

REQUEST FOR QUOTATION

Supplier Name:

GOODS

X

SERVICE

Request for Quotation Number	iLABS/RFQ 2023/24:57
Date Issued:	30 June 2023
Description of Services/ Goods:	Appointment of a panel of service providers for the supply and delivery of Cleaning Chemicals, Equipment and Consumables for a 36-month period on an as and when required needs basis to NRF iThemba LABS, Old Faure Road Faure, Cape Town.
Closing Date:	17 July 2023
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	scm2@tlabs.ac.za
Date Goods or Service Required:	As and When Needed
For More Information (Technical):	Elizma van Zyl e.vanzyl@ilabs.nrf.ac.za Tel: 021 843 1377
For More Information (Supply Chain Management):	Khanyisa Maqwara scm2@tlabs.ac.za Tel: 021 843 1379

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the proposal will be cancelled and re-issued.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice

<u>Administrative Compliance Returnable Documents</u> (M – Mandatory); (O – Optional)		Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	O	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pricing schedule completed	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Functional Evaluation Returnable Documents</u> ^{a,b}			
Proof of product range offered. Submit catalogue and/or website reference.	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of warehousing capability to fulfill orders as and when needed. Submit proof of warehousing address. Site visits may be conducted to confirm.	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide proof of SABS certification of food safe chemicals (SANS 1828 and/or 1853)	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Material Safety Datasheets (MSDs) and Technical Data Sheets (TDSs) of the proposed chemicals must accompany the proposal.	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of address of closest office to iThemba LABS, Cape Town	M	<input type="checkbox"/> Yes	<input type="checkbox"/> No

^a Please refer to functional evaluation scoring grid on page 20.

^b Suppliers must achieve a minimum functionality score of 60% in order to move to the next phase of evaluation

Reference Letters maybe required during the evaluation process.

SPECIFICATIONS:

1. Intent

Appointment of a panel of service providers for the supply and delivery of Cleaning Chemicals, Equipment and Consumables for a 36-month period on an as and when required needs basis to NRF|Themba LABS, Old Faure Road Faure, Cape Town.

The scope of work will include relevant training of housekeeping and food-handling employees in the correct and safe handling, application, and storage of such chemicals.

2. Compliance with National Legislation and Standards

The successful bidder must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS) as listed below, but not limited to:

- Foodstuffs, Cosmetics and Disinfectants Act, 1972(Act No. 54 Of 1972) and its regulations and amendments.
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Hazardous Chemical Substances Regulations, (Government Notice R1179 of 25 August 1995) and its amendments
- National Health Act (No. 61 of 2003) and its regulations and amendments.
- National Environmental Management Act, 1998 (Act No.107 of 1998)
- SANS 1828:2017 Cleaning chemicals for use in the food industry
- SANS 1853: 2017 Disinfectants, detergent-disinfectants and antiseptics for use in the food industry
- SANS 10049: 2019 Food safety management – Requirements for prerequisite programmes (PRPs)
- SANS 639:2013 Detergent-disinfectants based on quaternary ammonium compounds
- SANS 643:2013 Disinfectants based on stabilized inorganic chlorine compounds
- SANS 650:2018 Laundry detergent (for use in non-automatic domestic washing machines)
- SANS 825:2017 Hand dishwashing or light duty detergent (liquid)
- SANS 892:2019 General purpose detergent (beads, granules and powders)
- SANS 1032:2013 Detergent-disinfectants based on stabilized inorganic chlorine compounds
- SANS 116:2014 Liquid antiseptics containing substituted phenolics
- SANS 1221:2019 Detergent skin cleansers
- SANS 1224:2017 Polish stripper
- SANS 1225:1985 Ammoniated liquid detergent cleaner
- SANS 1344:2017 Medium duty solvent detergent
- SANS 1597:2013 Antiseptics based on chlorhexidine gluconate
- SANS 1868: 2002 Gel detergent cleaner (non-abrasive)
- SANS 13:2008 Wax polish, solvent-based, for floors and furniture
- SANS 15: 2008 Wax emulsion polish for floors and furniture
- SANS 10170:2004 The cleaning and maintenance of floors
- SANS 1177:2007 Terry jacquard articles

3. Specifications and Physical Requirements of Products

3.1. A range of cleaning chemicals, equipment and cleaning consumables are required for disinfection and cleaning (including stripping / buffing / polishing/ de-staining/ air freshening/ degreasing) of:

- Food contact surfaces and areas such as kitchens and food production areas, food storage areas and dining and/or tearooms (Including all surfaces, floors, equipment, utensils, and dishes)
- Offices, boardrooms, workshops, miscellaneous work areas, general storage rooms and corridors (including all surfaces, furniture, equipment, floors, walls, and windows).
- High touch surfaces (infection protection and control (IPC)).
- Ablutions, toilets, and urinals (Including chemicals for deodorizing and de-staining)

- On site accommodation and guest facilities such as bedrooms and bathrooms.
- Drain maintenance (Food service and other areas)

3.2. Bidders to state their conformance to specifications in table 1.1. by indicating yes/no - this is compulsory.

3.3. Bidders who do not comply will be non-complaint and may be disqualified from this evaluation process.

Table 1.1: Specifications for Mandatory Physical Requirements

	MANDATORY TECHNICAL REQUIREMENTS TO BE MET		
A	PRODUCT RANGE		
1	Product specifications and estimated amounts required over a 36-month period are described in the pricing and specification schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The pricing schedule provides a description of the product specifications or equivalents required in terms of: <ul style="list-style-type: none"> • the purpose for which the chemical (or equivalent) is intended and • the soils/ organisms to be removed and • materials with which the chemical might come into contact with and with which it shall be compatible. 	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Usage amounts are estimated per smallest unit of measure. The quantities listed therein are estimates only and are not intended to commit iThemba LABS to purchase any specific quantity.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	It is not mandatory for the Service Provider to quote on all items in the Pricing Schedule, hence the appointment of a panel of service providers. Supplier may indicate not stocked/supplied "NS" in the applicable lines.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	The Successful Service Provider must provide its catalogue (hard or soft copy) and/or a website reference where product ranges can be reviewed.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	Material Safety Datasheets (MSDs) and Technical Data Sheets (TDSs) of the proposed chemicals must accompany the proposal.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	The chemicals intended for use on food contact surfaces in the description of works must be certified by SABS as compliant with the requirements of SANS 1828:2017 and/or SANS 1853:2017 where applicable.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Where applicable - products must conform to the requirements of the South African National Standards (SANS) and legislation (point 2), and chemicals must be of high quality.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	TRAINING AND AFTER SALES SERVICES		
1	The service provider must provide training on site to approximately 25 staff with regard to the correct application, handling and storage of all chemicals according to the MSDS of each. Including training regarding the recommended personal protective equipment and other safety precautions required during its use and application. The training will be scheduled after installation at a mutually agreed time between iThemba LABS and the successful service provider. More than one training session might be required due to shift work.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Chemical dispensers supplied must be routinely inspected (as applicable) for the duration of the contractual period.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	PURCHASE AGREEMENT PRICING MODEL AND ORDERING PROCEDURE		
1	The contract award will be split according to the appointed panel of service providers.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The successful bidder will be issued with a Purchase Contract (SBD7.1) from iThemba LABS as confirmation of the award. An official purchase order will only be issued as their notice to proceed with supply and delivery as and when needed.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Pricing returned in this RFQ is not fixed, but market related. Quotations will be requested on an "as and when required basis". iThemba LABS will only accept market related pricing. Quotations will be tested against pricing of other appointed panel members and suppliers in the market to check whether unit pricing are within market price range for the duration of the contract.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	An official order will be raised via email by the end-user or a supply chain official for the duration of the agreement.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Pricing and Specification Schedule

The *estimated total amount (per unit of measure) are for estimation of contract value purposes only.

PRICING MODEL: **Pricing are NOT firm or fixed.** Pricing presented will be used for comparative analysis and estimation of contract value. Quotations will be requested for placing of orders as and when needed for the duration of the agreement. IThemba LABS will only accept market related pricing. Quotations will be tested against pricing of other appointed panel members and suppliers in the market to check whether unit pricing are within market price range for the duration of the contract.

