

REQUEST FOR QUOTATION :

Supplier Name:

GOODS

X

SERVICE

Request For Quotation Number:	iLABS/RFQ 2021/22:32
Date Issued:	18 May 2021
Description:	The Appointment of a Service Provider/s to Supply and deliver Cleaning Chemicals and Consumables to iThemba LABS, Old Faure Road, Faure, for a period of 12 Months.
Closing Date:	04 June 2021
Closing Time:	11:00 am
Delivery Address:	scm1@tlabs.ac.za
Submit RFQ To:	scm1@tlabs.ac.za
Date Goods or Service Required:	July 2021
For More Information (Technical):	Mrs Elizma van Zyl scm1@tlabs.ac.za
Payment Terms	30 days from date of invoice
For More Information (Supply Chain Management):	Ms Nombini Biko scm1@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least thirty (30) 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 Original or Certified ORIGINAL B – BBEE Certificate as accredited with SANAS if you are claiming for Equity/ B – BBEE points, failing which, the B – BEEE claimed will be forfeited or zero points will be allocated. (NO Scanned or Email copies will obtain B-BBEE points).**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder:
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
 - SBD – 8 – Declaration of Bidder's past SCM Practices
 - SBD – 9 – Certificate of Independent Bid Determination
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, 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

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.

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 in Radiation Biophysics and Material Sciences
- The supply of accelerator-produced radiopharmaceuticals for nuclear medicine applications and research

Evaluation Process

- Evaluation of proposals

Evaluation Process

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 bid proposals received are more than R500k, 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.....
Currency:	ZAR
Payment Terms:	30 Days from date of Invoice

RETURNABLE DOCUMENTS:

ADMINISTRATIVE DOCUMENTS (M = Mandatory)		
	Please Tick Applicable	
B – BBEE Certificate or Certified Copy	O	YES/NO
Proof of address within 70km radius of iThemba LABS – Cape Town (Utility Bill or Lease Agreement)	M	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
SBD 4, 6.1, 8, 9	M	YES/NO
Material Safety Datasheets (MSDs) of the proposed chemicals must accompany the proposal. 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. (proof to be submitted)	M	YES/NO
Pictures of proposed dispensers, mop trolleys and rotary machines must also be included in the proposal. (proof to be submitted)	M	YES/NO

SPECIFICATIONS AND REQUIREMENTS:

3.1. Intent

This request for quotation aims to appoint service provider(s) to supply and deliver cleaning chemicals, cleaning consumables and chemical dispensers for a period of 12 months on an as and when required basis. 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.

This invitation requires the submission of samples of chemicals for the evaluation of cleaning ability and suitability for the intended purpose.

3.2. Compliance with South African National Standards (SANS) and legislation.

All goods and services supplied under this contract must comply with applicable SANS, laws, acts and its regulations 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

3.3. Specifications of Cleaning Chemicals, Consumables, and Dispensers

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

The pricing schedule provides a description of the cleaning consumable specifications or equivalents required. The price comparison will be done per smallest unit of measure and not pack sizes. Annual use was estimated per smallest unit of measure. Mandatory returnable documents are MSDS, pictures of mopping trolleys, rotary machines, and dispensers quoted on.

Detailed description and specifications of chemicals required are listed in the pricing schedule in terms of:

- 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.

Chemicals must conform to the requirements of the South African National Standards (SANS) and legislation (point 3.1), and chemicals must be of high quality.

3.4. Dispensers

Chemical dispensers to be supplied, installed and routinely inspected (as applicable) for the duration of the contractual period.

A system such as either a “click-a-mix” or bottle/bucket filler or equivalent for the dilution of concentrated chemicals and dispensing into spray bottles/ buckets is required.

Cost of dispensers (Become iThemba LABS property) as opposed to a “free on loan” agreement (Remain property of the supplier) must be clearly specified in the proposal.

3.5. Training

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 pre-cautions 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.

