

Doc Number:
OF-SCM-01D

REQUEST FOR BID SERVICES



Revision: 3.0

Effective date: 02 October 2023

REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: SAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES

CLOSE **Date:** Monday, 11 December 2023
Time: 11:00

DESCRIPTION: 14BREQUEST FOR BID FOR SOURCING OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

BRIEFING SESSION: Yes No

See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organisation/individual: _____

Contact person: _____

Telephone/ Cell number: _____

E-mail address: _____

Glossary

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (51) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must be returned with bids.

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract (The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- Section B 4: Invitation to Bid (SBD 1)
- Section B 5: Pricing Schedule (Professional Services) (SBD 3.3)

SECTION A

(This section must be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

- 2.1 No briefing session will be held.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Malose.teffo@sahpra.org.za by not later than **Thursday 30 November 2023**. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. The questions and answers will be uploaded on SAHPRA website on **Friday 01 December 2023**. The bid number should be mentioned in all correspondence.

Contact details for Malose Teffo

E-Mail: malose.teffo@sahpra.org.za

4 SUBMITTING BIDS

- 4.1 **One (1) original document plus two (2) copies and one (01) USB must be handed in/ delivered to:**

Loftus Park, Building A,
402 Kirkness St
Arcadia
Pretoria
0083

No posted, faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours (**08:30 to 16:00 Mondays to Fridays**) before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*

2. Bids submitted or handed in at any other address than the one stated above will not be considered.

4.2 Bids should be submitted in a sealed envelope, marked with:

- BID NUMBER (**1BSAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES**)
- Closing date and time (**4BMonday, 11 December 2023 @ 11:00 am**)
- The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BID SUBMISSIONS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

6 BID VALIDITY

The bid is valid for ninety (90) days from closing date.

7 GENERAL CONDITIONS OF CONTRACT

7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE FOR CLEANING AND HYGIENE SERVICES

1. INTRODUCTION

The South African Health Products Regulatory Authority (SAHPRA / The Authority) is the regulatory authority responsible for the regulation of health products intended for human and animal use, the conduct of clinical trials, as well as the licensing of manufacturers, wholesalers, and distributors of medicines and medical devices, radiation emitting devices, and radioactive nuclides.

The legislative mandates of SAHPRA are derived from the Medicines and Related Substances Act, 1965 (Act No. 101 of 1965), as amended (herein after referred to as “the Medicines Act”), and other relevant legislation, regulations, and policies.

In terms of the Medicines Act, the objectives of the Authority are to provide for the monitoring, evaluation, regulation, investigation, inspection, registration, and control of medicines, scheduled substances, clinical trials, medical devices, and radiation emitting devices, and related matters that are in the public’s interest.

SAHPRA transitioned into a public entity on 1 February 2018. Previously, the Authority was known as the Medicines Control Council (MCC), a sub-programme of the National Department of Health (NDOH).

SAHPRA charges fees for various services rendered in terms of its mandate. These fees are gazetted, and applicants pay fees prior to submission of application. Payment received are allocated in a clearing account (unallocated) until matched to an application where it’s added to the deferred income / income received in advance listing. Revenue is recognised on service rendered.

2. PURPOSE

SAHPRA seeks to appoint an experienced service provider to provide cleaning and hygiene services for a period of thirty-six (36) months commencing on 01 May 2024 or such other date as may be determined by SAHPRA.

3. SCOPE OF WORK AND SPECIFICATIONS

3.1. The number of staff members to be dedicated to the contract are:

- One supervisor (Full time),
- Four cleaners (Full time).

3.2. In an instance that the service provider employs 40% of cleaners who are not experienced or trained, indicate training programmes that will be provided to staff for the operation of the equipment, usage of chemicals, and precautions taken in terms of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993).

A training plan covering the duration of the contract must be attached to the proposal.

Section A 3: Evaluation Process/ Criteria

- 3.3.** The supervisor shall be expected to have attended an OHS training course or shall be required to do so upon appointment. The training should be conducted by the accredited service providers (e.g., NOSA)
- 3.4.** The service provider shall:
- 3.4.1. Conduct its business in a courteous and professional manner.
 - 3.4.2. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, etc. SAHPRA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g., payment of cleaners not in line with the relevant Sectoral Determination including payment for overtime work.
 - 3.4.3. Manage internal disputes among his/ her staff such that SAHPRA is not affected by those disputes.
 - 3.4.4. Ensure that at least 60% of the cleaning staff complement have at least one (1) years of cleaning experience in an office environment.
 - 3.4.5. Ensure that all staff are in good health and pose no health risk to any SAHPRA employees.
 - 3.4.6. Provide a First Aid Box on the premises.
 - 3.4.7. Comply with all SAHPRA policies, procedures, and regulations.
 - 3.4.8. Not make use of fire hose reels or, in the office area, for the purpose of executing their duties.
 - 3.4.9. Not use equipment, utensils or chemicals that may damage fittings, persons, or any other contents in the offices. SAHPRA has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
 - 3.4.10. Not use any poisonous or highly inflammable substances without the written consent of SAHPRA.
 - 3.4.11. Ensure that all work performed, and all equipment used on site, are compliant with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SAHPRA.
 - 3.4.12. Re-fill, empty, and clean machines, and equipment on a regular basis at such places as indicated/ designated.
 - 3.4.13. Ensure that SAHPRA is informed of any permanent removal and replacement of staff prior to their removal/ replacement where possible.
 - 3.4.14. Where possible the bidder should retain SAHPRA cleaners.
- 3.5.** For security reasons, SAHPRA reserves the right to screen all persons working under this contract. This may include screening for criminal records, etc.
- 3.6.** The service provider will be required to attend the following meetings as and when required by SAHPRA:
- Occupational Health and Safety (OHS) meetings.
 - Ad-hoc meetings organized as and when necessary.
 - Progress meetings to be held on a quarterly basis.
 - Site service and compliance monitoring on a bi-weekly basis; and
 - Any other emergency meetings.