Item No.	Chemical Description/ Specification OR EQUIVALENT	Pack size (Or equivalent)	Method of Application (Or Equivalent)	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Cost Including. VAT
	<i>EXAMPLE : Hand Soap</i>			<i>lit</i>	<i>150lit</i>	<i>ABC Hand soap</i>	<i>5 lit</i>	<i>R168.00</i>	<i>30</i>	<i>R5 040</i>
	Personal Care and Infection Protection and Control (IPC)									
1.	Antibacterial hand soap Remove: Dirt, grease and kill unwanted bacteria Contact surfaces: Skin of food handlers and others. SANS 1828/1853 certified	5 lit	Wall-mounted Dispenser	Lit	100lit					R
2.	Antiseptic hand sanitiser spray Remove: Kill unwanted organisms Contact surfaces: Skin of food handlers in foodservice areas and others. SANS 1853 certified; or equivalent (minimum 70% alcohol)	5 lit	Wall-mounted Dispenser	Lit	50lit					R
	Foodservice/ kitchens									
3.	Concentrated green (or other colour) viscous general-purpose liquid dishwashing detergent of high quality. Remove: Dirt and grease and leave no residue, Neutral PH, Biodegradable Contact surfaces: Skin, assorted dishes, table ware and cooking utensils. SANS 1828 certified.	750ml/ 5/25 lit	Dispenser at selected high-volume use areas/ Labelled bottles	Lit	400lit					R

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4.	Detergent-disinfectant all-purpose Remove: Dirt, grease and kill unwanted organisms Contact Surfaces: Various hard food-contact surfaces such as stainless-steel tables and equipment and skin. SANS1853 certified.	5 lit	Labelled spray bottles	Lit	100lit					R
5.	Detergent for intensive deep cleaning Remove: Dirt and grease build-up Contact Surfaces: Floors, washable walls, tiles, drains, stainless-steel surfaces, and equipment in foodservice-unit. SANS 1828 certified.	5 lit	Labelled spray bottles	Lit	50lit					R
6.	Disinfectant spray Remove: Kill unwanted organisms Contact surfaces: Skin, high touch areas on equipment and food-contact surfaces. SANS 1853 certified.	5 lit	Labelled spray bottles	Lit	50lit					R
7.	Oven and grill cleaner Remove: Burnt – on food and carbon residues Contact surfaces: Ovens, grillers, stainless steel cooking utensils, frying pots, pans. SANS 1828 certified.	5 lit	Labelled spray bottle	Lit	30lit					R
8.	Heavy duty oven cleaner and degreaser Remove: Extensive burnt on food carbon residues Contact surfaces: Cast-iron stove-top grids, braai grids, cast iron cook tops and pans. SANS 1828 certified.	5 lit refill	Labelled spray bottles	Lit	30lit					R

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9.	Concentrated free flowing powder detergent-disinfectant based on organic chlorine with detergents and corrosion inhibitors Remove: Dirt, stains and kill unwanted organisms Contact surfaces: Various including textiles. SANS1853 certified.	Sachets	Bucket	Kg	200kg					R
10.	Stain-remover powder/ granules. Containing stain removing compounds, sequestering agents, detergents, wetting agents, and corrosion inhibitors Remove: Tannin type of stains, such as tea and coffee stains Contact surfaces: Crockery, cutlery, teapots, urns, plastic, and other inanimate surfaces.	1 kg	Bucket	Kg	2kg					R
11.	Scale remover Remove: Water scale, mill scale and rust Contact surfaces: Descaling of kettles, urns, boilers.	1 kg or 1 lit	Bucket	kg	1kg					R
12.	Laundry detergent powder/ granules Remove: Dirt and stains Contact surfaces: Skin (hand-wash) cotton and microfiber cloths.	2 kg	Bucket	kg	20kg					R
13.	Liquid Bleach- thin Remove: Organisms and stains Contact surfaces: Skin (hand-wash) cotton and microfiber cloths.	5/25 lit	Labelled Spray bottle/ bucket	Lit	75					

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14.	Concentrated liquid quaternary ammonium compound detergent-disinfectant Remove: Dirt and unwanted organisms Contact Surfaces: Various hard-surface floors in foodservice-unit. Suitable for application by mop or machine SANS 1828/1853 certified.	5 lit	Bucket/ Labelled spray bottle	Lit	50lit					R
	Drain maintenance									
15.	Concentrated Acidic Liquid Drain Cleaner	1 lit	Directly	lit	60					
16.	Bio-active (biologically based) environmentally friendly drain maintenance cleaner or equivalent. Must degrade and eliminate: organic contaminants (pathogenic bacteria), and improve liquefaction, degradation and digestion of fats, oil and grease found in drain lines and fat traps to reduce build-up and eliminate odours from drain system.	1/5/25 lit	Directly/ existing dosing system	lit	300					
	Floor maintenance									
17.	Floor stripper non-ammoniated. Remove: Chemical residue and dirt Contact surfaces: For safe and non- toxic machine stripping of wide range of hard floors.	5/25 lit	Labelled bottle	Lit	100lit					R
18.	Floor sealer –self shining dispersion. Highly polished finish. Mainly resistant to hand disinfectants containing alcohol. High anti-slip properties. Forms a polish-able, water resistant, dirt-protection film. Water vapour diffusion guaranteed. Based on polymer / wax. Contact surfaces: Hard and elastic floor coverings (such as PVC, linoleum, natural and artificial stones, etc.).	5/25 lit	Labelled bottle	Lit	500lit					R