3.6. Delivery Schedule and Conditions

- 3.6.1. Site location for delivery: NRF|iThemba LABS
Attention: Kitchen Stores/ Main stores
Old Faure Road
Faure, 7131
Western Cape, South Africa
- 3.6.2. Delivery must be made as and when required basis between 7:00 and 15:30 once or twice per month or as mutually agreed between iThemba LABS and the successful bidder. Delivery schedules will be clearly communicated upfront with the awarded company to ensure on time delivery.
- 3.6.3. Suppliers must adhere to the security and safety protocol for making deliveries to iThemba LABS.
- 3.6.4. The successful bidder will be issued an official purchase order number (PO) from iThemba LABS starting with “iLAB-PO-” as confirmation of the award and their notice to proceed with supply and delivery.

- 3.6.5. Ongoing official orders will be raised “as required” via email twenty-four (72) hours prior to the required delivery date by the kitchen/housekeeping supervisor or a supply chain official for the duration of the agreement.
- 3.6.6. The quantities listed herein are estimates only and are not intended to commit iThemba LABS to purchase any specific quantity. In the event that iThemba LABS's requirements do not result in the request for the full amount described herein, such occurrences shall not constitute the basis for fee adjustments under this contract.
- 3.6.7. If the successful contractor is unable to supply the goods required on the PO, he/she shall recommend an acceptable replacement to the kitchen/housekeeping supervisor for approval.
- 3.6.8. If the bidder requires a minimum order quantity, it must be stated on their proposal.
- 3.6.9. Service provider must confirm receipt of an official order and confirm the delivery date and time with the kitchen/housekeeping supervisor.

3.7. Documentation Requirements and Certification of Quantity and Quality

- 3.7.1. All goods delivered will be inspected at the point and time of delivery.
- 3.7.2. The kitchen/housekeeping supervisor or designee will check items delivered against the official purchase order and invoice at the time of delivery with both the supervisor and the driver signing the appropriate documentation for shortages and errors, and/or obviously damaged / non-compliant goods.
- 3.7.3. The contractor will be responsible for goods rejected at the point of delivery. Damaged or inferior goods for which the supplier is responsible will be replaced at no additional cost to iThemba LABS or a credit note will be issued for goods returned for credit.
- 3.7.4. iThemba LABS reserves the right to reject any goods that does not conform to the specifications and quantity of invoiced product when received. Rejected goods to be removed immediately and credit memo issued.
- 3.7.5. Original tax invoices indicating NPO, description of goods supplied, units of measure, quantity supplied, price per unit and total cost inclusive of vat must be supplied per NPO for each delivery.
- 3.7.6. The successful bidder shall bear the full burden of ownership until the goods is accepted at the final destination. Any shortages, damages, losses or otherwise undelivered goods shall remain the successful bidder's responsibility.

PRICING SCHEDULE

Pricing must be filled in on this document

Prices supplied should be fully inclusive of all costs; value added tax, delivery charges and other taxes.

Prices must be in South African currency.

Price summary supplied in this document is firm prices.

*Estimated annual amount is based on the smallest unit of measure and not pack sizes, as last mentioned may differ by comparison.

Item No.	Chemical Description/ Specification	Estimated Unit of Measure (Or Equivalent)	Estimated Method of Application (Or Equivalent)	Smallest Comparable Unit of Measure	*Estimated Annual Amount	Name on Label of Proposed Chemical (As Per MSD)	Proposed Unit and Pack Size	Price Per Unit/ Pack Size Incl. VAT	Price Per Smallest Comparable Unit Incl. VAT	Calculated Annual Cost Incl. VAT
	EXAMPLE 1: Hand Soap			ml	50 000ml	ABC Hand soap	1 lit pouch x 6	R125.00	R0.02	R1041.66
	EXAMPLE 2: Hand Soap			ml	50 000ml	ABC Hand soap	5 lit	R68.00	R0.013	R680.00
Sub	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; or equivalent	1/5/25 lit refill or equivalent	Wall-mounted Dispenser	ml	150 000ml					R
2.	Antiseptic hand sanitiser Remove: Kill unwanted organisms Contact surfaces: Skin of food handlers in foodservice areas and others. SANS 1853 certified; or equivalent (minimum 70% alcohol)	1/5/25 lit refill or equivalent	Wall-mounted Dispenser	ml	215 000ml					R
3.	Concentrated alcohol-based hand sanitiser spray (minimum 70 % alcohol) Removal: Instant removal of unwanted bacteria and organisms Contact surfaces: Skin, plastic, metal, fabric, other. SANS 1853 certified; or equivalent	1/5/25 lit refill or equivalent	Labelled Spray Bottle	millilitre	100 000ml					R