3.7. Disaster Management, Urgent Services & Emergencies:

In the event of flooding or any other incident, which may require cleaning and sanitation services that are not specified in this bid document, the cleaning and sanitation service must be undertaken by the appointed service provider.

3.8. Remunerate its staff in line with at least the Sectoral Determination 1: Contract Cleaning Sector. SAHPRA shall take steps against the service provider if there is non-compliance.

SAHPRA shall monitor the service provider to ensure that the remuneration (costs of labour) of its employees employed on the contract is in line with the financial proposal submitted with this tender.

3.9. SAHPRA may/ will, in its sole discretion:

- 3.9.1. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
 - 3.9.2. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
 - 3.9.3. Provide a storage facility for equipment and materials.
 - 3.9.4. If necessary, request the withdrawal of a staff member/cleaner if he/she poses a threat, misconduct, or anything to SAHPRA employees or because of continuous poor performance.
 - 3.9.5. Not be held liable for any injuries or death incurred by the service provider's staff whilst on duty on the SAHPRA premises.
- 3.10. Request proof of cleaner's remuneration (i.e., payslip, etc) which must be aligned with the submitted pricing schedule. SAHPRA shall take steps against the service provider if there is non-compliance to remuneration of their staff.**

4. DUTIES AND RESPONSIBILITIES

The responsibilities of the service provider shall include, but may not be limited to the following:

4.1. STANDARD CLEANING ACTIVITIES

4.1.1. FLOOR MAINTENANCE:

4.1.1.1. RESILIENT FLOORS:

- Sweep or damp mop Daily
- Machine burnish When required

4.1.1.2. STONE FLOORS (CERAMIC TILES):

- Sweep Daily
- Damp mop Daily

Section A 3: Evaluation Process/ Criteria

- Machine buff When required
 - Machine scrub When required

- 4.1.1.3. RUGS AND CARPETING:
 - Vacuum clean thoroughly Daily

- 4.1.2. DUSTING:
 - Dust all surface (low level) Daily
 - Dust all high ledges and fittings Weekly
 - Dust all surfaces (walls, cabinets, etc.) Weekly
 - Dust all window ledges Daily
 - Dust telephones Daily
 - Clean and disinfect telephones Daily

- 4.1.3. WASTE DISPOSAL:
 - Provide refuse bags for the bins Daily and when required
 - Empty and clean all waste receptacles Daily
 - Remove all waste to specified areas Daily
 - Remove all waste papers Daily
 - Wipe clean the waste bins under the workstations Daily

- 4.1.4. WALLS AND PAINTWORK:
 - Spot clean all low surface, i.e. glass, walls, doors and light switches Daily

- 4.1.5. GLASS AND METAL WORK:
 - Spot clean glass doors Daily

- 4.1.6. ENTRANCE AND RECEPTION:
 - Sweep entrance Daily
 - Clean doormats and wells Daily

- 4.1.7. WINDOW CLEANING:
 - Clean interior and faces of all accessible windows Monthly
 - Clean partition glass Weekly

- 4.1.8. BLINDS:
 - Dust Twice a week
 - Ensure that blinds are in place Daily
 - Wipe using a blind cleaner Twice a week

NB: Where the service provider has been found negligent, he/she shall be held accountable for the blinds damaged. Cleaners shall be encouraged to report any damaged blinds to SAHPRA Facilities Management Unit.

4.1.9. STOREROOMS:

Storerooms shall be dusted, floors vacuumed/ washed twice monthly under supervision.

4.1.10. BALCONIES AND COURTYARDS:

- Balconies must be swept and mopped on a weekly basis.
- Spot clean benches (10x) Weekly and as when required.

4.1.11. DINING/ PAUSE AREA AND KITCHENS:

- Maintain and clean floors Daily - according to type.
- Wash all the dishes and lunch boxes in the kitchen Four times a day and when required.
- Dust all vertical and horizontal surfaces up to ceiling height Daily
- Clean the fridges Fortnightly and when required.
- Damp wipe furniture Daily
- Clean the microwaves Daily
- Clean and re-fill water coolers/ boilers Daily
- Empty and clean waste bins Twice a day
- Wash dirty dishes in the kitchen As and when required.

NB: Dishwashing material *MUST BE INCLUDED IN THE PROPOSAL* (dishwashing liquid, multi-surface cleaner, bleach, dishwashing cloths, scourers and refuse bags for kitchens will be supplied by service provider). Must be SABS approved.

