



INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR QUOTATION (RFQ)

RFQ NO: IDTECRFQ/09/2022/23- EC/OH: 15 JULY 2022

REQUEST FOR QUOTATION FOR THE PROCUREMENT OF CLEANING SERVICES

JULY 2022

PREPARED BY:

INDEPENDENT DEVELOPMENT TRUST (IDT)

Eastern Cape Regional Office
Palm Square Business Park
Bonza Bay Road
Silverwood House
Beacon Bay
East London
5241
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Technical Enquiries

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CLEANING SERVICES- IDTECRFQ 09/2022/23- EC/OH: 15JULY 2022 (CLOSING 20 JULY

2022 @ 12H00)

REQUEST FOR QUOTATION FOR PROVISION OF CLEANING SERVICES
INDEPENDENT DEVELOPMENT TRUST EASTERN CAPE REGION
CLOSING: 12H00, (WEDNESDAY), (20) July 2022

SERVICE PROVIDER INFORMATION

COMPANY NAME	
CONTACT PERSON	
TEL (Land Line)	
CELL	
E-mail Address	



(“The IDT”)

TERMS OF REFERENCE

REQUEST FOR QUOTATION

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF CLEANING SERVICES FOR A PERIOD
OF 2 MONTHS EFFECTIVE 01 AUGUST 2022 to 31
SEPTEMBER 2022 AT THE INDEPENDENT
DEVELOPMENT TRUST**

BID NUMBER: IDTECRFQ 09/2022/23- EC/OH: 15 JULY 2022

Contents

<u>1</u>	<u>PURPOSE</u>	Error! Bookmark not defined.
<u>2</u>	<u>BACKGROUND</u>	5
<u>3</u>	<u>SCOPE OF WORK</u>	5
<u>4</u>	<u>EVALUATION OF TENDER</u>	11
<u>5</u>	<u>RESPONSIBILITIES</u>	17
<u>6</u>	<u>PRICE STRUCTURE</u>	20
<u>7</u>	<u>PROHIBITION OF RESTRICTIVE PRACTICES</u>	26
<u>8</u>	<u>SUBMISSION OF PROPOSAL</u>	26
<u>9</u>	<u>SBD 1</u>	29
<u>10</u>	<u>SBD 4</u>	31
<u>11</u>	<u>SBD 6.1</u>	36
<u>15</u>	<u>GENERAL</u>	43
<u>16</u>	<u>DISCLAIMER</u>	44

1. PURPOSE

The main purpose of this tender is to procure cleaning services for the independent development trust.

2. BACKGROUND

- 2.1 The Independent Development Trust (IDT) is situated at Palm Square Business Park, Silverwood House, Bonza Bay Road, Beacon Bay, East London has a staff complement of 37 employees. The IDT intends to ensure compliance with the Occupational Health and Safety Act (Act No. 85 of 1993) hence the need to appoint a service provider who will provide the IDT with cleaning services for a 01 August 2022 to 31 September 2022 in its East London Regional Office.
- 2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the employer is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

3. SCOPE OF WORK ON CLEANING SERVICES

- 3.1 The appointed service provider will be required to provide cleaning services to the IDT East London Office.
- 3.2 The service provider will be expected to provide the required services as described in the parts listed below: -

PART A – Office Cleaning Services Requirements

PART B – Equipment Required/ Consumables

Office Cleaning Services Requirements

STANDARD CLEANING ACTIVITIES FOR ALL THE IDT BUILDING

ACTIVITY	FREQUENCY
1. FLOOR MAINTENANCE:	
1.1 Entrances to the building	
· Sweep or damp mop all entrances steps.	Daily
· Clean door mats and well	Daily
· Clean all walls	Daily
· Machine burnish.	As necessary
1.2 Stone Floors (ceramic tiles):	
· Sweep.	Daily
· Damp Mop.	Daily
· Machine Buff.	As Necessary
· Machine scrub.	As Necessary
1.3 Rugs and Carpeting:	
· Vacuum clean thoroughly:	
- Heavy traffic areas.	Continuously
- Medium traffic areas.	Alternative Days
- Light traffic areas.	Twice per week
2. DUSTING OFFICES:	
· Dust all horizontal surfaces	Daily
· Dust all high ledges and fittings.	Weekly
· Dust all surfaces (wall, cabinet, etc.)	Weekly
· Dust all window ledges.	Daily
· Dust telephones.	Daily
· Clean and disinfect telephones.	Daily
· Vacuum carpets	Weekly
3. WASTE DISPOSAL:	
· Provide refuse bags for the bins	Daily and when required
· Empty and clean all waste receptacles.	Twice per day
· Remove all waste to specified areas.	Twice per day
· Remove all waste papers.	Twice per day

