



REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE POSTBANK SOC LIMITED

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 22/2022 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	Appointment of a service provider who will provide cleaning services at Postbank for the period of six (6) months [ten (10) Cleaners and one (1) Supervisor to be provided].
RFQ ISSUED DATE	06 September 2022
COMPULSORY BRIEFING DATE AND TIME	14 September 2022 @ 11am
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE AND TIME	23 September 2022 @ 11:00am
OFFICE ADDRESS	National Postal Centre (NPC) Cnr 497 Sophie de Bruyn & Jeff Masemola Streets Pretoria 0002
RFQ RESPONSES MUST BE EMAILED TO:	Quotations should be emailed to RFQ.ProcurementNM@Postbank.co.za Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address Nokulunga.Moloi@postbank.co.za.

Important Notes to this RFQ:

Bidders /suppliers should ensure that RFQ responses are emailed to the correct email address, (RFQ.ProcurementNM@Postbank.co.za)

- If the quotation is late, it shall not be accepted for consideration.
- The Postbank reception is generally accessible 8 hours a day (07h30 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Bidders /Supplier to complete and sign all Annexures to this document (including Standard Bidding Document)
- Supplier must provide a certified SANAS accredited BBBEE Certificate or Sworn Affidavit.
- Supplier must ensure compliance with their tax obligations

CONTENTS

Annex A :	TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....	3
Annex B :	RFQ SPECIFICATION	4
Annex C :	EVALUATION CRITERIA	19
Annex D :	COST BREAKDOWN	23
Annex E:	SBD 4	25
Annex E :	GENERAL CONDITIONS OF CONTRACT AND STANDARD BIDDING DOCUMENTS ...	28

SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD UNIQUE SUPPLIER REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

(I) Postbanks standard conditions of purchase shall apply.

(II) Late submissions will not be accepted.

(III) The recommended service provider/supplier will be required to complete and sign the Standard Bidding Documents (SBD) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

(IV) Where local content is a requirement - The service provider must have completed signed and submitted SBD 6.2 Declaration Certificate for local production and content for designated sectors at the closing date and time of the RFQ.)

(V) It is the responsibility of the service provider/supplier to ensure that the Postbank has updated information on the status of their business.

(VI) No goods or services shall be delivered before the issuing of an official Postbank's Award Letter or Purchase Order (PO) signed by the authorised Postbank official. The Postbank reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the Postbank before the Postbank Award Letter or PO is issued.

(VII) This RFQ will be evaluated based on the 80/20 preference point system applicable to quotations with a Rand value equal to R30 000 and up to a rand value of R1000 000. 00. (all applicable taxes included). The Postbank may elect to apply the 80/20 preference point system to price quotation with a rand value less than R30 000. 00

(VIII) Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.

(IX) Bidders /suppliers are required to be registered on the Central Supplier Database (CSD).

(X) Postbank reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

1. BACKGROUND TO THE POSTBANK

The South African Postbank is a state owned company established in terms of the Postb Bank Act 9 of 2010 and in accordance with the Banks Act 94 of 1990 and the Companies Act 71 of 2008 for receiving the full banking licence. Postbank formally separated as a Division of the South African Post Office (SAPO) with effect from 1 April 2019.

2. PURPOSE

Currently, Postbank Head Office is located at 497 NPC c/o Jeff Masemola & Sophie de Bruyn Streets in Pretoria Central. Postbank requires cleaning services for its head office building, and the purpose of this bid is to appoint a cleaning company to provide ten (10) Cleaners and one (1) **Supervisor** to provide cleaning services at Postbank for the period of six (6) months

3. SCOPE OF WORK

General Information		
SA Post Office Head Office (National Post Centre – NPC)		
Town / City	Pretoria	
Location / Suburb	Northern Region	
Name and physical address of the building	497 NPC c/o Jeff Masemola & Sophie de Bruyn Streets, Pretoria	
Brief property description (type and number of buildings and their use)	3-storey office building, basement with store rooms, equipment rooms, carport parking area, cleaners change rooms.	
	Basement (Parking):	4 738.00 m ²
	Ground Floor:	5 058.65 m ²
	First Floor:	4 620.50 m ²
	Second Floor:	3 803.00 m ²
	Outside Parking area:	5 164.00 m ²
Total property size	23,383 m ²	
Contact Details of site manager/supervisor	<ul style="list-style-type: none">Reception: 012 407 7000Direct line: 012 407 7663	
Hours of services to be rendered	Between 06:00 and 18:00 daily, except at weekends and public holidays.	