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19.	Universal detergent for maintenance cleaning of sealed floors. Removes: Soil, black heel marks and scuffs Contact surfaces: Sealed floors of Vinyl, rubber, linoleum, and terrazzo tiles. Must be safe to use on all waterproof floor coverings and maintain the original shine of the floor with a streak free finish and no layer build up Suitable for use with machines or application by mop.	5/25 lit	Labelled spray bottle	Lit	50lit					R
General housekeeping of workplace/ guest room surfaces/ spaces and IPC										
20.	All-purpose Concentrated liquid quaternary ammonium compound detergent/ disinfectant/ deodoriser Removes: Dirt and unwanted organisms. Contact surfaces: Various workplace/ office surfaces.	2/25 lit	Labelled spray bottle	Lit	70lit					R
21.	Detergent for intensive cleaning Remove: Build-up dirt and grease Contact surfaces: Various industrial surfaces without damaging the surface. SANS1828 certified.	5/25 lit	Labelled spray bottle	Lit	50lit					R
22.	Outdoor/ Refuse bin detergent, disinfectant, and deodorizer Remove: Odour, dirt, organisms Contact surfaces: All hard surfaces such as floors, walls, drains, sanitary bins, refuse bins.	5/25 lit	Bucket	Lit	25lit					R
23.	Multi-surface furniture polish , that clean, shine, protect various surfaces.	Labelled Canister/ Spray bottle	Directly	Lit	120 lit					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Pack size (Or equivalent)	Method of Application (Or Equivalent)	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Cost Including. VAT
24.	Stainless steel cleaner/ polish.	Labelled bottle/ canister	Directly	Lit	1lit					R
25.	Brass cleaner/ polish.	Labelled bottle/ canister	Directly	Lit	1 lit					R
26.	Multi insect Insecticide odourless.	Canister	Directly	Lit	90lit					R
27.	Glass, mirror, and window cleaner Remove: Dirt streak-free Contact surfaces: Glass, mirror, windows.	5/25 lit	Labelled spray bottle	Lit	50lit					R
28.	Dishwashing machine (household-type) all-in-one detergent.	Tab/ Liquid/ Powder	Directly	Kg	5kg					R
	Ablutions, bathrooms									
29.	All-purpose spray-on detergent/ disinfectant/ deodoriser bathroom cleaner Remove: Dirt, odour and kill unwanted organisms Contact surfaces: Various bathroom surfaces such as countertops, basins, taps, tiles and toilets.	5/25 lit	Labelled spray bottle	Lit	50lit					R
30.	All-purpose ammoniated cream cleaner Remove: Stubborn dirt Contact surfaces: All surfaces such as walls, floors, tiles, baths, showers, basins, stoves.	750ml/ 5 lit	Labelled squeeze bottle	Lit	50lit					R

