

|                                                                                                         |
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| <b>INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)</b> |
|---------------------------------------------------------------------------------------------------------|

**RFP NUMBER: RFP/20/353**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES AND CONSUMABLES AT SABS GROENKLOOF FOR A PERIOD OF 36 MONTHS**

**CLOSING DATE: 15 SEPTEMBER2021 @11:00am**

**CLOSING VENUE: NO 1 DR LATEGAN ROAD, GROENKLOOF, PRETORIA**

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**THE FOLLOWING PARTICULARS MUST BE FURNISHED (SBD 1)  
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

|                         |        |  |          |  |
|-------------------------|--------|--|----------|--|
| NAME OF BIDDER          |        |  |          |  |
| POSTAL ADDRESS          |        |  |          |  |
| STREET ADDRESS          |        |  |          |  |
| TELEPHONE NUMBER        | (CODE) |  | (NUMBER) |  |
| FACSIMILE NUMBER        | (CODE) |  | (NUMBER) |  |
| CELLPHONE NUMBER        |        |  |          |  |
| E-MAIL ADDRESS          |        |  |          |  |
| VAT REGISTRATION NUMBER |        |  |          |  |

|                                                                                                                                                                                                                                                                                                                                                                        |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?                                                                                                                                                                                                                                                                                                    | YES or NO |
| HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?                                                                                                                                                                                                                                                                                                     | YES or NO |
| <p><u>IF YES, WHO WAS THE CERTIFICATE ISSUED BY?</u></p> <p>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) <input type="checkbox"/></p> <p>A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) <input type="checkbox"/></p> <p>A REGISTERED AUDITOR <input type="checkbox"/></p> <p>[TICK APPLICABLE BOX]</p> |           |

|                                         |  |
|-----------------------------------------|--|
| NAME OF AUTHORISED PERSON               |  |
| SIGNATURE OF BIDDER                     |  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED |  |
| DATE                                    |  |

## **1. Intent**

The South African Bureau of Standards (SABS) is inviting experienced and reputable Service provider to render Cleaning services and consumables at SABS, Groenkloof for a period of 36 months.

## **2. Confidentiality**

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

## **3. Procedural compliance**

### **3.1 Responsibility for costs**

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

### **3.2 Amendments to the RFP**

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

### **3.3 Delivery of proposals or bids**

The Bidder is responsible for ensuring that the Bid/Proposal is sealed and delivered on time in the SABS tender box. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

### **3.4 No obligation to proceed**

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

### **3.5 No contract**

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The

SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

### **3.6 Validity of proposals**

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

### **3.7 Intellectual Property**

The Bidder undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

## **4. General Instructions**

### **4.1 Assumptions**

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

### **4.2 Contact information**

All enquiries regarding this RFP must be e-mailed to [portia.semenya@sabs.co.za](mailto:portia.semenya@sabs.co.za) and not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

### **4.3 Timescale**

The proposed timescales for the RFP process are indicated below.

| Item | Milestone                            | Date                                                        |
|------|--------------------------------------|-------------------------------------------------------------|
| 1    | Date of RFP advertisement            | 16 August 2021                                              |
| 2    | Closing date for the proposal        | 15 September 2021 @11:00am                                  |
| 3    | Method of Submitting the proposals   | A Tender Box will be situated at the Ground Floor Reception |
| 4    | Evaluation of proposals              | TBA                                                         |
| 5    | Appointment of the successful Bidder | TBA                                                         |
| 6    | Contract Negotiations                | TBA                                                         |

| Item | Milestone             | Date |
|------|-----------------------|------|
| 7    | Signing of Contract   | TBA  |
| 8    | Contract Commencement | TBA  |

#### 4.4 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items

- Company profile
- Completed 'Statement of compliance

#### 4.5 Presentations

The SABS reserve the right to request bidders to present for clarification.

#### 4.6 Submitting a response

##### 4.6.1 Due date

- Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- Proposals/ Bids must be hand delivered and placed in the Tender Box situated at:  
SABS Reception  
SABS Offices  
1 Dr Lategan Road  
Groenkloof, Pretoria
- Bidders may make use of courier services or alternative means, at their own cost and must ensure that bids are deposited in the SABS tender box.
- The responsibility for on-time delivery rests entirely with the Bidders.
- **Electronic Proposals/Submissions WILL NOT BE accepted.**
- **Late submissions will NOT be accepted.**

##### 4.6.2 Responses to the RFP Format

- All responses to the RFP must be submitted in two separate and sealed envelopes; the first envelope shall have the technical, compliance and BBBEE response and the second envelope shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelope.

Bidders are required to package their response/Bid as follows:

- **Volume 1 part A:** Returnable documents (Tender Forms, CSD documents, JV agreement if applicable, valid COIDA Certificate, valid Valid B-BBEE Level 1, Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) with more than 51% Black owned)
- **Volume 1 part B: Technical or Functional Response (response to scope of work)**
- **Volume 2: Financial Proposal**

Bidders must submit 1 original response containing the following:

Volume 1, part A and B, Volume 2 must be Financial proposal in a separate envelop.

