



Supply Chain Management
SABC Polokwane
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REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2020/43
RFQ ISSUE DATE	17 June 2020
PRESENTATIONS	N/A
RFQ DESCRIPTION	PROVISION OF HYGIENE SERVICES TO SABC POLOKWANE AND THOHOYANDOU FOR A PERIOD OF 3 YEARS
CLOSING DATE & TIME	03 July 2020 @ 12H00 PM

QUOTATIONS MUST BE HAND DELIVERED TO SABC TENDER BOX THAT IS SITUATED AT THE RECEPTION AREA: SABC POLOKWANE 19 HOSPITAL STREET ON OR BEFORE THE CLOSING DATE OF THIS RFQ.

For queries, please contact Azwinaki Munyai at Tel +2715 290 0271 munyaia@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENT

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

MANDATORY REQUIREMENT	COMPLY/ NOT COMPLY
CSD report (Bidder must be registered with CSD in order to do business with the SABC)	

NON SUBMISSION OF THE MANDATORY DOCUMENT WILL RESULT IN AUTOMATIC DISQUALIFICATION.

TECHNICAL SPECIFICATION

1. PURPOSE AND BACKGROUND

The South African Broadcasting Corporation Limited (SABC) Limpopo province requires supply, delivery and installation of Hygiene products, maintenance services at the following sites; SABC Polokwane and Thohoyandou offices.

Potential service providers are invited to participate in this Request for Proposal by submitting their bids.

Bidders will be required to provide hygiene products for the following:-

- Sanitary bins for ladies bathrooms, bins will be serviced twice a month (7 days circle)
- Seat wipes for all bathrooms, refill of the dispensers will be done once a month
- Deep cleaning of all bathrooms, cleaning will be required on a quarterly basis
- Paper towel dispenser and bin, weekly service of the unit and hand towel to be maintained daily
- Air fresheners for all bathrooms to be maintained monthly
- Installation of Toilet paper holder and waste bins in bath rooms.
- Installation of Soap dispensers and monthly refills
- Monitor and do pest control as and when required within the precinct. (However, it must be noted that this on demand additional service will be required to be quoted separately and a separate order issued at the time of need and that the SABC may have a right to source for additional comparative quotes from other service providers)

2. SCOPE OF SERVICE

Supply, delivery, installation, Maintenance and Service of Soap dispensers, hot air hand dryers, Ladies sanitary bins, toilet seat wipes, paper towel dispensers, air fresheners and chemical deep cleaning. As and when required, in addition from the main scope of service, the service will include monitoring and do pest control.

Polokwane (site visit is encouraged in order to ascertain the requirements)

Product Description	No. of Units	Service Frequency
Reflex Paper	16	Monthly Deliveries
Lever Wall Bins	18	Maintenance wall Mounted
Hot Air Hand Dryer	16	Maintenance
Soap Dispenser	17	Weekly Maintenance Incl. Refill
Toilet Roll Holders 3Tier	28	Maintenance toilet paper holders
Liquid seat sanitizer	28	Monthly Maintenance incl. refill
Sanitizers / sanidrip	17	Monthly Maintenance Incl. Refill chemical

Electronic Air Fresheners	18	Monthly Maintenance incl. Refill
Sanitary Bin	17	7 Day Cycle incl. liner and Mini bags
Deep Cleaning	28 Toilets	Quarterly
Electronic paper Towel Dispenser	14	Maintenance
Hand sanitisers dispensers	25	Monthly
Sanitisers Refill	44	Weekly

Thohoyandou (site visit is encouraged in order to ascertain the requirements)

Product Description	No. of Units	Service Frequency
Reflex Paper	6	Monthly Deliveries
Lever Wall Bins	4	Maintenance wall Mounted
Hot Air Hand Dryer	4	Maintenance
Soap Dispenser	4	Weekly Maintenance Incl. Refill
Toilet Roll Holders 3 Tier	6	Maintenance toilet paper holders
Liquid seat sanitizer	4	Monthly Maintenance incl. refill
Sanitizers / sanidrip	4	Monthly Maintenance Incl. Refill chemical
Electronic Air Fresheners	4	Monthly Maintenance incl. Refill
Sanitary Bin	2	7 Day Cycle incl. liner and Mini bags
Deep Cleaning	5	Quarterly
Electronic Paper Towel Dispenser	4	Maintenance
Hand sanitisers dispensers	4	Monthly
Sanitisers Refill	12	Weekly

3. **CONTRACT DURATION**

Contract period is Three (3) years

4. **COSTING MODEL TO BE USED**

Pricing Template enclosed on the RFQ to be used. "Annexure D"

5. **RFQ Response Information**

Effective Date of Bid

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

6. **LOCATION OF SITE**

The Contract site and delivery point is SABC Polokwane and Thohoyandou.

7. EVALUATION CRITERIA

Bidders should note that only bidders who met the Prequalification Criteria: mandatory documents of the bid will be evaluated further using a predetermined set of evaluation criteria.

7.1. BEE and Price

The RFQ responses will be evaluated on the 80/20 point system

7.2. Technical Evaluation

8.2.1. The RFQ submission will be technically evaluated out of a maximum of **55**

8.2.2. A threshold of **40 out of 55** has been set for paper base evaluation.

8.2.3. All bidders achieving less than the set threshold will be declared non-responsive and not taken to the next phase of evaluation.

