



REQUEST FOR QUOTATION (RFQ)

PROVISION OF OFFICE CLEANING AND CAR WASH SERVICE SABC MBOMBELA OFFICES

RFQ	RFQ/LOG/2021/142
TENDER COLLECTION OR ISSUE DATE	28 OCTOBER 2021
BRIEFING SESSION	NONE
RFQ DESCRIPTION	PROVISION OF OFFICE CLEANING AND CAR WASH SERVICES FOR A PERIOD OF FOUR (4) MONTHS
PREFERENCE POINT SYSTEM	80/20
CLOSING DATE & TIME	08 NOVEMBER 2021 @ 12H00 PM
RFQ VALIDITY PERIOD	90 DAYS

Submissions must be electronically submitted to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ,

For queries, please contact **Asakundwi Nenguda** via email: tenderqueries@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 : _____

SIGNATUREOFBIDDER: _____

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: MANDATORY DOCUMENT

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

MANDATOY REQUIREMENT		COMPLY/ NOT COMPLY
1.	Submit Proof of membership of the bargaining council of Contract Cleaning Industry (BCCCI) (Provide proof of current year membership)	
2.	Provide proof of Bidders Operational Premises (Physical) Address in Mpumalanga Province. Bidders' operational offices that will be accepted must be within 100 km radius to SABC Mpumalanga operational office. The address of the bidder can be submitted in any form: i.e Lease Agreement/Written on the letterhead/Any proof of address attached or written in the RFQ document will be accepted .	

NON COMPLIANCE WITH ALL OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

REQUIRED DOCUMENTS

- 1.1 Proof of CSD Registration.
- 1.2 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).
- 1.3 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.4 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.5.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.5.2 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.

- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 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.

NO CONTRACT WILL BE AWARDED TO SUPPLIER WHO'S NOT REGISTERED ON CSD.

1. PURPOSE AND BACKGROUND

The purpose of the Request for Quotations is to appoint a service provider/supplier for the Provision of Office cleaning and car wash services for a period of four (04) months at the SABC regional office Mpumalanga.

2. SCOPE OF SERVICE

The successful service provider shall focus on the provision of cleaning services in line with commercial best practice. In particular without limiting the generality of the foregoing, the appointee will be responsible and shall be required to attend to:

The specifications / frequency schedules / sections provide an indication of the areas and buildings to be serviced for cleaning purposes as well as a guideline to minimum requirements and may be adjusted to ensure better service delivery and end user's requests. Notwithstanding the foregoing all areas with a higher traffic will be expected to be serviced more frequently in order to meet minimum standards. Minimum standards will be considered to be at least the highest standard set for the cleaning industry.

3. CLEANING HOURS

Normal working hours for SABC for weekdays excluding public holidays are from 08:00 to 16:30. However, cleaning services will be required from 07:00 to 16:00 week days with an hour lunch time between. Weekend and public holidays working hours should be from 07:00 till 12:00 mid-day. Salary rate of employees per hour should be in line with the Sectorial Determination for the cleaning industry for the relevant financial year.

4. STAFF COMPLIMENTS

Weekdays

Office cleaners	02
Car wash cleaner	01

Weekend and Public Holidays

Office cleaner	01
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The rendering of office cleaning services will take place at SABC Mpumalanga Provincial Offices in Mbombela and the following areas will form part of the scope of services.

The total floor space area comprises of 1,835.0 square metres of office space and consists of/is as follows:

Kitchen
Bathrooms
12 Studios
Office space, passages, main building
Foyer area

The number of bathrooms is 03 and consists of 03 urinals, 08 basins and 09 toilets.