The approved workspaces are as follows:

Approved workspaces		
Description	Approved Total Area (m ²)	Excluded
Ground Floor:	4 217	To be agreed during contracting
First Floor	4 620	
Second Floor	3 803	

The Scope of Work as per the Postbank signed floorplan is as follows:

Description	Notes
Offices	Boardrooms (Conference and Meeting Rooms)
Lifts, Foyers, Receptions, Lounges and Passages	Kitchens and Kitchenettes
Security Areas	Restrooms, Toilets and Ablution blocks
Walkways, Staircases, Balconies and patios	Emergency Stairs
Wash Bays (where applicable)	Bin Areas
Windows and Glass Surfaces	Parking Areas

Tasks and Activities

The compliance response is ONLY to contain the following statements, “**Comply**”, or “**Do not comply**”.

Equipment & consumables

The following equipment (not exhaustive) is required for the delivery of services, on a site specific basis.

The compliance response is to contain the following statements, “**Comply**”, or “**Do not comply**”.

No	Description of Works Required Throughout Entire Facility	Response ("Comply", or "Do not comply")
Offices, Boardrooms (Conference and Meeting Rooms) and Passages		
1.	Polish or vacuum floors and carpets daily	
2.	Clean floors according to surface requirements	
3.	Dust and wipe down all horizontal and vertical surfaces, including chairs, desks, filing cabinets and credenzas	
4.	Polish all wooden desk tops and wipe other surfaces in Conference rooms	
5.	Disinfect and clean telephones with recommended SABS-approved cleaning materials	
6.	Clean directory boards/White Boards with recommended sabs approved liquid with approved cleaning materials	
7.	Empty and clean waste paper bins	
8.	Dust picture frames	
9.	Clean all glass table tops	
10.	Vacuum upholstered furniture daily	
11.	Clean all marks from walls and light switches	
12.	Clean computer terminals, printers and keyboards with approved cleaning materials	
13.	Clean blinds	
14.	Clean boardrooms in the morning and after every meeting	
15.	Wash crockery, cutlery and utensils after every meeting	
16.	Mop up any spillages	
17.	Dust light fittings	
18.	Air-freshener must be sprayed in conference rooms and waiting areas.	
Kitchens and Kitchenettes		
19.	Wash dishes and dishcloths and clean kitchens four times daily	
20.	Clean Fridges daily	
21.	Empty bins daily	
22.	Bins to be sanitised three times a week.	

Lifts, Foyers, Receptions and Lounges		
23.	Tend to pot plants, clean all passages and stairs	
24.	Clean reception desks/counters	
25.	Clean all entrances, stairs and stair rails	
26.	Ensure that the Reception area is neat and tidy at all times	
27.	Clean all marks from all surfaces	
28.	Vacuum all upholstered furniture and carpets on a daily basis	
29.	The Supervisor must report all damages to property, breakages or malfunctioning equipment to the POSTBANK duly appointed representative	
Security Areas		
30.	Polish or vacuum floors and carpets daily	
31.	Clean floors according to requirements of surface type	
32.	Dust and wipe down all horizontal and vertical surfaces including chairs, desks filing cabinets and credenzas	
33.	Polish all wooden desk tops and wipe other surfaces	
34.	Disinfect and clean telephones with recommended SABS approved liquid	
35.	Empty and clean waste paper bins daily	
36.	Vacuum upholstered furniture and carpets daily	
37.	Clean all finger marks from walls paintwork and light switches	
38.	Clean computer terminals, printers and keyboards with approved cleaning materials	
39.	Clean Guard houses, where applicable	
Toilets		
40.	Clean - brush wash and sanitise bowls, basins and urinals and disinfect toilets twice a day and complete register	
41.	Replenish consumables	
42.	Wipe doors, walls and partitions	
43.	Remove mineral deposits from gullies and drains	
44.	Empty and clean all waste receptacles	
45.	Clean, brush wash and sanitise bowls, basins and urinals	
46.	Clean all mirrors	

