

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR 24 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.

RFQ No.	RFQ202526/06
RFQ ISSUE DATE	23 APRIL 2025
COMPULSORY BRIEFING SESSION	DATE: 29 APRIL 2024 (TUESDAY) TIME: 10H00 AM. VENUE: TRADE & INVESTMENT HOUSE, 1 ARUNDEL CLOSE, KINGSMEAD OFFICE PARK, STALWART SIMELANE STREET, DURBAN, 4001.
RFQ DESCRIPTION	REQUEST FOR A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR 24 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL
CLOSING DATE & TIME	09 MAY 2025 @ 12h00 PM.
LOCATION FOR SUBMISSIONS	TENDER BOX AT THE RECEPTION OF TRADE & INVESTMENT HOUSE, 1 ARUNDEL CLOSE, KINGSMEAD OFFICE PARK, STALWART SIMELANE STREET, DURBAN, 4001.

Bidders must submit responses in a sealed envelope in the **tender box at the reception of Trade & Investment House, 1 Arundel close, Kingsmead Office Park, Stalwart Simelane street, Durban, 4001** before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____



REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR 24 MONTHS FOR TRADE & INVESTMENT KWAZULU-NATAL.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

Office cleaning and hygiene services are essential for several interconnected reasons that impact employee health, business reputation, productivity, and operational efficiency. Regular cleaning and disinfection prevent the spread of germs, bacteria, and viruses significantly reducing employee sick days. Targeting high-touch areas like doorknobs, keyboards, and shared equipment minimizes health risks, especially in environments where hygiene is critical, such as toilets.

A clean and well-maintained office reflects professionalism and attention to detail, helping build trust with clients and visitors. The appearance of your workspace often forms the basis for first impressions, influencing potential business relationships and customer confidence.

Trade & Investment KwaZulu-Natal is required to meet specific health and safety regulations. Professional cleaning services ensure compliance, reducing the risk of regulatory issues and potential fines. Additionally, regular maintenance prevents long-term damage to office assets like carpets, furniture, and equipment, saving on costly repairs and replacements.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable qualified service providers to submit their proposals for the provision of cleaning and hygiene services for 24 months for Trade & Investment KwaZulu-Natal.

4. SCOPE OF WORK

Category	Description of task	Frequency
Glass and metal work and internal windows	<ul style="list-style-type: none">Spot Clean glass doors, glass partitionsClean/wipe metal fitting/door handles with alcohol-based wipes	Daily

VO.1 RFQ General
February 2025

	<ul style="list-style-type: none"> Internal Windows to be cleaned 	
External window	<ul style="list-style-type: none"> Cleaning of all internal and external windows 	Quarterly
Office spaces	<ul style="list-style-type: none"> Wipe office desks with alcohol-based wipes Wipe office floors daily Empty office bins daily 	Daily
Dusting	<ul style="list-style-type: none"> Dusting of all horizontal surfaces (low levels) Dusting of all vertical surfaces (walls, cabinets etc.) Dust all window ledges; and Clean and disinfect all telephones. 	3 x a week
Boardrooms	<ul style="list-style-type: none"> Wiping boardroom tables with alcohol-based wipes daily/ after every meeting Assisting with setting up boardrooms before and after meetings Assisting with clearing catering after meeting Vacuuming boardroom carpet Filling humidifiers daily 	Daily
Entrances, security and reception area	<ul style="list-style-type: none"> Sweep all entrances daily Clean all door mats daily Mopping of all entrance areas daily Wipe reception and security counter, telephone and coffee table with alcohol-based wipes 	Daily
Kitchen	<ul style="list-style-type: none"> Wipe and clean all sinks daily Remove all rubbish and dispose to collection point only daily Wipe all surfaces with alcohol-based wipes daily Wipe all stains from the front cupboard daily Wipe microwave Assist General Assistance with washing dishes Fridge cleaning monthly 	Daily
Mirrors / Paintings or Wall Pictures	<ul style="list-style-type: none"> Must be dusted, kept clean and free from marks 	Daily
Blinds and window seals	<ul style="list-style-type: none"> Blind to be dusted twice a week Window-ceilings to be cleaned twice a week 	Twice a week
Staircases	<ul style="list-style-type: none"> Wiping staircase rails with alcohol-based wipes Sweeping and mopping stairs 	Daily
Wooden and tiled floors	<ul style="list-style-type: none"> Must be mopped and cleaned Wooden floors must be polished once a month 	Mopped and cleaned daily Floor to be polished twice a month
Office Carpet Cleaning	<ul style="list-style-type: none"> Vacuuming the entire boardroom carpet Deep cleaning of carpet quarterly 	Vacuum carpet daily Deep cleaning quarterly
Bathroom	<ul style="list-style-type: none"> Floors to be mopped daily Counter tops to be wiped with alcohol-based wipes Toilet pans, covers, urinals, basins, taps are to be cleaned with approved disinfectant Showers to be disinfected with approved disinfectant once a week Hand soap and hand cream to be available all times Hand paper towel to always be available 	Daily