5. CLEANING REQUIREMENTS AND FREQUENCY

Cleaning Requirements	Frequency
Clean, disinfect and sanitize all toilets, urinals, basins (mirrors and showers)	Minimum twice a day
Replenish consumables in ablution areas/facilities	Three times a day
Empty and clean all dustbins/waste containers from all areas and remove all waste to a specified area	Two times a day
Provide hot water in the Boardrooms and clean the crockery and cutlery after each meeting	Daily
Sweep and damp mop all floors with disinfectant including entrances, reception areas, ablution facilities, boardrooms, kitchens, etc.	Daily
Dust and clean all skirting, windowsills, window ledges, doors and equipment	Daily
Dust, clean and polish furniture	Daily
Clean, wipe and disinfect telephone instruments	Daily
Ensure reception and entrance area is kept clean	Daily
Clean mirrors, all metal fittings and spot clean walls, doors, and partitions of ablution areas	Daily
Wipe all silver	Daily
Remove spots on carpets	Daily
Vacuum clean heavy traffic areas	Daily
Vacuum clean medium traffic areas	Every second day
Vacuum clean light traffic areas	Twice a week
Dust all vertical surfaces (walls, cabinets, etc.)	Weekly
Clean windows on the inside	Monthly

Kitchen and office fridges must be cleaned	Monthly
The Studios, Archives and CD / DVD / Video Library must be swept, dusted and vacuumed.	Fortnight
Firefighting equipment must be wiped with a damp cloth	Weekly
Wash covered furniture	As and when required
Deep cleaning of carpets	As and when required
Exterior window cleaning	As and when required
CAR WASH	
Ensure all pool cars are clean	Daily
Keep car wash area clean	Daily

6. CLEANING MATERIALS

The service provider shall supply all cleaning consumable 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.

6.1 CONSUMABLES AND EQUIPMENT

DESCRIPTION	QUANTITY
COMSUMABLES	
Low noise industrial Vacuum cleaners	03
Wet & dry vacuum cleaner	01
Mops (Color coded)	2 x Blue (Passages) per cleaner
Industrial Chemicals and Detergents	Monthly 1 x 5L Bleach 1 x 10L Ammonia strengthened general cleaner 1 x 10L cleaning liquid 1 x 10L Dishwasher liquid 1 x 5L Carpet Freshener 1 x 5L Toilet Bowl Cleaner 10 x 375ml Furniture Polish
EQUIPMENTS	
Trolleys	2 x trolley Work station
Microfiber Color coded cloth	Cloths per cleaner: 2 x Red – Toilets 2 x Blue – Sink

	2 x Yellow – Tables in Offices 2 x Green – Dusting 1 x scouring pads 1 X Hard Brooms 1 x Household brooms
Industrial Carpet cleaning machine	1 x Machine store at supplier premises (used on request)
Wet Floor/ Caution Signs	2 x cautions signs (small size)
Toilet Brushers ,spray bottle, dustpan sets etc	9 x Toilet brushes 2 x 1Litre spray bottles 2 x long feather dusters 2 x short feather dusters 5 x bails of clear garbage disposal bags (monthly) 5 x bails of toilet refuse bags(monthly) 2 x cleaning gloves 2 x Respiratory Masks (where required)
Office bin liners	5x bails of clear plastic bag

7. CONTRACT PERIOD

The contract is for period of four (04) months.

8. COSTING MODEL TO BE USED

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the service, **refer to Annexure D, Pricing Schedule attached hereto.**

9. EVALUATION CRITERIA

Bidders should note that only bidders who met the Prequalification Criteria: mandatory documents of the bid will be evaluated further using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

The bid responses will be evaluated on 80/20 point system and the functionality will be evaluated based on the criteria below:

9.1 SECOND PHASE EVALUATION CRITERIA: TECHNICAL EVALUATION CRITERIA

Evaluation area	Evaluation Criteria	MAX Points
Company Track record and contactable references	<p>Company's minimum experience of 3 years in office cleaning services. Bidders must provide valid reference letters which MUST meet the following:</p> <ul style="list-style-type: none"> ➤ on a client's business letterhead ➤ contract duration (Stipulate start and end date) ➤ duly signed by authorised person <p>Company's Experience in Office Cleaning services</p> <p>Number of years in service</p> <ul style="list-style-type: none"> • Greater than 5 years =(15 points) • 3 - 5 years =(12 points) • less than 3 years =(0 points) <p>Number of Valid Reference Letters</p> <ul style="list-style-type: none"> • Greater than 3 valid references letters = (15 points) • 2 - 3 valid reference letters =(12 points) • 1 valid reference letter = (10 points) 	30
Total		30

Technical evaluation threshold

Bidders who obtain less than a minimum threshold of **22** points out of a maximum of **30** points will be disqualified from further evaluation and declared non-responsive.

10. OBJECTIVE CRITERIA

- SABC reserve the rights not to award this bid to any bidder with poor proven track record based on judgement of previous projects, within the SABC and/or with other clients.
- 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.

11. ADJUDICATION USING A POINT SYSTEM

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

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

11.3. 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.

11.4. 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

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

12. POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

13. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- 13.1. 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.
- 13.2. 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.
- 13.3. 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
- 13.4. 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.
- 13.5. 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.
- 13.6. 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.
- 13.7. 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.

14. 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 three days before the closing date.**

15. CONDITIONS TO BE OBSERVED WHEN TENDERING

15.1. 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.

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

15.3. The Corporation reserves the right to:

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

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

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

15.3.4 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.

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

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

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

15.3.8 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.

16. 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

SIGNATURE OF DECLARANT	TENDER NUMBER	DATE
POSITION OF DECLARANT	NAME OF COMPANY OR TENDERER	

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.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE C

SBD 8

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>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	<p>If so, furnish particulars:</p>	<input type="checkbox"/>	<input type="checkbox"/>
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	<p>If so, furnish particulars:</p>		

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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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

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 consortium³ 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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

ANNEXURE D – PRICING SCHEDULE

CLEANING PERSONNEL

(Total number of cleaners 3)

CLEANING PERSONNEL PRICE STRUCTURE	MONTHLY SALARY: PER CLEANER	TOTAL
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		
Total cost to Company for (4) Cleaners		
Add other costs provisions:		

**CLEANING CONSUMABLES AND EQUIPMENT
CONSUMABLES**

DESCRIPTION	QUANTITY	PRICE P/M
Low noise industrial Vacuum cleaners	03	
Wet & dry vacuum cleaner	01	
Mops (Color coded)	2 x Blue (Passages) per cleaner	
Industrial Chemicals and Detergents	Monthly 1 x 5L Bleach	
	1 x 10L Ammonia strengthened general cleaner	
	1 x 10L cleaning liquid	
	1 x 10L Dishwasher liquid	
	1 x 5L Carpet Freshener	
	1 x 5L Toilet Bowl Cleaner	
	10 x 375ml Furniture Polish	
TOTAL		

EQUIPMENT

DESCRIPTION	QUANTITY	PRICE P/M
Trolleys	2 x trolley Work station	
Microfiber Color coded cloth	Cloths per cleaner:	
	2 x Red – Toilets	
	2 x Blue – Sink	
	2 x Yellow – Tables in Offices	
	2 x Green – Dusting	
	1 x scouring pads	
	1 X Hard Brooms	
	1 x Household brooms	
Industrial Carpet cleaning machine	1 x Machine store at supplier premises (used on request)	
Wet Floor/ Caution Signs	2 x cautions signs (small size)	
Toilet Brushers ,spray bottle, dustpan sets etc	9 x Toilet brushes	
	2 x 1Litre spray bottles	
	2 x long feather dusters	
	2 x short feather dusters	

	5 x bails of clear garbage disposal bags (monthly)	
	5 x bails of toilet refuse bags(monthly)	
	2 x cleaning gloves	
	2 x Respiratory Masks (where required)	
Office bin liners	5x bails of clear plastic bag	
TOTAL		