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31.	Thickened liquid bleach toilet bowl detergent/disinfectant/ deodoriser Remove: Dirt, unwanted organisms, and odour Contact surfaces: Various.	750ml/ 5 lit	Labelled squeeze bottle	Lit	100lit					R
32.	Acid toilet-bowl cleaner Remove: Scale build up and stains Contact Surfaces: Toilet bowl Liquid/powder/granules.	Per kg or 5 lit	750 ml labelled squeeze bottle	Lit/kg	50 lit/kg					R
33.	Air freshener spray Remove: Odour Contact surfaces: Non-food areas or equivalent	5lit	Labelled Canister/ Labelled spray bottle	Lit	50lit					R
34.	Air freshener spray refill for automatic dispenser for non-food areas. AIRWICK or equivalent.	Each	Automatic wall-mounted dispenser	Lit	120lit					R
35.	Urinal mats Remove: Maintain, clean, deodorise. Must be biodegradable and contain biological cleaning agents Contact surfaces: Urinals, traps and pipes.	Each	Directly	each	300 each					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Annual Cost Incl. VAT
	Cloths and wipes							
36.	Multi-purpose, semi-disposable cloth (2-3 days), absorbable, strong and durable for general cleaning and sanitising colour-coded on roll 30x50 cm.	Roll	4					R
37.	Multi-purpose, semi-disposable cloth (2-3 days), absorbable, strong and durable for general cleaning and sanitising colour-coded folded 245x415mm cm.	Each	2 000					R
38.	Sanitising wet wipes SANS158 certified.	Each	20 000					R
39.	Dispenser for wet wipes (to keep it moist) – if required.	Each	2					R
40.	Microfiber colour coded cloths for cleaning and shining of various surfaces low lint 400x400 mm.	Each	500					R
41.	Fleece cloths colour coded for cleaning and wiping of various surfaces. Highly absorbent, low lint 380x400mm.	Each	150					R
42.	Dish swabs for cleaning of various surfaces 300x300mm.	Each	150					R
43.	Dish cloths (honey comb) for hand drying of dishes and utensils 600x400mm.	Each	100					R
44.	Dish cloths 100% cotton button for hand drying of dishes and utensils with high absorbency and durability 450x700mm.	Each	100					R
45.	Yellow/Orange dust cloths for polishing of various surfaces 100% cotton 330x330mm.	Each	50					R
	Scourers							
46.	Pot scourer stainless steel heavy duty.	Each	50					R
47.	Pot scourer golden/ copper/ brass.	Each	50					R
48.	Steel wool 50 gr.	Each	50					R
49.	Hand scourer pad, green heavy duty, 102x260mm, 8 mm thick.	Each	50					R
50.	Sponge scourer heavy duty.	Each	50					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Annual Cost Incl. VAT
	Brushes and brooms							
51.	Scrubbing brush colour coded: Hand held brush med/large/s-shape.	Each	20					R
52.	Scrubbing brush colour coded: Long handle slim line for hard to reach spaces.	Each	4					R
53.	Scrubbing brush for dishes.	Each	10					R
54.	Nail brush.	Each	10					R
55.	Scrubbing Broom HACCP compliant colour coded hard/ stiff bristle 300mm.	Each	2					R
56.	Sweeping Brooms HACCP compliant colour coded soft bristle 400mm.	Each	2					R
57.	Broom Handle for 22 and 23 HACCP compliant colour coded 1.5 m.	Each	4					R
58.	Brooms Soft bristle secured handle (not screw-in or push-in) household mm.	Each	12					R
59.	Broom Hard/ Stiff bristle secured handle (not screw-in or push-in) household mm.	Each	2					R
60.	Broom Platform 450mm soft bristle.	Each	4					R
61.	Banister brush colour coded plastic.	Each	12					R
62.	Dustpan colour coded plastic.	Each	12					R
63.	Broom and dustpan set, long handle 250mm.	Each	12					R
64.	Toilet scrubbing brush.	Each	12					R
65.	Toilet scrubbing brush and holder set, plastic.	Each	6					R
	Mops and sweepers							
66.	Fan mop hygiene head colour coded.	Each	24					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Annual Cost Incl. VAT
67.	Fan mop long hair head 400grams colour coded.	Each	48					R
68.	Fan mop handles colour coded metal or plastic.	Each	12					R
69.	Fan mop holder clip colour coded.	Each	12					R
70.	Dust/sweeper mop frame 800mm.	Each	12					R
71.	Dust/sweeper mop frame 600mm.	Each	2					R
72.	Dust/sweeper mop handle colour coded.	Each	12					R
73.	Dust/ sweeper mop replacement sleeve 800mm.	Each	36					R
74.	Dust/ sweeper mop replacement sleeve 600mm.	Each	12					R
75.	Microfiber mop complete colour coded.	Each	10					R
76.	Microfiber mop replacement sleeve colour coded.	Each	40					R
77.	Floor Squeegee 450mm metal handle.	Each	2					R
78.	Window washer 350mm.	Each	1					R
79.	Window washer replacement sleeve 350mm.	Each	5					R
80.	Window squeegee with telescopic handle.	Each	2					R
81.	Lambswool/ sheepskin applicator handle.	Each	2					R
82.	Lambswool/ sheepskin applicator refill 400mm.	Each	12					R
83.	Lambswool/ sheepskin applicator frame 400mm.	Each	2					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Annual Cost Incl. VAT
84.	Stripping pad nylon/polyester black 450mm.	Each	15					R
85.	Cleaning pad non-woven polyester blue 450mm.	Each	5					R
86.	Buffing pad non-woven polyester red 450mm.	Each	15					R
87.	Polishing pad non-woven polyester white 450mm.	Each	5					R
Containers and signage								
88.	Workstation bucket colour coded, 6 lit.	Each	6					R
89.	Workstation bucket colour coded 9 lit.	Each	6					R
90.	Mop trolley bucket blue/red 25lit.	Each	2					R
91.	Mop trolley bucket blue/red 50 lit.	Each	2					R
92.	Spray bottles with labels 1 lit.	Each	150					R
93.	Spray bottle trigger colour coded	Each	200					
94.	Squeeze bottles with labels 750 ml or 1lit.	Each	60					R
95.	Wet floor warning signs (yellow, floor standing)	Each	10					R
Mop/ Cleaning Trolleys								
96.	Mop trolley double bucket 25 lit with wringer plastic	Each	1					R
97.	Plastic wringer	Each	1					R
98.	Mop trolley double bucket 50 lit with wringer metal	Each	1					R
99.	Metal wringer	Each	1					R