4.1.12. BOARDROOMS:

- Maintain and clean floors Daily
- Dust all boardroom tables and chairs Daily
- Collect dirty dishes and wash them in the kitchen As and when required

4.1.13. WATER COOLERS:

- Clean and re-fill water coolers (where required) Daily
- Disinfect water coolers (where required) Four (04) X Daily

4.2. SERVICE TIMES:

4.2.1. Day cleaning - Monday to Friday from **06h30 to 15h00.**

4.2.2. Night cleaning is not allowed.

4.3. MISCELLANEOUS:

Section A 3: Evaluation Process/ Criteria

- Polish desk and office furniture Fortnightly
- Wash vinyl covered furniture Monthly
- Vacuum cloth covered furniture Monthly
- Removal of empty boxes When required

4.4. QUARTERLY CLEANING EXERCISES

- Carpet cleaning (deep cleaning) Quarterly
- Clean interior part of windows Quarterly
- Deep Cleaning of Couches (approximately 6) (Numbers may increase or decrease)
- Deep cleaning of chairs (approximately 874) (Number may increase or decrease)
- Deep cleaning of kitchen floors and pause area floors (stripping) (Clean, wash and machine scrub)
- Pest & Rodents Control Quarter (only on weekends)

(Follow-up exercises after 6 weeks of each exercise)

4.5. DISINFECTION OF COMMON AREAS

- Disinfection of common areas Four (04) X a day
(i.e., Microwaves, fridges, water coolers, entrance doors, kitchen door handles).

4.6. DAILY CLEANING DISINFECTING CHEMICALS

In compliance to the World Health Organization and Department of Health minimum requirements:

- Sanitizing and disinfecting objects, surfaces, and workstations using the basic minimum requirements:
 - Germ Guard.
 - Disinfectant containing **0.5% sodium hypochloride.**
- After a confirmation of a Positive Case (If any)
 - Surface sanitizer with a minimum of **75% alcohol content.**
 - Germ Guard.

4.7. CONTROLLED AREAS:

- Electrical and mechanical plant rooms, server rooms, patch rooms (cleaned under supervision).

4.8. GENERAL CLEANING EQUIPMENT REQUIRED

The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements above and must always be functional.

- 4.8.1. Industrial heavy-duty carpet cleaner (wet and dry):

Section A 3: Evaluation Process/ Criteria

- Min power – approximately 2 400W
 - Sound level - very low
 - Wet and dry nozzle – approximately 360mm.
- 4.8.2. Industrial vacuum cleaners (less noise):
- Min power – approximately 2 400W
 - Sound level - very low
 - Wet and dry nozzle – approximately 360mm.
- 4.8.3. Disc stripping machine.
- 4.8.4. Mop trolleys.
- 4.8.5. Carpet blowers for drying the carpet during the carpet cleaning exercise.
- 4.8.6. Any other necessary equipment.
- 4.8.7. Every worker must have the following:
- Latex gloves
 - Broom
 - Mop trolley
 - Scrubbing brushes
 - Buckets
 - Cautionary signs
 - Buffing machine
 - Furniture polish
 - Multipurpose cleaner
 - Disinfectant soap
 - Dusters
 - Scourers
 - Micro-fibre blind cleaner
 - All other necessary cleaning material
- 4.8.8. Every worker must be clothed in full uniform and have name tags depicting the name of the cleaner.
- 4.8.9. **Strict adherence to the Colour Coding in the provision of Cleaning and Hygiene Services in SAHPRA Head Office as follows:**
- **RED** - most often used in high-sanitary (high risk of spreading infection) applications or in restroom cleaning, such as with toilets and urinals; - *Not applicable for SAHPRA as toilet cleaning will not be required.*
 - **YELLOW** - for sinks, counters, and washroom surfaces; also used for specialty cleaning (such as service counters, mirrors, and metal works).
 - **BLUE** - in lower risk areas of a building, such as desktops, ledges, walls & tiles, window cleaning and high and low dusting.
 - **GREEN** - used in food processing and food serving areas, such as kitchens & canteens, pause areas.

4.9. FLOOR AREA

Section A 3: Evaluation Process/ Criteria

4.9.1.	Second Floor	
	Delivery Reception:	1x Delivery Reception
	Delivery Reception Desk:	1x Delivery Reception Desk
	Main Reception:	1x Main Reception
	Main Reception Desk:	1x Main Reception Desk
	Offices:	8 x Offices
	Open Plan Workstations:	82 x Workstations
	Kitchens:	1 x Kitchen
	Boardrooms:	1 x Boardroom
	Meeting Rooms	3 x Meeting Room
	Pause Area:	1 x Pause area
	Storerooms:	1 x Delivery Store
	Patch Room	1 x Patch Room
	Carpeted Area:	633,62m2
	Vinyl Area:	155,07m2
	Balcony Area:	612.38m2
	2nd Floor Total Area:	1 401,07m²
 4.9.2.	 Third Floor	
	Offices:	21 x Offices
	Open Plan Workstations:	129 Workstations
	Kitchens:	1 x Kitchen
	Boardrooms:	1 x Boardroom
	Meeting Rooms	1x Meeting Room
	Consulting Rooms:	6 x Consulting Rooms
	Training Room:	1 x Training Room
	Training Ante Room	1 x Training Ante Room
	Pause Area:	1 x Pause Area
	Storerooms:	1xStoreroom
	Cleaning storeroom	1xCleaningStoreroom
	IT Room Store	1 x IT Room Storeroom
	IT Workshop Room	1x Workshop Room
	Patch Room	1 x Patch Room
	Sick Room/ Wellness Room	1 x Sick Room
	Pause Area:	1 x Pause Area
	Carpeted Area:	1 440,87m2
	Vinyl Area:	275,46m2
	Balcony Area:	114,38m2
	3rd Floor Total Area:	1 830,71m²
 4.9.3.	 Fourth Floor	
	Offices:	15 x Offices
	Open Plan Workstations:	65 Workstations
	Kitchens:	1 x Kitchens
	Boardrooms:	1 x Boardroom

Section A 3: Evaluation Process/ Criteria

Printer Room:	1 x Printer Room
Pause Area:	1 x Pause Area
Storerooms:	1 x HR Filing Store
Facilities storerooms:	1 x Facilities Store
Security Control Room:	1 x Security Control Room
Cleaner Change Room:	1x Cleaner Change Room
Consulting Rooms:	2 x Consulting Rooms
Patch Room:	1 x Patch Room
Carpeted Area:	894,51m ²
Vinyl Area:	169,40m ²
Balcony Area:	50,49m ²
4th Floor Total Area:	1 114,40m²

4.9.4.