47.	Clean floors according to requirements of surface type	
48.	Clean cabinets and sanitary buckets	
49.	Replenish toilet sanitisers, toilet paper etc., as required	
50.	Clean showers if applicable	
51.	All dustbins must be emptied and cleaned	
Parking Areas, Walkways, Staircases, Balconies and Patios		
52.	Clean floors and handrails according to requirements of surface type Machine scrub floors or walkways as necessary	
53.	Collect litter in paving/ parking areas	
54.	Empty the rubbish bins	
55.	Dust high-level surfaces and exposed piping	
Emergency Stairs		
56.	Clean floors and handrails according to requirements of surface type	
57.	Sweep the basement	
58.	Empty the rubbish bins	
59.	Dust high level surfaces and exposed piping	
Wash Bays		
60.	Keep wash bay area tidy	
Bin Areas		
61.	Clean and disinfect bins after emptying	
Windows and Glass Surfaces		
62.	Clean all windows internally and externally (where applicable)	
63.	Clean all mirrors and glass surfaces	
64.	Clean all glass doors	
65.	Clean blinds on all windows	
General (where applicable)		
66.	Clear all grid covers to drainage pipes of debris, where applicable.	

No	Required Cleaning Equipment	Response ("Comply", or "Do not comply")
1.	Industrial Vacuum Cleaners	
2.	Industrial machines for cleaning carpets	
3.	Sufficient mops and brushes per cleaner	
4.	Sufficient buckets per cleaner	
5.	Sufficient brooms per cleaner	
6.	Protective clothing in compliance with the OHS Act No. 85 of 1993.	
7.	Sufficient warning signs per cleaner in alignment with the OHS Act	
8.	Machine scrubbers, including required scrubbing pads per surface type	
9.	Step ladders	

****The cost of all consumables must be included in the Pricing Schedule submitted by the service provider. In addition, the service provider must keep a register of all consumables for POSTBANK's records. Postbank will sign off this register in the second and fourth week of each month.***

Below are some items anticipated for consumption as a part of the service:

No	Consumables Description The ordering of consumables will be based on usage patterns	Response ("Comply", or "Do not comply")
1.	Replenish Only toilet paper (48 rolls per pack– 350 sheets per roll 2-ply - SABS approved) Toilet paper supplied by Postbank	
2.	Disinfectant liquid and brushes for cleaning toilet bowls and urinals	
3.	Multi-purpose pine gel	
4.	Window cleaner	
5.	Heavy duty cleaner	
6.	Mop and buff	
7.	Bleach	
8.	Floor polish	
9.	Stainless steel polish	
10.	Cleaning cloths	
11.	Yellow dusters	

No	Consumables Description The ordering of consumables will be based on usage patterns	Response ("Comply", or "Do not comply")
12.	Steel wool	
13.	Gloves	
14.	Feather dusters	
15.	Heavy duty Black plastic bags and plastic bags for small desk dustbin	
16.	Office air- fresheners/carpet sprays	
17.	Furniture polish	
18.	Insects sprays	

SPECIAL REQUIREMENTS (Frequency of Service)

Service	Service Frequency	Response ("Comply", or "Do not comply")
Machine buff	Weekly	
Clean floor according to type	Daily	
Dust and wipe down all horizontal and vertical surfaces including chairs, desks filing cabinets and credenzas	Daily	
Wipe and polish all tops with a cloth	3 x Weekly	
Disinfect and clean telephones	3 x Weekly	
Clean directory boards/White Boards with recommended sabs approved liquid.	3 x Weekly	
Empty and clean waste paper bins	Daily	
Dust picture frames	Daily	
Wipe and spot clean glass table tops	Daily	
Vacuum upholstered furniture	Daily	
Spot clean finger marks from paintwork and light switches	Daily	
Clean computer terminals, printers and keyboards	3 x Weekly	
Windows and Blinds Wash skirting, door frames and doors	Weekly	
Dust/wash walls	Weekly	

Boardrooms (Conference and Meeting rooms) and Passages

Service	Service Frequency (Daily, Weekly, Monthly)	Response ("Comply", or "Do not comply")
Machine buff	Weekly	
Clean floor according to type	Daily	
Dust and wipe down all horizontal and vertical surfaces including chairs, desks filing cabinets and credenzas	Daily	
Polish all wooden desk tops in Conference rooms	Twice Weekly	
Wipe all other desk tops with a dry cloth	3 x weekly	
Disinfect and clean telephones	3 x weekly	
Clean directory boards/White Boards with recommended sabs approved liquid.	3 x weekly	
Empty and clean waste paper bins	Daily	
Dust picture frames	Daily	
Dust/ Wash Walls	Weekly	
Wipe and spot clean glass table tops	Daily	
Vacuum upholstered furniture	Daily	
Spot clean finger marks from paintwork and light switches	Continuously Daily	
Clean computer terminals, printers and keyboards	3 x weekly	
The Contractor shall prepare the official conference rooms (tea, coffee, etc.) and clean cups for POSTBANK meetings.	Daily continuously	
Clean boardrooms in the morning after every meeting	Daily continuously	
Wash bottles, cutlery and utensils after every meeting.	Daily as per need	
Provide clean cold water and hot water after every meeting	Daily As per need	
Windows and doors	Daily continuously	

