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### REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/LOG/2021/122
TENDER COLLECTION OR ISSUE DATE	08 October 2021
COMPULSORY BRIEFING SESSION & SITE VIEWING	<b>21 October 2021 @11:00</b> <b>Cnr Dr Albert Luthuli Drive and James Moroka, Mmabatho</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR GARDEN MAINTENANCE SERVICES FOR SABC NW FOR A PERIOD OF 36 MONTHS</b>
CLOSING DATE & TIME	<b>27 OCTOBER 2021 @12:00</b>

**Submissions must be electronically submitted to [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ,**

For queries, please contact **Namhla Siko** via email: [sikonp@sabc.co.za](mailto:sikonp@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 : \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION**

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All electronic submissions should be prominently marked with the full details of the tender in the email subject line.
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
  - receipt of incomplete bid
  - file size
  - delay in transmission receipt of the bid
  - failure of the Bidder to properly identify the bid
  - illegibility of the bid; or
  - Security of the bid data.

## FIRST PHASE: PREQUALIFICATION CRITERIA

This invitation is only extended to EME

CRITERIA	COMPLY/NOT COMPLY
EME 100% Black owned from North-West Province	
<b>Provide physical address of site office</b>  Only bidders with site offices that are within 250km radius from SABC NW office will qualify for further evaluation. Bidders whose site offices are outside the stated radius will be eliminated. <b>Bidders will be notified in a week before Site inspection takes place.</b>	

**BIDDERS WHO DO NOT MEET THE ABOVE CRITERIA WILL RESULT IN AUTOMATIC DISQUALIFICATION**

## MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT	COMPLY/ NOT COMPLY
1. Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)	

**NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

## REQUIRED DOCUMENTS

- 1.1 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.  
(Verification will also be done by the SABC internally).
- 1.2 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 1.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.4 All EME’s and 51% black Owned QSE’s are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
  - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
  - 1.4.2 Level of Black Ownership

### **Note 1:**

**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.**

### **Note 2:**

**Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.**

- 1.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.6 Certified copy of Shareholders’ certificates.
- 1.7 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.**

## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF GARDEN MAINTENANCE SERVICE PROVIDER FOR SABC NW** **FOR PERIOD OF 36 MONTHS**

#### **1. BACKGROUND**

The South African Broadcasting Corporation Limited (SABC)NW situated in Mafikeng Cnr Dr Albert Luthuli Drive and James Moroka seeks to appoint a service provider to maintain the garden at its North West provincial offices. The building occupies only  $\pm 24000\text{m}^2$  of the area and the rest within 8 hectares area is parking space and gardens for period of 36 months. The potential service provider is therefore invited to participate in this Request for Quotation (RFQ).

#### **2. SCOPE OF SERVICES**

The rendering of gardening services will take place at SABC NW and the following areas will form part of the scope of services.

#### **3. GARDENING SERVICES REQUIREMENTS**

##### **3.1 Maintenance of lawns at SABC NW. The service provider is required to provide a comprehensive Garden Maintenance Service which includes the following:**

The grounds with grass and plants comprise of  $\pm 8$  hectares at SABC NW and paved areas including parking comprises

- Lawn maintenance: watering (borehole water with a manually operated sprinkler system), cutting lawn and edges;
- Plants: plant movement, soil turning and pruning;
- Planting of new plants as and when required;
- Cleaning of driveways and building exterior floor surfaces
- Cleaning and maintenance of water features
- Ensure proper disposal of garden rubbish.
- Care must be taken to avoid damage to plants and plant roots during the maintenance and gardening process.
- Sprinkler minor maintenance: filter and nozzle cleaning to ensure proper spraying functionality.
- Cutting, Pruning and trimming of trees that are not higher than two meters Seasonal preparations for lawn: apply fertilizer & lawn dressing;
- Seasonal preparations for plant beds: planting new plants, fertilizer and compost.
- Physical removal of weeds along the perimeter fence.

