

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
RFQ NUMBER:	Q10123/2023	CLOSING DATE:	12 December 2023	CLOSING TIME:	11H00 am
SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THREE (3) YEARS @ KZN					
NB: A site inspection is scheduled for 06 December 2023 @ 14h00					
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO BELOW ADDRESSES:					
Submission of proposals: Proposals must be emailed to Ms. Cynthia Mogapi @ c.mogapi@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za					
Please state the Bid number as the reference number on the subject line when responding to the RFQ					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Cynthia Mogapi		CONTACT PERSON	Yashica Singh	
TELEPHONE NUMBER	012 339 2713		TELEPHONE NUMBER	083 230 6827	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	C.mogapi@sanbi.org.za		E-MAIL ADDRESS	Y.Singh@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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED to QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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]	
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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is 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 proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the 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:

.....

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.

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 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, and 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, before the date and time of the official bid opening or 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 about this procurement process before 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, suspicious bids 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

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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE CONCERNING THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems apply to invitations to tender:

- 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 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods

or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“Price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 9
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For this tender, the tenderer will be allocated points based on the goals stated in Table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination based on race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10	
2. Categories of persons historically disadvantaged by unfair discrimination based on gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	05	
3. Categories of persons historically disadvantaged by unfair discrimination based on disability. (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	05	

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualify the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are by 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 that it has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES
FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)
AT THE KWAZULU-NATAL HERBARIUM, DURBAN
FOR THREE (3) YEARS**

1. Background

The South African National Biodiversity Institute (SANBI) requires a Service Provider to provide cleaning services at the KwaZulu-Natal Herbarium (KZNH), Durban, and in addition, provide cleaning materials and Worker PPE for three (3) years.

The KZNH is one of 11 remote sites managed by SANBI. The main purpose of SANBI is to conserve and promote biodiversity across South Africa and internationally. The KZNH is located at 4 Problem Mkhize Road, Berea, Durban. The property is 2 ha (20,000 m²) and adjoins the Durban Botanic Gardens managed by the eThekweni Municipality. The KZNH campus has 5 buildings, two of which are National Monument Buildings and are surrounded by areas of garden and vegetation. One of the National Monument Building houses archival plant materials used for the identification of plants and research. The buildings are listed below:

Medley Wood House – National Monument

The Herbarium – National Monument

The Lecture Room

Umdoni Block – in process of being built

New office Block – in process of being built

The KZNH is visited by members of the public and researchers by appointment. The Centre prides itself on the upkeep and cleanliness of the buildings.

SANBI requires a cleaning service provider to:

- Provide cleaning services on three (3) days a week.
- The appointed Service Provider should be cognisant of the general conditions of the contract
- Comply with all relevant government legislation as well as with SANBI's Terms and Conditions including those specified in the Service Level Agreement.

2. SCOPE OF WORK

The main scope of the provision of Cleaning Services to the KZNH is focused on the buildings and the provision of cleaning materials every three (3) months.

2.1

2.2 CLEANING OF 5 BUILDINGS AND VERANDAS

Medley Wood House – National Monument, The Herbarium – National Monument. The Lecture Room

Umdoni Block – when built. New office Block – when built

Tasks include:

- Cleaning of floors (Mop and Sweep)
- Cleaning Windows
- Dusting surfaces including cupboards
- Washing of curtains/blinds, table cloth as and when required
- Removal and sorting of office dustbins
- Stocking of staff ablution facilities
- Cleaning of staff ablution facilities (no public bathrooms)
- Regular checks and reporting any risks in the allocated facilities to the supervisor
- Washing the dishes and ensuring the clean kitchen
- Ensure the lecture room is always cleaned and in good condition
- Assist with setting up venues for meetings

2.3 PROVIDE SUPPLIES FOR CLEANING MATERIALS EVERY THREE MONTHS

3. CLEANING OPERATION MANAGEMENT EXCELLENCE

The following are the expected outcomes and deliverables under this contract:

3.1 INDUCTION

The service provider's staff members will have to undergo induction training regarding the site and the Emergency Plan for the campus. This induction is compulsory and must be attended by the Cleaning Company's supervisors, and cleaner/s. Any new employee must first be inducted before placement on-site.