Stair cases

Service	Service Frequency	Response ("Comply", or "Do not comply")
Mop stairs	2 x weekly	
Apply polish	2 x weekly	
Remove dust on the handrails	Daily	
Sweep stairs	Daily	
Windows within 2 meters	Weekly	

Kitchenettes, Canteen Area

Service	Service Frequency	Response ("Comply", or "Do not comply")
Wash and store away cutlery and crockery	Daily	
Clean and wash sinks and fridges	Daily	
Wipe clean cupboards	Daily	
Clean and neatly arrange tables and chairs	Daily	
Wash and clean interior glass	Daily	
Replenish water aqua-coolers	Daily	
Empty dustbins	Daily continuously	
Glass Doors	Daily continuously	
Canteen area – sweep/mop/polish floor tiles inside and outside sitting area. Polish furniture, clean windows and blinds, empty dustbins etc.	Daily	

Lifts, foyers and receptions, Refuse Area

Service	Service Frequency	Response ("Comply", or "Do not comply")
Mop the Lifts	Daily	
Remove dust on the hand rails	Daily	
Wipe clean finger marks, water and coffee spillage	Daily continuously	
Dust all upright furniture and Wall Pictures	Daily	

Wipe Clean with dry cloth all electrical boxes	Daily	
Dust air conditioner outlets	Daily	
Window Area	Weekly	
Refuse area – sweep, mop, disinfect, all dustbins to be washed and disinfected	Daily	

Security areas

Service	Service Frequency	Response ("Comply", or "Do not comply")
Mop floor	Daily	
Clean dustbin	3 x Daily	
Clean Toilet	3 x Daily	
Replenish Paper Towel, toilet paper, sanitisers and soap	3 x daily or as per need	
Dust clean counter tops	Daily	
Clean toilet mirror	Daily	
Windows	Weekly	

Toilets

Service	Service Frequency	Response ("Comply", or "Do not comply")
Empty and clean all waste receptacles	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	
Clean, brush wash and sanitise bowls, basins and urinals	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	
Clean mirrors	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	
Clean Floors according to type	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	
Clean Cabinets and sanitary buckets	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	

Replenish paper towels, soap, toilet sanitisers, toilet paper etc. or as required	Continuously but not less than 3 times a day of which 15H00 must be the last cycle.	
Clean Showers	Daily	

Parking, walkway & stairs

Service	Service Frequency	Response ("Comply", or "Do not comply")
Pick up and dispose any litter	Daily	
Blow/sweep clean parking area	3 x weekly	
Sweep and wash outside tiled area	Daily	
Hose wash hard flooring	Weekly	
Sweep and wash outside tiled /paved area	Daily	
Machine scrub walkways and foyers	Weekly	
Windows	Weekly	

Foyer, rooftop, and reception

Service	Service Frequency	Response ("Comply", or "Do not comply")
Clean Pot plants	Daily	
Clean roof top	Weekly	
Clean reception counter	3 x Daily	
Clean entrances and stair rails	Daily	
Spot clean all low surfaces	3 x daily	
Dust off hand rails	2 x Daily	
Wipe garden tables and chairs with wet cloth	Daily	
All cleaning staff must report all damages or breakages or any non-working equipment	3 x daily	
Supervisor must report all breakages or none functionally equipment to Facility manager	3 x daily	
Glass door	Daily Continuously	
Windows	Weekly	

Basement, parking areas and Store rooms

Service	Service Frequency	Response ("Comply", or "Do not comply")
Pick up and dispose any litter	Daily	
Blow/sweep clean parking area	3 x weekly	
Sweep and wash outside tiled area	Daily	
Hose wash hard flooring	Bi-Weekly	
Sweep and wash outside tiled and paved areas between buildings	Daily	
Machine scrub basement parking	Quarterly	
Clean all store rooms	Twice a Month	

