



INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR QUOTATION (RFQ)

REQUEST NUMBER: IDTECRFQ/12/2022/23: 14 SEPTEMBER 2022

REQUEST FOR QUOTATION FOR THE PROCUREMENT OF OFFICE HYGIENE SERVICES

SEPTEMBER 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
Tel: (043) 711 6000

OFFICE HYGIENE SERVICES- IDTECRFQ 12/2022/23- EC/OH: 14 SEPTEMBER 2022 (CLOSING 22nd SEPTEMBER

2022 @ 12H00)

TERMS OF REFERENCE

REQUEST FOR QUOTATION

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF OFFICE HYGIENE SERVICES FOR A
PERIOD OF 36 MONTHS EFFECTIVE 01 OCTOBER
2022 to 30 SEPTEMBER 2025 AT THE
INDEPENDENT DEVELOPMENT TRUST**

BID NUMBER: IDTECRFQ 12/2022/23: 14 SEPTEMBER 2022

REQUEST FOR QUOTATION FOR PROVISION OF OFFICE HYGIENE SERVICES
INDEPENDENT DEVELOPMENT TRUST EASTERN CAPE REGION
CLOSING: 12H00, (THURSDAY), (22) SEPTEMBER 2022

SERVICE PROVIDER INFORMATION

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

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TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE OFFICE HYGIENE SERVICES

1. PURPOSE

The purpose of this request is to invite Service Providers (**companies**) who offer office hygiene services to submit quotations to offer hygiene services to the IDT Eastern Cape Office based in Beacon Bay, East London. This Request for Quotations sets forth the requirements for all services and solicits a response from service providers to submit a financial quotation for the potential rendering of these services to IDT

2. TERMS OF REFERENCE (ToR) AND SPECIAL CONDITIONS OF THE CONTRACT

The Independent Development Trust (IDT) invites qualifying service providers with requisite capacity to submit quotes for the “OFFICE HYGIENE SERVICES FOR AN INITIAL PERIOD OF Thirty-Six (36 MONTHS), FOR THE REGIONAL OFFICES OF THE IDT EAST LONDON, EASTERN CAPE”.

3. BACKGROUND

3.1 IDT as an entity

IDT is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT manages and delivers integrated social infrastructure programme on behalf of government”. In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programmes.

The IDT has representation in all provinces and is organized on the basis of regional offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids.

A copy of IDT the last Annual Report is available on request. Additional information with regards to the structure and functional activities of IDT can be obtained from IDT website (www.idt.org.za)

4. SCOPE OF WORK

The scope of work is as follows:

#	DESCRIPTION	QUANTITY	FREQUENCY
1	Hygenator hygiene	03	Once off
2	Airfreshner Dispenser SH	05	Monthly
3	Bin Wall Mounted (Small White)	05	Monthly
4	Paper Towel Cabinet High Capacity	24	monthly
5	Liquid dispenser 1lt valve E Valve system	09	Once off
6	She Bin Pedal Intima White (Fortnightly)	04	14 Days
7	Auto flush SA Dispenser	08	Once off
8	Auto Janitor Dispenser (2 Monthly)	06	60 Days
9	Toilet Roll Holder 5 – (700 sheets)	12	Once off
10	Wipe Dispenser POM Bottom	08	Once off
11	Wipe Dispenser POM She bag	04	Once off
12	She Packets 1X50	04	Monthly
13	Toilet Paper Kleenex unwrap 2 ply (48)	07	Monthly
14	Wipe Care toilet seat 70% alcohol 100	08	Monthly
15	Paper Towels ULTIMA ST 4 545 sheets	26	Monthly
16	Hand Soap Auto Antibacterial 1Lt Valve	13	Monthly
17	5L Hand Sanitiser	05	Monthly
18	Urinal Sanitizer Dispenser (36 months)	14	Once off
19	White Disp POM Bottom White	08	Once off

5 COMPULSORY BRIEFING

**NB: A compulsory site inspection / clarification meeting will be held on the
19th September 2022 at 12H00am
IDT, Eastern Cape Offices
Palm Square Business Park,
Silverwood House
Bonza Bay Road
Beacon Bay
EAST LONDON
5241**

Note: Bidders are requested and encouraged to arrive early before the commencement of the briefing session at 12h00am. No late arrivals will be allowed in the briefing meeting. (i.e later than 12h15)

6 COMPULSORY REQUIREMENTS

Proof that the entity has registered with the relevant authority and is in good standing by submitting the following:

- A valid SARS verification pin must be attached.
- Valid Original Certified copy of BBBEE certificate or original certified Sworn Affidavit letter by Commissioner of oaths in the case of Exempted Micro Enterprise (EME). The date of certification must not be older than 3 month
- Provide a copy of Occupational health and safety policy
- COIDA certificate (Letter of good standing from Department of Labour).
- Fully Completed and Signed Standard Bidding Documents:
- The following SBDs must be completed and signed
 - Invitation to bid (SBD 1)
 - Declaration of Interest (SBD 4)
 - Preference Points Claim Forms (SBD 6.1)
- Proof of National Treasury (NT) Central Supplier Database (CSD) report
- Form of Offer to be fully completed and signed by authorized/responsible person.

In addition, the following condition will apply:

Bidders shall note the following conditions:

- No late, emailed or faxed bids will be accepted.
- Bid to be valid for a period of ninety days (90) from the bid closing date
- Preferential Procurement Policy Framework Act (PPPFA) principles will apply and IDT Supply Chain Management policy will apply.
- The IDT reserves the right not to appoint the lowest or any bid.
- Interested entities must be situated where work will be undertaken i.e. Eastern Cape Province (East London).

7 EVALUATION CRITERIA

Quotations will be evaluated in accordance with the IDT's Procurement Policy, using the 80/20 score card i.e. Price & B-BBEE.

Price and B-BBEE

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

Allocation of points for B-BBEE status level contributor

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

8. C1.1: FORM OF OFFER AND ACCEPTANCE

Tender/Quotation no:

Project title:	Provision of OFFICE HYGIENE SERVICES
Tender/Quotation No:	

OFFER BY:

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **Provision of OFFICE HYGIENE SERVICES**, per

RFQ notice no.

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS (where VAT is applicable):

Rand (in words):	
Rand in figures:	R

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Project Manager in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

OFFICE HYGIENE SERVICES- IDTECRFQ 12/2022/23- EC/OH: 14 SEPTEMBER 2022 (CLOSING 22nd SEPTEMBER

2022 @ 12H00)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: 	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are:
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AND WHO IS (if applicable):

Trading	under	the	name	and	style	of:
.....						

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
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SIGNED FOR THE TENDERER:

Name of Representative	Signature	Date

WITNESSED BY:

Name of Witness	Signature	Date

The Tenderer elects as its domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served, as (**physical address**):

.....

Other Contact Details of the Tenderer are:

Telephone No Cellular Phone No.

Fax No Contact Person

Postal address
.....

Banker Branch

Branch Code Account number

Registration No of Tenderer at Department of Labour

CIDB Registration Number:
.....

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Project Manager the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement.

FOR THE EMPLOYER:

Name of Signatory	Signature	Date

Name of Organisation:	INDEPENDENT DEVELOPMENT TRUST
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Address of Organisation:	SILVERWOOD HOUSE PALM SQUARE BUSINESS PARK BONZA BAY ROAD BEACON BAY EAST LONDON 5241
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WITNESSED BY:

Name of Witness	Signature	Date

9. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to comply with these requirements or part thereof will result in your quotation being excluded from the evaluation process.

10. CONDITIONS RELATED TO REQUEST FOR QUOTATION

The following conditions apply:

- 9.1 Proposal must be submitted no later than the “Closing Date” stated on the letter of invitation page and as stated below. Any proposal received after that date will not be considered;
- 9.2 All proposals must show the bidder’s complete legal name and business and mailing addresses and be signed by a person authorized to bind your firm. If requested, your firm shall furnish evidence satisfactory to IDT that the person signing your proposal is duly authorized to do so;
- 9.3 The request for proposal creates no obligation whatsoever on the part of IDT;
- 9.4 IDT may amend, recall, or revise the request for proposal at any time;
- 9.5 All quotations submitted in response to this request shall become the property of IDT;
- 9.6 IDT is also free to accept or reject, in whole or in part, any and all bids in the exercise of our sole judgment and discretion;
- 9.7 By submitting a proposal in response to this Request for quotations (RFP), the bidder is making a firm offer to IDT. However, neither the RFP nor the bidder’s proposal obligates IDT in any way;
- 9.8 Any and all costs or expenses incurred in the preparation of its proposal shall be borne by the bidder;
- 9.9 IDT reserves the right not to make an appointment;
- 9.10 IDT’s policy of fair distribution of work shall apply;
- 9.11 Any contractual or other commitment by IDT is contingent upon the execution of a formal written contract or the issuance of a purchase order by IDT;
- 9.12 Under no circumstances shall IDT be billed, charged, or make payment for any goods or services whatsoever unless and until either:
 - a. A formal written contract is signed by an authorized individual of IDT,
 - Or
 - b. IDT issues a purchase order to the successful bidder.

9.13 All bidders are expected to disclose any conflict of interest or appearance of impropriety which might be created in the event your firm was selected as the successful bidder;

9.14 The proposal with all required attachments should be delivered by hand or sent by courier as per the address / details below:-

***Provision of OFFICE HYGIENE SERVICES (IDT – EAST LONDON OFFICE)
Independent Development Trust, Palm Square Business Park, Silverwood
House, Bonza Bay Road,
Beacon Bay, East London***

10.1.1 The deadline for submission of proposal is strictly at **12h00 on Thursday 22 September 2022;**

10.1.2 No late submissions will be accepted or considered;

10.1.3 IDT selection of qualifying proposals shall be at IDT's sole discretion and shall be final;

10.1.4 Proposal with all required documents should be deposited into a tender box and deposited by the closing date stated above.

11. ADDITIONAL INFORMATION

11.1 CONTACT PERSONS AND DELIVERY ADDRESS

Proposals must be hand-delivered to the addresses mentioned below. The persons mentioned below can be contacted for clarity purposes.

PROVINCE	CONTACT PERSON FOR ENQUIRIES	CONTACT NUMBERS AND PHYSICAL ADDRESS	E-MAIL ADDRESS
Eastern Cape	Yolanda Mbange (Technical)	043 711 6000 Palm Square Business Park,	yolandam@idt.org.za
	Nomnikelo Dyasi (SCM)	Bonza Bay Road, Silverwood House, Beacon Bay, East	Nomnikelod@idt.org.za
		London.	

12. RESPONSIBILITIES

12.1 The Service Provider must:

- 12.2** Conduct business in a courteous and professional manner.
- 12.3** Provide the necessary documentation as requested prior to the awarding of the contract.
- 12.4** 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
- 12.5** Manage the internal disputes among his/her staff in such a way that IDT is not affected by those disputes.
- 12.5** Ensure that all staff working under this contract is in good health.
- 12.6** Comply with IDT security and emergency policies, procedures and regulations.
- 12.7** Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 12.8** 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.
- 12.9** Ensure that the detergents used are labeled with a relevant material safety data sheet.
- 12.10** Do not use any poisonous or highly inflammable substances.
- 12.11** 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;
- 12.12** Maintain hygiene equipment in good order so as to comply with the IDT's Occupational Health and Safety Standards (a copy will be available on request).
- 12.13** Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- 12.14** 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.
- 12.15** 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.

- a. 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.
- b. The Occupational Health and Safety Policy of the bidder and the plan for this project must be attached to the bid proposal.
- c. 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.
- d. 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.
- e. Project Implementation Plan and Schedule. This should outline how the cleaning services will be provided according to the bid specifications.

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 - 990 square meters

Basement Stores 17 square meters

Basement strong rooms- 49 square meters

12.15 IDT shall:

- i. Manage the contract in a professional manner and the General Conditions of Contract (GCC) shall apply to this Bid.
- ii. Monitor Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- iii. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- iv. Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.

- v. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- vi. Provide a storage facility for equipment and materials where possible.

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 Mbange 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 22nd September 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

13 PRICE STRUCTURE TEMPLATE

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 __1____
Number of cleaners offered for providing the service • Full Time cleaners	Indicate the number ____2____
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 _____

PRICE

All prices charged should be inclusive of VAT. The bid proposal should clearly indicate the total price for the thirty-six (36) months of service.

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

PRICE ADJUSTMENTS

Bidders must take note that firm prices will be accepted for the duration of the contract (thirty-six months)

PART C

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 HYGIENE MATERIAL AND SANITATION	R.....

Total Bid Price (All Costs Included)
Total Bid Price p/month: R..... Total Bid Price for thirty-six months: R.....
TOTAL BID PRICE FOR THE 36 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.

14 BID AWARD & CONTRACT CONDITIONS

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

15 CONTRACT ADMINISTRATION

- 15.1 Successful bidders must advise the Supply Chain Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
 15.2 Full particulars of such circumstances as well as the period of delay must be furnished.
 15.3 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

16 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 hygiene - 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

OFFICE HYGIENE SERVICES- IDTECRFQ 12/2022/23- EC/OH: 14 SEPTEMBER 2022 (CLOSING 22nd SEPTEMBER

17.MEETINGS

17.1 The project manager of the appointed hygiene company must attend the
Following meetings organized by IDT:

17.1.1 Occupational Health and Safety (OHS) meetings;

17.1.2 Ad-hoc meetings organized as and when necessary;

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

17.3 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.

18. RESPONSE FIELDS

18.1 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.

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

19 **PROJECT PERIOD**

The project will commence after signing the contract. The service provider will be expected to provide cleaning services for a period of 36 months.

20 **FRONTING**

- 20.1 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.
- 20.2 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.

21 **PROHIBITION OF RESTRICTIVE PRACTICES**

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 The Supplier shall not cede this Agreement without the written permission of IDT.
- 21.5 The Supplier shall not, without the prior written consent of IDT, subcontract the rendering of the Services to a third party.

22 SUBMISSION OF PROPOSALS

- 22.1 Any proposal submitted by telegram, facsimile, or only by electronic means such as email, **will not be accepted** for consideration.
- 22.2 The proposals must be submitted by **Service Provider**, in the form of an **original hard copy x 1**.
- 22.3 Bidders must submit their bid proposals in line with the bid specifications and the attached **Annexures**. Failure to comply shall invalidate the bid.
- 22.4 There will be no briefing session
- 22.5 The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Bid No: IDTECRFQ /12//2022/23- EC/OH: 14th September 2022

Description: OFFICE **HYGIENE SERVICES**

Bid Closing date and Time: 22nd September 2022 @**12:h00**

22.6 The closing date for submission of bids is **Thursday 22nd September 2022 by no later than 12h00** 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 sent back with the service provider.*

22.7 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.

23 COMMUNICATION

23.1 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.

23.2 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.

23.3 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

23.4 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:	IDT/EC/RFQ/12/2022/2023	CLOSING DATE:	22 SEPTEMBER 2022	CLOSING TIME:	12:00
DESCRIPTION	PROCUREMENT OF HYGIENE SERVICES FOR 36 MONTHS (3 YEARS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Palm square Business Park, Silverwood House					
Beacon Bay, East London					
5241					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Yolanda Mbange		CONTACT PERSON	Nomnikelo Dyasi	
TELEPHONE NUMBER	(043) 711 6000		TELEPHONE NUMBER	(043) 711 6000	

OFFICE HYGIENE SERVICES- IDTECRFQ 12/2022/23- EC/OH: 14 SEPTEMBER 2022 (CLOSING 22nd SEPTEMBER

2022 @ 12H00)

FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	YolandaM@idt.org.za	E-MAIL ADDRESS	NomnikeloD@idt.org.za
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 ☐ 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]			
1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		1.1.1.2 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)? NO			☐ YES ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO			☐ YES ☐

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:

.....

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

2.2

Full Name	Identity Number	Name of State institution
D		
o		
y		
o		
u		

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:

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 .

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.

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

OFFICE HYGIENE SERVICES- IDTECRFQ 12/2022/23- EC/OH: 14 SEPTEMBER 2022 (CLOSING 22nd SEPTEMBER

- 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 certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (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:

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

Where

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

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 the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |
| ☐ 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 the 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 Thursday, **22nd September 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.

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.