Item No.	Chemical Description/ Specification OR EQUIVALENT	Unit of measure for comparison	*Estimated Amount (36 months)	Name on Label of Proposed Chemical (As Per MSDS/TDS)	Proposed Unit Pack Size	Price Per Pack Size Incl. VAT	Comparable amount as per proposed pack size.	Calculated Annual Cost Incl. VAT
100.	Janitorial trolley (3-in-one)	Each	2					R
101.	High speed rotary machine with pad drive for wet and dry scrubbing and polishing of hard floors	Each	1					R
	Gloves							
102.	Acid resistant gloves per pair	Pair	6					R
103.	Household type dishwashing gloves	Pair	36					R
	Dispensers							
104.	Hand liquid gel soap dispensers manual wall mounted	Each	20					R
105.	Hand sanitizer spray dispenser manual wall mounted	Each	5					
106.	Automatic Air-freshener dispenser (Airwick or equivalent)	Each	12					R
	SUBTOTAL (VAT INCLUSIVE)						R	
	Training and technical assistance							
107.	Training PER PERSON (on use of the chemicals and equipment supplied)			Each	25			R
108.	Technical assistance to resolve queries/ problems with products supplied and to inspect/ service chemical dosage systems and dispensers after installation should the need arise.			Each	6			R
	Delivery fees							
	Minimum order value to qualify for free delivery?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is minimum order value to qualify for free delivery?			R	
	Is a standard delivery fee applicable?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is standard delivery fee?			R	
	Delivery fee calculated based on order value?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how is delivery fee calculated?				
109.	Delivery to NRF Themba LABS, Old Faure Road, Faure, Cape Town		Each	36	Estimated delivery costs		R	
	TOTAL (VAT INCLUSIVE)						R	

3. Evaluation criteria: functionality

Responsive bids will firstly be evaluated on functionality. The minimum score for functionality is 60% and a bidder who scores below this minimum will be disqualified automatically from further evaluations.

Competence Criterion	Key Aspects of Criterion	Points Allocation		Total Points
Capacity to deliver required service cost- effectively and efficiently	Proof of product range presented in catalogue and website format.	No submission	0	
		Submission of hard copy or soft copy catalogue.	15	
		Submission of either catalogue and website reference	20	
	Proof of warehousing capabilities	No submission or failed site visit confirmation	0	
		Proof of warehouse address and/or images submitted	20	
		Site visit confirmation if deemed necessary	20	
	Delivery charges (as per completion of pricing and specification schedule)	Standard delivery fee or no comment	0	
		Delivery fee calculated based on order value	10	
		No delivery fee for orders above R1000.00	20	
Technical ability	Technical assistance availability (as per completion of pricing and specification schedule)	No technical assistance available or no comment	0	
		Technical assistance available at additional charge	5	
		Technical assistance available at no additional charge	15	
	Provide proof of SABS certification of food safe chemicals (SANS 1828 and/or 1853)	No submission	0	
		Complete submission	5	
	Material Safety Datasheets (MSDs) and Technical Data Sheets (TDSs) of the proposed chemicals must accompany the proposal.	No submission	0	
		Incomplete submission	5	
		Complete submission or link/ website provided for review and download	10	
Bidders locality	Proof of address – distance of service provider's closest office to NRF/jiThemba LABS Cape Town	No submission	0	
		Outside 100km	5	
		Within 100km	10	
Total				100

STANDARD BIDDING DOCUMENT (SBD) 4

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

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.

2.2 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:

.....
.....

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.

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.

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

STANDARD BIDDING DOCUMENT (SBD) 6.1

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.

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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

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:

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

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 (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that

the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

Note: It is advised that documents be returned in PDF