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Sub	Foodservice/ kitchens									
4.	Concentrated green (or other colour) viscous general-purpose liquid dishwashing detergent Remove: Dirt and grease and leave no residue, Neutral PH, Biodegradable Contact surfaces: Skin, assorted dishes, table ware and cooking utensils. SANS 1828 certified; or equivalent	750ml/5/25 lit refill or equivalent	Dispenser at selected high-volume use areas/ Labelled squeeze bottles	millilitre	200 000ml					R
5.	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; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottles	millilitre	100 000ml					R
6.	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; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottles	millilitre	50 000ml					R
7.	Disinfectant spray Remove: Kill unwanted organisms Contact surfaces: Skin, high touch areas on equipment and food-contact surfaces . SANS 1853 certified; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottles	millilitre	50 000ml					R
8.	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; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	30 000ml					R

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9.	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; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottles	millilitre	30 0000ml					R
10.	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; or equivalent	Sachet 6gr/30gr or equivalent	Bucket/ buddy/ Labelled spray bottle	gram	80 000gr					R
11.	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; or equivalent	1 kg or equivalent	Bucket	gram	2 000gr					R
12.	Scale remover Remove: Water scale, mill scale and rust Contact surfaces: Descaling of kettles, urns, boilers; or equivalent	1/5 kg or 1/5 lit or equivalent	Bucket	gram	1 000gr					R
13.	Laundry detergent powder/ granules Remove: Dirt and stains Contact surfaces: Skin (hand-wash) cotton and microfiber cloths; or equivalent	½/5 kg or equivalent	Bucket	gram	10 000gr					R

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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; or equivalent	1/5/25 lit refill or equivalent	Bucket/ Labelled spray bottle	millilitre	50 000ml					R
Sub	Floor maintenance									
15.	Floor stripper non-ammoniated. Remove: Chemical residue and dirt Contact surfaces: For safe and non- toxic machine stripping of wide range of hard floors; or equivalent	1/5/25 lit refill or equivalent	Labelled bottle	millilitre	80 000ml					R
16.	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.); or equivalent	1/5/25 lit refill or equivalent	Labelled bottle	millilitre	350 000ml					R

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17.	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; or equivalent.	1/5/25 lit refill or equivalent	Labelled spray bottle	Millilitre	50 000ml					R
18.	Concentrated liquid quaternary ammonium compound detergent/disinfectant/deodoriser Removal: Soil and kill unwanted organisms Contact surfaces: Non-food contact surfaces and floors; or equivalent	1/5/25 lit refill	Labelled spray bottle	millilitre	50 000ml					R
Sub	General housekeeping of workplace/ guest room surfaces/ spaces and IPC									
19.	All-purpose detergent-disinfectant Removes: Dirt and unwanted organisms. Contact surfaces: Various workplace/ office surfaces; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	70 000ml					R
20.	Disinfectant spray (minimum 70% alcohol) Remove: Instantly kill unwanted organisms for IPC Contact surfaces: Various work surfaces, equipment, and high-touch areas. SANS1853; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	100 000ml					R
21.	Detergent for intensive cleaning Remove: Build-up dirt and grease Contact surfaces: Various industrial surfaces without damaging the surface. SANS1828 certified; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	50 000ml					R