Fifth Floor

Offices:	25 x Offices
Open Plan Workstations:	21 x Workstations
Kitchens:	1 x Kitchen
Storerooms:	7 x Storerooms
Boardroom:	1 x Executive Boardroom
Boardroom:	1 x CEO Boardroom
Boardroom:	1 x Video Conference room
Pause Area:	1 x Pause area
Patch Room:	1 x Patch Room
Printer Room:	1 x Printer Room
Consulting Rooms:	4 x Consulting Rooms
Exec. Lounge Buffet Area:	1x Exec. Lounge
Carpeted Area:	1 092,28m ²
Vinyl Area:	236,51m ²
Balcony Area:	112,04m ²
5th Floor Total Area:	1 440,83m²
Overall floor area:	5 787.02m²

Cleaners Floor Allocations

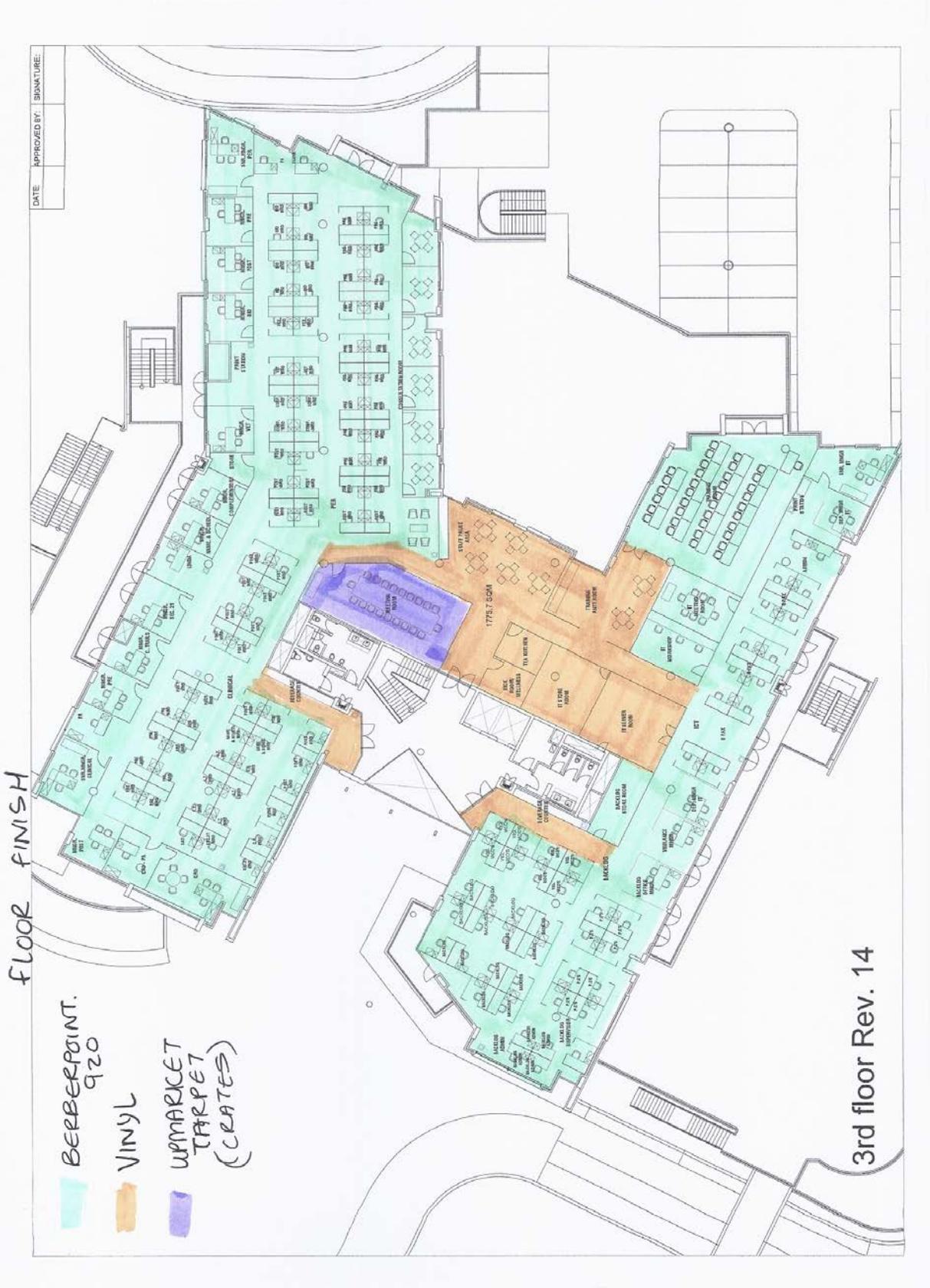
Cleaners	Floors	SQM
1	Building A - 2 nd Floor	1 401,07m ²
1	Building A - 3 rd Floor	1 830,71m ²
1	Building A - 4 th Floor	1 114,40m ²
1	Building A - 5 th Floor	1 440,83m ²

