

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

DATE REQUESTED	15 March 2021
DEPARTMENT	Marketing
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>The Mandela Bay Development Agency calls for a quotation in regards:</p> <ul style="list-style-type: none"> ➤ Tramways Building Cleaning of hall (1200 square meters) Left Wing (300 square meters) and the cleaning of Toilets and Ablutions. ➤ Cleaning services to MBDA Managed Sites when required. <p>Tramways Building Cleaning of hall (1200 square meters) Left Wing (300 square meters) and the cleaning of Toilets and Ablutions.</p> <p>These venues are used for mainly events from Monday to Monday. Most of the times the client would setup the day before the main event. It is highly likely that there would be back-to-back events on some weekends and some seasons. Cleaning of the above would therefore be required in-between these consecutive events.</p> <p>The Client has got the access to the venue from 08h00 until 23h00 and therefore needs the hall cleaned before the starting time and after the finishing times</p> <p>1.1 Good Industry Practice</p> <p>All Services are to be performed in accordance with all Statutory Requirements.</p> <p>1.2 Provision of Equipment, Materials and Uniforms</p> <p>It is the responsibility of the Contractor to purchase and maintain all equipment, and materials required for the delivery, performance and provision of the Services, unless otherwise specified.</p>

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	<p>1.3 Health and Safety</p> <p>The Contractor must, at all times, comply with all current and future Health and Safety Legislation for the duration of the contract.</p> <p>1.4 Rates</p> <p>Cost must be an all-inclusive cost which includes: labor rate; equipment, PPE, consumables and any other related cost.</p> <p>Please provide us with an all-inclusive Labour Rates. (Must be atleast the minimum Government Gazetted rates). (Please refer to Annexure “A” attached for quoting purposes</p> <p>This will be a service contract will be for a 12-month period. In order to give detailed costs a compulsory site meeting will be held on Tuesday 23 March 2021 at 10:00 at the MBDA Offices. It is anticipated that the service provider will be expected to start 12 April 2021.</p> <p>Closing date: Monday 29 March 2021 at 4PM</p> <p>For further information please contact Ms Asanda Mlata on 041-8118236 or Ms Andiswa Kota on 041 811 8243.</p> <p>All responses to submit online via the formalquotes@mbda.co.za email address.</p>
EVALUATION CRITERIA	<p>Minimum requirements: Minimum of six months corporate cleaning related experience -Proof to be submitted.</p> <p>The quotes will be evaluated on the 80/20 preferential point system.</p>
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>

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GENERAL CONDITIONS	<p>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</p> <p>1.2. All prices will be evaluated exclusive of VAT.</p> <p>1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</p> <p>1.4. It is compulsory for all potential suppliers to be registered on the NMBM Supplier Database or meet the listing criteria of the MBDA as per the 2017 SCM Policy.</p> <p>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.</p> <p>1.6. Quotations to be valid for 60 days from closing date</p> <p>1.7. The MBDA SCM policy will apply.</p>
CONTACT PERSON	<p>Name: Asanda Mlata / Andiswa Kota Tel: 041 811 8236 / 041 811 8243 Email: formalquotes@mbda.co.za</p>
ANY ADDITIONAL REQUESTS/ COMMENTS	<p>To be delivered to MBDA at the Tramways Building: Cnr. South Union and Valley Roads, Central.</p>

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THE REQUIRED SERVICES AND SCOPE OF WORK**a) EVENTS HALLS**

- ✓ Clean and polish all stainless steel including sink and taps.
- ✓ Dust and polish all surfaces.
- ✓ Collect recyclable materials.
- ✓ Polish any metal surfaces.
- ✓ Empty and clean waste bins.
- ✓ Replace all bin liners.
- ✓ Dust and wipe clean all surfaces.
- ✓ Remove marks from walls and furniture.
- ✓ Remove stains from carpets.
- ✓ Thoroughly clean and or polish flooring.
- ✓ Clean and polish all glass surfaces.
- ✓ Deodorise room.
- ✓ Wipe clean doors and jambs.

b) ABLUTIONS AND TOILETS

- ✓ Thoroughly clean all hand basins with bleach cleansers.
- ✓ Clean and sanitise all toilet bowls, lids, seats and cisterns.
- ✓ Clean and polish mirrors.
- ✓ Thoroughly clean and sanitise urinals.
- ✓ Clean all walls and maintain in clean and hygienic condition.
- ✓ Dust and wipe clean all sills' ledges etc.
- ✓ Clean and disinfect all flooring.
- ✓ Polish stainless-steel fittings, basin taps etc.
- ✓ Remove all rubbish from waste bins.
- ✓ Clean windows.
- ✓ Toilet cistern service ducts to be cleaned.

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C) TABLE

Cost must be an all-inclusive cost which includes: labor rate; equipment, PPE, consumables and any other related cost.

ALL INCLUSIVE HOURLY RATE	MINIMUM LABOURERS	MAIN HALL (1200 square meters)	LEFT WING (300 square meters)	ABLUTIONS AND TOILETS
06h00 – 17h00	2			
17h00– 06h00	2			

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

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

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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

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

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

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;

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- (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.

Signature Date

Name of Applicant

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