3.2 WORKING HOURS

The service provider's cleaner will work on **3 days a week** (excludes weekends), 8 hours a day. The start time is 7:45 a.m. and the end time is 16h30 including tea and lunch times.

3.3 CLEANING PERSONNEL REQUIREMENTS FOR THIS CONTRACT

Duty Point	Number of cleaners	Job Purpose	Job Requirements	Other Cleaning Aids
KwaZulu-Natal Herbarium	1 cleaner three days a week	• Cleaning of interior of 5 buildings • Stock control: control of cleaning material, report stock status to supervisor	Training in cleaning, efficient, professional at all times, some English	• Access to supervisor • PPE

		• Customer and visitor service		
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3.4 SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over its personnel and shall not hold 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).

3.5 RESPONSIBILITIES

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

- Cleaning services as outlined in 3.3 above
- Provision of cleaning materials every 3 months
- Availability of additional staff/services on short notice
- Provision of PPE
- Professional looking Cleaners
- Ongoing training and certification where relevant

SANBI will take responsibility for the:

- Provision of change room
- Kitchen for teas and meals
- Telephone to contact the supervisor
- Provision of operational procedures & requirements
- Regular refresher communication and/or induction on garden operations where necessary

4. NON COMPULSORY SITE BRIEFING SESSION

There is **no compulsory** site briefing session.

5. MANDATORY DOCUMENTS

Service Providers must submit the following documentation:

- A copy of the Central Supplier Database (CSD) Registration Report
- Valid Tax Certificate
- 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.
- A certified copy of **Liability Insurance Cover** for the company and company employees and the amount available per claim. This must be valid during the duration of the contract.
- The Company's health and safety policy and health and safety training plan.
- Duly completed and signed SBD1, 4 and 6.1
- Fee/cost structure as for Annexure A** including breakdowns

Please note that failure to submit the mandatory documents may lead to disqualification of bids.

5. EVALUATION PROCESS AND CRITERIA

This bid will be evaluated in two stages:

5.1 The first stage will evaluate functionality; the minimum threshold will be 70 points.

Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided)

Sufficient information must be provided to allow the Evaluation Committee to evaluate bids against these functionality criteria.

CRITERIA FOR EVALUATING FUNCTIONALITY				
No	Criteria	Sub Criteria		Weight
1	Company Experience			30
1.1	Bidders must demonstrate in-depth experience and expertise in the field of Cleaning Services within the Government or Private sector, with relevant supporting documents provided.	Three (3) years or more of relevant experience.	30	
		Two (2) years relevant experience.	20	
		One (1) year relevant experience.	10	
		No submission of evidence or less than one (1) year relevant experience	0	
1.2	COMPANY TRACK RECORD			20
	<i>The Service Provider is required to provide details of previous work related to cleaning</i>	Three or more Clients	20	
		Two clients	10	
		One client	5	
		No submission	0	
	<i>List of clients comprising of:</i> <i>i. Company Name</i> <i>ii. Contact person</i> <i>iii. Telephone number</i> <i>iv. Services provided</i> <i>v. Contract Duration</i> <i>vi. Total value of the contract over what period</i>			
Provide reference letters from clients in the past three years			10	

