



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

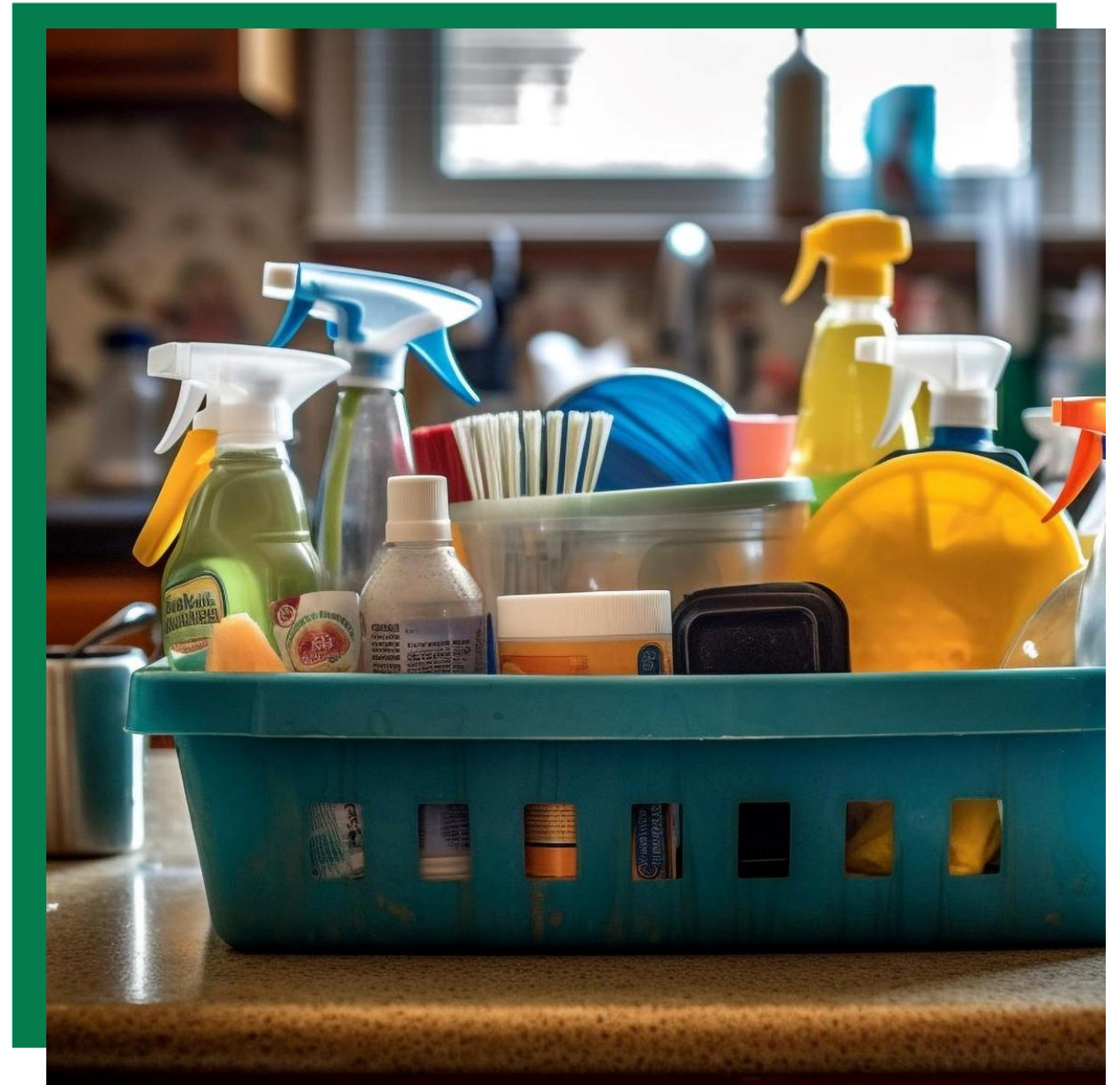
Appointment Of A Panel Of Service Providers To Supply, Deliver And Off-load Cleaning Materials To All Regions Of The Department Of Correctional Services For A Period Of Five (5) Years.