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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; or equivalent	25 lit refill or equivalent	Bucket	millilitre	30 000ml					R
23.	Multi-surface furniture polish , that clean, shine, protect various surfaces; or equivalent	Labelled Canister/ Labelled Spray bottle 300ml/250ml or equivalent	Directly	millilitre	10 000ml					R
24.	Stainless steel cleaner/ polish; or equivalent	Labelled bottle/ canister 500ml/1lit or equivalent	Directly	millilitre	2 000ml					R
25.	Brass cleaner/ polish; or equivalent	Labelled bottle/ canister 500ml/1lit or equivalent	Directly	millilitre	2 000ml					R
26.	Multi insect Insecticide odourless; or equivalent	Canister 300/350ml	Directly	millilitre	25 000ml					R
27.	Glass, mirror, and window cleaner Remove: Dirt streak-free Contact surfaces: Glass, mirror, windows; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	50 000ml					R
28.	Dishwashing machine (household-type) all-in-one detergent; or equivalent	Tabs/ Liquid/ Powder	Directly	gram	5 000gr					R

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Sub	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; or equivalent	1/5/25 lit refill or equivalent	Labelled spray bottle	millilitre	50 000ml					R
30.	All-purpose ammoniated cream cleaner Remove: Stubborn dirt Contact surfaces: All surfaces such as walls, floors, tiles, baths, showers, basins, stoves; or equivalent	1/5/25 lit refill or equivalent	Labelled squeeze bottle	millilitre	50 000ml					R
31.	Thickened liquid bleach toilet bowl detergent/disinfectant/deodoriser Remove: Dirt, unwanted organisms, and odour Contact surfaces: Various; or equivalent	1/5/25 lit refill	Labelled squeeze bottle	millilitre	100 000ml					R
32.	Acid toilet-bowl cleaner Remove: Scale build up and stains Contact Surfaces: Toilet bowl Liquid/powder/granules; or equivalent	Per kg or 25 lit refill or equivalent	750 ml labelled squeeze bottle	Millilitre/gram	50 000 ml/ gr					R
33.	Air freshener spray Remove: Odour Contact surfaces: Non-food areas or equivalent	200ml/1/5 lit or equivalent	Labelled Canister/ Labelled spray bottle	millilitre	15 000ml					R
34.	Air freshener spray refill for automatic dispenser for non-food areas; or equivalent	Each or equivalent	Automatic wall-mounted dispenser	millilitre	35 000ml					R

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35.	Urinal mats Remove: Maintain, clean, deodorise. Must be biodegradable and contain biological cleaning agents Contact surfaces: Urinals, traps and pipes; or equivalent	Each or equivalent	Directly	each	240 each					R
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Sub	Cloths and wipes									
1.	Multi-purpose, semi-disposable cloth (2-3 days), absorbable, strong and durable for general cleaning and sanitising colour-coded on roll 30x50 cm or equivalent			each	2 000 each					R
2.	Multi-purpose, semi-disposable cloth (2-3 days), absorbable, strong and durable for general cleaning and sanitising colour-coded folded 245x415mm cm or equivalent			each	2 000 each					R
3.	Disposable wipes, colour-coded for disinfecting and IPC of control of high touch surface areas on roll 30x50 cm or equivalent			each	2 000 each					R
4.	Disposable wipes, colour-coded for disinfecting and infection protection and control of high touch surface areas folded 30x50 cm or equivalent			each	2 000 each					R
5.	Sanitising wet wipes SANS158 certified or equivalent			each	20 000					R
6.	Dispenser for wet wipes (to keep it moist) – if required or equivalent			each	10 each					R
7.	Microfiber colour coded cloths for cleaning and shining of various surfaces low lint 400x400 mm or equivalent			each	150 each					R
8.	Fleece cloths colour coded for cleaning and wiping of various surfaces. Highly absorbent, low lint 380x400mm or equivalent			each	150 each					R
9.	Dish swabs for cleaning of various surfaces 300x300mm or equivalent			each	150 each					R
10.	Dish cloths (honey comb) for hand drying of dishes and utensils 600x400mm or equivalent			each	100 each					R
11.	Dish cloths 100% cotton button for hand drying of dishes and utensils with high absorbency and durability 450x700mm or equivalent			each	100 each					R
12.	Yellow/Orange dust cloths for polishing of various surfaces 100% cotton 330x330mm or equivalent			each	50 each					R