	<ul style="list-style-type: none"> Toilet paper to be replaced regularly throughout the day Toilets basin to be cleaned daily 	
Basement or parking area	<ul style="list-style-type: none"> Must be cleaned/swept three times a week or as when needed 	Three times a week
Waste Disposal	<ul style="list-style-type: none"> Empty all wastepaper bins daily Remove all rubbish to collection point only weekly 	Daily
Hygiene services must include dispensers and consumables	<ul style="list-style-type: none"> Deep cleaning all toilets She bins care – disposals service in compliance with legislation requirements 	Weekly

4.2 PROVISION OF EQUIPMENT:

The appointed service provider will be expected to provide and install all sanitary dispensers as part of the services on this contract. Toilet paper dispensers, hand soap and hand lotion dispensers, hands paper towels and sanitizer dispensers to remain at Trade & Investment KwaZulu-Natal at the end of the 24-month contract.

The appointed service provider will be expected to provide all replenishing materials or consumables as per the following:

NO.	DESCRIPTION OF ITEMS AND EQUIPEMENTS REQUESTED	QUANTITY REQUIRED PER MONTH/QUARTER/ANNUAL
1.	2 ply toilet paper	x 200 rolls
2.	5 liters of Germatol	x1 per month
3.	5 liters air freshener liquid	x2 per month
4.	5 liters of dish washing liquid - Sunlight	x2 per month
5.	750ml Domestos	X8 per month
5.	Microfiber dishcloth 50X50	x4 quarterly
6.	750ml Handy Andy	x12 per month
7.	5 liters of Pine gel	x2 per month
8.	Pack of 6 Green Scouring pads plus kitchen sponges	x2 pack of 6 quarterly
9.	Cleaning gloves for the cleaning staff	x2 every 6 months
11.	Black refuse bags	x100 per month
12.	Office bin bags	x100 per month
13.	400ml Furniture polish	x6 per month
14.	5 liters wet wipes (70% alcohol base)	x3 per quarterly
15.	Wall dispenser & detergent disinfectant wipes – 100 per pack	x12 per month
16.	350ml refill hand sanitizers	x12 per month
17.	350ml refill hand cream	x12 per month
18.	350ml refill hand soap	x12 per month
19.	300ml Doom all insect spray	X3 per month
20.	Hands soap dispenser – to remain on site at the end of contract	X12 once off
21.	Hands lotion dispensers – to remain on site at the end of contract	X12 once off
22.	Paper towel dispensers – to remain on site at the end of contract	X 12 once off

NB: All quarterly cleaning shall include glass/doors partitions (full cleaning) and carpets (steam cleaning) and must be included in your quotation.

4.3 METHODOLOGY

The Service Providers proposal must outline the methodology they intend adopting to meet the deliverables. This outline should cover the following:

4.3.1 A clear detailed outline indicating how the project will be carried out.

4.3.2 Provide a project charter with timelines.

- 4.3.3 Provide details on how Health and Safety regulations will be implemented on a daily basis.
- 4.3.3 Provide a detailed budget for the project which must also outline a sign-off and payment schedule.
- 4.3.4 The service provider is expected to put clearly defined targets in line with the scope of work.
- 4.3.5 The budget breakdown would therefore be linked to the target and outputs, milestones and timing thereof and the schedule of costs and payments.

4.4 REQUIRED EXPERTISE AND COMPETENCIES

The service providers' proposal must outline the expertise and competencies on offer and should expressly detail their previous experience in dealing with projects of this nature. This may be supported by the CVs of the team or managers. To achieve the scope of work, the service provider/s appointed to undertake this project should demonstrate the following key competencies:

- 4.4.1 Comprehensive knowledge and proven track record of provision of cleaning and/or hygiene services, expertise and experience.
- 4.4.2 Capacity, expertise and applicable resources to render the services throughout the contract period.
- 4.4.3 Registration with the BCCCI (Bargaining Council for Contract Cleaning services Industry) or National Contract Cleaners Association (NCCA)
- 4.4.4 Compensation for Occupational Injuries and Diseases (COID) registration.
- 4.4.5 Business Liability Insurance
- 4.4.6 Similar Project completion reference letter within the past 5 years (Public or private entity)

5. EVALUATION PROCESS

5.1 Phase 1: SCM Administrative Requirements

- 5.1.1 The service provider must submit their company profile.
- 5.1.2 The service provider must submit business liability insurance.
- 5.1.3 The service provider must submit proof of registration on CSD (Central Supplier Database) and SARS PIN.
- 5.1.4 The service provider must submit proof of registration for Compensation for Occupational Injuries and Diseases (COID)
- 5.1.5 The SBD 4 form must be completed and signed by the authorized company representative.
- 5.1.6 The SBD1 form must be completed and signed by the authorized company representative.
- 5.1.7 The POPIA consent form must be completed and signed by the authorized company representative.
- 5.1.8 The bidder must submit the SBD 6.1 preference points claim form.