Bidders must submit two memory stick, First memory stick must contain Volume 1, part A and B and second memory stick must contain ONLY Financial proposal clearly marked in the bidders name. The sealed envelopes must indicate the following: Bidder's Name, The Tender Number, RFP Closing date and Time, The number of copies contained and The Bidders return address.

- **BIDDERS MUST ENSURE THAT THEIR SUBMISSION HAVE INDEX WITH NUMBERING**

- Bidders must ensure that their response to the RFP is in accordance with the structure of this document.
- Where Bidders are required to sign forms they are required to do so using a black ink pen.
- Any documents forming part of the original responses to RFP but which are not original in nature, must be certified as a true copy by a Commissioner of Oaths.
- Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP must be neatly and functionally bound, preferably according to their different sections.
- The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- The responses to RFP formulation must be clear and concise and follow a clear methodology which responses to RFP must explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- Responses to RFP must provide sufficient information and detail in order to enable SABS to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of SABS to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- Information submitted as part of a responses to RFP must as far as possible, be ordered according to the order of the required information requested by SABS.
- Responses to RFP must ensure that each requirement contained in the RFP is succinctly addressed.
- Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.

#### **4.6.3 Proposal format**

Each proposal shall include a detailed description of the Bidder's capabilities with regard to the requirements set out in **Appendix A**

#### **4.6.4 Central Supplier Database (CSD) Registration**

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database;

1. In order to meet this requirement bidders are required to complete in full the TCC 001 'Application for a Tax Clearance Certificate' form available from any SARS branch or on the website [www.sars.gov.za](http://www.sars.gov.za). The Tax Clearance Certificate requirements are also applicable to foreign bidders / individuals who wish to submit proposals.
2. The original Tax Clearance Certificate must be submitted together with the proposal.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate CSD Report and a Consortia / Joint Ventures / Sub-contractors agreement.

## 5. Tender Evaluations Process

### Stage 1: Mandatory evaluation document

- Valid B-BBEE Level 1, Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) with more than 51% Black owned
- VALID COIDA Certificate

### Stage 2: SCM Administrative Compliance

### Stage 3: Technical/Functionality Evaluation

### Stage 4: Pricing and B-BBEE Evaluation

Responsive services providers will be evaluated on functionality. The minimum score for functionality is 80%, Bidders who do not achieve the 80% threshold on technical evaluation will be evaluated on the next stage of evaluation.

Bidder must clearly respond to each of the below, this will be strictly reviewed and scored according to the overall feedback provided in the proposal ***and clearly numbered in the Table of contents***

**Bidders will be evaluated on a scale of 0 – 5 where; 0 = very poor, 1 = Poor; 2 = Average; 3 = Good; 4 = Very good and 5 = Excellent**

| Evaluation Criteria                                            | Application<br>0 = Very Poor; 1 = Poor 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Weights %  |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Company Experience</b>                                      | <p>Score will be based on successfully executed and completed Cleaning projects over the last five years. Bidders are required to submit appointment letters as proof to be able to get scores.</p> <p>Score:</p> <p>0 = Non submission of appointment letters</p> <p>1 = 1 Cleaning project completed within a period of 5 years with the cleanable size of 10 000 -20 000m2 per project</p> <p>2 = 2 Cleaning projects completed within a period of 5 years with the cleanable size of 20 000 – 30 000m2 per project</p> <p>3 = 3 Cleaning projects completed within a period of 5 years with the cleanable size of 30 000m2 – 40 000m2 per project</p> <p>4 = 4 Cleaning projects completed within a period of 5 years with the cleanable size of 40 000m2 – 50 000m2 per project</p> <p>5 = 5 or more Cleaning projects completed within a period of 5 years with the cleanable size of 50 000m2 and more per project</p> | <b>25%</b> |
| <b>Site/Contract manager's experience in cleaning services</b> | <p>Score will be based on qualifications, years of experience in the cleaning industries:</p> <p>0 = No submission of CV's and qualification</p> <p>1 = Matric or No matric with a maximum of two (2) years cleaning experience</p> <p>2 = Matric with 3 – 4 years cleaning experience</p> <p>3 = Matric with 5 – 6 years cleaning experience</p> <p>4 = Matric with 7 -8 Years cleaning experience</p> <p>5 = Matric with more than 9 Years cleaning experience</p> <p>Bidders are required to attached CV's and Qualifications as a proof to be able to get scores</p>                                                                                                                                                                                                                                                                                                                                                      | <b>15%</b> |

