

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	SANBI :Q8140/2022	CLOSING DATE:	27 June 2022	CLOSING TIME:	11:00
DESCRIPTION	REQUIREMENT FOR A SERVICE PROVIDER TO PROVIDE OFFICE CLEANING SERVICES AT THE SANBI RENTAL OFFICES IN HOWICK (3 MARKET STREET, FLAT 3D THOMAS HOUSE, HOWICK, KWAZULU-NATAL), FROM 1 JULY 2022 – 31 MARCH 2024.				
Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. A. Mbadla at A.Mbadla@sanbi.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Anathi Mbadla		CONTACT PERSON	Vusi Mkhize	
TELEPHONE NUMBER	012 843 5085		TELEPHONE NUMBER	073 834 3613	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	A.Mbadla@sanbi.org.za		E-MAIL ADDRESS	V.Mkhize@sanbi.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
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.	

PART B 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, 2017, 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:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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BIDDER'S DISCLOSURE

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 interest¹ 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

¹ 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.

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:

.....

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 consortium² 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

² 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.

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

.....
 Signature Date

.....
 Position Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable: or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE

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status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE
Status level certificate issued by an authorized body or person;
 - 2) A sworn
affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other
requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

or

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(***Tick applicable box***)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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 in terms of Preferential Procurement Regulations, 2017:

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:.....

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8.3 Company registration
 number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:
 ADDRESS

Specifications for Office Cleaning Services Quotation

**BRAM Rental Offices, 3 Market Street, Flat 3D
Thomas House, Howick, KwaZulu-Natal (1
July 2022 – 31 March 2024)
Quotation number:Q8140/2022**

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires an Office Cleaning Service Provider to provide cleaning services at the SANBI Rental offices located at 3 Market Street, Flat 3D Thomas House, Howick, KwaZulu-Natal (KZN). Some SANBI staff from the BRAM division in KZN are occupying rental office space at 3 Market Street, Flat 3D Thomas House, Howick, that require the services of office cleaning service provider once a week.

Wednesday: 08:00-16:30

Office facilities include:

- 2 offices, 1 kitchen, 1 Boardroom, 1 bathroom, balcony, store room, and outside stairways.

2. INVITATION TO QUOTATION

Quotations are hereby invited for the provision of cleaning services for a period of 21 months starting 1 July 2022 until 31 March 2024. The quote process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. QUOTATION SPECIFICATION

See Section 12 A for the quotation specification.

The Cleaning Service Company is required to provide cleaning services as specified in Section 12, below.

- One cleaner is required for SANBI offices

In addition, from time to time additional cleaners may be required for special functions. This will be arranged through an ad hoc request based on the quoted rates.

4. GENERAL TERMS

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

5. PRICING

Use Annexure A to give a **specific pricing breakdown** for a 21 month contract. Pricing should be firm.

6. COMPLIANCE REPORTS AND MEETINGS

Both the Service Provider and the SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

7 OPERATING HOURS

Once a week, starting at 8h00 am and finishing at 16h30, including tea and lunch time.

8. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by-laws of the site, which will be covered during the induction

9. LANGUAGE PROFICIENCY

All cleaners must be proficient in English and IsiZulu. Due to the nature of our business, communication is essential and it is therefore required that cleaners must be able to communicate efficiently.

10. SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over its personnel and shall not hold the SANBI liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

11 RESPONSIBILITIES

11.1 The Service Provider will provide at cost and take responsibility for the following:

- Responsible for transportation of own staff
- Responsible for uniforms

The SANBI reserves the right:

- a) To verify any information supplied in quotation documents;
- b) Not to appoint any Service Provider;
- c) To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- d) To have the final say in the appointment and this will be binding;
- e) To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- f) To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

CLEANING MATERIAL

Contractors must supply cleaning materials as listed below:

- 24 rolls of 2 ply toilet paper, and replenish when finished
- Sunlight liquid, Handy Andy, window liquid washer, toilet air freshener, liquid hand wash soap, refuse bags. Furniture polish.
- Paper towels to wash hands after bathroom use (3 rolls per month: sufficient quantities for 6 staff)
- Environmentally products wherever possible.

11.2. INDUCTION AND PLACEMENT OF CLEANERS

The Service Provider's staff members will have to undergo induction training regarding the site and the Emergency Plan for the site. Any new employee must first be inducted before placement on the site.

12. SPECIFICATIONS

One cleaner required.

SANBI requires a Office cleaning Service Provider to provide office cleaning services at 3 Market Street, Flat 3D Thomas House, Howick, for 21 months, from 01 July 2022 until 31 March 2024.

The Cleaning Service Provider must comply with all relevant government legislation as well as comply with SANBI's terms and conditions including those specified in the Service Level Agreement.

SERVICES REQUIRED

Office Size: ~100 m²

Cleaning and maintenance of the offices:

- Sweeping and vacuuming of floors in buildings
- Disinfection of furniture using sanitizer, apply furniture polish and ensure surfaces are clean and free from debris.
- Ablutions are well cleaned and stocked all the time.
- Building walls and windows are always cleaned
- Regular checks and reporting any risks in the allocated facilities to the supervisor
- Washing of dishes and ensuring a clean kitchen.
- Washing of dish cloths and bathroom towels, etc.
- Preparation of catering and assist in setting up for meetings

Customer and visitor service

- Always act professionally to SANBI staff members.