Briefing Session H06/2023

16 APRIL 2024, 11H00

Closing Date Of The Bid:

07 MAY 2024, 11H00 AM



PURPOSE OF THE BRIEFING SESSION

- **To provide clarity to bidders on general, administrative and mandatory requirements of the cleaning materials' tender.**
- **To explain the functionality evaluation criteria and how bidders will be evaluated.**
- **To address questions bidders might have regarding the tender.**

FORMAT/LAY-OUT OF THE BID DOCUMENT

- **NB: Bidders should ensure that they download all documents listed below from the e-tender portal or DCS website.**
- **Part 1 – Bid Administrative Document (SBD Forms & GCC)**
- **Part 2 – Special Conditions Of Contract**
- **Annexure A – Bid Document Checklist Returnable**
- **Annexure B – Pricing Schedule SBD 3.1**
- **Annexure C – Declaration Of Acceptance And Compliance With Specification**
- **Annexure D – BD 27 Confirmation Of Supply And Arrangements**
- **Annexure E – Cleaning Material Technical Description**
- **Annexure F – Bid Closure Locations And Addresses**
- **Annexure G – Authorised Signatory Template**



HOW MANY REGIONS CAN BIDDERS BID FOR?

Refer to table 2, Page 15

Bidders may choose the preferred region which they would like to bid for and may choose more than one region. Bidders are not allowed to select a region and only supply to a specific province in the regions where there is more than one province i.e. LMN and FS_NC regions

NUMBER OF REGIONS	REGION	SELECT REGION (MARK WITH AN X)
1	Eastern Cape (EC)	X
2	Free State and Northern Cape (FS_NC)	
3	Gauteng (GP)	
4	Kwa-Zulu Natal (KZN)	X
5	Limpopo, Mpumalanga and North West (LMN)	
6	Western Cape (WC)	



HOW MANY ITEMS CAN BIDDERS BID FOR?

Refer to table 3, Page 15

Bidders may choose the **Items** which they would like to bid for. Bidders must supply all sub-items under that item, failure to supply all **sub-items** under the selected item, will result in the bidder not being considered for that item. A detailed list of items and sub-items with technical descriptions is available in Annexure E.

ITEMS			
NUMBER	NAME	NUMBER OF SUB-ITEMS	SELECT ITEM (MARK WITH AN X)
1	Detergents, Polishes and Other Chemicals	20	X
2	Utensils - Brooms, Brushes and Mops	12	
3	Antiseptics, Disinfectants and Detergent Disinfectants	2	X
4	Personal Protection Cleaning Materials	8	
5	Other Cleaning Materials	8	X
TOTAL		50	



HOW WILL BIDDERS BE EVALUATED?

Bidders will be evaluated in four (4) phases

PHASES

No	Evaluation Phases
1	Compliance with legislative and administrative requirements
2	Compliance with mandatory requirements
3	Technical requirements
4	Price and specific goals



PHASE 1: LEGISLATIVE AND ADMINISTRATIVE REQUIREMENTS



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ADMINISTRATIVE REQUIREMENTS OF THE BID PART 1

Which documents should the bidder complete to comply with administrative requirements of the bid?

- **SBD 1 – Invitation to bid** (*refer to annexure G for authorised signatory template*)
- **SBD 4 – Bidder's disclosure**
- **SBD 6.1 – Preferential Points Claim in terms of PPR 2022**

Other documents to be completed

- **Annexure A – Bid document checklist returnable**
- **Annexure C – Declaration Of Acceptance And Compliance With Specification** (*all bidders should complete this document*)

ADMINISTRATIVE REQUIREMENTS OF THE BID PART 1

Joint Venture/Consortium Requirements

Should a bidder choose to enter into a joint venture and/or consortium arrangement, bidders must submit concrete proof of the existence of such joint ventures and/or consortium arrangements.

The following documents must be submitted with the proposal as proof of existence:

- **A signed agreement as proof of the existence of a joint venture and/or consortium arrangement.**
- **The agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party.**
- **The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.**



Phase 2: MANDATORY REQUIREMENTS



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MANDATORY REQUIREMENTS OF THE BID

Bidders should take extra care to understand and correctly complete all mandatory documents. The following documents **MUST be completed and submitted, failure to do so will invalidate the bid:**

- **SBD 3.1 Pricing schedule**
 - **Bidders must complete the pricing schedule for the whole region, bidders are not allowed to chose a specific province or management area.**
 - **Bidders must complete prices for all sub-items under the selected item(s).**
 - **Prices must be quoted per unit**
 - **Prices must be inclusive of supply, delivery and off-loading. Must also include all applicable taxes.**
 - **Pricing schedule on USB must not be pdf, please submit a MS Excel workbook as provided.**



MANDATORY REQUIREMENTS OF THE BID

- **Annexure D – BD 27 Confirmation Of Supply And Arrangements**
 - **Bidders who are sourcing their cleaning materials from a third party **MUST** complete and sign the BD 27 OR a signed letter issued on the official letterhead of the third party addressing the supply arrangements for the required items.**
 - **Failure by the bidder and their third party to complete and submit the BD27 will invalidate the bid.**



MANDATORY REQUIREMENTS OF THE BID

- **Bid guarantee/ credit facility or overdraft confirmation**

The bidder is required to provide DCS with a guarantee or credit /overdraft facility of two (2) million if bidding for one region and four (4) million if bidding for two or more regions.