| Evaluation Criteria                    | Application<br>0 = Very Poor; 1 = Poor 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Weights %   |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Delivery Capability</b>             | <p>The Tenderer must demonstrate if they have the necessary capacity to provide the required service.</p> <ul style="list-style-type: none"> <li><u>Company Structure</u>: Provide an Organogram that depicts the structure for the management of the contract.</li> </ul> <p><b>Management and Operational Structure: Contracts Manager, Safety Officer/Rep and Supervisor</b></p> <p>0 = No organogram<br/> 1 = Organogram not indicating the above post<br/> 2 = Organogram contains none of the positions required above<br/> 3 = Organogram contains one (1) of the positions required above.<br/> 4 = Organogram contains two (2) of the positions required above<br/> 5 = Organogram contains three (3) or more of the positions required above.</p> | <b>10%</b>  |
| <b>Proposal including Project plan</b> | <p>The Tenderer <i>must provide SABS with the cleaning implementation plan</i> for cleaning services. Please outline how the cleaning operation at each building will be managed daily to ensure the level of cleanliness is consistently and maintained at the highest level.</p> <p>Showing estimated starting times start and end times, major milestones, critical path and estimated duration to complete work</p> <p>0 = No plan<br/> 3 = A Generic Plan not related to the works or activities of the cleaning functions<br/> 5 = Detailed cleaning plan that include; Staff Deployment and Daily Cleaning Schedules per building</p>                                                                                                                | <b>20%</b>  |
| <b>Client Satisfaction Letter</b>      | <p>Points allocated for submitted Client Satisfaction Letters</p> <p>Reference letters, must include the following:</p> <ol style="list-style-type: none"> <li>Official client letter head</li> <li>State the quality and the performance of the bidder</li> <li>State the size of the cleanable m2</li> <li>Name and details of the contact person</li> <li>Email address of contact person</li> </ol> <p>5 = Submission of letter from at least 5 + clients<br/> 4 = Submission of letter from at least 4-5 clients<br/> 3 = Submission of letter from at least 2-3 clients<br/> 2 = Submission of letter from at least 2 clients<br/> 1 = Submission of letter from at least 1 client<br/> 0 = Non submission of client Satisfaction letters</p>         | <b>25%</b>  |
| <b>NCCA Membership</b>                 | <p>The bidder must submit the Valid Membership with NCCA (membership certificate attached)</p> <p>0 = Not submitted/Submitted not Valid<br/> 5 = Submitted valid certificate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>5%</b>   |
| <b>Total</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>100%</b> |

- The final determination for award of this RFP will be the application of the Preference Point Systems on an 80/20 or 90/10 (whichever is applicable) basis for price and BBBEE respectively.

## 5. BBBEE Compliance

- Certificates issued by IRBA and Accounting Officers have been discontinued, bidders will be automatically disqualified if they can submit such certificate.
- SANAS BBBEE certificates are identifiable by a SANAS logo and a unique BVA number
- The sworn affidavit must be sign by an independent commissioner of oath.
- Bidders must make sure that their sworn affidavit is complete in full
- Bidders must make sure that the sworn affidavit indicate the Financial year
- Bidders must indicate on the sworn affidavit if the turnover if base on Management account or Financial account.

- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate
- BBBEE Certificate and Sworn affidavit must be valid at the time of the closing of the tender.

## 6. Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trade Marks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.
- Incomplete submissions with reference to the list of returnable documents defined in Section 3.5
- Any attempt to make contact with the SABS staff other than those designated as contacts.

## 7. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

## 8. Contracting

Successful bidder(s) will be required to enter into a contract with the SABS for period of three (3) years. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to: insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

## ANNEXURE A

The SABS Head Office is made up of various facilities: Recreation centres, Offices, Laboratories, Testing facilities, Training Centre, Conference and Meeting Rooms, Clinic, Libraries, Maintenance Department workshops, Reception areas, Cafeteria, Bathrooms, Security houses and guard rooms, Halls, Kitchens, Tea rooms, Store Rooms, Plant Rooms, Fire Escapes, Walk in fridges, Microwaves, Dish washing labs (various) and Passages.

The working hours are from 06h30 till 16h00 Monday to Friday. The estimated size of area to be cleaned is 153000 square meters. All cleaning chemicals, materials to be included and supplied monthly. The service provider will be required to maintain and only refill the SABS owned hygiene equipment with consumables. SANI waste services not part of this scope.

### **Brief Site Description:**

#### **1 Main Entrance Reception – Known as the Pavilion**

- Reception
- Waiting area
- Bathrooms (gents, ladies, paraplegic and security)
- Kitchen
- Store rooms
- Balconies

#### **2 A Block Reception**

- Waiting area
- Coffee shop (cleaning of chairs included)
- Bathrooms
- Meeting rooms (glass)

#### **3 Standards Sales Department**

- Reception
- Waiting room
- Cash office Offices
- Library
- Printing room
- Store rooms

#### **4 Canteen and Main Hall**

- Canteen area floor
- Cafeteria main hall floor and chairs
- Office
- Bathrooms & change rooms (gents and ladies – downstairs)

#### **5 A Block – from Ground to 8<sup>th</sup> floor**

- Offices
- Passages
- Central Stairwell (from lower ground to 9<sup>th</sup> floor)
- Flat on roof top
- Lifts
- Conference rooms
- Kitchens
- Bathrooms (Gents & Ladies on each floor)
- Board Rooms
- Store Rooms
- Fire Escapes
- Staff tea rooms

**6 C Block – from Lower Ground to 10<sup>th</sup> floor**

- Offices
- Passages
- Stairwells
- Fire Escapes (West and East side)
- Kitchens
- Bathrooms (Central and West sides)
- Meeting rooms
- Laboratories
- Store rooms
- Chemical stores
- Lifts
- Refrigerators (Walk In)
- Plant rooms
- Tea rooms
- Clinic and consulting rooms
- Change rooms and showers