CLEANING SERVICES- IDTECRFQ 09/2022/23- EC/OH: 15JULY 2022 (CLOSING 20 JULY

2022 @ 12H00)

4. WALLS AND PAINTWORK:	
· Spot clean all low surface, i.e. glass, walls, doors and light switches	Daily
5. GLASS AND METAL WORK:	
· Spot clean glass doors.	Daily
6. TOILETS AND REST ROOMS:	
· Clean and sanitize all fixtures wash basins	Daily
· Chrome fitting and dispensers	Daily
· Clean and sanitize all toilets, toilets seats, urinals and basins	Daily
· Clean and polish all bright metal surfaces	Daily
· Sweep and wet mop floors with disinfectant cleaners	Daily
· Empty all waste containers containers/ disposals replace liners	As needed
· Empty and sanitize internal receptacles	Daily
· Damp clean and disinfect wall, partitions and ledges	Daily
· Sills, containers, door frames/handles	Daily
· Damp clean and disinfect doors, doorframes and showers	Daily
· Provide toilet brushes for all toilets	Once off and when required
· Clean all mirrors	Daily
· Replenish consumables i.e. Quality double ply toilet roll, soap and towel cabinet	Daily
7 FOYERS:	
· Completely clean interior of all Foyers	Daily
8 STAIRCASES:	
· Dust and sanitize handrails and fittings.	Daily
· Maintain landings, treads and risers according to finish	
· Clean fire escape.	2 x Weekly
9 WINDOW CLEANING:	
· Clean partition glass.	Weekly
10 BLINDS:	
· Dust.	Twice a week
· Ensure that blinds are in place.	Daily
NB: The service provider shall at all times alert the IDT Project Manager of blinds that are lose / falling off / require repairs.	

CLEANING SERVICES- IDTECRFQ 09/2022/23- EC/OH: 15JULY 2022 (CLOSING 20 JULY

2022 @ 12H00)

11	STOREROOMS:	
·	Scrub the floor.	Twice a month and when required
·	Dust all areas	Twice a month and when required
·	Remove all unwanted papers and other items.	Twice a month and when required
12	CANTEEN:	
·	Cleaning of canteen area.	Daily
·	Cleaning canteen equipment.	Quarterly
13	REFUSE AREA:	
·	Maintain refuse area in a clean and hygienic condition	At all times
·	Sweep and keep the refuse area tidy	Daily
	(maintain refuse area in a clean hygienic condition)	
14	BOARDROOMS:	
·	Maintain and clean floors according to type	Daily
·	Dust all vertical and horizontal surfaces to a height of 2.5m	Daily
·	Damp wipe furniture.	Daily
·	Empty and clean receptacles.	Twice a day
·	Collect dirty dishes and wash them in the kitchen.	As and when required
·	Dust all boardroom tables and chairs	Daily
15	KITCHEN:	
·	Maintain and clean floors (inside and outside).	Daily
16	OFFICES	
16.1 In addition to the standard cleaning activities		
·	Collect dirty dishes and wash them in the kitchen	Daily
·	Wash water jugs and glasses and re-fill water jugs	Daily
·	Prepare and arrange for water, water jugs, glasses, tea, cups, saucers etc., for meetings /training	As and when required
17	SERVICE TIMES:	
·	Day cleaning - Monday to Friday from 07h00 to 16h00 or as practical in the environment.	
·	Night cleaning shall not be allowed.	

