
10. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Board of Trustees: Ms. Zimbini Hill (Interim Chairperson), Ms. Lerato Kumalo (Deputy Chairperson), Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Prudence Mkhwanazi, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker

Acting 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

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) 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.

Compulsory returnable document: SBD 6.1

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)

Non-submission of Source documents will result in the allocation of zero points for specific goals

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

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	80	
SPECIFIC GOALS	20	
TARGETED GROUP		

Women (100%)	6	
Youth (100%)	6	
People with Disabilities (100%)	4	
Black ownership (100%)	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:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women (100%)	6	
Youth (100%)	6	
**People with Disabilities (100%)	4	
Black (100%)	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 *audit alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE :

ADDRESS

.....

.....

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:
**22 Hans Van Rensburg street
Polokwane
0007**

- IDT has 31 employees

SCOPE OF WORK

Table 4.1: Building Structure

Square meter of the building is XXX m² with a staff complement of XX

Number of floors	4
Number of basement	1
Number of toilets(female)	4
Number of toilets (male)	4
Number of Urinals	4
Number of offices	X
Number of boardrooms	2
Number of kitchens	4
Number of Pause area	1

Service Description	Number of units	Frequency of Service	Proposed Pricing per unit
Deep Cleaning of toilets	4 Female Toilets and 4 male toilets,	Once a month	
Deep Cleaning of hand basins	8	Once a month	
Deep Cleaning of Urinals systems	4 Urinals	Once a month	
			Price (Amount)
			Vat
			Total

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 DISPOSAL BINS/ SHE-BINS	8	Supply installation and maintenance
2	SANITARY HYGIENE BAG DISPENSER	4	Supply, installation and maintenance
3	TOILET SEAT SANITIZER (FOAM DISPENSER)	8	Supply, installation and maintenance
4	HAND WASH FOAM SOAP DISPENSER	8	Supply, installation and maintenance
5	AUTOMATIC AIR FRESHNER DISPENSER	8	Supply, installation and maintenance
7	FOLDED TOWEL DISPENSER (All kitchens and toilets)	12	Supply, installation and maintenance
8	AUTO JANITOR FOR URINALS	4	Supply, installation and maintenance
09	LOCKABLE TOILET PAPER HOLDER – THREE PAPER CANISTER	8	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	
<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. Must have self-closing tight fitting lids with trap doors with non- touch opening / closing mechanism Sterilize interior and exterior of the SHE-bins One (1) bin per female cubicle Sanitary disposal bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault 	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
TASK DESCRIPTION	FREQUENCY
F. AUTO JANITOR FOR URINALS	

<p>Refill and replenish auto Janitor sanitizer (500ml)</p> <p>Sterilization or deep cleaning of urinal canals</p> <p>NB: Auto Janitor must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</p>	<p>Once a month</p>
<p>G. AUTO FLUSH FOR URINALS</p>	
<p>NB: Auto flush must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</p>	<p>As and when required</p>
<p>H. LOCKABLE TOILET PAPER HOLDER THREE CANISTER-</p>	
<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>Daily</p> <p>Once off supply and installation (NB: the toilet roll holders should belong to the department after installation)</p>
<p>I. TOILET PAPERS</p>	
<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>	<p>Once a month</p>
<p>J. FOLDED PAPER TOWEL DISPENSER STAINLESS STEEL</p>	
<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 	<p>Once a month</p>
<p>SUPPLY & REPLENISHMENT OF PAPER TOWELS(SABS APPROVED)</p>	
<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 of 124) <p>15 packs X12 QUANTITY=180 PACKS 180 PACKS x 2 times refill a month= 360</p> <p>360 Packs units = per month *360 packs for 24 months = 8640 packs</p>	<p>Once a month</p>

NB:

- All toilet roll holders and soap dispensers should be lockable to prevent theft.
- The Service Provider must install all SHE bins, 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.

Service Description	Number of units	Proposed installation/ replacement costs	Proposed repair costs per unit	Proposed maintenance costs per unit
Air Freshener	8			
Auto Sanitizer Dispenser	8			
Urinal Auto flush units	4			
Femme Sanitary bins	8			
Foam Soap Dispensers	8			
System Paper Dispenser	12			
Paper bins	8			
Seat Spray Dispenser	8			
Toilet Roll Holder	8			
			Price(Amount)	
			Vat	
			Total	

*price to include Vat amount

Sub Total : R _____

Vat : R _____

Total Price Value (Vat Incl.) : R _____

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.

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 Ms. Phomolo Hlahla at email address: PhomoloH@idt.org.za

NB! Service providers must quote the IDT a total price inclusive of VAT (Matelic equipment) for the service that will be rendered and the quoted price must be valid for thirty (30) 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. Carnation Mojapelo on CarnationM@idt.org.za
: Ms. Kgotsofalo Malapane on KgotsofaloM@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