

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

DATE REQUESTED	23/09/2020
DEPARTMENT	Operations
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>The MBDA hereby invites suitably qualified service providers to quote for cleaning services and the supply of consumables or equipment, for the MBDA and its managed sites and facilities.</p> <p>The contract period is for 12 months and shall not exceed R200 000.00 inclusive of VAT.</p> <p>The Cleaning/Sanitizing Services are listed below but are not limited to the following:</p> <ol style="list-style-type: none"> 1. The High-Pressure Cleaning of Paving, concrete walkways, driveways etc 2. The High-Pressure Cleaning of Windows, including the frames interior and exterior 3. The High-Pressure Cleaning of Walls, structures and decking etc 4. The cleaning of Floors - including: Tiles, Cement, carpet, vinyl and wood etc. {with suitable equipment and materials} 5. All types of furniture i.e.: boardroom chairs, Tables, Desks, lounge suits + Cupboards i.e.: plastic, wood, vinyl, leather, metal, etc. {with suitable equipment and materials} 6. Treatment of all leather surfaces with suitable leather guard (to prolong the life of the leather furniture) 7. Cleaning of blinds and curtains 8. Vehicle cleaning (basic) interior + exterior wash (on site) 9. Vehicle cleaning (valet service) (on site) 10. Sanitizing of facilities and MBDA Sites {COVID}

	<p>The supply of Consumables, Materials, Equipment and PPE are listed below but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Sanitising Liquid, Chemical resistant body suits, rubber or latex gloves, sanitizer stands, wipes, covid screens, loggers, back bourne sprayers, goggles, shields including any related consumable materials or equipment. 2. The supply of all cleaning equipment, materials and PPE <p style="text-align: center;">❖ All cleaning equipment together with consumables will be provided by the service provider when cleaning, including the buy-out of consumables, materials and/or equipment when required.</p> <p>Note 1: Own suitable water supply to accompany high pressure water cleaning equipment on sites (due to water restrictions).</p> <p>Your company needs to be registered on the NMBM Supplier Database</p>
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality.
PAYMENT FOR SERVICES	<p>Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.</p> <p>Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.</p>
GENERAL CONDITIONS	<ol style="list-style-type: none"> 1.1. All prices shall be must exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.4. The municipality reserves the right not to accept the lowest or any quotation. 1.5. Quotations to be valid for 60 days from closing date 1.6. The MBDA SCM policy will apply.
CONTACT PERSON	<p>Name: Donavan</p> <p>Email: formalquotes@mbda.co.za</p>

Annexure A

Functionality criteria

Criteria	Points
1. Knowledge and skills 1.1 Bidder demonstrated knowledge and skills of different cleaning surfaces and applications as per the requirements listed above. 1.2. Bidder did not demonstrate knowledge and skills of different cleaning surfaces and applications as per the requirements listed above. Bidder to submit company profile and work completed for clients. Applicant must submit at least three (3) traceable references. Complete B1. Failure to submit this will result in zero (0) points being scored.	10 10 0
2. Transportation 2.1 Bidder submitted evidence they own suitable vehicle to transport equipment/materials and workers to sites. 2.2 Bidder submitted evidence they will hire suitable vehicle to transport equipment/materials and workers to sites. 2.3 No evidence submitted Submit company vehicle registration document or if the vehicle is going to be hired, the details of company the vehicle will be hired. Failure to submit this will result in zero (0) points being scored.	10 10 5 0
3. Bidders premises 3.1 Bidder submitted evidence of suitable work premises. 3.2 Bidder did not submit evidence of suitable work premises. Applicant must submit photos of work premises. Failure to submit this will result in zero (0) points being scored.	10 10 0
4. Locality 4.1 Based within Nelson Mandela Bay (local office / branch) 4.2 Based within Eastern Cape 4.3 Other provinces	15 15 10 5
TOTAL	45

ANNEXURE “B1”

NAME OF BIDDE

The information required must be submitted in the following format:

Number of years the bidder has been providing similar services as requested by the MBDA: _____

1. Relevant experience

	Project Name and description	Project Value in Rands	Contract period	Contact person. number and email address for reference purposes
1.		R	Start date: _____ End date: _____	☎ :
				📞 :
				✉ :
2.		R		☎ :
				📞 :
				✉ :
3.		R		☎ :
				📞 :
				✉ :

	Project Name and description	Project Value in Rands	Contract period	Contact person. number and email address for reference purposes
4.				👤 :
				📞 :
				✉ :
5.				👤 :
				📞 :
				✉ :

2. Locality

Where is the bidders office that will be dealing directly with the MBDA located:

Mandela Bay Development Agency NPC (Reg No. 2003/017900/08)
The MBDA is an entity of the Nelson Mandela Bay Municipality

ANNEXURE "C"

Name of Bidder: _____	Bid Number: MBDA 05552
Closing Time: 16:00 (NOON)	Closing Date: _____

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE.

BID PRICE IN RSA CURRENCY

** (ALL APPLICABLE TAXES INCLUDED)

Kindly provide the following:

		Cost
1	Hourly Rate	
2	% Mark-up on materials	
3	Vehicle Cleaning Basic	
4	Vehicle Cleaning Valet Service	

Hourly rate must include all costs such as transport costs, cleaning chemicals and standard equipment costs etc. Detailed cost breakdown must be provided.

Sanitizing consumables, PPE (for evaluation purposes)

		Unit Cost
1	70% Alcohol sanitizer (5L)	
2	70% Alcohol sanitizer (1L)	
3	1L spray sanitizer bottle	
4	Latex gloves (100 pieces)	
5	Disposal blue 3ply masks (50 pieces)	
6	Disposal full suits	
7	Sanitizer stands	

MBD 4
IN THE SERVICE OF THE STATE DISCLOSURE FORM

I, the undersigned

duly authorised by

(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:
 - 1.1 a member of –
 - 1.1.1 any municipal council;
 - 1.1.2 any provincial legislature; or
 - 1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);
 - 1.2 a member of the board of directors of any municipal entity;
 - 1.3 an official of any municipality or municipal entity;
 - 1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- 1.5 a member of the accounting authority of any national or provincial public entity; or
- 1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

SIGNED at _____ on this _____ day of _____ 20____

WITNESSES:

1. _____

2. _____

***For and on behalf of the Applicant, the signatory being
duly authorised and warranting such authority***

MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete. 2

MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by the **MANDELA BAY DEVELOPMENT AGENCY**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

Signature

Date

Position

Name of Bidder