18 MISCELLANEOUS:	
· Polish desk and office furniture.	Fortnightly
· Wash vinyl covered furniture.	Monthly
· Vacuum cloth covered furniture.	Monthly
· Removal of empty boxes	When required
19 QUARTERLY CLEANING EXERCISES:	
· Floor stripping and sealing	Quarterly
20 EXCLUDED AREAS:	
· Electrical and mechanical plant rooms.	
Consumables Requirements (for IDT Main Building Only)	
The service provider must install and maintain the following sanitary consumables required:	
a) Toilet Papers and Refills. All refills must be done by the service provider and at no stage must the toilets be out of toilet paper. The total number of employees within the IDT is currently 37 with a total of +- 20 visitors per day;	
b) Hand Towel (in Paper Dispensers) and Refills;	

N.B: The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that THERE IS NO SHORTAGE AT ALL TIMES.

EQUIPMENT REQUIRED/ CONSUMABLES

- Industrial Heavy duty carpet cleaner (wet and dry);
- 2x Industrial vacuum cleaner (less noise, minimum dB45) per floor. **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and all vacuum cleaners must be functional at all times.**
- Disc stripping machine and Buffing machine;
- **Every worker must be clothed in full uniform, depicting the name of the company**
- A Worker Shall Be Allocated the Following Work Tools
 - Broom;
 - Mop trolley;
 - Scrubbing brushes;
 - Buckets;
 - Steel wool;
 - Furniture polish;
 - Multipurpose cleaner;
 - Toilet cleaner;
 - Disinfectant soap;
 - Dusters;
 - Scourers;

4. EVALUATION OF THE TENDER

The evaluation process will comprise of the following phases:

Phase 1: Mandatory and Administrative Requirements;

Phase 2: Functionality Evaluation;

Phase 3: Compulsory Returnable Documents

Phase 4: Pricing and BBEE Evaluation

4.1 Phase 1: Mandatory and Administrative Requirements

The following documents are compulsory and should be submitted together with the proposal; *failure to submit the following will invalidate your bid*:

- 4.1.1 Proof of registration on the Centralized Supplier Database
- 4.1.2 Fully Completed and duly signed following Standard Bidding Documents (SBDs)
 - **SBD 1, SBD 4 and SBD 6.1**
- 4.1.3 Reference or Proposals submitted by the bidder at the closing date and time of the bid:
- 4.1.4 Service provider's acceptance of terms of reference, (ToR) by initialing on each page
- 4.1.5 Detailed company profile in relation to cleaning – services
- 4.1.6 Submission of Technical Proposal in response to the requirements outlined in the tender document is compulsory.
- 4.1.7 The Terms of Reference* 1 hard copy

NB: Failure to comply with any of the above-mentioned requirements will result in automatic disqualification of the bid response.

Non Mandatory Returnable Documents

- 4.2.1. B-BBEE Certificate (Original/Original Certified Copy) or
- 4.2.2. Tax Compliance Letter with a unique pin
- 4.2.3. Proof of registration with CIPC with ID copies

4.2 Phase 2: Functionality Evaluation

The following rating values for evaluation will be used:

Value	Description
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

- a. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- b. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
- c. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- d. Service providers will not rate themselves, but need to ensure that all information is supplied as required. The IDT panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.
 - Submit proof of registration that the company is a member of the National Contract Cleaners Association (NCCA) or The Worldwide Cleaning Industry Association (ISSA) or the Black Economic Empowerment Cleaning Association (BEECA) or Proof of registration with the Cleaning Industrial Board
 - Submit proof that the company is a member of a provident fund e.g. NBC etc.
 - Bids will be evaluated for functionality in this stage, based on achieving a minimum score of sixty – Points (60 points).
 - The IDT panel members will - evaluate the responses received against the following criteria as set out below:

PHASE 2: PROPOSAL						
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent						
CRITERIA						WEIGHTS
1. Experience						15
a. The experience in the industry.						
3 year	4 years	5 years	6 years	7 years & above.		
3	6	9	12	15		
b. The contract that was held should be three (3) months and above to be considered as a contract. (Contract not to be older than Five years)						15
Three to Six months contracts	Six to Twelve months contracts	Twelve to twenty Four months contracts	Twenty Four months to Thirty Six contracts	Thirty Six Months and above contracts		
3	6	9	12	15		
2. Knowledge & Capacity						15
Knowledge in the cleaning industry - include CV of Project Manager						
3 year	4 years	5 years	6 years	7 years & above.		
3	6	9	12	15		
3. Contingency Plan						15
Company's Policies and Plans in place, in relation to the service interruptions (e.g. Occupational Health & Safety)						
- Absent from work due to illness, injury, maternity, Industrial Action and annual leave; - Replacement of faulty equipment; - Replenishment of chemicals; - Replenishment of sanitation material; - Availability of Uniform and PPE						
1	2	3	4	5		
3	6	9	12	15		
4. Project Implementation Plan						30
The Project Implementation Plan must include, but not limited to the following:						
- Activities during Pre-Project Implementation Phase - Activities during Project Implementation Phase - Tools for the execution of tasks (e.g. daily schedules)						

