

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

<b>DEPARTMENT</b>	Operations
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<p>The MBDA seeks quotes from accredited service providers to supply quotes on the following:</p> <p><b>JANITOR/CLEANSING SERVICES – TITTERTON LANE ABLUTION BLOCK</b> Commercial cleansing service providers are required to submit proposals to provide two (2) janitors for the cleansing of Titterton Lane public toilet facilities, adjacent areas, glass panels and including the escalators’ stairs. Quotes should include all costs i.e. wages for janitors working weekdays from 07h00 to 17h30 and Saturdays from 08h00 to 13h00, uniforms, safety gear etc .</p> <p>The MBDA might from time to time request that janitors work over a Sunday or a public holiday. Respondents must include overtime rates should the service provider be requested to work on public holidays and/or Sundays.</p> <p>Consumables and cleaning equipment will be provided to the successful service provider.</p> <p>Please submit a detailed TOTAL monthly fee structure excluding VAT for a contract period of 12 months.</p> <p>Respondents should note that as part of this contract a monthly EPWP statistics report will need to be submitted to the MBDA office on or before the third (3rd) of each month.</p> <p>It is anticipated that the service provider will be expected to start 01 December 2020.</p> <p>Queries are to be addressed to <b>formalquotes@mbda.co.za</b></p> <p><b>Compulsory Briefing session: Monday, 02 November 2020 at 10h00</b> at the Titterton Lane Ablution facility in Govan Mbeki Avenue (between Hungry Lion &amp; the Old Mutual</p> <p><b>CLOSING DATE: Friday, 06 November 2020 at 16h00.</b></p>

<b>EVALUATION CRITERIA</b>	<p>The quotes will be evaluated on the 80/20 preferential point system and functionality.</p> <p>A minimum functionality score of 45/65 must be obtained by service providers in order to go through the 80/20 stage of evaluation.</p>
<b>PAYMENT FOR SERVICES</b>	<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>
<b>GENERAL CONDITIONS</b>	<ol style="list-style-type: none"> <li>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</li> <li>1.2. All prices will be evaluated exclusive of VAT.</li> <li>1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</li> <li>1.4. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Metropolitan Municipality supplier database.</li> <li>1.5. The municipality reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.</li> <li>1.6. Quotations to be valid for 60 days from closing date</li> <li>1.7. The MBDA SCM policy will apply.</li> </ol>
<b>CONTACT PERSON</b>	<p>Contact person: Philinda Reed  Contact number: 041 811 8200  Email address: formalquotes@mbda.co.za</p>
<b>ANY ADDITIONAL REQUESTS/ COMMENTS</b>	<p>Quotations to be submitted via email to Formalquotes@mbda.co.za.</p>

**Annexure A**

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS</b>	
<p><b>1. Experience in the provision of cleaning services.</b></p> <p>The Applicant must demonstrate that they have experience in the provision of similar cleaning services as required by the MBDA</p> <p><b>Name(s) of contactable references contact details and project values must be provided and failure to submit this will result in zero points being scored for this section. Please complete Annexure B1</b></p>	<b>50</b>	
Over 6 similar projects	<b>50</b>	
3 to 6 similar projects	<b>30</b>	
Under 3 similar projects	<b>20</b>	
No projects	<b>0</b>	
<b>2. Locality</b>		
Based within Nelson Mandela Bay (local office / branch)	<b>15</b>	
Based within Eastern Cape	<b>10</b>	
Other provinces	<b>5</b>	
<b>TOTAL</b>	<b>65</b>	
<b>Minimum functionality score = 45/65</b>		

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

**ANNEXURE "B1"**

The information required must be submitted in the following format:

No	Project Name and Description	Project Value in R....	Contact Person and number for Reference purposes	Duration of Project (From to end date)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

2. Location of applicants business: \_\_\_\_\_

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**PRICING SCHEDULE**

Name of Bidder:.....	Bid Number:
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)

**All labour cost must be as per minimum Government Gazetted sectoral rates which must include all statutory requirements, management fees, PPE, management fee and any other relevant costing. Please complete pricing schedule attached.**

Description	Times	TOTAL COST PER MONTH
Labour cost for 2 Janitor	Monday to Friday (07h00 to 17H30)	R
Labour cost for 2 Janitor	*Saturdays (08h00 to 13h00)	R

**For evaluation purposes assume 4 Saturdays per month.**

Breakdown of cost must be provided as an attachment to proposal.

Description	Times	Hourly cost
Labour cost for 2 Janitors	Saturday (08h00 to 13h00)	R
Labour cost for 2 Janitors	Sundays and Public Holidays	R
Labour cost for 2 Janitors	After hours	R

**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person)**

I, the undersigned

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duly authorised by

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(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);

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- 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:

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- 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:

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**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***

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## **CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)**

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I, the undersigned, in submitting the accompanying Proposal in relation to

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word “competitor” shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
  - (a) has been requested to submit a Proposal in response to this RFP;
  - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.



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) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit or not to submit, a Proposal;
  - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
  - (e) submitting a Proposal with the intention not to win the award.
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 improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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.

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**Signature Date**

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**Name of Applicant**