Paper and Cardboard

Service	Service Frequency	Response ("Comply", or "Do not comply")
Paper to be put into paper recycling boxes supplied by Waste Management Company and taken to Recycling cages inside the bin area. Cardboard boxes to be flattened and put into recycling boxes supplied by Waste Management Company and taken to recycling cages inside the bin area.	Daily	

Plant Rooms

Service	Service Frequency	Response ("Comply", or "Do not comply")
General cleaning when required by maintenance manager	Monthly	

General

Service	Service Frequency	Response ("Comply", or "Do not comply")
Clean up accidental spillages etc.	As required	

Remove oil from paving	Monthly	
Clean dust and dirt from air conditioning ducting vents at on an ongoing basis	3 Monthly	
Clean dust from high bay lamp diffusers at on an ongoing basis	Bi - Annual	
Clean skylight +/-700m²	Bi - Annual	
Carpet Deep cleaning including loose carpets and all couches	Annual	
Clean dust from all high level sprinkler pipes at on an ongoing basis	Annual	
Service provider to supply and replenish all consumables i.e.	Daily	
Toilet rolls	Daily	

WARNING SIGNS

Clearly readable warning notices or signs shall be exhibited where needed, where the rendering of the cleaning services may cause injuries to any person(s).

INFLAMMABLE AND POISONOUS SUBSTANCES

The bidder shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the Postbank for the rendering of the services or any other purposes.

COMPLIANCE WITH ACTS AND REGULATIONS

The bidder must comply with all the acts and regulations applicable to cleaning services.

TRAINING

Cleaning staff needs to be trained in every aspect relating to the handling of all equipment that they use with regards to this contract. The service provider will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their "on site" staff members.

UNIFORM

All contracted staff members should always be in uniform at all times with visible name tags.

4. The bid will be evaluated in 2 (Two) phases namely:

Technical Evaluation Criteria (Phase 1)	Price and B-BBEE Evaluation (Phase 2)
Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Phase 3 (Price and B-BBEE).	Bidder(s) who succeeded on Phase 2 will be evaluated further on Price and B-BBEE

4.1 Phase1: Technical Evaluation Criteria

Functionality/Technical Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points of 100 points for Phase 2 in order to proceed to Phase 3 for Price and BBEE evaluations.

Functional Criteria	Weights	Reference page in response
<p><u>Company Reference Letters</u> A minimum of three (3) Reference Letters as evidence of related services previously successfully completed.</p> <p>NB: The Reference Letter(s) must not be older than 5 years and must be on the letterhead of the previously serviced client. The Reference Letter must indicate the quality of the service rendered and the client's name.</p> <p>The Reference Letter must include the following:</p> <ul style="list-style-type: none"> • Name of the client • Detailed list of services rendered to the client • Year when the services were conducted and completed • Contactable reference name, contact details and signed must be signed by the appropriate delegate 	50	

<table><tr><th>Reference Letters</th><th>Score</th></tr><tr><td>No/unsatisfactory/incomplete Reference Letters attached</td><td>0</td></tr><tr><td>3 Reference Letters attached</td><td>10</td></tr><tr><td>4 Reference Letters attached</td><td>30</td></tr><tr><td>5 Reference Letters attached</td><td>50</td></tr></table>	Reference Letters	Score	No/unsatisfactory/incomplete Reference Letters attached	0	3 Reference Letters attached	10	4 Reference Letters attached	30	5 Reference Letters attached	50								
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4 Reference Letters attached	30																	
5 Reference Letters attached	50																	
<p><u>Methodology and Project Plan</u></p> <p>Bidders are required to provide a detailed project methodology, which must include the following:</p> <ul style="list-style-type: none">• Company’s COVID19 responsiveness / preparedness that covers the proposed scope of work including• Task descriptions and how such tasks will be performed on daily basis;• Proposed work schedule / work plan• Equipment to be utilized.• Resources to be utilised• contingency plan <table><tr><th>Proposed methodology and Work Plan is effective for service delivery and includes all the required elements;</th><th>Score</th></tr><tr><td>Task descriptions and how such tasks will be performed on daily basis</td><td>5</td></tr><tr><td>Proposed work schedule / work plan</td><td>5</td></tr><tr><td>Equipment to be utilized</td><td>5</td></tr><tr><td>Resources to be utilized</td><td>5</td></tr><tr><td>Contingency plan</td><td>2.5</td></tr><tr><td>Covid-19 responsiveness</td><td>2.5</td></tr><tr><td>No methodology and Work Plan has been provided</td><td>0</td></tr></table>	Proposed methodology and Work Plan is effective for service delivery and includes all the required elements;	Score	Task descriptions and how such tasks will be performed on daily basis	5	Proposed work schedule / work plan	5	Equipment to be utilized	5	Resources to be utilized	5	Contingency plan	2.5	Covid-19 responsiveness	2.5	No methodology and Work Plan has been provided	0	25	
Proposed methodology and Work Plan is effective for service delivery and includes all the required elements;	Score																	
Task descriptions and how such tasks will be performed on daily basis	5																	
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Resources to be utilized	5																	
Contingency plan	2.5																	
Covid-19 responsiveness	2.5																	
No methodology and Work Plan has been provided	0																	