• Maintenance of Equipment and ensuring adequate supply of all material • Monitoring of the Project						
1	2	3	4	5		
6	12	18	24	30		
CRITERIA						WEIGHTS
5. Training Plan Provide valid certificates on the courses attended by the supervisor and cleaners on the following: • First Aid Training; • Supervisory Training; • Training on the operation of equipment; (provide attendance register) • Training on use of chemicals; (provide attendance register) • Health and Safety representative						10
1	2	3	4	5		
2	4	6	8	10		
TOTAL SCORE						100
MINIMUM THRESHOLD SCORE						60

Any proposal not meeting a minimum score of 60 points on functional proposal will be disqualified and will not be considered for the next Phase

4.3 Phase 3: Compulsory Returnable Documents

4.3.1 The following compulsory returnable documents are to be submitted by the bidders in order to be eligible to be evaluated for Price and BBB-EE

Bidders are to submit proof of registration in accordance with all statutory requirements of the cleaning industry. The following must be submitted:

- UIF, PAYE, COIDA certificate (Letter of good standing from Department of Labour).
- Provide a copy of Occupational health and safety policy
- NCCA or BEECA or any other proof of registration with the cleaning association
- Provided Fund registration e.g. NBC etc.

4.4 Phase 4: Price and BBB-EE

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the IDT on the 80/20 preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to service providers on the basis of:
- The bid price (maximum 80 points)
 - Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

Service providers can only claim BBBEE credential; level, provided they submit an original or certified BBBEE certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a Rand value above R 500,000.00:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price VAT inclusive of bid under consideration

$P_{\min}$ = Comparative price VAT inclusive of lowest acceptable bid

The 80/20 Preferential Point System will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. In order to Claim and be awarded B-BBEE points bidders must submit an original or an original certified copy of B-BBEE certificate issued by a SANAS accredited agency or an Original Affidavit signed by a Commissioner of Oaths (**Note** - An incomplete affidavit will not be acceptable and will not be awarded any points).

Sworn Affidavits for EME's and QSE's must be originals. No copies of affidavits will be accepted for claiming B-BBEE points:

(Failure to submit the above will render prospective bidder scoring Nil points in this regard)

B-BBEE points are allocated as follows:

Price	80 points
B-BBEE status Level Contributor	20 points
TOTAL	100 points

Only competent bidders who are competent in the advertised work and who have scored 60 points and above on the functionality threshold will be evaluated on a 80/20 (Price / B-BBEE) points based on the Treasury Regulations of 2017

B-BBEE points are allocated as follows for the 80/20 points system:

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

Failure to capture the required status level and to submit the required BBBEE status level certificates will lead to a zero (0) status level for non-compliant service providers:

- a. The points scored by a service provider in respect of the points indicated above will be added to the points scored for price.

- b. Service providers are requested to complete the various preference claim forms in order to claim preference points.
- c. Only a service provider who has completed and signed the declaration part of the preference claim form (SBD 6.1) will be considered for B-BBEE Status.
- d. Supply Chain Management may, before a bid is adjudicated or at any time, require a service provider to substantiate claims it has made with regards to B-BBEE Status.
- e. Points scored will be rounded off to the nearest 2 decimals.
- f. In the event that two or more bids have scored equal total points, the contract will be awarded to the service provider scoring the highest number of points for B-BBEE Status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- g. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

5 RESPONSIBILITIES

5.1 The Service Provider must:

- 5.1.1. Conduct business in a courteous and professional manner.
- 5.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc. IDT shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 5.1.4. Manage the internal disputes among his/her staff in such a way that IDT is not affected by those disputes.
- 5.1.5. Ensure that all staff working under this contract is in good health.
- 5.1.6. Comply with IDT security and emergency policies, procedures and regulations.
- 5.1.7. Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.