**7 Q Block**

- Offices
- Conference Rooms
- Laboratories
- Lifts
- Underground parking
- Kitchens
- Foyers
- Atriums
- Plant rooms
- Refrigerators and rooms
- Showers
- Store rooms

**8 Recreational Centre**

- Bar
- Kiosk
- Main Hall/s
- Kitchens
- Bathrooms (with showers and change rooms)
- Squash Courts
- Verandas/Paved areas

## 10 Security Guard Houses

- Pavilion
- Staff parking entrance
- Next to old DI
- Between Q Block and CIDB
- CIDB gate
- Q block basement

## 11 E, M, FA, WP, S, PT, L, V, Y, VL, O, N, R, Z, B, T and RT blocks/buildings.

Note that all these buildings have the same basic description as that of the C Block except that some areas do not have laboratories.

The Lower Ground of the C Block includes, Postal Services, Stores, Store rooms, Refrigerators (sample keeping), Fleet area, Laboratory, plant rooms, workshops, Archive rooms, guard rooms

## 12 V Block is a large building that is used as a laboratory or otherwise known as the 'acoustics' laboratory.

## 13 Suppliers to quote on the following permanent staff on site:

- 1x Site Manager
- 2x Supervisors
- 42 Cleaning staff

SABS requires a combination of male and female cleaners and hygienists for which the supplier is to suggest the number of cleaners / hygienists for the site.

### Special work:

- Strip and Seal is required monthly on the lower ground passage –125q/m
- Staffing – Rotation of cleaners will be permitted however to first be discussed with SABS.
- Carpet washing is on a quotation basis, suppliers to include the rate per square metre when they submitting their response. The same will apply to upholstery and washing of chairs.
- High level window washing and ledges, higher than 3 meters, a quote will be requested. The service provider to task separate and fully trained high level window cleaning team.
- The Front Reception, Pavilion and Standards Sales Department require the all windows to be cleaned at all times. This is to be done weekly by the permanent staff allocated to these areas (using a step ladder to reach)
- A walk-off mat washing service is required bi-weekly (14 day cycle) and is to be included when costing.
- Hygiene Deep Cleaning is compulsory on a quarterly basis and shall be conducted by an additional team of hygienists and a deep cleaning certificate made available to SABS for each visit.
- SABS holds monthly OHS meetings and the service provider is to be represented by a dedicated H&S Representative. Additional to the H&S Representative, it is compulsory that you nominate and train a First Aider and a Fire Fighter from your staff on site. A full stocked First Aid box is compulsory to be on site at all times.
- The Service Provider shall provide a work schedule and allocation of staff to the SABS for all required areas once the contract has been awarded.
- The Clinic requires special cleaning and sterilizing chemicals for the daily cleaning. The Clinic is to be treated as a hospital with associated cleanliness and hygiene standards, hence specific cleaning chemicals are to be used relevant to sterilizing of the area. The clinic consists of individual units, toilets, hand basins, wash basins, rails, etc. requiring sterilization each day. A request for quotation for specific chemicals will be made by the Clinic as and when required.
- The Service Provider will be called upon to assist with the clean-up of flooded floors, therefore a wet and dry machine is required to be on site at all times.
- Q Block underground parking and main reception requires to be auto-scrubbed on a weekly basis.
- The Supplier to maintain all SABS owned hygiene equipment installed on site (kitchens, eating areas and bathrooms)

## MONTHLY CONSUMABLES TO BE SUPPLIED

| Item | Quantities & Description of Consumables per Month                                       |
|------|-----------------------------------------------------------------------------------------|
| 1    | <b>100</b> bales - 1-Ply 500 sheet toilet paper roll (48 rolls per bale) (good quality) |
| 2    | <b>90</b> litres - Liquid Top-Up Soap                                                   |
| 3    | 100 bales - 200mm x 100m Hand Towel Paper (6 per bale)                                  |
| 4    | <b>200</b> - 650mm x 550mm waste bin liners                                             |
| 5    | <b>200</b> - 15.21cm x 9.32cm x 23.8cm Bio Purinel Cartridge Refill                     |
| 6    | <b>30</b> - SHE bags ( <b>100</b> in a packet)                                          |
| 7    | <b>350</b> - 13.5cm(D) x 10,5cm (W) x 21,4cm (H) 700ml Alcohol Sanitiser Refill Sachets |
| 8    | <b>200</b> - 250ml 3000-burst Air Freshener Refill                                      |
| 9    | <b>750</b> - AA Industrial batteries                                                    |