- Poisoning of pavements
- Treatment and control of outdoor and indoor garden pests and insects.
- Cleaning of the storm water drainage around the grounds
- The mowing of lawns
- Trimming of edges of flower beds, ground cover patches and paved areas
- Weeding of all areas
- Watering of all plants where required including those in containers
- Removal of cuttings and refuse of any sort from gardens especially the dry leaves
- Sweeping of paved areas and parking in order to keep them from leaves and debris at all times

### **3.2 EQUIPMENT AND CONSUMABLES REQUIRED FOR SABC SITE:**

#### **Special duties**

The following shall be performed by the service provider when necessary, in the opinion of the SABC NW and shall include-:

- Application of top soil
- The pruning of trees and shrubs.
- The cropping and ventilation of lawns.
- Exercising pest and weed control monthly with registered pesticides.
- Maintaining and replacing colourful seasonal plants and shrubbery from the main entrance.
- Applying fertilizer or composts when necessary to beds, shrubs and trees, and KAN to lawn.
  - Replanting of ground cover.

#### **LIST OF GARDENING EQUIPMENT TO BE USED**

<b>Equipment and Machinery</b>	<b>Qty</b>
Kudu machine <b>(Contract duration)</b>	1
Leaves Blower <b>(Contract duration)</b>	1
Lawn Mower <b>(Contract duration)</b>	2
Reef spade <b>(Contract duration)</b>	6
Rake Plastic <b>(Contract duration)</b>	8
Gravity Ladder <b>(Contract duration)</b>	1
Lasher digging fork <b>(Contract duration)</b>	5
Lasher saw <b>(Contract duration)</b>	4
Trimtech B/ Cutter <b>(Contract duration)</b>	2
Wheelbarrow concrete <b>(Contract duration)</b>	2

Lopping shear lasher Long handle ( <b>Contract duration</b> )	2
Hose Garden pipe 30mm ( <b>Contract duration</b> )	3

- Garden Services - Please Provide price for gardening service, which will include labour, consumables and equipment
- Number of Gardening Staff - Stipulate number of gardening personnel

#### 4. CONTRACT PERIOD

The contract is for a period of thirty-six (36) months.

#### 5 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.

#### 6. COSTING MODEL TO BE USED

Pricing Template enclosed on the RFQ to be used. “Annexure D”

#### 7. EVALUATION CRITERIA

##### 7.1 BBEE and Price

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

##### 7.2 Technical Evaluation

- The RFQ submission will be technically evaluated out of a maximum of **100**.
- A threshold of **75 out of the 100** has been set.
- Bidder who obtain less that **75** will not be considered for the next phase of evaluation (Site Inspection).

##### 7.2.1 Site Inspection

- The Site Inspection will be technically evaluated out of a maximum of **40**.
- A threshold of **30 out of the 40** has been set.
- Bidder who obtain less that **30** will not be considered for the next phase of evaluation (Price & BEE).

### 7.3 Objective Criteria

- 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.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