Section A 3: Evaluation Process/ Criteria

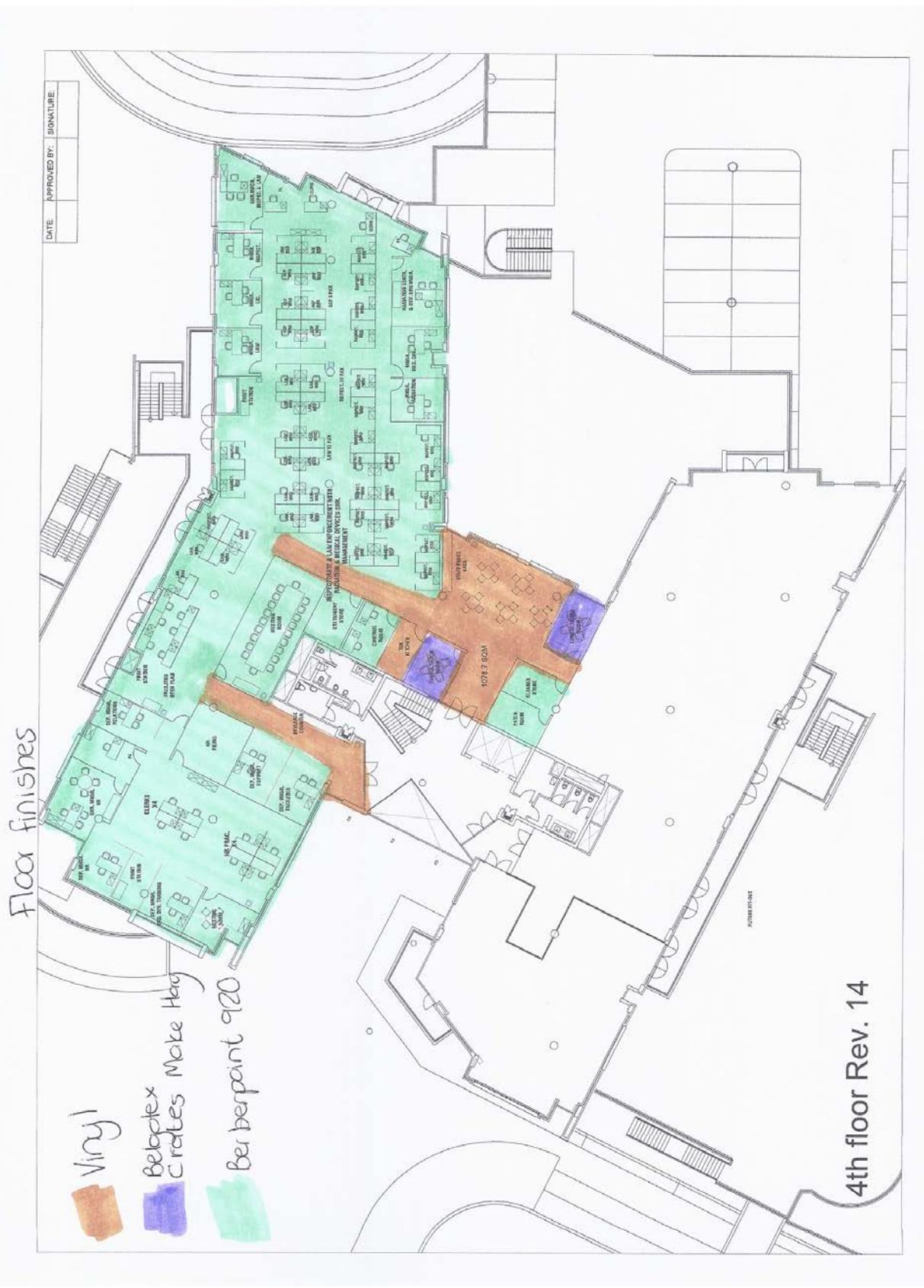
4.6.1 Floor Plans



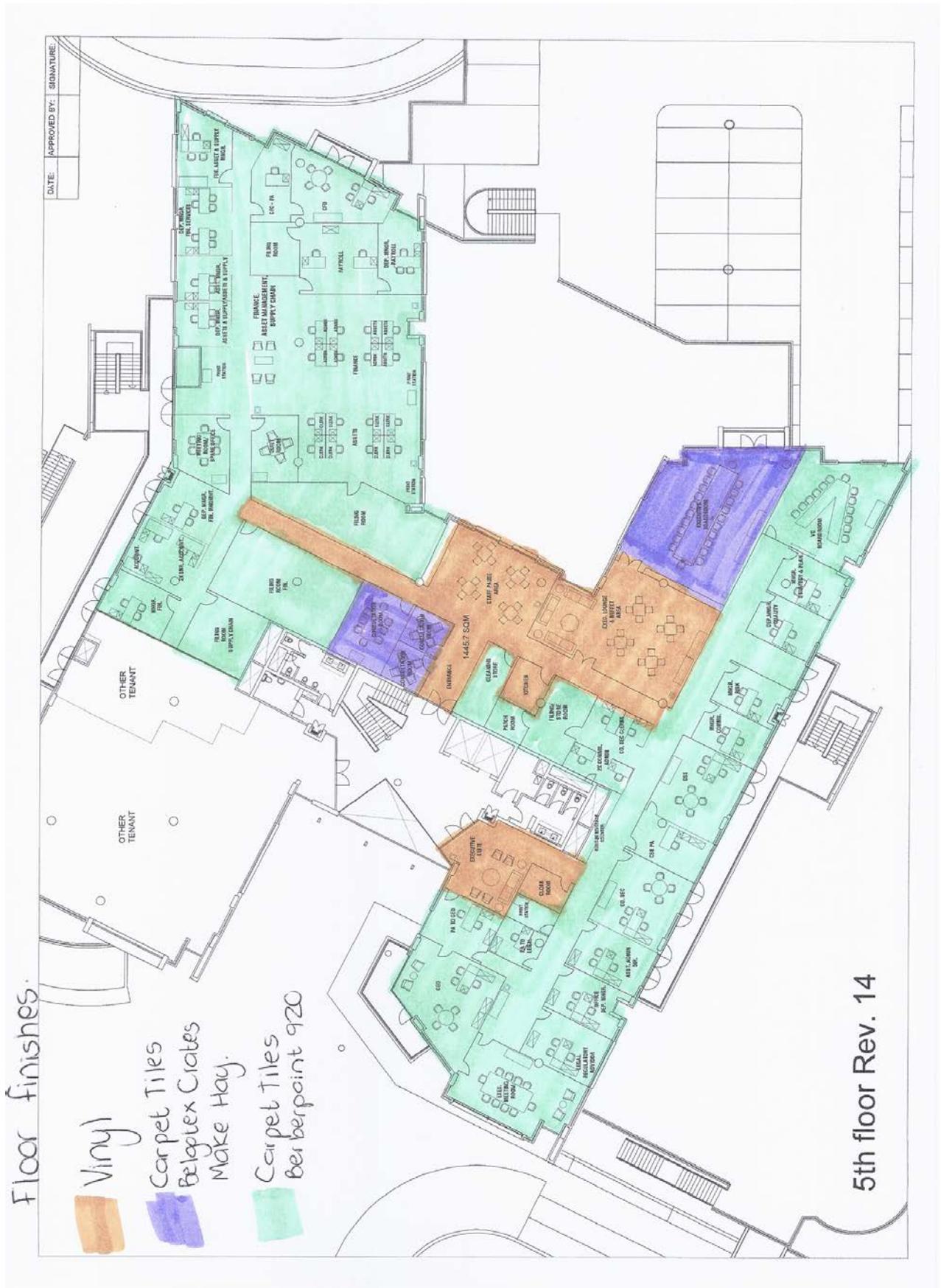
Section A 3: Evaluation Process/ Criteria



Section A 3: Evaluation Process/ Criteria



Section A 3: Evaluation Process/ Criteria



4.10. WHERE THE SERVICE WILL BE REQUIRED

The service will have to be delivered in Building A, Loftus Park,402 Kirkness Street, Arcadia Pretoria.

4.11. COMPETENCY AND EXPERTISE REQUIREMENTS

The supervisor is required to have a minimum of three (3) years’ current experience as a supervisor in the cleaning and sanitation services industry **(CV to be provided)**.

4.12. CONTRACT PERIOD

The contract shall be for a maximum period of thirty-six (36) months commencing on 1 May 2024 or such other date as may be determined by SAHPRA.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions may be eliminated from further consideration.

Failure to comply with or submit any one of the following items, may render a bid non-responsive and may not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest (SBD 4)		
Part 5	Completed and signed Invitation to Bid (SBD 1)		
Part 7	Proof of registration on the CSD If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted		

Failure to comply with or submit completed Pricing schedule, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 6	Completed Pricing Schedule in the prescribed format (SBD 3.3)		

Section A 3: Evaluation Process/ Criteria

1.1.2 Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.

1.1.3 **Register the hard-copy proposals in the tender submission register at SAHPRA reception. Hard-copy Proposals not recorded on the tender submission register at SAHPRA reception will be disqualified from further evaluation.**

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

Mandatory Requirements	Provide evidence/page no and/or location	Yes/No (Yes-proceed, No – Do not evaluate further)
Proof of Registration with the National Contract Cleaners Association (NCCA) or Cleaning Association of South Africa (CASA) or any other registered cleaning association		
Occupational Health and Safety Policy submitted		
Proof of Public Liability Insurance submitted		
Valid Letter of good standing from Department of Labour as per COIDA		

If all four conditions above are not met, do not evaluate further

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
<p>Company Experience indicating number of years of experience in providing cleaning and hygiene services (specific reference to delivered projects)</p> <p>The bidder has been providing cleaning and hygiene service for:</p> <ul style="list-style-type: none"> • No experience 0 point • 1 year to 3 years 5 points • Above 3 years to 4 years 10 points • Above 4 years 15 points 		15
<p>Experience of the Supervisor (CV to be provided).</p> <ul style="list-style-type: none"> • Less than 3 years' experience =0 • Three years' experience and above = 5 points 		5