- 5.1.8. Not use equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. IDT has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 5.1.9. Ensure that the detergents used are labeled with a relevant material safety data sheet.
- 5.1.10. Do not use any poisonous or highly inflammable substances.
- 5.1.11. Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of IDT;
- 5.1.12. Maintain cleaning equipment in good order so as to comply with the IDT's Occupational Health and Safety Standards (a copy will be available on request).
- 5.1.13. Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- 5.1.14. Ensure that all staff working under this contract is adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to IDT. IDT reserves the right to order the immediate removal of a staff member who is poorly performing.
- 5.1.15. Provide all staff working under this contract with uniforms which shall state the name of the service provider and that can be clearly distinguished from other service providers, IDT staff, etc. and specific personal protective equipment. IDT reserves the right to order the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.
- 5.1.16. Ensure that IDT is informed of any removal and replacement of staff. For security reasons, IDT reserves the right to vet all persons working under this contract.
 - a. Staff members to be dedicated to the project (this should be clearly defined in
 - i. Supervisor (1);
 - ii. Staff members (2).
 - b. Indicate training programmes that will be provided to staff for the operation of the equipment, usage of chemicals and precautions taken in terms of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993). A training plan covering the duration of the contract must be attached to the bid proposal.
 - c. The Occupational Health and Safety Policy of the bidder and the plan for this project must be attached to the bid proposal.

- d. A contingency plan to be implemented during industrial actions, and also when the service provider's staff members working in the IDT Building are on leave etc., must be attached to the bid proposal.
 - e. List of equipment to be used (make, model and age of the equipment). Indicate the cleaning chemicals that will be used. Also confirm in writing that only SABS approved cleaning material will be used in IDT premises.
 - f. Project Implementation Plan and Schedule. This should outline how the cleaning services will be provided according to the bid specifications.
- 5.1.17. Ensure and enforce that its entire staff working at the **IDT Building** work a minimum of 8 hours per day (07H00 – 15H00).
- 5.1.18. Day to day monitoring and evaluation of cleaning - services.

NB: The onus is upon service provider to familiarize themselves with the project sites as well as the extent of the service to be rendered.

The IDT building has a total of offices - 671.45 square meters

Basement Stores 17 square meters

Basement strong rooms- 49 square meters

5.2 IDT shall:

- i. Manage the contract in a professional manner and the General Conditions of Contract (GCC) shall apply to this Bid.
- ii. Monitor if the service provider pays the cleaners in line with the Sectoral Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance.
- iii. Monitor Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- iv. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- v. Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.
- vi. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

- vii. Provide a storage facility for equipment and materials where possible.
- viii. If necessary request the withdrawal of a staff member/cleaner who poses a threat to IDT employees.

6 All SCM enquiries relating to this bid must be directed to Ms Nomnikelo Dyasi, Tel. Number: **(043) 711 6000 or e-mail: nomnikelod@idt.org.za** during office hours (08h30 – 17h00) weekdays

All Technical enquiries relating to this bid must be directed to Ms Yolanda Mbang Tel. Number: **(043) 711 6000 or e-mail: yolandam@idt.org.za** during office hours (08h30 – 17h00) weekdays.

The closing date for Bids is **Thursday 20th July 2022 by no later than 12:00am** and duly completed bid documents sealed in an envelope clearly marked with the name of the bid number shall be submitted in the bid box at IDT's Regional Offices;

**Palm Square Business Park
Silverwood House
Bonza Bay Road
Beacon Bay
East London
5241**

PRICE STRUCTURE TEMPLATE

7. Price Structure – price proposals must strictly be prepared in line with the following template.

According to IDT Requirements: - The total number of cleaners required is 2 to be placed in the office. - There must be a Project Manager (not full time), however he/she must always be available as and when required to attend to contract related matters.	
Personnel for the Project	Response
Project Manager available Part Time Manager	Yes / No <u> 1 </u>

Number of cleaners offered for providing the service Full Time cleaners	Indicate the number <u> 2 </u>
Training Indicate the training that will be provided as well as where and when training will be given. Specify training courses / programmes (categorize in line with bullets 1 & 2) - On duty Training - Any other Training	
Prices - Is the bid price firm for the duration of the contract? - Did you complete all necessary SBD forms and in line with the bid specifications?	Yes / No _____ Yes / No _____
Compliance with labour legislation Do you comply with any applicable wage order/determination agreement, in terms of the Labour Relations Act or Wage Act.	Yes / No _____
Price Structure Is your price structure in relation to staff costs in line with the Sectoral Determination 1: Contract Cleaning Sector?	Yes / No _____

8. PRICE

8.1 **All prices charged should be inclusive of VAT.** The bid proposal should clearly indicate the total price for the four of service.