Failure to provide the above information may lead to the bidder's proposal not being considered further.

5.2 Phase 2: Mandatory Requirements

Only bid proposals that meet phase 1 requirements will be evaluated on mandatory requirements. The Bidder must complete the section below by answering **YES or NO**. If Yes, please attach proof.

NO.	REQUIREMENT	COMPLY: YES OR NO
1	Registration certificate with the BCCCI (Bargaining Council for Contract Cleaning Services Industry) or National Contract Cleaners Association (NCCA). The Bidder must submit documentary proof of registration.	

NOTE: Failure to meet all the mandatory requirements will lead in the Bidder being disqualified and not further evaluated for functionality (Phase 3).

5.3 Phase 3: Functionality Criteria

5.3.1 Only bid proposals that meet mandatory requirements will be further evaluated on functionality criteria.

5.3.2 The Bidder that fails to score a minimum of 70/100 points (equivalent to 70%) on functionality will not be considered and evaluated further on phase 4.

5.3.3 The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Service provider’s experience in the field of cleaning services. Must attach contactable written references on successfully completed projects or current projects signed by clients.	Service provider’s years of experience in the field of corporate cleaning services.	Indicator	30
	Bidder must attach reference letters confirming the cleaning services rendered to public/ private entity. Reference letters must be on the referee’s letter head, dated and signed and they must be for the services rendered in the past five (5) years.		
	No reference letter attached/irrelevant reference letter attached	0	
	1 to 2 relevant reference letters attached	5	
	3 to 4 relevant reference letters attached	15	
	5 to 6 relevant reference letters attached	25	
	7 and more relevant reference letters attached	30	
Experience of project Team.	Bidder must attach detailed CVs of the proposed project team members that will service TIKZN, including the following: (The bidder to clearly stipulates position of each team member according to the below mentioned).	Indicator	30
	Supervisor: • 4+ years ‘relevant supervisory experience = 15 points • 2-3 years relevant supervisory experience = 05 points Non-compliance with the above = 0 points	15	
	Cleaning Staff x 2: • 3+ years’ relevant cleaning experience = 15 points • 1-2 years’ relevant cleaning experience = 05 points Non-compliance with the above = 0 points	15	
A proposed project plan (methodology) with deliverables, timeframes, and milestones on how the Bidder intends to achieve the objectives of TIKZN over the contract period of 24	Methodology and Approach for Cleaning Services The Bidder must provide a clear statement (methodology) on how the cleaning service will be carried out, including the resources to be allocated and how such resources will be utilized.	Indicator	40
	No information provided	0	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
months.	Limited information provided on a project plan, methodology and management.	15	
	Project plan and methodology action well broken down with details of deliverables, timeframes/ milestones etc.	40	
Total points on functionality			100

Failure to provide the above information may lead to the bidder's proposal not being considered further.

5.4 Phase 4: Compliance with RFQ specifications

- 5.4.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.4.2 Only bidders who scored a minimum of 70/100 points (equivalent to 70%) on functionality will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.5 Phase 5: Price and Specific Goals Scoring

5.5.1 Pricing Considerations

- Bidders' price quotations must be inclusive of all applicable taxes (including VAT) in RSA rand.
- Bidders' total price weighs 80 points.
- Price must include the entire scope of work and any other logistics or disbursement that assist the service provider in delivering the final product (s) to TIKZN as per the scope of work and within the set timelines.
- Cleaners should be paid according to the Department of Labour under Sectoral Determination 1: Contract Cleaning Sector Wages.

Item No.	Description	Bid Price in Rand incl. VAT	
		1 st Year	2 nd Year
1.	Total service cost per month	R	R
2.	Total service cost per year	R	R
3.	Total all-inclusive cost for 2 years	R	
<i>NB: The RFQ will be evaluated on the total cost over the 2-year period. Please ensure that your costing is correct as corrections cannot be made after the RFO has closed.</i>			

A separate quotation with cost breakdown on bidders' letterhead must be submitted.