Stock control

- Control use of cleaning material
- Reports wastage to supervisor
- Report stock situation to the supervisor

13. MANDATORY DOCUMENTS REQUIRED:

Potential Service Providers must submit the following documentation:

- Service providers must be registered on the Central Suppliers Database (CSD) .
- A proof of valid letter of compliance issued by the department of labour .
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour.
- Proof of Public Liability Insurance or proof of application.
- SBD forms (SBD 1,4 and 6.1) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal.

14. EVALUATION CRITERIA

The Preferential Procurement Policy Framework Act (No. 5 of 2000) and SANBI's procurement process apply to these Terms of Reference. Note that service providers are required to comply with the processes outlined here and failure will result in the disqualification of proposals:

- Service providers are required to submit a valid tax clearance certificate with their proposals (see SBD 2 form). Where the service provider is not in possession of a valid tax clearance certificate, this should be applied for in good time ahead of the proposal deadline.
- The 80/20-point system will be applied in evaluating proposals, where price constitutes 80 points and the BBBEE scorecard constitutes 20 points.

The service provider will be evaluated in 2 phases; namely Phase 1 for Functionality and Phase 2 for Price and Preference.

Phase 1 - Functionality

Proposals passing the functionality threshold** below, will go into an evaluation on price.

FUNCTIONALITY CRITERIA	POINTS
Past Experience/Track Record: This refers to the experience of the Tenderer to undertaken the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to cleaning services. (A brief description of the scope and scale of current and past projects undertaken, including three traceable references) • Company profile supplied, providing evidence of more than 10 years of previous office cleaning work, and more than three traceable references =30 • Company profile supplied, providing evidence of 7 - 10 years of previous office cleaning work, and three traceable references = 24 • Company profile supplied, providing evidence of 4 - 7 years of previous office cleaning work, and three traceable references = 18 • No company profile supplied, but provided evidence of 2 - 3 years of of previous office cleaning work, and two traceable references =12 • No company profile supplied, but provided evidence of less than 2 years of previous office cleaning work, including one traceable reference = 6	30
Team capacity/Allocation of resources: The tenderer should demonstrate the capacity of his/her team to carry out the work required. • CVs of manager/supervisor AND cleaner for this project supplied, confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 20 • CVs of manager/supervisor OR cleaner for this project supplied, confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 16 • CVs not supplied, but confirmation of resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 12 • CVs not supplied, and only confirmation of ~50% of the resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 8 • CVs not supplied, and only confirmation of less than 50% of the resources (stock/supply of cleaning materials, human resources, etc) required to carry out the work in this contract = 4	20

Method of supervision and performance management • Organogram supplied, line management functions and project management structure of this particular contract are clearly defined, providing details on how this project will be managed and supervised, and by whom = 25 • Organogram not supplied, but line management functions and project management structure of this particular contract are clearly defined, providing details on how this project will be managed and supervised, and by whom = 20 • Organogram supplied or not, but application shows general line management functions and project management structures within the company (not specific to this contract) = 15 • Organogram not supplied, missing details on either project management or methods of supervision = 10 • Organogram not supplied, missing details on both project management or methods of supervision = 5	25
Staff training • Evidence of five or more training courses/skills development opportunities for staff = 15 • Evidence of 3- 4 training courses/skills development opportunities for staff = 12 • Evidence of 2 training courses/skills development opportunities for staff = 9 • Evidence of one training courses/skills development opportunity for staff = 6 • Very little evidence supplied, or vague details of training/skills development opportunities available for staff = 3	15
Technical merit of the proposal: Completeness/level of detail provided; organisation of proposal. • Full company profile supplied, proposal specific to this contract with clear (un-vague) responses to all functionality criteria, all required documents in order and labelled correctly = 10 • Company profile not supplied, but proposal specific to this contract with clear (un-vague) responses to all functionality criteria, all required documents in order and labelled correctly = 8 • Company profile supplied or not, proposal specific to this contract but with vague responses to some functionality criteria, and required documents supplied not necessarily in order or labelled correctly e.g. had to search for responses = 6 • Company profile not supplied, proposal not specific to this contract (i.e. a general application) and 1 -2 items of required information were missing = 4 • Company profile not supplied, , proposal not specific to this contract (i.e. a general application), and more than 2 items of required information were missing = 2	10
Total	100

Any Quotation that scores less than 60 out of 100 points against the functionality criteria in the table above will be disqualified from further consideration.

Phase 2- Price and Preference

Service providers who have scored a minimum of 60 points will be selected for **Phase 2** where the following will apply:

- Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100%

Bidders must complete the Pricing schedule attached on Annexure A

15. SITE BRIEFING

There will be no site briefing for this contract. Service providers are requested to quote based on the office size and other specifications outlined in Section 12 of this document.

16. Proposal Submissions

Closing date for submissions: 27 June 2022 @ 11:00

Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms Anathi Mbadla at A.Mbadla@sanbi.org.za or hand delivered to South African National Biodiversity Institute (SANBI), 2 Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building

Emailed applications must not be more than 6MB in size.

Request for further information to these ToR must be emailed to:

Vusi Mkhize: V.Mkhize@sanbi.org.za

**ANNEXURE A.
PRICING SCHEDULE**

Year 1 (9 months)	
Basic salary	
UIF	
Bonus	
Workman compensation	
Overheads costs	
Total monthly cost excluding VAT	
Total annual cost excluding VAT	

Year 2 (12 months)	
Basic salary	
UIF	
Bonus	
Workman compensation	
Overheads costs	
Total monthly cost excluding VAT	
Total annual cost excluding VAT	

Total costs to SANBI

	Total costs per annum
VAT (15%)	
Total costs including VAT	

Pricing must be fixed for the duration of the contract.

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