### SECOND PHASE PAPER BASED EVALUATION CRITERIA:

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Service providers relevant experience of Gardening services	<p>Company's minimum experience of Three <b>(3) years</b> in gardening services. Bidders must provide copy of references letters with relevant experience which <b>MUST</b> meet the following:</p> <ul style="list-style-type: none"> <li>➤ on a <b>client's business letterhead</b></li> <li>➤ <b>contact details</b> (email address &amp; contact number)</li> <li>➤ <b>contract duration</b></li> <li>➤ <b>duly signed by authorised person</b></li> </ul> <p>Company Profile illustrating Experience in Gardening services</p> <p><b>Number of years in Gardening services</b></p> <ul style="list-style-type: none"> <li>• greater than 5 years = <b>(20 points)</b></li> <li>• 3 - 5 years = <b>(15 points)</b></li> <li>• less than 3 years = <b>(0 points)</b></li> </ul> <p><b>Number of Letters</b></p> <ul style="list-style-type: none"> <li>• greater than 3 references letters = <b>(20 points)</b></li> <li>• 2 - 3 reference letters = <b>(15 points)</b></li> <li>• Less than 2 reference letters = <b>(0 points)</b></li> </ul> <p><b>No letter of appointment, completion certificate or Purchase order will be acceptable</b></p>	<b>30</b>	<b>40</b>
Gardening services Manager/Supervisor experience	<p><b>Provide a comprehensive CV and proof of qualifications for Horticulturist or Landscaping Architect with minimum of three (3) years' experience in managing or supervising similar contracts.</b></p> <p><b>CV with contactable references and certified copy of a diploma/degree. NB// CV must accompany qualification</b></p> <ul style="list-style-type: none"> <li>• greater than 5 years' experience = (25 points)</li> <li>• 3 – 5 years' experience = (10 points)</li> <li>• less than 3 years' experience = ( 0 points)</li> </ul>	<b>10</b>	<b>25</b>

Project Implementation Proposal	<p>Submit a proposal on how you will deliver the required service based on operational requirements for both garden services and indoor plant</p> <p><b>Points will be allocated on a rate as follow:</b></p> <ul style="list-style-type: none"> <li>• 0 points = does not meet requirement</li> <li>• 35 points = meets requirement</li> </ul> <p>Comprehensive proposal with annual plan indicating daily/weekly and monthly utilization of workforce and machinery to meet <b>outdoor garden service</b> and <b>Indoor plant service</b> specification</p>	<b>35</b>	<b>35</b>
Total		<b>75</b>	<b>100</b>

### THIRD PHASE: SITE INSPECTION

**Site Inspection** will be conducted on all bidders who have met the threshold on functionality evaluation. The below-mentioned criteria will be used to evaluate the site inspection.

Evaluation Area	Evaluation Criteria	Max Points
<b>A Operations</b>	<p>Bidders to provide the following tools on site</p> <ul style="list-style-type: none"> <li>• Kudu machine (5 points)</li> <li>• Leaves Blower (3 points)</li> <li>• Lawn Mower (5 points)</li> <li>• Reef spade (2 points)</li> <li>• Rake Plastic (2 points)</li> <li>• Gravity Ladder (2 points)</li> <li>• Lasher digging fork (2 points)</li> <li>• Lasher saw (2 points)</li> <li>• Trimtech B/ Cutter (5 points)</li> <li>• Wheelbarrow concrete (2 points)</li> </ul>	<b>30</b>
<b>B Communication</b>	<p>Communication tools,</p> <ul style="list-style-type: none"> <li>• Dedicated fax line / email address/ Computer (5)</li> <li>• Operational mobile phones for Supervisors (5)</li> </ul>	<b>10</b>
<b>Total</b>		<b>40</b>

**The points obtained for Site inspection must be at least 30 out of maximum of 40. Tenders who obtain less than 30 points will be declared non-responsive.**

### 8. ADJUDICATION USING A POINT SYSTEM

8.1. The bidder obtaining the highest number of total points will be awarded the contract

8.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

8.3. 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.

8.4. 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

8.5. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 9. POINTS AWARDED FOR PRICE

### THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

$P_s$  = 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

#### BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Contributor	Status level of	Number of points (80/20 point system)
	1	20
	2	18
	3	14
	4	12
	5	8
	6	6
	7	4
	8	2
<b>Non-compliant contributor</b>		<b>0</b>

9.1. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.

- 9.2. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- 9.3. 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
- 9.4. 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.
- 9.5. 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.
- 9.6. A tenderer 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.
- 9.7. A tenderer 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.

## **10. 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 RFQ, between the closing date and the date of the award of the business. **All enquiries relating to this RFQ should be emailed two days before the closing date.**

## **11. CONDITIONS TO BE OBSERVED WHEN TENDERING**

- 11.1. 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.