The bidder must provide **ONE of the following guarantees:**

- **Bank Guarantee or;**
- **Bid Bond/Guarantee or;**
- **Performance Guarantee**

The guarantee or credit/overdraft facility must be made out specifically for DCS cleaning materials, with reference to the bid number for this tender.

Must be an original document and must contain a bank stamp.

Must be ring-fenced to this tender and issued by a South African Commercial Bank duly registered in South Africa as part of the bid submission.





Phase 3: TECHNICAL REQUIREMENTS



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TECHNICAL REQUIREMENTS OF THE BID

Detailed Implementation Plan	Operational Experience of the Company	Track Record of the Bidding Company
<ul style="list-style-type: none">▪ Total of 50 points▪ Bidders must give a detail implementation plan of all ten (10) requirements.▪ Each point counts 4▪ Bidders who score less than 20 points will score zero for this criteria▪ 10 additional points will be allocated to bidders who provided a product catalogue with pictures of the items in Annexure E, the catalogue may be printed in black and white.	<ul style="list-style-type: none">▪ Total of 20 points▪ Bidders must submit a company profile indicating the company's years of experience in the supply, delivery and off-loading of cleaning materials	<ul style="list-style-type: none">▪ Total of 30 points▪ Bidders must submit reference letters to claim points for track record. Letters must comply with all of the following requires:<ul style="list-style-type: none">○ Company letter head and logo.○ The letter must indicate that the bidder supplied, delivered, and offloaded cleaning materials.○ The letter must indicate the duration of the contract for the services rendered.○ The letter must be duly signed by an official of the company.○ The letter must not be older than 7 years as at close of the bid.



Phase 4:

PRICE AND SPECIFIC GOALS



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PRICE AND SPECIFIC GOALS

SPECIFIC GOALS

The bid will be evaluated on a 90/10 preference point system. Bidders must indicate preference points claimed in SBD 6.1. Bidders will be evaluated on specific goals as follows:

Specific Goals	Points	
Women – 51% or more ownership	3	<ul style="list-style-type: none">• An original or valid B-BBEE Certificate or a certified copy thereof issued by a verification agency accredited by SANAS or an affidavit as per the DTI prescribed template.• The affidavit must be signed by a Commissioner of Oaths and clearly indicate the date of signing
Black – 51% or more black owned	2	<ul style="list-style-type: none">• An original or valid B-BBEE Certificate or a certified copy thereof issued by a verification agency accredited by SANAS or an affidavit as per the DTI prescribed template• The affidavit must be signed by a Commissioner of Oaths and clearly indicate the date of signing
EME or QSE	5	<ul style="list-style-type: none">• An original or valid B-BBEE Certificate or a certified copy thereof issued by a verification agency accredited by SANAS or an affidavit as per the DTI prescribed template• The affidavit must be signed by a Commissioner of Oaths and clearly indicate the date of signing



PRICE AND SPECIFIC GOALS

Joint Venture/Consortium Requirements

- **A trust, consortium or joint venture, will qualify for points for specific goals based on their B-BBEE certificate as a legal entity provided that the entity submits their B-BBEE certificate.**
- **A trust, consortium or joint venture will qualify for points for specific goals as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.**
- **These B-BBEE certificates must have been issued by a SANAS accredited verification agency.**



IMPORTANT MATTERS

- **Initial each page of the bid and return back with proposal**
- **Complete Annexure A to ensure that all the required information has been submitted**
- **Bids may be submitted to any of the closing locations as per Annexure F (only one location) during working hours on business days: Monday to Friday, 08h00 am to 16h00.**
- **Bid submission (one original hard copy and 1 USB) – to submit for more than one region, mark with an X on table 2 of the special conditions of contract the region you are bidding for and complete the pricing schedules of the regions marked with an X. Do not submit separate files for each of the regions you are bidding for.**
- **Bidders must make sure to sign the submission register when submitting their proposals**
- **Proposals will not be accepted after the closing time 11h00 am. Proposals submitted at other correctional services offices other than the ones provided in Annexure F will not be accepted**





Thank you & Questions



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