<p><u>Supervisor and Cleaner References</u></p> <p>A minimum of three (3) Reference Letters should be provided for the 1 x Supervisor and 10 x Cleaners.</p> <p>NB: The Reference Letter(s) must not be older than five (5) years and must be on a client's company letterhead.</p> <p>The Reference Letter must include the following:</p> <ul style="list-style-type: none">• Name of the client• Detailed list of services rendered to the client• Year when the services were conducted and completed• Contactable reference name, contact details and the Reference Letter must be signed by the client's appropriate delegate <table><tr><th>Supervisor and Cleaner References</th><th>Score</th></tr><tr><td>A minimum three (3) Reference Letters have been provided for 1 x Supervisor and 10 x Cleaners.</td><td>25</td></tr><tr><td>Minimum three (3) Reference Letters <u>have not been provided</u> for 1 x Supervisor and 10 x Cleaners.</td><td>0</td></tr></table>	Supervisor and Cleaner References	Score	A minimum three (3) Reference Letters have been provided for 1 x Supervisor and 10 x Cleaners.	25	Minimum three (3) Reference Letters <u>have not been provided</u> for 1 x Supervisor and 10 x Cleaners.	0	25	
Supervisor and Cleaner References	Score							
A minimum three (3) Reference Letters have been provided for 1 x Supervisor and 10 x Cleaners.	25							
Minimum three (3) Reference Letters <u>have not been provided</u> for 1 x Supervisor and 10 x Cleaners.	0							
TOTAL	100							

4.2 Phase 2: Price and Preference

The evaluation for Price and BBBEE shall be based on the 80/20 PPPFA principle and the points for evaluation criteria are as follows:

Evaluation criteria	Points
1. Price	80
2. Broad Based Black Economic Empowerment	20
Total	100

Annex D : COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

The service provider warrants that the pricing quoted above is free of any errors and omissions and that he/she is able to deliver the contract on the price quoted.

PRICING SCHEDULE

Description	Units	Cost Per Month
Cost for all 11 resources per month	6	R
TOTAL Amount		R

CONSUMABLES (B)

The bidder must provide a detailed breakdown of **ALL** Consumables as follows:

Cost Element All consumables' SABS	Cost Per Month (VAT Excl.)
Replenish only toilet paper (48 rolls per pack– 350 sheets per roll 2-ply)	TO BE SUPPLIED BY POSTBANK
Disinfectant liquid and brushes for cleaning toilet bowls and urinals	R
Multi-purpose pine gel	R
Window cleaner	R
Heavy duty cleaner	R
Bleach	R
Floor polish	R
Stainless steel polish	R

Cleaning cloths (As required)	R
Yellow dusters (As required)	R
Steel wool	R
Gloves	R
Feather dusters	R
Heavy duty Black plastic bags and plastic bags for small desk dustbin	R
Office air- fresheners/carpet sprays	R
Furniture polish	R
Total Consumables per Month	R

Summary of Costs

Cost Element	Total Cost for six (6) Months (VAT Excl.)
Sub-total A: Resources (10 x Cleaners including + 1 x Supervisor)	R
Sub-total B: Consumables	R
Total	R
VAT AMOUNT	R
TOTAL BID AMOUNT (INCLUDING VAT)	R

Notes:

- Only firm prices will be accepted. Non-firm prices will not be considered. Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement
- Should a bidder fail to include additional costs under disbursements, no variation order(s) will be entertained on conclusion of procurement process and/or once an award is made
- No price changes will be accepted after official Letter of Appointment.

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 institution	State

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**

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.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Annex F : GENERAL CONDITIONS OF CONTRACT AND STANDARD BIDDING DOCUMENTS

1. Bidders are required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

Detailed information on the General Condition of Contract are found in the link below:

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf