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REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2019/93
RFQ ISSUE DATE	27 SEPTEMBER 2019
COMPLUSOLRY BRIEFING SESSION / SITE INSPECTION	YES
DATE	03 OCTOBER 2019 @ 12H00
VENUE	SABC BUILDING (FOYER) 100 KE MASINGA ROAD, DURBAN
RFQ DESCRIPTION	PROVISION OF CLEANING, PEST CONTROL AND HYGIENE SERVICES FOR SABC DURBAN FOR A PERIOD OF 06 MONTHS
CLOSING DATE & TIME	09 OCTOBER 2019 @ 12H00

Submissions must be delivered to: **SABC 100 K E Masinga Road reception** in the RFQ box. Durban on or before the closing date of this RFQ.

PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED

For queries, please contact Nonjabulo Silangwe at Tel +2731 362 5266 silangwen@sabc.co.za
The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____



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SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION**RENDERING OF CLEANING SERVICES, PEST CONTROL SERVICES AND
SUPPLY OF
HYGIENE PRODUCTS AT SABC DURBAN OFFICES
FOR A PERIOD OF 06 MONTHS****1. BACKGROUND**

The South African Broadcasting Corporation Limited (SABC) requires services of a cleaning service provider, pest control services and supply of hygiene products, the services will be rendered in Durban. The potential service providers are therefore invited to participate in this Request for Quotation.

The successful bidder will be required to submit the safety file before commencing cleaning duties

2. TECHNICAL SPECIFICATION**2.1. SCOPE OF SERVICES**

The rendering of office cleaning services will take place at SABC KZN Provincial Offices in Durban and the following areas will form part of the scope of services.

The total floor space area comprises of 10 681.40 square metres of office space and consist of/is as follows:

Mini kitchens	42.7 m ²
Main kitchens and canteen	292 m ²
Bathrooms	490 m ²
22 Studios	2 184 m ²
Office space, passages, main building	2 419.3 m ²
Ground floor & Foyer area	2 156 m ²
RBR Office block	1 213.4 m ²
TVOB Block	1 590 m ²
House including transport office	204 m ²
Security hut and back building	90 m ²
TOTAL	10 681.4 m²

The number of bathrooms is 33 and consists of 24 urinals, 4 x urinal troughs, 55 basins and 40 toilets.

CLEANING REQUIREMENTS

- Paved areas, entrances, foyers, reception area, public areas, lift foyer, stairs, stairwells, passages, kitchens and canteen.
- Offices and related areas, archives, video library, preview theatres, studio control rooms, dubbing studios and audio studios
- Toilets, bathrooms, rest rooms
- Lifts
- Parking areas (undercover, open, front, managers, transport office) sweeping
- Compacting areas
- Fleet vehicle office
- Pipes
- Windows
- Balconies
- Garages
- Workshops
- General (Air-conditioning plant rooms, TV OB garage, Staff Canteen and common area)
- Pest control (Rodents trapping, flying and crawling insects)

2.2 Daily Cleaning will include but not limited to:

- Dustbins/waste paper baskets must be cleaned and emptied
- Furniture must be dusted and polished
- Carpets in busy areas must be deep cleaned with industrial vacuum cleaners
- Any other floor covering in busy areas must be maintained as prescribed by the manufacturers
- Walls/doors must be dusted
- Window sills and skirting boards must be dusted
- Refuse/rubbish must be removed
- Heaters and fire fighting equipment must be dusted
- The washing of crockery after functions and meetings

2.3 Weekly Cleaning

- Telephones must be wiped with a damp cloth
- All the surfaces not given in 2.1 must be dusted/wiped/cleaned
- Fire fighting equipment must be wiped with a damp cloth
- Picture frames must be dusted carefully

2.4 Monthly Cleaning

- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Curtains and blinds must be vacuumed
- Windows (inside and outside) and window frames must be washed/cleaned
- Ventilation ducts/air-ducts in the ceilings must be cleaned

2.5 Toilets, Bathrooms, Rest Rooms

- Mopping the floors
- Clean windowsills
- Clean and sanitise toilets
- Clean basins
- Clean mirrors
- Check and replenish toilet rolls and paper towel

The measurements provided are close approximates and not exact measurements:-

TYPE OF FLOOR COVERING	DURBAN
Laminated floor – Transport office	24 m ²
Ceramic Tile floor	2624 m ²
Number of toilets (40 toilets)	490 m ²
Carpet floor	7 543.4 m ²
TOTAL AREA	10 681.4 m²

2.6 Daily Cleaning

- Floors must be washed disinfected
- Toilet bowls, urinals, wash basins, urinal walls and floors have to be washed and disinfected
- Toilet walls must be washed/disinfected
- Taps, all other chrome items and mirrors must be shone
- Dustbins must be emptied out and cleaned/disinfected
- Toilet paper, paper towels and soap dishes must be checked and supplied regularly
- The bidder must also supply polish, disinfectant and cleaning materials.

2.7 Weekend Cleaning

- Staff must be available at weekends to keep the toilets in busy areas (e.g. in the foyer, News room and studios), clean and hygienic

2.8. Lifts

2.8.1 Daily cleaning

- Lift door tracks must be cleaned
- The inside of the lift must be cleaned, the mirrors shone, the walls cleaned,
- the control panel polished and the numbers cleaned
- Lift floor must be cleaned and polished where necessary

2.9 Windows

The windows of the entire building in Durban totals 1 642.2 m² inside, the measurements provided are close approximates and not exact measurements

- All the windows in the building must always be kept clean
- This means that they must be washed on the inside as often as necessary and that whenever necessary to help the cleaners to clean high glazing in the building
- The same applies to the inside louvers on the main building.

2.10 Balconies

- All balconies and sill on inside of building must be cleaned when the windows are washed.

2.11 General

- Air-conditioning levels, panels and pipes must be cleaned with a damp cloth every two months.
- The equipment, pipes and lighting panels above the studio levels must be kept dust free.

3. ADDITIONAL REQUIREMENTS WHICH WILL FORM PART OF THE CONTRACT

3.1 Special ad-hoc duties

The contractor shall, as part of its duties contained in the contract, perform additional duties such as cleaning any venue within the premises of SABC after big functions.

3.2 Supervision

The contractor shall do all inspections and ad-hoc inspections by senior staff shall be expected.

3.3 Number of Labourers

The contractor shall supply a total of 9 cleaning staff, inclusive of Team leader for the duration of the contract and ensure that their obligations to the SABC site are fulfilled. The working shift will commence every morning from 06h00-15h00 Monday to Friday and 07h00 to 12h00 on Saturdays.

Total number of cleaners is ten (08) plus one (1) supervisor.

WEEKDAYS REQUIREMENTS

Premises	Total Numbers Of Staff	Daily Requirements
SABC Durban Offices Total Area 10 681.4)	08x Cleaners + 1 Supervisor	Shift 1: <u>Monday-Friday (06H00-15h00)</u> 6 x Cleaners Shift 2: <u>Monday-Friday (07h30-16h30)</u> 2 x Cleaner

3.2. WEEKENDS/SATURDAY

Premises	Total Numbers Of Staff	Saturday Requirements
SABC Durban Offices: Foyer, First Floor, Live Studios, M1 + M2 studios, TVOB Studio, Ablution facilities for the above areas.	2 X Cleaners	Shift 3: Saturdays (07h00 – 12h00) 2 X Cleaners (To be rotated from the 09 cleaners)

3.4 Statutory Wage Increases

The Wage increase must be in line with the Labour Act for Labourers and CPIX for materials.

3.5 Insurance

The bidder shall take out an insurance policy in order to indemnify the SABC against any claims instituted in respect of death, injuries and/or losses suffered by any third party as a result of activities conducted during exercising of duties set out in the contract between the SABC and the bidder.

3.6 CONSUMABLES AND CLEANING EQUIPMENT

The service provider shall supply all cleaning consumables and equipment required to render the daily cleaning services. The service provider shall be responsible for the maintenance of the equipment. The service provider shall ensure that defective equipment will either be replaced or repaired within 24 hours from the time that such defective equipment is reported by the service Providers staff. Only quality cleaning equipment and materials shall be used

3.7 Storage of Equipment

SABC shall provide storage for the contractor's equipment, however the storage shall be at the contractors own risk. Loss in respect of equipment shall not constitute an acceptable reason for the contractor not to comply with the conditions and obligations of its contract with the SABC.

3.8 Access to Building for Cleaning

The contractor shall have access to the buildings to be cleaned in terms of its contract during normal office hours and for workers after normal office hours as prescribed by the SABC.

3.9 Staff Uniform

The successful bidder must ensure that at commencement of the contract, all cleaning staff are deployed in presentable full uniform and protective clothing.

- All staff to be in protective clothing during working hours
- All protective clothing to have company logo or name
- Safety clothes (PPE) should comprise of the following minimum requirement annually:

3.10 Payments

Payment by the SABC to the contractor shall be made 30 days in arrears after an invoice from the contractor is received by the SABC and service is rendered.

4. PEST CONTROL

4.1 BAIT STATIONS SERVICES

- 28 Rodent bait station points to be installed and service monthly

4.2 PEST TREAMENT

- Pest control for cockroaches and flying insects(including mosquitoes) to be rendered monthly

5. HYGIENE REQUIREMENTS

Tenderers will also be required to provide hygiene Products for the following:-

- Sanitary bins for ladies bathrooms – bins will be serviced twice a month

- Seat wipes for ladies bathrooms – refill of the wipes will be done once a month
- Deep cleaning of all bathrooms – cleaning will be required on a quarterly basis
- Paper towel dispenser and bin – monthly service of the unit and hand towel to be maintained daily
- Airfreshners for all bathrooms
- Toilet paper holder – monthly service of the unit and toilet paper to be replenished daily
- Soap dispensers

6. UNITS THAT REQUIRE HYGIENE SERVICES

ITEM	SERVICE FREQUENCY	UNITS
Hygiene		
Paper towel dispensers	Maintenance	35
Wall bins	Maintenance	35
Soap dispensers	Weekly	35
Air freshener dispensers	Monthly	35
Sanitary bins	2 weekly	23
Seat wipes	Monthly	40
TR 3	Maintenance	40
Deep cleaning		
Wash basins	Quarterly	35
Toilets		40
Urinals		21
Showers		10

7. CLEANING EQUIPMENT

PRICING PER EQUIPMENT DESCRIPTION	TOTAL QTY
Low noise industrial Vacuum cleaners for carpet floors (duration of the contract)	4
Standard Brooms (duration of the contract)	5
Hand brooms with Dust pan (duration of the contract)	5
Sweep/flat mops (duration of the contract)	2
Long feather duster (duration of the contract)	5
Short feather duster (duration of the contract)	5
Wet & dry vacuum cleaners (80L) (duration of the contract)	1
Scrubbing machine 1500w with Buffing accessories(duration of the contract)	1
Pressure cleaner 150 bar with hoses + Nozzles (duration of the contract)	1
Other Equipment:	

Step Ladders 2.4m (duration of the contract)	1
Fall arrest belting (duration of the contract)	2
Spray bottle (duration of the contract)	09
Double buckets –(passages and toilets) (contract duration period) Floor Blue x 5	5
Double buckets –(passages and toilets) (contract duration period) Toilets Red x 5	5
3-Piece wet floor sign (Duration of the contract)	4
Toilet brushes & holder(Duration of the contract)	40
Fragrances holder (duration of the contract)	35
Soap holder (duration of the contract)	35
Hand Paper towel holder (duration of the contract)	35
Toilet paper roll holder (per contract period)	40
Care toilet seat holder (per contract period)	23
SHE BIN (per contract period)	23
Wall mounted hand BIN (duration of the contract)	35

8. CONSUMABLES

Bidders to provide the following as minimum required for the cleaning.

CONSUMABLES DESCRIPTION	TOTAL QTY
Metal cleaner 500ml half yearly (6 months)	5
Scourer pads colour green (every second month)	10
Toilet disinfectant 10L per month	1
Dish washing liquid 20L per month	1
Multi-purpose cleaner 25L (per month)	1
Multi-purpose bleach 10L (per month)	1
Furnisher Spray 12 (400ml) per month	12
Micro-fibre cloth (4-Color coded) per cleaner (per quarter)	10
Chamois Cloth Drying Towel per cleaner (per quarter)	10
One ply good quality toilet paper (48 rolls per bale) (per month)	25 bales
Toilet bowl cleaner 10L (per month)	1
Urinal mat (unti-splash) (per month)	24
Heavy duty PVC gloves (half year (6 months) (Pairs)	10
Window Cleaning squeegees (per cleaner, half yearly (6 months)	10
Window Cleaning liquid 5L (per month)	1

Mops (Color coded) Blue (Passages) (per cleaner, per quarter)	10
Mops (Color coded) Green (Kitchen) (per cleaner,per quarter)	10
Mops (Color coded) Red (Toilets) (per cleaner, per quarter)	10
Dust masks SABS approved (1 x pack that consists of 20 mask half yearly (6 months)	20
Heavy Refuse bags 60L BIN (5 x packs consisting of 20 bags per month)	100
Aerosol Fragrance 75 ml (1 x per bathroom, per month)	33
Wipe care toilet seat perforated 25 packs per month)	25
SHE bin liners (per month)	24
Hand soap (35 sachets per month)	35
Hand towel paper rolls (7 x packs consisting of 6 rolls per month)	7
SHE tablets (per month)	24
Office bin liners – Clear plastic bags / paper bag for environment (Per Month)	150

9. RFQ Response Information

Effective Date of Bid

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

10. COSTING

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of equipment.

11. DURATION OF THE CONTRACT

The duration of the contract is 06 months.

12. EVALUATION CRITERIA

12.1 BBBEE and Price

The RFQ responses will be evaluated on the **80/20** point system

12.2 Technical Evaluation

12.2.1 The RFQ submission will be technically evaluated out of a maximum of **100**;

12.2.2 A threshold of **70 out** of the **100** has been set.

12.2.3 Bidder who received less than **70** will be considered none responsive to this tender and will not be considered for the next phase of evaluation.

12.3 Objective Criteria

12.3.1 The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

Technical Criteria

Evaluation area	Evaluation Criteria	MAX Points
Service Providers relevant experience rendering Cleaning, Pest control and Hygiene services	<p>Company's experience of 5 years in cleaning, Pest control and Hygiene services. Bidders must provide copy of an appointment letters or references letters which MUST meet the following:</p> <ul style="list-style-type: none"> ➤ on a client's business letterhead ➤ contract duration ➤ duly signed by authorised person <p>Number of years in service</p> <ul style="list-style-type: none"> • greater than 5 years =(total 15 points) • 3 - 5 years =(total 10 points) • less than 3 years =(5 points) <p>Number of Letters</p> <ul style="list-style-type: none"> • greater than 3 references letters =(Total 15 points) • 2 - 3 reference letters =(Total 10 points) • 1 valid reference letter = (Total 5 points) • No reference letter = (Total 0 points) 	30
SHE Plan	<p>Respondent must submit a SHE Plan covering the following topics</p> <p>Waste management (3 points)</p> <p>Management of safety when working at heights (3)</p> <p>Management of employee exposure to Hazardous Biological Agents(procedure) (4)</p> <p>Management of issuing of PPE (Personal Protective Equipment). (3)</p> <p>Written safe working procedures pertaining to cleaning services, pest control and hygiene services (4)</p> <p>Management of injuries on duty procedure.(3)</p>	20
Location	<p>Service provider offices must be based in the province of KZN</p> <ul style="list-style-type: none"> • Based in KZN (15 points) • Based outside KZN (0 points) <p>Provide proof in a form of registered address in a company letterhead</p>	15
Statutory Compliance	<ul style="list-style-type: none"> • The company must UIF Registered (Provide proof) (10 points) • Proof of membership to the bargaining council of Bargaining Council – Contract Cleaning Industry (BCCCI) (Provide proof of 	20

	current year membership) (10 points) Not Submitted (0)	
List of Chemicals	Provide a comprehensive list of all chemicals to be used with Material Safety Data Sheet (MSDS) <ul style="list-style-type: none"> Submitted Comprehensive chemical list (5 points) Not Submitted (0) 	5
Operations Managers experience	Provide a comprehensive CV of Operations manager in the current employ of the responding bidder with minimum of three (3) years' experience in managing similar contracts. The CV must have contactable references. <ul style="list-style-type: none"> greater than 5 years' experience = (10 points) 3 – 5 years' experience = (05 points) less than 3 years' experience = (0 points) 	10
Total		100

13. ADJUDICATION USING A POINT SYSTEM

- 13.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 13.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 13.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 13.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 13.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

14. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

P_s = Points scored for comparative price of bid under Consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**B-BBEE Status Level of Contributor Number of Points**

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 14.1 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a registered auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.
- 14.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 14.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 14.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 14.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

15. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**

16. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid TV Licence (Company's and all Directors)
- Valid Original BBBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors(IRBA)

NOTE: Verification agencies and auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'Approved Regulatory Bodies' for B-BBEE verification and therefore IRBA Auditors are NOT allowed to issue B-BBEE certificates after 30 September 2016.

Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.

- For Exempted Micro Entrepreneurs (EME's), as per CODE 000 statement 000 (Framework for measuring BBBEE) sufficient evidence of qualification as an EME is an Auditor's certificate issued by an accounting officer or verification agency. An EME is any enterprise with an Annual Total Revenue of R5million or less.
- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents

NB:

- **NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHOM THEIR TAX MATTERS ARE NOT IN ORDER.**
- **NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHOM THEIR TV LICENCE STATEMENT ACCOUNT IS NOT UP TO DATE**

17. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

18. CONDITIONS TO BE OBSERVED WHEN TENDERING

- 18.1 The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a

separate tender or separate tenders for any one or more of the sections of a specification. The Corporation also reserves the right to withdraw the tender at any stage.

18.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

18.3 The Corporation reserves the right to:

Not evaluate and award submissions that do not comply strictly with his RFQ document.

Make a selection solely on the information received in the submissions and

18.3.1 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

18.3.2 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

18.3.3 Award a contract to one or more bidder(s).

18.3.4 Accept any tender in part or full at its own discretion.

18.3.5 Cancel this RFQ or any part thereof at any time.

18.3.6 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

19. Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure C - Previous completed projects/Current Projects
- Annexure D - Costing Model

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE B**CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS****1. CONSORTIUMS AND JOINT VENTURES**

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT_____
TENDER NUMBER_____
DATE_____
POSITION OF DECLARANT_____
NAME OF COMPANY OR TENDERER

ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

ANNEXURE D: COSTING MODEL – TO BE COMPLETED BY ALL BIDDERS**1. CLEANING CONSUMABLES**

<i>PRICING PER CONSUMABLES DESCRIPTION</i>	<i>TL-QTY</i>	<i>TL-QTY FOR 06 MONTHS</i>	<i>UNIT PRICE</i>	<i>TOTAL COSTS (PER ANNUM)</i>
Metal cleaner 500ml half yearly (6 months)	5	5		
Scourer pads colour green (every second month)	8	24		
Toilet disinfectant 10L (per month)	1	06		
Dish washing liquid 20L (per month)	1	06		
Multi-purpose cleaner 25L (per month)	1	06		
Multi-purpose bleach 10L (per month)	1	06		
Furnisher Spray 12 (400ml) (per month)	12	72		
Micro-fibre cloth (4-Color coded) per cleaner, (per quarter)	8	16		
Chamois Cloth Drying Towel per cleaner, (per quarter)	8	16		
One ply good quality toilet paper (48 rolls per bale) (per month)	25 bales	150 bales		
Toilet bowl cleaner 10L (per month)	1	06		
Urinal mat (unti-splash) (per month)	24	144		
Heavy duty PVC gloves per cleaner, (6 months) (Pairs)	8	16		
Window Cleaning squeegees per cleaner, (6 months)	8	16		
Window Cleaning liquid 5L (per month)	1	06		
Mops (Color coded) Blue (Passages) per cleaner, (per quarter)	8	16		
Mops (Color coded) Green (Kitchen) per cleaner, (per quarter)	8	16		
Mops (Color coded) Red (Toilets) per cleaner, (per quarter)	8	16		