7.3. Objective Criteria

The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Min. Points	Max. Points
Companies Previous Experience in hygiene Services	Provide reference letter/s (Not award letter) where hygiene services were rendered previously or current stating the following: 1.Experience in years: <ul style="list-style-type: none"> • From 1-2 years = (10 points) • From 2-3 years= (15 points) • More than 3 years = (20 Points) 	15	20
Locality (Polokwane and Thohoyandou)	<ul style="list-style-type: none"> • 0-50km=(20 points) • 50-100km=(15 points) • 100-200km=(10 points) 	10	20
Statutory requirements	<ul style="list-style-type: none"> • UIF • Copies of Pay Slips • Workman's compensation 	5 5 5	15
Total		40	55

8. ADJUDICATION USING A POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- b. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- c. In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- d. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- e. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

9. POINTS AWARDED FOR PRICE.

The **80/20** preference point system

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

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

Where:

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

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

B-BBEE Status Level of Contributor Number of Points

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

- a. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.

- b. Bidders other than EMEs must submit their original and valid B-BBEE status levels Verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- c. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate
- d. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE Scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- e. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- f. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- g. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

11. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

CSD report (Bidder must be registered with CSD in order to do business with the SABC)

12. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid Tax Clearance and PIN (verification will be done with SARS).
- Valid TV Licence (Company's and all Directors').
- Original Valid Original BBBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA)

NOTE: Verification agencies and auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'Approved Regulatory Bodies' for B-BBEE verification and therefore IRBA Auditors are NOT allowed to issue B-BBEE certificates after 30 September 2016.

Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.

- Any EME or QSE is only required to obtain a sworn affidavit on an annual basis, confirming the following:
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE,
 - Level of Black Ownership,
 - All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the BBBEE Act as amended.
- Signed Declaration of Interest Form.

13. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business. All enquiries relating to this RFQ should be emailed three days before the closing date.

14. CONDITIONS TO BE OBSERVED WHEN TENDERING

The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage. The Corporation also reserves the right to review and increase or decrease its requirements with the successful bidder in consideration with its operational requirements.

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

14.1 The Corporation reserves the right to:

- 14.1.1 Make a selection solely on the information received in the submissions and
- 14.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

- 14.1.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 14.1.4 Award a contract to one or more bidder(s).
- 14.1.5 Accept any tender in part or full at its own discretion.
- 14.1.6 Cancel this RFQ or any part thereof at any time.
- 14.1.7 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.
- 14.1.8 Not evaluate and award submissions that do not comply strictly with his RFQ document.

15. Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure C - Previous completed projects / Current Projects
- Annexure D - Costing

ANNEXURE A

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE B

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
 - 3.2.1 The percentage of the contract will be sub-contracted%
 - 3.2.2 The name of the sub-contractor
 - 3.2.3 The B-BBEE status level of the sub-contractor.....
 - 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

COSTING**SABC Polokwane**

Product Description	No. of Units	Service Frequency	Unit price	Total cost per annum
Reflex Paper	16	Monthly Deliveries		
Lever Wall Bins	18	Maintenance wall Mounted		
Hot Air Hand Dryer	16	Maintenance		
Soap Dispenser	17	Weekly Maintenance Incl. Refill		
Toilet Roll Holders 3Tier	28	Maintenance toilet paper holders		
Liquid seat sanitizer	28	Monthly Maintenance incl. refill		
Sanitizers / sanidrip	17	Monthly Maintenance Incl. Refill chemical		
Electronic Air Fresheners	18	Monthly Maintenance incl. Refill		
Sanitary Bin	17	7 Day Cycle incl. liner and Mini bags		
Deep Cleaning	28 Toilets	Quarterly		
Electronic paper Towel Dispenser	14	Maintenance		
Hand sanitisers dispensers	25	Monthly		
Sanitisers Refill	44	Weekly		
Add other costs provisions:				
Provision for Profit @ (%)				
Total Cost of Consumables & Provision for Profit Excl. VAT				
Value Added Tax@15%				
Annual total cost of Consumables & Provision for Profit Incl. VAT				

SABC Thohoyandou

Thohoyandou (site visit is encouraged in order to ascertain the requirements)

Product Description	No. of Units	Service Frequency	Unit price	Total cost Per Annum
Reflex Paper	6	Monthly Deliveries		
Lever Wall Bins	4	Maintenance wall Mounted		
Hot Air Hand Dryer	4	Maintenance		
Soap Dispenser	4	Weekly Maintenance Incl. Refill		
Toilet Roll Holders 3 Tier	6	Maintenance toilet paper holders		
Liquid seat sanitizer	4	Monthly Maintenance incl. refill		
Sanitizers / sanidrip	4	Monthly Maintenance Incl. Refill chemical		
Electronic Air Fresheners	4	Monthly Maintenance incl. Refill		
Sanitary Bin	2	7 Day Cycle incl. liner and Mini bags		
Deep Cleaning	5	Quarterly		
Electronic Paper Towel Dispenser	4	Maintenance		
Hand sanitisers dispensers	4	Monthly		
Sanitisers Refill	12	Weekly		
Add other costs provisions:				
Provision for Profit @ (%)				
Total Cost of Consumables & Provision for Profit Excl. VAT				
Value Added Tax@15%				
Annual total cost of Consumables & Provision for Profit Incl. VAT				