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Sub	Scourers									
13.	Pot scourer stainless steel heavy duty or equivalent			each	50					R
14.	Pot scourer golden/ copper/ brass or equivalent			each	50					R
15.	Steelwool 50 gr or equivalent			each	50					R
16.	Hand scourer pad, green heavy duty, 102x260mm, 8 mm thick or equivalent			each	50					R
17.	Sponge scourer heavy duty or equivalent			each	50					R
Sub	Brushes and brooms									
18.	Scrubbing brush colour coded: Hand held brush med/large/s-shape or equivalent			each	20					R
19.	Scrubbing brush colour coded: Long handle slim line for hard to reach spaces or equivalent			each	4					R
20.	Scrubbing brush for dishes or equivalent			each	10					R
21.	Nail brush or equivalent			each	10					R
22.	Scrubbing Broom HACCP compliant colour coded hard/ stiff bristle 300mm or equivalent			each	2					R
23.	Sweeping Brooms HACCP compliant colour coded soft bristle 400mm or equivalent			each	2					R
24.	Broom Handle for 22 and 23 HACCP compliant colour coded 1.5 m or equivalent			each	4					R
25.	Brooms Soft bristle secured handle (not screw-in or push-in) household mm or equivalent			each	12					R
26.	Broom Hard/ Stiff bristle secured handle (not screw-in or push-in) household mm or equivalent			each	2					R
27.	Broom Platform 450mm soft bristle or equivalent			each	4					R
28.	Banister brush colour coded plastic or equivalent			each	12					R
29.	Dustpan colour coded plastic or equivalent			each	12					R
30.	Broom and dustpan set, long handle 250mm or equivalent			each	12					R
31.	Toilet scrubbing brush or equivalent			each	12					R
32.	Toilet scrubbing brush and holder set, plastic or equivalent			each	6					R
Sub	Mops and sweepers									

Item No.	Chemical Description/ Specification	Estimated Unit of Measure (Or Equivalent)	Estimated Method of Application (Or Equivalent)	Smallest Comparable Unit of Measure	*Estimated Annual Amount	Name on Label of Proposed Chemical (As Per MSD)	Proposed Unit and Pack Size	Price Per Unit/ Pack Size Incl. VAT	Price Per Smallest Comparable Unit Incl. VAT	Calculated Annual Cost Incl. VAT
33.	Fan mop hygiene head colour coded or equivalent			each	24					R
34.	Fan mop long hair head 400grams colour coded or equivalent			each	48					R
35.	Fan mop handles colour coded metal or plastic or equivalent			each	12					R
36.	Fan mop holder clip colour coded or equivalent			each	12					R
37.	Dust/sweeper mop frame 800mm or equivalent			each	6					R
38.	Dust/sweeper mop frame 600mm or equivalent			each	2					R
39.	Dust/sweeper mop handle colour coded or equivalent			each	6					R
40.	Dust/ sweeper mop replacement sleeve 800mm or equivalent			each	36					R
41.	Dust/ sweeper mop replacement sleeve 600mm or equivalent			each	12					R
42.	Microfiber mop handle colour coded or equivalent			each	2					R
43.	Microfiber mop holder colour coded or equivalent			each	2					R
44.	Microfiber mop sleeve colour coded or equivalent			each	6					R
45.	Floor Squeegee 450mm metal handle or equivalent			each	1					R
46.	Window washer 350mm or equivalent			each	1					R
47.	Window washer sleeve 350mm or equivalent			each	2					R
48.	Window squeegee with telescopic handle or equivalent			each	1					R
49.	Lambswool/ sheepskin applicator handle or equivalent			each	2					R
50.	Lambswool/ sheepskin applicator refill 400mm or equivalent			each	12					R
51.	Lambswool/ sheepskin applicator frame 400mm or equivalent			each	2					R
52.	Stripping pad nylon/polyester black 450mm or equivalent			each	12					R
53.	Cleaning pad non-woven polyester blue 450mm or equivalent			each	6					R
54.	Buffing pad non-woven polyester red 450mm or equivalent			each	12					R
55.	Polishing pad non-woven polyester white 450mm or equivalent			each	6					R
Sub	Containers and signage									
56.	Workstation bucket colour coded, 6 lit or equivalent			each	6					R
57.	Workstation bucket colour coded 9 lit or equivalent			each	12					R
58.	Mop trolley bucket blue/red 25lit or equivalent			each	2					R