Dust masks SABS approved (1 pack consisting of 20 mask half yearly (6 months)	20 mask	20 masks		
Heavy Refuse bags 60L BIN (5 packs consisting of 20 bags) (per month)	100 bags	600 bags		
Aerosol Fragrance 75 ml (1 x per bathroom) (per month)	33	198		
Wipe care toilet seat perforated 25 packs (per month)	25 packs	300 packs		
SHE bin liners (per month)	24	144		
Hand soap (35 sachets per month)	35 sachets	210 sachets		
Hand towel paper rolls (7 packs consisting of 6 rolls) (per month)	7 packs	42 packs		
SHE tablets (per month)	24	144		
Office bin liners – Clear plastic bags / paper bag for environment (Per Month)	150	900		
Add other costs provisions:				
Provision for Profit @ (%)				
Total Cost of Consumables & Provision for Profit Excl. VAT				
Value Added Tax@15%				
Total cost of Consumables & Provision for Profit Incl. VAT				

2. CLEANING EQUIPMENTS

<i>PRICING PER EQUIPMENT DESCRIPTION</i>	<i>TL-QTY</i>	<i>RENTAL PRICE EACH MONTH</i>	<i>TOTAL COSTS PER ANNUM</i>
Low noise industrial Vacuum cleaners for carpet floors (duration of the contract)	4		
Standard Brooms (duration of the contract)	5		
Hand brooms with Dust pan (duration of the contract)	5		
Sweep/flat mops (duration of the contract)	2		
Long feather duster (duration of the contract)	5		
Short feather duster (duration of the contract)	5		
Wet & dry vacuum cleaners (80L) (duration of the contract)	1		
Scrubbing machine 1500w with Buffing accessories(duration of the contract)	1		
Pressure cleaner 150 bar with hoses + Nozzles (duration of the contract)	1		
Step Ladders 2.4m (duration of the contract)	1		
Spray bottle (duration of the contract)	10		
Double buckets –(passages and toilets) Floor Blue x 5 (duration of the contract)	5		
Double buckets –(passages and toilets) Toilets Red x 5 (duration of the contract)	5		
3-Piece wet floor sign (duration of the contract)	4		
Toilet brushes & holder(duration of the contract)	40		
Fragrances holder (duration of the contract)	35		
Soap holder (duration of the contract)	35		
Hand Paper towel holder (duration of the contract)	35		
Toilet paper roll holder (duration of the contract)	40		
Care toilet seat holder (duration of the contract)	23		

SHE BIN (duration of the contract)	23		
Wall mounted hand BIN (duration of the contract)	35		
Add other costs provisions:			
Provision for Profit @ (%)			
Total Cost of Cleaning Equipment & Provision for Profit Excl. VAT			
Value Added Tax@15%			
Total cost of Cleaning Equipment & Provision for Profit Incl. VAT			

3. CLEANING PERSONNEL

(Total number of cleaners 09, plus 1 Supervisor)

<i>CLEANING PERSONNEL PRICE STRUCTURE</i>	<i>MONTHLY SALARY: PER CLEANER</i>	<i>MONTHLY SALARY: SUPERVISOR</i>	<i>TOTAL</i>
Rate per hour			
Basic Wage = Rate per hour x 8hrs x 5 days x 4.333 Weeks			
Leave and Sick leave allowance @1%			
Other Allowances (please state)			
Annual Bonus = Rate per hour x 8hrs x 5 days x 4.333 Weeks/12			
Other Benefits			
a). Provident Fund @.....1,5% of salary p/m			
b). UIF + WCA + RSC + Skills Development levy @ ...1,5% of salary p/m			
c). Uniform allowance for complete PPE (safety			

shoes/masks/overalls/suits/gloves)			
Real Cost per Cleaner per month and Supervisor per month			
Total cost to Company for (08) Cleaners & (1) Supervisor			
Add other costs provisions:			
Provision for Profit @ (%)			
Total cost of labour & provision for profit excluding VAT			
Value Added Tax @15%			
Total cost of labour & provision for profit including VAT:			

4. TOTAL COST OF CLEANING SERVICES:

<i>TOTAL COSTING MODEL (TABLE 1 + 2 +3)</i>	<i>TOTAL COSTS</i>
CONSUMABLES	
EQUIPMENT	
CLEANING PERSONNEL	
TOTAL COST OF CLEANING SERVICES EXCLUDING VALUE ADDED TAX (06 MONTHS)	
Value Added Tax @15%	
Total cost of cleaning services including Value Added Tax for 06 MONTHS	R

- PRICES QUOTED MUST BE EXCLUSIVE OF VAT.

END OF THE REQUEST FOR PROPOSAL DOCUMENT