CRITERIA FOR EVALUATING FUNCTIONALITY

No	Criteria	Sub Criteria		Weight
1.3	<i>Signed reference letters must be on the letterhead of the client and must include the following:</i> <i>i. Company Name</i> <i>ii. Contact person</i> <i>iii. Telephone number</i> <i>iv. Contract duration</i> <i>v. Total value of the contract for a specified duration</i> <i>Supporting document of evidence (Official purchase order(s), Appointment letters, or Service level agreements)</i>	Three (3) or more relevant reference letters within the past three years	10	
		Two (2) relevant reference letters within the past three years	5	
		One (1) relevant reference letter within the past three years	3	
		No submission	0	
2	Supervisory experience			10
	<i>(Submit curriculum vitae indicating the site manager's experience in fumigating items similar to dried herbarium specimens as a supervisor)</i>	Three (3) or more years relevant experience	10	
		Two (2) years of relevant experience	5	
		One (1) year relevant experience	3	
		No submission	0	
3	Methodology / Implementation Plan			30
3.1.	The Service Provider should present an implementation plan detailing how it proposes to manage cleaning at the KwaZulu-Natal Herbarium. - Method for cleaning - OH&S measures - Method for training cleaners new to the site - Method for managing stock - The plan needs to be specific to the needs of the KwaZulu-Natal Herbarium	The plan includes a method for cleaning, OH&S measures, a method for training cleaner/s new to the site, and a method for managing stock, which is specific to the needs of the KwaZulu-Natal Herbarium	30	
		The plan includes a method for cleaning, OH&S measures, a method for training cleaners new to the site, and a method for managing stock.	24	
		The plan includes methods for cleaning, OH&S Measures, and methods for training cleaners new to the site.	18	
		The plan includes methods for cleaning and OH&S measures.	12	
		The plan includes a method for cleaning.	6	
		No submission	0	
Total				100

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for price and equity consideration.

5.2 The second stage – Specific Goals

The second stage will evaluate the price and Specific goals of those bids that meet the minimum threshold for functionality. By the Preferential Procurement.

Regulations, 2022 about the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals

Specific Goal	Total Points
Categories of persons historically disadvantaged by unfair discrimination based on race. 100% black ownership=Max Points (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	10
Categories of persons historically disadvantaged by unfair discrimination based on gender. 100 % female ownership= Max Points (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Categories of persons historically disadvantaged by unfair discrimination based on disability. (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)	5
Total	20

7. CONFIDENTIALITY

Any or all information made available to the Service Provider by SANBI shall be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.

8. PREPARATION OF PROPOSAL

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal/quotation, the obtaining of certificates, or any other cost that might be incurred in submitting the proposal / quotation.

8. PROPOSAL SUBMISSIONS

Closing date for submission of responses: 12 December 2023 @ 11:00 am
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Submission of proposals must be emailed to S.SCM-Quotations@sanbi.org.za and a copy to Ms Cynthia Mogapi at C.Mogapi@sanbi.org.za

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

A site inspection is scheduled for 06 December 2023 @ 14h00. Requests for further information on this Terms of Reference (ToR) must be directed to Dr. Yashica Singh on Y.Singh@sanbi.org.za. Or Cell: 083 230 6827

Notes to suppliers:

- i. The required documents listed under **Point 5.** are mandatory.
- ii. A submission is considered complete when ALL required documents are received by the submission closing date.
- iii. A Purchase Order (PO) validates SANBI's commitment to do business with a service provider, therefore, no work can be carried out before the supplier receives a PO from Supply Chain Management (SCM).

ANNEXURE A

		NAME OF BIDDER:			SIGNATURE OF BIDDER:		
A. Cleaning Services Includes staff costs, travel, PPE, and other incidentals.		A for 12 months	B VAT	Total Cost Year 1			
January to December 2024		R	R	R			
				Total Cost Year 2 (Annual increase at CPI rates)			
January to December 2025		R	R	R			
				Total Cost Year 3 (Annual increase at CPI rates)			
January to December 2026		R	R	R			
B. Provision of cleaning materials Includes chemicals and paper supplies (toilet rolls and hand towels)		4 times a year	VAT	Total Cost			
January, April, July, September 2024 (1 st Year)		R	R	R			
January, April, July, September 2025 (2 nd Year)		R	R	R			
January, April, July, September 2026 (3 rd Year)		R	R	R			
Total				R	R		

Total contract value					
1	1 st (First) Year	Total Price		R	
2	2 nd (Second) Year (Annual increase at CPI rates)	Total Price		R	
3	3 rd (Third) Year (Annual increase at CPI rates)	Total Price		R	
4	Provision of cleaning materials four times a year for three years	Total Price		R	
OVERALL TOTAL BID PRICE FOR THREE (3) YEARS FOR SERVICES TOTAL PROPOSED CONTRACT AMOUNT COSTS MUST BE INCLUSIVE OF VAT				R	

FEE / COST STRUCTURE