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

11.3. The Corporation reserves the right to:

11.3.1 Not evaluate and award tenders that do not comply strictly with this tender document.

11.3.2 Make a selection solely on the information received in the tenders and

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

11.3.4 Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.

11.3.5 Award a contract to one or more Tenderer(s).

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

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

11.3.8 Should Tenderer(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.

## **12. 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**

## **ANNEXURE A**

### **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 tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A tenderer awarded a contract may not sub-contract 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 than the tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract 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.

**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

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<b>SIGNATURE OF DECLARANT</b>	<b>TENDER NUMBER</b>	<b>DATE</b>
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<b>POSITION OF DECLARANT</b>	<b>NAME OF COMPANY OR TENDERER</b>
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**ANNEXURE B**

**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.

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**SIGNATURE OF DECLARANT**

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**TENDER NUMBER**

---

**DATE**

---

**POSITION OF DECLARANT**

---

**NAME OF COMPANY OR TENDERER**

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**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:
  - a. 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
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

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**ANNEXURE “C”**

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

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completed date</b>

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

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completion date</b>

**ANNEXURE D: COSTING MODEL (TO BE COMPLETED BY ALL BIDDERS)**

**4.GARDENING EQUIPMENT**

**LIST OF EQUIPMENT AND MACHINERY TO BE USED- TO BE COMPLETED BY ALL BIDDERS**

<b>EQUIPMENT AND MACHINERY</b>	<b>QTY</b>	<b>TOTAL COST FOR 36 MONTHS</b>
Kudu machine (Contract duration)	<b>1</b>	
Leaves Blower (Contract duration)	<b>1</b>	
Lawn Mower (Contract duration)	<b>2</b>	
Reef spade (Contract duration)	<b>6</b>	
Rake plastic (Contract duration)	<b>8</b>	
Gravity Ladder (Contract duration)	<b>1</b>	
Lasher digging fork (Contract duration)	<b>5</b>	
Lasher saw (Contract duration)	<b>4</b>	
Trimtech B/cutter (Contract duration)	<b>2</b>	
Wheelbarrow Concrete (Contract duration)	<b>2</b>	
Lopping shear Lasher Long handle (Contract duration)	<b>2</b>	
Hose Garden Pipe 30mm (Contract duration)	<b>3</b>	
<b>Add other costs provisions:</b>		
<b>Provision for Profit @</b>		
<b>Total Cost of Cleaning Equipment &amp; Provision for Profit Excl. VAT</b>		
<b>Value Added Tax@15%</b>		
<b>Total cost of Cleaning Equipment, Machinery &amp; Provision for Profit Incl. VAT</b>		

**5. GARDENING PERSONNEL- TO BE COMPLETED BY ALL BIDDERS (Total number of Gardeners =6)**

GARDENING PERSONNEL PRICE STRUCTURE	MONTHLY SALARY PER CLEANER	TOTAL MONTHLY COST
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/6		
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 Gardner per month		
<b>Total cost to Company for (06) Gardeners</b>		
<b>Add other costs provisions:</b>		
<b>Annual Statutory Increases @ (    %    )</b>		
<b>Provision for Profit @ (    %    )</b>		
<b>Total cost of labour &amp; provision for profit excluding VAT</b>		
<b>Value Added Tax@15%</b>		
<b>TOTAL COST OF LABOUR &amp; PROVISION FOR PROFIT INCLUDING VAT:</b>		

**6. TOTAL COST OF GARDENING SERVICES:**

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
EQUIPMENT FOR GARDENING	
GARDENING PERSONNEL	
<b>TOTAL COST OF GARDENING SERVICES EXCLUDING VALUE ADDED TAX ( 36 MONTHS)</b>	
Total cost of gardening services excluding Value Added Tax for 36 Months	R
<b>Value Added Tax @15%</b>	
<b>Total cost of gardening services including Value Added Tax for 36 Months:</b>	R

**END OF THE REQUEST FOR QUOTATION DOCUMENT**