PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)

BID NUMBER: Q10630/2024 CLOSING DATE: 15 July 2024 CLOSING TIME: 11h00

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) REQUIRES AN OFFICE CLEANING SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT THE SANBI RENTAL OFFICES LOCATED AT 4A PRINCESS ROAD, VINCENT, EAST LONDON.

When responding to the RFQ, please state the Bid number as the reference number on the subject line.

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:
CONTACT PERSON Tryphina Lubisi CONTACT PERSON Menzi M Nxumalo
TELEPHONE NUMBER 012 843 5163 TELEPHONE NUMBER 0781887844
FACSIMILE NUMBER N/A FACSIMILE NUMBER N/A
E-MAIL ADDRESS T.Lubisi@sanbi.org.za E-MAIL ADDRESS m.nxumalo@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)
B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX]

[**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**]
<table>
<thead>
<tr>
<th>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>☐ Yes ☐ No</th>
<th>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>[IF YES ENCLOSE PROOF]</td>
<td></td>
<td>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</td>
<td></td>
</tr>
</tbody>
</table>

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td>
<td>☐ YES ☐ NO</td>
<td></td>
</tr>
<tr>
<td>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td>
<td>☐ YES ☐ NO</td>
<td></td>
</tr>
<tr>
<td>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td>
<td>☐ YES ☐ NO</td>
<td></td>
</tr>
<tr>
<td>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td>
<td>☐ YES ☐ NO</td>
<td></td>
</tr>
<tr>
<td>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td>
<td>☐ YES ☐ NO</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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 interest\(^1\) 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.

---

\(^{1}\) 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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Name of State institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stop Fraud, Theft and Corruption without Fear or Favour –
Call our Fraud Hotline 0800 160 999 (toll-free) anytime
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 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

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.
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 IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable 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:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>80</td>
</tr>
</tbody>
</table>

Stop Fraud, Theft and Corruption without Fear or Favour – Call our Fraud Hotline 0800 160 999 (toll-free) anytime
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 of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to 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:

80/20 or 90/10
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:

\[
Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
\]

Where

\[
Ps = \text{Points scored for price of tender under consideration}
\]
\[
Pt = \text{Price of tender under consideration}
\]
\[
P_{min} = \text{Price of lowest acceptable tender}
\]

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 the purposes of 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.)

<table>
<thead>
<tr>
<th>The specific goals allocated points in terms of this tender</th>
<th>Number of points allocated (80/20 system) (To be completed by the organ of state)</th>
<th>Number of points claimed (80/20 system) (To be completed by the tenderer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Categories of persons historically disadvantaged by unfair discrimination on the basis of 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)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2. Categories of persons historically disadvantaged by unfair discrimination on the basis of 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)</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
DECLARATION WITH REGARD TO COMPANY/FIRM

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 authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies 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 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 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 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 which it has suffered as a result of having to make less favourable
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.

<table>
<thead>
<tr>
<th>SURNAME AND NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>……………………………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>………………………………………………………</td>
</tr>
</tbody>
</table>

|……………………………………………………… |

|……………………………………………………… |
TERMS OF REFERENCE
QUOTATION NUMBER:………..

BRAM Rental Offices, 4a Princess Rd. Vincent, East London,
Eastern Cape (1 August 2024 – 31 March 2026)

1. **BRIEF OVERVIEW**

The South African National Biodiversity Institute (SANBI) requires an Office Cleaning Service Provider to provide cleaning services at the SANBI Rental offices located at 4a Princess Road. Vincent, East London.

SANBI staff from the BRAM division in the EC are occupying rental office space at 4a Princess Road. Vincent, East London, that require the services of office cleaning service provider three times a week.