8.2 **If the bid price is not firm, IDT will consider only price adjustments as per the CPI after the anniversary of the contract.**

9. PRICE ADJUSTMENTS

9.1 Bidders must take note that firm prices will be accepted for the duration of the contract (two months)

PRICE STRUCTURE TEMPLATE

N.B. ALL Bid Price Proposals must be completed in line with the following requirements:

- The IDT Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

CLEANING MATERIAL AND SANITATION (REFER TO PART A & B FOR SERVICES REQUIRED)	
Description of the cleaning chemicals/requisites	Cost p/unit x number of units R..... Total Cost p/month R.....
Description of sanitation consumables to be used	Cost p/unit x number of units R..... Total Cost p/month R.....
Overheads	Total Cost p/month R.....
TOTAL COST FOR CLEANING MATERIAL AND SANITATION	R.....

Total Bid Price (All Costs Included)	
Total Bid Price p/month: R..... Total Bid Price for four months: R.....	

TOTAL BID PRICE FOR THE 2 MONTHS– to be carried over to the SBD 1 Form

NB: MUST BE COMPLETED BY ALL BIDDERS. FAILURE TO COMPLY WILL INVALIDATE THE BID. THE INFORMATION PROVIDED SHALL ALSO BE USED DURING THE EVALUATION PROCESS.

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATIONS.

10. BID AWARD & CONTRACT CONDITIONS

- 10.1 The contract shall be concluded between IDT and the successful service provider(s).
- 10.2 **IDT reserves the right to award the bid in whole to one service provider.**
- 10.3 Service Provider must comply with safety regulations at all times during operations.

11. CONTRACT ADMINISTRATION

- 11.1 Successful bidders must advise the Supply Chain Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 11.2 Full particulars of such circumstances as well as the period of delay must be furnished.
- 11.3 The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit

12. CURRENT AND PAST CONTRACTS

A list of current and past contracts which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full.

Indicate all the current and past contracts in the table below and **ONLY** those relevant to the cleaning - services required in the bid specifications. Only the relevant experience shall be considered for bid evaluation purposes.

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)	Are you the Sole Service Provider (are you the only provider for cleaning and sanitation services?) Yes/No	Contact persons and telephone numbers of your client	Square Meters of Project Site

NB: IDT reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspections

10.2 MEETINGS

10.2.1 The project manager of the appointed cleaning company must attend the following meetings organized by IDT:

10.2.1.1 Occupational Health and Safety (OHS) meetings;

10.2.1.2 Ad-hoc meetings organized as and when necessary;

10.2.1.3 Progress review meetings to be held on a monthly basis.

10.3 The supervisor must draw up timetables and work schedules on a daily basis.

10.4 Disaster Management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider at the request of the IDT.

13. RESPONSE FIELDS

13.1 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to this bid and to complete all the mandatory response fields and item questionnaires for the individual items the bidder wishes to bid for.

13.2 Non-compliance with this condition will invalidate the bid for the item(s) concerned.

14. PROJECT PERIOD

The project will commence after signing the contract. The service provider will be expected to provide cleaning services for a period of 2 months.

15. FRONTING

15.1 IDT, in compliance with regulations, supports the spirit of Broad- Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the IDT condemns any form of fronting.

15.2 IDT, in ensuring that service providers conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine that accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and

Industry (DTI), be established during such enquiry/investigation, the onus will be on the service provider/contractor to prove that fronting does not exist. Failure to do so within 14 days from date of notification may invalidate the bid/contract and may also result in restriction of the service provider/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies IDT may have against the service provider/contractor concerned.