5.5.2 Specific Goals

- The bidder must submit the SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	
1. Black Owned Enterprises: 100% = 05 points	
Proof of claim: ID Copies of Directors, CSD registration report and BBBEE Certificate/Affidavit.	

<p>2. Disabled Owned Enterprises = 05 points</p> <p>Proof of claim: Medical certificate/ letter from a registered medical professional.</p> <p>RDP Goals</p> <p>3. Promotion of enterprises located in eThekweni Municipality for work to be done or services to be rendered. = 10 points</p> <p>Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councilor.</p>	<p>20</p>
<p>Total Points</p>	<p>20</p>

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. INSTRUCTION TO SERVICE PROVIDERS

The services required by Trade & Investment KwaZulu-Natal are described in these Terms of Reference and therefore all applicable annexures which are listed as mandatory must be comprehensively covered in your proposal.

8. SERVICE LEVEL AGREEMENT

It is the intention of TIKZN to enter into a formal Service Level agreement (SLA) with the successful service provider. The Request for Quotation (RFQ) would serve as a guide to the process of selecting and appointing a qualified service provider by ensuring a match between the cleaning service requirements of TIKZN as an entity and the knowledge and experience of the service provider.

The RFQ and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

9. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

10. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Company profile
3. Registration certificate with BCCI or NCCA
4. Business Insurance liability
5. Registration certificate with COID
6. Completed and signed Declaration of Interest (SBD 4).
7. Completed and signed Invitation to bid (SBD1 -Part A & B).
8. Completed and signed POPIA consent form.
9. Completed and signed preference points claim form (SBD6.1).
10. Copy of CSD Report or MAAA Number (National Treasury).
11. Information requested as per the mandatory requirements.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)									
BID NUMBER:		CLOSING DATE:			CLOSING TIME:				
DESCRIPTION									
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON					CONTACT PERSON				
TELEPHONE NUMBER					TELEPHONE NUMBER				
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS					E-MAIL ADDRESS				
SUPPLIER INFORMATION									
NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									
TELEPHONE NUMBER		CODE				NUMBER			
CELLPHONE NUMBER									
FACSIMILE NUMBER		CODE				NUMBER			
E-MAIL ADDRESS									
VAT REGISTRATION NUMBER									
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:				OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]			B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]	
		<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]									
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS									
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?							<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.									

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

Consent to Process Personal Information
in terms of
Protection of Personal Information Act No. 4 of 2013

(MANDATORY FOR ALL INTERACTIONS WITH TIKZN)

I, the undersigned _____
(Full Name and Surname)
(Hereinafter be referred to as the "Data Subject")

ID number _____
(If not available, date of birth & passport number)

Address _____

hereby give my consent to Trade & Investment KwaZulu-Natal (TIKZN), who is a Responsible Party¹ to process² my Personal Information for the following purposes:

	Providing me with advice, products and services that suit my needs as requested
YES	To conduct Central Supplier Database ("CSD") reference searches
YES	To process my applications and requests
	To notify me of new services, opportunities that may be of interest to me
YES	To confirm, verify and update my details
YES	To comply with any legal and regulatory requirements
	To conduct qualification verifications, credit checks, reference checks, criminal record checks, psychometric assessment and/or reporting to regulating authorities.
	Add further details of purposes:

I furthermore authorise TIKZN to verify my identity and any information I have provided. This personal information will not be shared with any third parties without my specific approval and will not be sold, distributed or leased to third parties unless my permission has been granted or required by law to do so.

I furthermore unconditionally indemnify TIKZN against any liability which results or may result from furnishing information in this regard.

TIKZN will not be liable for any damages of any kind arising from my use of their services, including but not limited to direct, indirect, incidental, punitive and/or consequential damages.

I further understand that should I not give my consent to the processing of my personal information for the purpose specified above, then TIKZN will not proceed with said purpose.

Signed at _____ on this ____/____/_____
(Place) (Day) (Month)(Year) (Signature of Employee)

¹ "responsible party" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

² "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:
(a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
(b) dissemination by means of transmission, distribution or making available in any other form; or
(c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

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**

(Delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The 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:

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

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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)
<p><u>HDI Goals:</u></p> <p>Black Ownership: 100%</p> <p>Proof of claim: RSA Identity document of shareholders. CSD registration report. Company registration (CIPC). B-BBEE Certificate/ Affidavit.</p>	05	
<p>Disabled Owned Enterprises.</p> <p>Proof of claim: Medical certificate/ letter from a registered medical practitioner.</p>	05	
<p><u>RDP Goals</u></p> <p>Promotion of enterprises located in eThekweni Municipality for work to be done or services to be rendered.</p> <p>Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor not older than 3 months.</p>	10	

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:

- 4.7.
- 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 because 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 because of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