## WORK SPECIFICATIONS

| Description                                                                                                                                                       | Building / Specific requirements             | Frequency                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------|
| <b>Floor Maintenance</b>                                                                                                                                          |                                              |                          |
| Sweep floors with dust control mops                                                                                                                               | All buildings                                | Weekly                   |
| Mop floors                                                                                                                                                        |                                              | Daily                    |
| Buff floors (storerooms, chemical stores, filing rooms etc.)                                                                                                      |                                              | Monthly                  |
| Machine scrub                                                                                                                                                     |                                              | As required              |
| <b><u>Special floors:</u></b>                                                                                                                                     |                                              |                          |
| <ul style="list-style-type: none"> <li>“Chapel” laboratory</li> </ul>                                                                                             | Mop wash<br>Machine scrub when required      | As and when required     |
| <ul style="list-style-type: none"> <li>Rotating machine laboratory and EPT laboratory (Building O) –</li> </ul>                                                   | Mop wash and machine scrub                   | Weekly                   |
| <ul style="list-style-type: none"> <li>Fleet Management</li> </ul>                                                                                                | Mop wash and machine scrub                   | Weekly                   |
| <ul style="list-style-type: none"> <li>Acoustics laboratory</li> </ul>                                                                                            | Mop wash                                     | Weekly                   |
|                                                                                                                                                                   | Auto scrub                                   | Quarterly                |
| <ul style="list-style-type: none"> <li>Transportation laboratories (brake test, VCL &amp; RT labs)</li> </ul>                                                     | Mop wash                                     | Daily                    |
|                                                                                                                                                                   | Auto scrub                                   | Weekly                   |
| <ul style="list-style-type: none"> <li>All other general laboratories<br/>Note: Chemical stores, Sample preparation rooms, etc. linked to laboratories</li> </ul> | Mop wash floors                              | Weekly                   |
|                                                                                                                                                                   | Wash walls, floors and drains                | Quarterly                |
| <ul style="list-style-type: none"> <li>Condom laboratory (exception to the rule)</li> </ul>                                                                       | Strip floor only - <b>NO SEALING</b>         | Quarterly                |
| <ul style="list-style-type: none"> <li>Fire Prevention laboratory floor</li> </ul>                                                                                | Sweep and mop wash                           | X2 Weekly                |
| <ul style="list-style-type: none"> <li>Walk-in Fridge floors for laboratories</li> </ul>                                                                          | Stainless steel floors (all walk-in fridges) | Once per year            |
|                                                                                                                                                                   |                                              |                          |
| <b>Strip and Seal</b>                                                                                                                                             | Lower ground passage (approx. 125sq/m)       | Monthly                  |
| <b>Apply polish</b>                                                                                                                                               | Lower ground passage (approx. 125sq/m)       | 3x per week (Mon/Wed/Fr) |
|                                                                                                                                                                   |                                              |                          |
| <b>Fitted carpets</b>                                                                                                                                             | Vacuum thoroughly – all carpeted offices     | Weekly                   |
|                                                                                                                                                                   |                                              |                          |
| <b>Carpet Washing</b>                                                                                                                                             |                                              |                          |

|                |                      |                                         |
|----------------|----------------------|-----------------------------------------|
| Carpet washing | As and when required | On quotation - fixed<br>rate per sq/m – |
|                |                      |                                         |

|                                                                                                                                                                                                                         |                                    |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------|
| <b>Walk-off Mat Service – 14 day wash cycle</b>                                                                                                                                                                         |                                    |              |
| Rental & service – 2.2 X 1.5m walk off mat                                                                                                                                                                              | Chemical Building Reception        | 14 day cycle |
| Rental & service - 2.0 X 1.5m walk off mat                                                                                                                                                                              | Main Reception entrance            | 14 day cycle |
| Rental & service - 1.5 X 1.5m walk off mat                                                                                                                                                                              | Outside Main reception entrance    | 14 day cycle |
| Rental & service – 1.5 X 1.5m walk off mat                                                                                                                                                                              | E to the Q Block entrance          | 14 day cycle |
| Rental & service – 1.5 X 1.4m walk off mat                                                                                                                                                                              | Pavilion Main Entrance – East Side | 14 day cycle |
| Service only – SABS Logo mat (SABS Owned)                                                                                                                                                                               | Training Centre x2                 | 14 day cycle |
| Service only - SABS Logo mat (SABS owned)                                                                                                                                                                               | Standards                          | 14 day cycle |
|                                                                                                                                                                                                                         |                                    |              |
| <b>Waste Disposal</b>                                                                                                                                                                                                   |                                    |              |
| Empty all office bins and remove to waste area                                                                                                                                                                          | All areas                          | Daily        |
| Empty outdoor bins within 2m of buildings                                                                                                                                                                               | All areas                          | Daily        |
|                                                                                                                                                                                                                         |                                    |              |
| <b>Dusting and disinfecting</b>                                                                                                                                                                                         |                                    |              |
| Dust all horizontal surfaces and cabinets                                                                                                                                                                               | All areas                          | Weekly       |
| Dust all desk tops, chairs, computers, telephones                                                                                                                                                                       | All areas                          | Weekly       |
| Dust all high & low horizontal surfaces                                                                                                                                                                                 | All areas                          | Weekly       |
| Disinfect all fittings (light switches, door handles, telephone handles, etc.)                                                                                                                                          | All areas                          | Weekly       |
|                                                                                                                                                                                                                         |                                    |              |
| <b>Walls</b>                                                                                                                                                                                                            |                                    |              |
| Spot clean all dirt marks off walls up to 4m                                                                                                                                                                            | Offices                            | As required  |
|                                                                                                                                                                                                                         |                                    |              |
| <b>Curtains &amp; Blinds</b>                                                                                                                                                                                            |                                    |              |
| Dust and wipe blinds                                                                                                                                                                                                    | Offices                            | Weekly       |
| <b>LABORATORIES</b>                                                                                                                                                                                                     |                                    |              |
| <b>Laboratories have individual needs. Care is to be taken not to break any samples when cleaning counter tops. SABS staff to remove as much equipment/samples as possible prior to cleaning (pre-planned cleaning)</b> |                                    |              |
| <b><u>General Cleaning – Offices, Laboratories etc</u></b>                                                                                                                                                              |                                    |              |
| Empty bins and wash them                                                                                                                                                                                                |                                    | Daily        |
| Remove waste to waste area                                                                                                                                                                                              |                                    | Daily        |
| Wipe down counter tops                                                                                                                                                                                                  |                                    | Daily        |

|                                                                     |         |
|---------------------------------------------------------------------|---------|
| SABS staff to clear off all counter tops and shelves – pre-planned. |         |
| Polish counter tops                                                 | Monthly |
| SABS staff to clear off all counter tops and shelves – pre-planned. |         |
| Wipe window panes and air vents                                     | Weekly  |
| Sweep floors                                                        | Daily   |
| Mop damp floors                                                     | Weekly  |
|                                                                     |         |

|                                                                                                     |                                                      |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Condom laboratory:</b>                                                                           |                                                      |
| No floor cleaning to be done with machines due to strict surface requirements for this laboratory.  |                                                      |
| Scrub floor ( <u>NO SEALING</u> )                                                                   | Quarterly                                            |
| Testing cabinets – clean & wipe                                                                     | Bi-monthly                                           |
| Pin hole plastic holders – clean & wipe (water clean)                                               | Bi-monthly                                           |
| Sweep floor                                                                                         | X2 per day                                           |
| Remove waste                                                                                        | X2 per day                                           |
|                                                                                                     |                                                      |
| <b>Light fittings: Offices, Laboratories, Passages, etc.</b>                                        |                                                      |
| All light fittings will be dust free – safe use of a step ladder is to be ensured at all times      | As required with prior arrangements for laboratories |
| <b>Extraction fans, Canopy covers and Fume Hoods in laboratories</b>                                |                                                      |
| To be dusted and wiped                                                                              | Quarterly                                            |
| <b>GENERAL CLEANING</b>                                                                             |                                                      |
| <b>Foyer, reception area and entrances to all buildings</b>                                         |                                                      |
| Wash floors and vacuum walk-off mats                                                                | Daily                                                |
| Vacuum walk-off mats                                                                                | Daily                                                |
| Clean steps                                                                                         | Daily                                                |
| Clean glass doors                                                                                   | Daily                                                |
| Sterilize all door handles & railings (indoor & outdoor)                                            | Daily                                                |
| Wash down steps up to 2m from building                                                              | Daily                                                |
| Clean out bins                                                                                      | Daily                                                |
| Dust control                                                                                        | Daily                                                |
| Wipe all window sills – indoor & outdoor                                                            | Daily                                                |
| Wipe windows up to 2m – indoor & outdoor                                                            | Daily                                                |
| Note: Two cleaners to be allocated permanently to the front Reception area for continuous cleaning. |                                                      |
|                                                                                                     |                                                      |
| <b>Toilets and Washrooms</b>                                                                        |                                                      |
| Empty wall bins and replace bin liners                                                              | Daily                                                |
| Clean and sanitize toilet bowls, seats, basins and urinals                                          | Daily                                                |
| Wash Floors                                                                                         | Daily                                                |
| Disinfect all wall tiles                                                                            | Daily                                                |

|                                                                                                                                                                                                                                                 |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <ul style="list-style-type: none"> <li>• Ensure all hygiene equipment is operational e.g. air fresheners, soap dispensers, etc.</li> <li>• Replenish all bathrooms with hand soap, paper hand towels, toilet rolls, sanitary packets</li> </ul> | Daily           |
| Each bathroom to be equipped with at least one toilet brush and to be sterilized in bleach or similar chemical twice per month over a weekend.                                                                                                  | Twice per month |
|                                                                                                                                                                                                                                                 |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Quarterly Deep Clean of toilets and showers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                   |
| Deep cleaning will take place each quarter. The team will consist of specialized staff which shall be trained to conduct such work. (Certificates of training should be made available to the SABS). Drain pipes, urinals and tiling, wash basins overflow, toilet bowls, etc. will be scrubbed and disinfected. All encrustation in between the tiles in urinals will be scraped away. Chemicals to remove deposits inside soiled pipes are required as well as clean taps, plugs, outlets, grids and adjacent areas. | X4 per annum – dates will be set by SABS and the Service provider |
| <b>Clinic</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                   |
| The clinic is to be cleaned and sterilized<br><br>The clinic Sister will monitor cleaning on a regular basis.                                                                                                                                                                                                                                                                                                                                                                                                          | Daily                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                   |
| <b>Boardroom / Meeting Rooms – To be cleaned before 08h00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                   |
| Dust control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Daily                                                             |
| Polish furniture                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X2 per week                                                       |
| Vacuum carpets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X2 per week/as required                                           |
| Wipe all furniture (surfaces, legs of chairs and tables etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Daily                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                   |
| <b>Miscellaneous</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                   |
| Micro-waves & fridges (approx. 90 fridges & microwaves on-site)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Weekly                                                            |
| Wipe down security boom gates and operating equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Weekly                                                            |
| All stairways (fire escapes) – sweep and damp mop floors<br><br>Clean all bird droppings                                                                                                                                                                                                                                                                                                                                                                                                                               | Weekly                                                            |
| Kitchens – rinse sinks, mop wash floors and wipe wall tiles                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Daily                                                             |
| CLEANING CHEMICALS TO BE INCLUDED AND SUPPLIED ON A MONTHLY AS A FIXED COST                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                   |
| <b>FOGGING</b> <ul style="list-style-type: none"> <li>Fogging with detergent that kills COVID-19 virus (supplier to provide fogging equipment and detergent)</li> <li>Quote separate rate per square meter</li> </ul>                                                                                                                                                                                                                                                                                                  | As and when required                                              |

## QUARTERLY DEEP CLEANING INFORMATION

| Description | Quantities |
|-------------|------------|
| Toilets     | 324        |
| Urinals     | 193        |
| Basins      | 333        |

|               |    |
|---------------|----|
| Kitchen sinks | 85 |
| Showers       | 26 |

## ADDITIONAL REQUIREMENTS

- 1) Number of staff subjected to COVID-19 national risk adjustment strategies
- 2) Number of staff subjected to SABS COVID-19 protocols as and when
- 3) Special arrangements for staff attendance i.e Provide transport as and when required (separate pricing for this)
- 4) All staff to be medically fit. Medical fitness certificates to be provided to prove
- 5) Safety file to be provided on a monthly basis with a SHE representative on the monthly HSE meeting
- 6) Quarterly compliance certificate for provident fund scheme, UIF contributions for staff after award

## EQUIPMENT – TOOLS TO CONDUCT WORK

The Service Provider will ensure all equipment is safe and available on site for the performance of all tasks.

Asset register must be created and maintained of all assets belonging to the service provider that will be coming onto premises.

Minimum equipment required as a guideline:

| Description                                                                                                                                               | Required Items                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Fully equipped stations/trolleys                                                                                                                          | X1 per cleaner                                           |
| Buffing machine                                                                                                                                           | X10                                                      |
| Auto Scrubbers                                                                                                                                            | X3                                                       |
| Vacuum cleaner                                                                                                                                            | X15                                                      |
| Wet and Dry                                                                                                                                               | X1 on site full time                                     |
| Brooms (hard & soft)                                                                                                                                      | X20 and renewable as required                            |
| Mop sticks                                                                                                                                                | X1 per cleaner and renewable as required                 |
| Mop heads                                                                                                                                                 | X1 per cleaner as required                               |
| Cleaning cloths <ul style="list-style-type: none"> <li>• Dusting</li> <li>• Toilets</li> <li>• Kitchen</li> <li>• Varnishing</li> <li>• Wiping</li> </ul> | X1 per cleaner and renewed every 3 months or as required |
| Safety gloves                                                                                                                                             | X1 pair per cleaner                                      |
| Cleaning Gloves                                                                                                                                           | X1 per cleaner per week (additional supply in stock)     |
| Feather duster <ul style="list-style-type: none"> <li>• Short</li> <li>• Long</li> </ul>                                                                  | X10 of each to be available to cleaners at any time.     |

|                                                      |                                                                                                             |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Safety Glasses                                       | X1 per cleaner per annum                                                                                    |
| Dust masks                                           | Continual supply as required                                                                                |
| Hand scoop and brush                                 | X1 per cleaner                                                                                              |
| Wet floor signage <b>(NB)</b>                        | X4 per cleaner (minimum) except in the larger passage ways where use of up to 10 could be used at one time. |
| Metal steps to reach height of 4m for window washing | X2 on site at all times                                                                                     |
| 2 step stepladder/low step                           | X4 to be available on site                                                                                  |
| Extension cords (in good working order)              | X5 (6m) and X 4 (10m) – clearly marked for ownership.                                                       |
| Uniforms with logos                                  | X2 per cleaner per annum                                                                                    |
| Safety shoes                                         | X2 per cleaner per annum                                                                                    |

### ADDITIONAL NOTES

- SUPPLIER TO MAINTAIN THE SABS OWNED HYGIENE EQUIPMENT. REPLACEMENTS WILL BE QUOTED SEPARATELY
- All electrical equipment shall be safe and in good working order. Maintenance schedules to be kept available on site for all electrical equipment. Any broken equipment should be repaired as soon as possible so to allow continuity of work.
- Extension cords to be safe for use and in good conditions.
- Usage of step ladders shall require ladders to be in a good and safe condition.

### FIXED RATES FOR REQUESTS OUTSIDE OF CONTRACTUAL AGREEMENT:

Fixed rate quotations are to be prepared and submitted to SABS on site.

|                                                                                                                    |                  |   |
|--------------------------------------------------------------------------------------------------------------------|------------------|---|
| Carpet washing <b>(include chemicals into costs)</b>                                                               | Per square meter | R |
| Upholstery cleaning of chairs <b>(include chemicals into costs)</b>                                                | Per chair        | R |
| Strip and Seal <b>(include chemicals into costs)</b>                                                               | Per square meter | R |
| High level window cleaning – higher than 3m (interior & exterior) <b>(include chemicals and labour into costs)</b> | Per square meter | R |
| Labourers – <b>other than for cleaning</b>                                                                         | Daily rate       | R |

### SITE MANAGEMENT REQUIREMENTS UPON AWARD.

- SABS requires the Site Manager and Supervisor to do daily inspections.
- Attendance registers for all staff to be in place – daily leave, sick leave, maternal leave etc. Cleaning schedules for cleaners to be implemented by the service provider.
- A site file with all relevant information is required as per the relevant SABS Manager's request.
- Monthly operational meeting for service delivery is required.
- Monthly Management meetings will be arranged and is required (SLA).
- Keep records of daily cleaning registers as per SABS COVID-19 requirements

## **DOCUMENTATION REQUIRED UPON AWARD.**

Specify the documentation required (data sheets, wiring diagrams, operation manuals, etc)

Example:

- MSDS for all chemicals
- Work Schedules (upon award)
- Risk Assessment and Safety Plan
- Covid19 Plan
- UIF compliance
- Provident Fund Compliance

## Appendix B

### NON DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lateran Road, Groenkloof, Pretoria, 0001, South Africa.

AND \_\_\_\_\_ (“the Bidder”),

Registration Number: \_\_\_\_\_ whose registered office is at \_\_\_\_\_

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **RFP/20/357** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore the parties wish to agree as follows:

4. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
5. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which:-
  6. the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
  7. is in the public domain or becomes so otherwise than through breach of this agreement;

- (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;
8. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
9. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of .....2021

On behalf of the South African Bureau of Standards .....(signature) Portia Semenya (Procurement)

Witness 1. .... Witness 2. ....

Signed at..... on this.....day of .....2021

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) ..... (title)

Witness 1. .... Witness 2. ....

To: [portia.semenya@sabs.co.za](mailto:portia.semenya@sabs.co.za)

## **Appendix C**

### **SABS STANDARD TERMS AND CONDITIONS**

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

**NB: please download from the SABS website and return initialled pages with the tender**

## Appendix D

### DECLARATION OF INTEREST

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

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

10. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- l provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- l Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1If so, furnish particulars:

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

**3 Full details of directors / trustees / members / shareholders.**

| Full Name | Identity Number | Personal Tax Reference Number | State Number / Employee Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |

**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**Appendix E**  
**BBBEE Certificate**

**Appendix F**  
**Management Summary (Company profile)**



## Appendix G

### Request for Proposal Enquiry

To: [portia.semenya@sabs.co.za](mailto:portia.semenya@sabs.co.za)

From: \_\_\_\_\_

Questions:

Answers:

To: [portia.semenya@sabs.co.za](mailto:portia.semenya@sabs.co.za)

**Appendix I**  
**Central Supplier Database Report (MAAA Number)**

## Appendix L

### 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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... 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                                                    |            |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                       |            |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

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

Pt = 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 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 last 51% owned by:    | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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                            |          |          |
| <b>OR</b>                                                         |          |          |
| 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 .....

# CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  11. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - I provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> **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.**

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## TABLE 1 – PRICING SCHEDULE

PROVISION OF CLEANING SERVICES AND CONSUMABLES FOR AT SABS GROENKLOOF OFFICE FOR A PERIOD OF THIRTY SIX(36) MONTHS

BIDDER'S NAME: \_\_\_\_\_

### NOTES

1. Bidders are required to refer to the RFP for detailed scope of work before completing the pricing schedule
2. **Table 1** : Bidders must complete the "Cost per Month "(Excluding VAT) and Costs for years 1, 2 and 3 (Excluding VAT),
3. The proposed Total costs must be FIXED and ALL INCLUSIVE. This means, All direct and indirect related costs must be included in the costs. No additional costs will be considered post award.

Bidders must complete **Table 1**; Failure to complete and comply with this pricing schedule provided may render your price offer as non-responsive.

| Description                    | Monthly | Total Year 1 | Total Year 2<br>(Including Escalation) | Total Year 3<br>(Including Escalation) |
|--------------------------------|---------|--------------|----------------------------------------|----------------------------------------|
| Cleaner ( <i>Salary</i> )x 42  |         |              |                                        |                                        |
| Supervisor x2                  |         |              |                                        |                                        |
| Site Manager x1                |         |              |                                        |                                        |
| Cleaning Equipment             |         |              |                                        |                                        |
| Cleaning Materials & Chemicals |         |              |                                        |                                        |
| Consumables as per the scope   |         |              |                                        |                                        |
| <b>Sub Total (Excl. Vat)</b>   |         |              |                                        |                                        |
| <b>Vat (15%)</b>               |         |              |                                        |                                        |
| <b>Total</b>                   |         |              |                                        |                                        |
| <b>Grand Total (36 Months)</b> |         |              |                                        |                                        |

BIDDERS' NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_