16. PROHIBITION OF RESTRICTIVE PRACTICES

- 16.1 In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a service provider(s) is (are) or a contractor(s) was/were involved in:
- Directly or indirectly fixing a purchase or selling price or any other trading condition
 - Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - Collusive bidding.
- 16.2 If a service provider(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 16.3 Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of IDT, other than SCM officials, in respect of this bid between the closing date and the award of the bid by the service provider is prohibited.
- 16.4 The Supplier shall not cede this Agreement without the written permission of IDT.
- 16.5 The Supplier shall not, without the prior written consent of IDT, subcontract the rendering of the Services to a third party.

17. SUBMISSION OF PROPOSALS

- 17.1 Any proposal submitted by telegram, facsimile, or only by electronic means such as email, **will not be accepted** for consideration.
- 17.2 The proposals must be submitted by **Service Provider**, in the form of an **original hard copy x 1**.
- 17.3 Bidders must submit their bid proposals in line with the bid specifications and the attached **Annexures**. Failure to comply shall invalidate the bid.

- 17.4 There will be no briefing session
- 17.5 The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Bid No: IDTECRFQ /09//2022/23- EC/OH: 16 JULY 2022

Description: **CLEANING SERVICES**

Bid Closing date and Time: 20 JULY 2022 @**12:h00**

- 17.6 The closing date for submission of bids is **Thursday 20th July 2022 by no later than 12h0** and duly completed bid documents sealed in an envelope clearly marked with the name of the bid number shall be submitted in the bid box at IDT's Regional Offices. All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:

IDT Offices

Palm Square Business Park

Silverwood House

Bonza Bay Road

Beacon Bay

5201

NB: *Please note that a proposal will not be considered for evaluation if it's received late at the address indicated in the bid documents, e.g. after the closing date and time or dropped in another tender box (e.g. IDT tender box) and then received late by IDT. Late tenders will be returned; where applicable, unopened to the service provider or at 12:00 will be send back with the service provider.*

- 17.7 The Independent Development Trust reserves the right not to select a service provider and/or to withdraw this advert at any time prior to the selection of a service provider.

18. COMMUNICATION

- 18.1 Any questions are to be submitted by email not later than **three business days** before the closing date of the Bid. Questions received after this date will not be entertained by IDT.=
- 18.2 After the closing date, only Supply Chain Management (SCM) Unit will communicate with service providers for, among others, where bid clarity is sought, to obtain information or to extend the validity period. See sub-par 16.3 for prohibited practice.
- 18.3 Enquiries of a technical nature should be directed to:

Yolanda Mbange

PA - Office of the RGM

Tel: 043 – 711 6000

E-mail: yolandam@idt.org.za

- 18.4 Enquiries related to the registration and submission of proposals must be directed to Supply Chain Specialist: nomnikelod@idt.org.za

SBD 1

PART A INVITATION TO BID					
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	IDTECRFQ/09/2022/23	CLOSING DATE:	20 th July 2022	CLOSING TIME:	12h00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER	☐	☐	☐	☐	
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] Yes No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.		

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....
.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....
.....

DATE:

.....

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.

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

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 a contract.

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:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) 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 CONTRIBUTOR	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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:

1)	B-BBEE Status level
2)	A sworn affidavit as
3)	Any other
- (i) **“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;
- (j) **“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:

80/20

or

90/10

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

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:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) 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-BBE 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:

- 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) 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 –

- (a) disqualify the person from the bidding 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 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
- (e) forward the matter for criminal prosecution.

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS
--	---

Compulsory Enterprise questionnaire*

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed	_____	Date	_____
Name	_____	Position	_____
Enterprise name	_____		

* The schedule should be used where tenders are subject to the Local Government: Municipal Finance Management Act

11. GENERAL

- a. If you do not hear from us within 6 weeks after closing date, please accept that your proposal was unsuccessful. You are requested to submit your quotations by no later than **12H00** on Wednesday 20th **July 2022**. Any quotation documents received after closing date and time will not be considered.
- b. No late quotations, copies, e-mailed or faxed documents will be considered.
- c. IDT does not bind itself to accept any particular proposal and no correspondence related to non-acceptance of proposals will be entered into;
- d. There will be no public opening of the proposals;
- e.

12. DISCLAIMER

The IDT reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.

NB: Failure to comply with any of the above-mentioned requirements will result in automatic disqualification of the bid response.