Section A 3: Evaluation Process/ Criteria

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
<p>Cleaning Service Implementation Plan. The Implementation Plan must include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Activities during Pre- Implementation Phase 10 points • Activities during Implementation phase 10 points • Activities during Close-Out Phases 10 points • If none of the above are attached 0 point 		30
<p>Maintenance Plan. The Maintenance Plan must include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Cleaning and hygiene equipment. 5 points • Frequency for maintenance of cleaning and hygiene equipment 5 points • Ensuring an adequate supply of all cleaning and hygiene consumables and regular disinfection of surfaces or common areas. 5 points 		15
<p>Contingency Plan during cleaning service execution. The Contingency Plan must detail measures to be implemented during industrial actions, leave, and absenteeism. 10 points</p>		10
<p>Emergency Response Procedures – Must provide an Occupational Health & Safety Plan which must include but not be limited to the following:</p> <ul style="list-style-type: none"> • Commitment to train (2) two cleaners as first-aiders. 5 points • Procedures for Injury on Duty (IOD) for cleaners on site. 5 points 		10
<p>Bidders are expected to attach 3 copies of reference letters that they have provided cleaning and hygiene services in a corporate office environment in the last 5 years (current/previous).</p> <p>The reference letters will be scored in accordance with the following criteria:</p> <ul style="list-style-type: none"> • The reference letters must be on an entity letterhead. • Clearly indicate the type of service provided. • Contract duration • Contract value • Relevant contact person’s name, surname, and position • Relevant contact number/s <p>0 Letters satisfying all the above requirements = 0 points 1 Letter satisfying all the above requirements = 5 points 2 Letters satisfying all the above requirements = 10 points 3 Letters satisfying all the above requirements = 15 points</p>		15

Section A 3: Evaluation Process/ Criteria

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
Total Technical Evaluation Criteria		100

Presentation Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
TOTAL EVALUATION CRITERIA		100

a. The score for functionality shall be calculated as follows:

- i. The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- ii. The minimum technical threshold is **75 points**. Bidders that do not meet the minimum technical threshold will not be evaluated further for price and specific goals.

b. PRICE AND SPECIFIC GOALS POINTS

- i. All remaining bids will be evaluated as follows:
- ii. The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- iii. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.
- iv. The point scored for the specific goals for each acceptable bid will now be added to the price point.
- v. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

c. ADJUDICATION OF BID

Section A 3: Evaluation Process/ Criteria

- i. The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.
- ii. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

Approved for use!

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number 1BSAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest
 - Declaration of bidder’s past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
- 3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
- 5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____
CAPACITY _____
SIGNATURE _____
NAME OF FIRM _____
DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

Section A 4: Contract Form

OFFICIAL STAMP

WITNESSES

1 _____

2 _____

DATE: _____

Approved for use!

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

Approved for use!

**SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1**

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the SAHPRA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS

Section B 1: Special Conditions of Bid and Contract

11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	<p>Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted</u> in the relevant part, may not be considered for evaluation purposes.</p>
16.3	<p>Part 1: Special Conditions of Bid and Contract</p>
16.3.1	<p>Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).</p> <p>Bids submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.</p>
16.4	<p>Part 2: Tax Compliance</p>
16.4.1	<p>Bidders must ensure compliance with their tax obligations.</p> <p>Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.</p> <p>Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.</p> <p>Bidders may also submit a printed TCS together with the bid.</p> <p>In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.</p> <p>Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p> <p>Bids submitted without any one of the above particulars, may be deemed to be non-responsive.</p>
16.5	<p>Part 3: Declaration of Interest</p>
16.5.1	<p>Each party to the bid must complete and return the “Declaration of Interest” (Section B-2).</p> <p>Bids submitted without a complete and signed Declaration of Interest may be deemed to be non-responsive.</p>
16.6	<p>Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022</p>
16.6.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-3) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p>

Section B 1: Special Conditions of Bid and Contract

	Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.7	Part 5: Invitation to Bid
16.7.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-4) document. Bids submitted without a completed and signed Invitation to Bid may be deemed to be non-responsive.
16.8	Part 6: Pricing Schedule
16.8.1	All costs related to the bid are to be allowed for in the pricing schedule and in the format prescribed and must be returned as part of the submission (Section B-5). Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.
16.8.2	Price for thirty-six (36) months of the contract must be firm and must be indicated in the format prescribed. <input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.9	Part 7: Registration on the CSD
16.9.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, may be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Section B 2: Declaration of Interest

**BIDDERS DISCLOSURE (SBD 4)
Return as Part 3**

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Section B 2: Declaration of Interest

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

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.

Section B 2: Declaration of Interest

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Approved for use!

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

Return as Part 4

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) Specific goals
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black

- Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
 - (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
 - (g) **“prices”** includes all applicable taxes less all unconditional discounts;
 - (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
 - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
 - (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS						
Description / Goals		Allocated points		Evidence or Proof of claim	Number of points claimed (80/20 system) (To be completed by the tenderer)	
		Preference Point System				
Category A: Promotion of SMMEs		80/20	90/10	<ul style="list-style-type: none"> - Valid BBBEE certificate - Valid affidavit - Director(s)' certified ID copy - CSD report 		
1.	100% Black owned EME and QSE	20	10			
2.	At least 51% Black owned EME and QSEs	18	9			
3.	Zero and less than 51% Black owned EME and QSEs	16	8			
Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)		BBBEE Level	Preference Point System		Evidence / proof of claim	
4.	<u>% Ownership</u>		80/20	90/10		<ul style="list-style-type: none"> - CSD report - Valid affidavit - Valid BBBEE certificate - Directors(s) certified ID copy - Declaration / proof of disability issued by medical practitioner
	a) 30% - 100% Black women	All levels	20	10		
	b) 51% - 100% Black youth					
	c) 51% - 100% Black people with - disability					
	a) 51% - 100% Black	1	18	9		
		2	16	8		
		3	14	7		

		4	12	6		
		5	8	5		
		6	6	4		
		7	4	2		
		8 and Non-compliant	0	0		
Category C: Promotion of BBBEE Contributors - large enterprises		BBBEE Level	Preference Point System		Evidence / proof of claim	
			80/20	90/10		
10.	Nonblack and Non-HDI enterprises	1	12	6	Valid BBBEE certificate	
		2	10	5		
		3	8	4		
		4	6	3		
		5 to non-compliant	0	0		

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Contribution must complete the following:

6. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise.

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION
(Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business:

8.8 I/ we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If points for specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES SIGNATURE(S) OF BIDDERS(S)
	DATE:

Section B 3: Preference Points Claim Form to the Preferential Procurement Regulations 2011

1. 2.	ADDRESS:
------------------------	--

Approved for use!

Section B 4: Invitation to Bid

**INVITATION TO BID
Return as Part 5**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA					
BID NUMBER:	SAHPRA/2023/ RFB 005	CLOSING DATE:	4BMonday, 11 December 2023	CLOSING TIME:	11:00 am
DESCRIPTION	8B14BREQUEST FOR BID FOR SOURCING OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Malose Teffo		CONTACT PERSON	Malose Teffo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Malose.teffo@sahpra.org.za		E-MAIL ADDRESS	Malose.teffo@sahpra.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		

Section B 4: Invitation to Bid

**INVITATION TO BID
Return as Part 5**

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

Bid No: 1BSAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES

Section B 5: Pricing schedule

PRICING SCHEDULE (SBD 3.3)
Services
Return as Part 6

NAME OF BIDDER: _____
<u>OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID</u>

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

The Labour costs for the cleaning staff (**Supervisor and cleaners**) must not be below the approved Sectoral Wage Determination as determined by the Department of Labour, which is applicable at a time of submitting a Bid Proposal.

LABOUR COSTS:	
Supervisor (Only a full time Supervisor required)	Full Time
Basic Salary	R.....
Provident Fund	R.....
Sick leave	R.....
SDL (Skills development levy)	

Section B 5: Pricing schedule

<p>Leave</p> <p>COIDA</p> <p>UIF (Unemployment Insurance Fund)</p> <p>CCA (City Compensation Allowance)</p> <p>Bonus</p> <p>Any Other Allowances</p>	<p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>Total monthly cost for Supervisor</p> <p>R.....</p>
<p>Cleaner (Indicate number of full-time cleaners)</p> <p>Number of Cleaners</p> <p>.....</p> <p>Basic Salary</p> <p>Provident Fund</p> <p>Sick leave</p> <p>SDL</p> <p>Leave</p> <p>COIDA</p>	<p>Full Time</p> <p>Per Cleaner</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p>

Section B 5: Pricing schedule

<p>UIF</p> <p>CCA</p> <p>Bonus</p> <p>Any Other Allowances</p>	<p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>Total monthly cost per Cleaner</p> <p>R.....</p> <p>Total cost for number of Cleaners offered per month</p> <p>R.....</p>
<p>OVERTIME COSTS (In line with the Basic Conditions of Employment Act)</p>	
<p>Supervisor</p>	
<p><u>Saturday</u></p> <p>.....</p> <p>Overtime x 1½</p> <p><u>Sunday</u></p> <p>.....</p> <p>Overtime Double</p>	<p>Cost for Supervisor per overtime session (Per day).</p> <p>R.....</p> <p>Cost for Supervisor per overtime session Per day).</p> <p>R.....</p>

1BSAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES

Bid No: _____

Section B 5: Pricing schedule

<p>Cleaners</p> <p><u>Saturday</u></p> <p>.....</p> <p>Overtime x 1½</p> <p><u>Sunday</u></p> <p>.....</p> <p>Overtime Double</p>	<p>Cost per cleaner per overtime session (Per day).</p> <p>R.....</p> <p>Cost per cleaner per overtime session (Per day).</p> <p>R.....</p>
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YEAR ONE						
	Description	Unit Price Rand (Excl. VAT)	VAT	Unit Price Rand (Incl. VAT)	Quantity	Total Price (Unit price x Quantity) Rand (Incl. VAT)
1.	Pest & Rodents Control Quarterly				4 (weekends)	
2.	Pest & Rodents Control follow up exercise after 6 weeks				4 (Weekends)	
3.	Deep Cleaning of Couches Quarterly				4	
4.	Deep Cleaning of Chairs Quarterly				4	
5.	Deep Cleaning of Carpet Quarterly				4	

Section B 5: Pricing schedule

YEAR ONE						
	Description	Unit Price Rand (Excl. VAT)	VAT	Unit Price Rand (Incl. VAT)	Quantity	Total Price (Unit price x Quantity) Rand (Incl. VAT)
5.	Labour monthly				12	
6.	Cleaning services monthly 5788m2				12	
7.	Cleaning materials monthly				12	
8.	Cleaning consumables monthly				12	
9.	Overhead costs (monthly)				12	
TOTAL COST (VAT INCLUDED) YEAR 1						
PERCENTAGE INCREASE YEAR 2						
TOTAL COST (VAT INCLUDED) YEAR 2						
PERCENTAGE INCREASE YEAR 3						
TOTAL COST (VAT INCLUDED) YEAR 3						
TOTAL COST FOR 3 YEARS (VAT INCLUDED) (ADD YEAR 1 PLUS YEAR 2 PLUS YEAR 3)						

Adhoc cost	
Disinfection after a Positive Covid-19 case	Cost p/square meter R.....

Bid No: 1BSAHPRA/2023/RFB 005/CLEANING AND HYGIENE SERVICES

Section B 5: Pricing schedule

.....
Bidder Representative Signature

Title:

Name:

Date:

Approved for use!