**Monday, Wednesday and Friday:** 08:00-14:00

2. **SERVICES REQUIRED**

One person
Office facilities include:
3 offices, 1 kitchen, 1 bathroom, 1 reception area and 1 hallway/passage.
Office size, ~ 67 M²

Cleaning and maintenance of the offices:
- Sweeping and vacuuming of floors in buildings
- 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 daily
- 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 visitors in the office

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

3. **OTHER REQUIREMENTS**

IMPORTANT:
• **CLEANING MATERIAL**
  • Contractors must supply cleaning materials as listed below:
  • Vacuum cleaner, mop, bucket and brooms.
  • 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.
  • Paper towels to wash hands after bathroom use (4 rolls per month: sufficient
    quantities for 5 staff)
  • Environmentally products wherever possible
  • Furniture polish

4. BIDDING REQUIREMENTS
Potential Service Providers must submit the following documentation:
• SBD Form 1, 4 and 6.1.
• The equity status of the interested party per the attached form SBD 6.1.
• A valid B-BBEE Status Level Certificate / sworn affidavit. (Please note that failure to
  submit a valid original or certified B-BBEE certificate / sworn affidavit mentioned above
  will result in the tender not being scored on equity.
• A copy of the Central Suppliers Database (CSD) registration report.
• Letter of Good Standing from the office of the Compensation Commissioner as
  required by the Compensation for Occupational Injuries and Diseases Act (COIDA).
  The letter should be issued by the Department of Labour.
• Proof of Public Liability Insurance.

5. EVALUATION
   Stage 1. Functionality Criteria

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Sub-criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Company experience: Cleaning, deep cleaning of carpets and Hygiene Industry related</td>
<td>Three (3) years or more of relevant experience.</td>
<td>30</td>
</tr>
<tr>
<td>1.1</td>
<td>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.</td>
<td>Two (2) years relevant experience.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One (1) year relevant experience.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1.2 Company Track Record</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Service Provider is required to provide details of previous work related to cleaning</td>
<td>Three or more Clients</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>List of clients comprising of:</td>
<td>Two clients</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>i. Company Name</td>
<td>One client</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>ii. Contact person</td>
<td>No submission</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>iii. Telephone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv. Services provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v. Contract Duration</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>vi. Total value of the contract over what period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2. Supervisory experience.</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signed reference letters must be on the letterhead of the client and must include the following:</td>
<td>Three (3) or more relevant reference letters within the past three years.</td>
</tr>
<tr>
<td></td>
<td>i. Company Name</td>
<td>Two (2) relevant reference letters within the past three years.</td>
</tr>
<tr>
<td></td>
<td>ii. Contact person</td>
<td>One (1) relevant reference letter within the past three years.</td>
</tr>
<tr>
<td></td>
<td>iii. Telephone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv. Contract duration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>v. Total value of the contract for a specified duration</td>
<td></td>
</tr>
</tbody>
</table>

*Supporting document of evidence (Official purchase order(s)),*
Appointment letters, or Service level agreements.

3. Training and Skills Development Plan 10

<table>
<thead>
<tr>
<th>Provide a detailed training and skills development plan that covers:</th>
<th>Training and skills development plan with time frame that covers code of conduct, health and safety procedures, and a work plan with clear milestones in relation to cleaning, hygiene and disinfection services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Code of conduct and new procedures of cleaning, hygiene, disinfection services.</td>
<td>10</td>
</tr>
<tr>
<td>• Schedule of work/duty sheet/work plan with clear milestones.</td>
<td>5</td>
</tr>
<tr>
<td>• Health and Safety procedures</td>
<td></td>
</tr>
<tr>
<td>Non-submission 0</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 100

Service providers who fail to score a minimum of 70 points out of a possible 100 points on functionality will not be eligible for further consideration.
Stage 2: Specific Goals

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to 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.

<table>
<thead>
<tr>
<th>Specific Goal</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership</td>
<td>(10)</td>
</tr>
<tr>
<td>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).</td>
<td></td>
</tr>
<tr>
<td>2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100% female ownership</td>
<td>(10)</td>
</tr>
<tr>
<td>(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).</td>
<td></td>
</tr>
</tbody>
</table>

Total Points 20

6. PROPOSAL SUBMISSIONS

For Technical queries please contact Mr. Menzi M Nxumalo at the following e-mail address: m.nxumalo@sanbi.org.za

Submission of proposals must be emailed to SANBI SCM at S.SCM-Quotations@sanbi.org.za with a copy to t.lubisi@sanbi.org.za.

Emailed applications must not be more than 10MB in size.

CLOSING DATE FOR SUBMISSIONS: **15 July 2024 at 11h00.**