Item No.	Chemical Description/ Specification	Estimated Unit of Measure (Or Equivalent)	Estimated Method of Application (Or Equivalent)	Smallest Comparable Unit of Measure	*Estimated Annual Amount	Name on Label of Proposed Chemical (As Per MSD)	Proposed Unit and Pack Size	Price Per Unit/ Pack Size Incl. VAT	Price Per Smallest Comparable Unit Incl. VAT	Calculated Annual Cost Incl. VAT
59.	Mop trolley bucket blue/red 50 lit or equivalent			each	2					R
60.	Spray bottles with labels 750 ml / 1 lit or equivalent			each	120					R
61.	Squeeze bottles with labels 750 ml or 1lit or equivalent			each	60					R
62.	Wet floor warning signs (yellow, floor standing)			each	10					R
Sub	Mop/ cleaning trolleys – INCLUDE PICTURE IN PROPOSAL									
63.	Mop trolley double bucket 25 lit with wringer plastic (include picture)			each	1					R
64.	Plastic wringer			each	1					R
65.	Mop trolley double bucket 50 lit with wringer metal (include picture)			each	1					R
66.	Metal wringer			each	1					R
67.	Janitorial trolley (3-in-one) – (Include picture)			each	1					R
68.	High speed rotary machine with pad drive for wet and dry scrubbing and polishing of hard floors or equivalent			each	1					R
Sub	Dispensers – INCLUDE PICTURE IN PROPOSAL									
69.	Hand soap/ sanitiser dispensers manual wall mounted or equivalent			each	12					R
70.	Hand soap/ sanitiser dispensers automatic wall mounted or self-standing or equivalent			each	6					R
71.	“Dish-Soap” dispenser (from 5/25 lit container) at high volume use basins			each	4					R
72.	Automatic Air-freshener dispenser			each	12					R
73.	Bottle filler 4 way			each	2					R
74.	Wall mounted stainless steel brackets for 5lit chemical containers 4 way			each	1					R
75.	Wall mounted stainless steel brackets for 25 lit chemical containers 1 way			each	4					R
76.	Wall mounted stainless steel brackets for 750 ml spray bottles 3 way			each	12					R
	Training									
77.	Training PER PERSON (on use of the chemicals and equipment supplied)			each	25		1			R
TOTAL COST INCLUDING VAT										R

**Estimated Average based on estimation described in specifications. The amounts estimated here are estimated totals for a 12-month period and used for comparative analysis.*

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the STATE ¹, or persons having a kinship with persons employed by the STATE, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the STATE, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the STATE; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders

Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule	YES / NO
---	----------

Name of person/ director/ trustee/ shareholder/member:

Name of STATE institution at which you or the person connected to the Bidder is employed

Position occupied in the STATE institution:	
Any other particulars:	
If you are presently employed by the STATE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the STATE in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the STATE and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2.

1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.2.2. the 80/20 preference point system will be applicable to this tender

1.3. Points for this bid shall be awarded for:

1.3.1. Price; and

1.3.2. B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2. "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black

economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
- 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

5. BID DECLARATION

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number :.....

8.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6. COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business:

8.8.	I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that: 8.8.1. The information furnished is true and correct; 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form; 8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct; 8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have – 8.8.4.1. disqualify the person from the bidding process; 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; 8.8.4.3. 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; 8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 8.8.4.5. forward the matter for criminal prosecution.
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SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NRF, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 consortium ³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.

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

³ 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

By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services

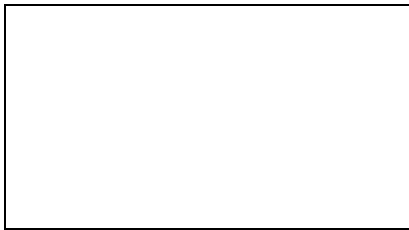
_____, as described in this document.

Signature

Date

Print name: _____

On Behalf of the Supplier (duly authorized)



COMPANY STAMP Note: It is advised that documents be returned in PDF