

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

<b>DATE REQUESTED</b>	18 February 2021
<b>DEPARTMENT</b>	OPERATIONS
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<p>The Mandela Bay Development Agency seeks to appoint an experienced Service Provider for a 12-month period to provide sanitation and hygiene services to the MBDA.</p> <p>This shall initially include two sites comprising of the Tramways Building in Port Elizabeth and the Science and Technology Centre (STC) in Uitenhage.</p> <p>The MBDA also manages various facilities, which may be included to this request at later stages.</p> <p>Service providers to have a minimum of two years' experience in the provision of sanitation and hygiene services. References letters to be provided as proof of experience.</p> <p><b><u>Site 1 – Include:</u></b></p> <p><b><u>Tramways Building:</u></b> The Tramways Building requires the following sanitation services on a rental basis:</p> <ul style="list-style-type: none"> <li>• <b><u>Ground Floor-</u></b></li> <li>• Hygienic Foam Hand Soap (Monthly supply)</li> <li>• Male x 2 Bins</li> <li>• Female x 2 Bins</li> <li>• 2X SHE bins for female Toilets</li> <li>• 2 x Automatic Airfreshners (for each toilet) x 4</li> <li>• First floor-</li> <li>• Male x 2 Bins and 2x urinals</li> <li>• Female x 2 Bins</li> </ul>

**Mandela Bay Development Agency**

**Directors:** R Dana, V Dyantyi, MW Goduka, P Kondlo, SM Mbanga, M Moolman, KG Ntshanyana  
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**Company Secretary:** M Matiwane

- Automatic Airfreshner for reception area x1, 3 x Automatic Airfreshners for each toilet x 4
- Mats for Urinals x 2
- 2X SHE bins for female Toilets

**Site 1 – Include:**

**Science and Technology Centre:**

The Uitenhage Science and Technology Centre STC requires the following sanitation services on rental basis:

Office/Exhibition floor consists of –  
3 x Female, 2 x Male and 2 x Disable Toilets

- **Foam Soap Dispensers (Including soap)**
  - Male x 4
  - Female x 3
  - Disable x 1 (One in each bathroom)
- **Hygiene Wipes dispenser and wipes**
  - Male x 2
  - Female x 2
  - Disable x 1 (One in each bathroom)
- **Automatic Airfreshner + Units**
  - Male x 2
  - Female x 2
  - Disable x 1.
- **Mats for Urinals x 4**
- **5X SHE bins for female Toilets.**
- **All equipment to be cleaned, sanitized and maintained in working condition monthly.**
- **SHE Bins to be cleaned Fortnightly.**
  
- **All equipment to be cleaned, sanitized and maintained in working condition monthly.**

**A compulsory briefing session will take place on site at the Tramways Building, 1ste Floor Corner Lower Valley Road and South Union Street on Tuesday, 23 February 2021 at 10h00 followed by a second compulsory briefing session at 11h30 at the Science and Technology Centre Corner Drostdy Street & Constitution Road, Central Uitenhage.**

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	<p><b>Closing date: 1 March 2021 at 16h00.</b></p> <p><b>Submission to be emailed to <a href="mailto:formalquotes@mbda.co.za">formalquotes@mbda.co.za</a> to</b></p>
<b>EVALUATION CRITERIA</b>	The quotes will be evaluated on the 80/20 preferential point system.
<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 NMBM Supplier database or meet the listing criteria of the MBDA as per the 2017 SCM Policy.</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>Name: Philinda Reid  Tel: 041 811 8218  Email: <a href="mailto:formalquotes@mbda.co.za">formalquotes@mbda.co.za</a></p>

## MBDA 05573 - SANITATION SERVICES PRICING SCHEDULE

### Mandela Bay Development Agency

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<b>TRAMWAYS BUILDING</b>			
<b>Ground Floor-</b>	<b>Quantity</b>	<b>Price per unit</b>	<b>Total Price</b>
<b>Male Toilet x 2</b>			
<b>Female Toilet x 2</b>			
Hygienic Foam Hand Soap (Monthly supply)	1 - month supply		
SHE bins for female Toilets x 2	2		
Automatic Airfreshners (for each toilet) x 2	2		
<b>First floor-</b>			
<b>Male Toilet x 1 and 2x urinals</b>			
<b>Female Toilets x 2</b>			
Hygienic Foam Hand Soap (Monthly supply)	1 - month supply		
Automatic Airfreshner for reception area x1, 3 x Automatic Airfreshners for each toilet	4		
Mats for Urinals x 2	2		
SHE bins for female Toilets x 2	2		
<b>SCIENCE AND TECHNOLOGY CENTRE</b>			
Office/Exhibition floor consists of – 4 x Female, 3 x Male and 1x Disable Toilets and 4 x Urinals			
<b>Foam Soap Dispensers (including soap)</b>			
Male x 4	4		
Female x 3	3		
Disable x 1	1		
Urinals x 4	4		
<b>Hygiene Wipes dispenser and wipes</b>			
Male x 2	2		
Female x 2	2		
Disable x 1	1		
<b>Automatic Airfreshner + Units</b>			
Male x 2	2		
Female x 2	2		
Disable x 1	1		

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<b>Mats for Urinals x 4</b>	4		
<b>SHE bins for female Toilets x 5</b>	5		
<b>Other Relevant Costs - Please provide detailed breakdown if applicable</b>			

**All equipment at all sites to be cleaned, sanitized and maintained in working condition monthly.**

**The MBDA will add or remove items based on the unit prices provided as and when required.**

**SHE Bins to be cleaned Fortnightly.**

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**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. \_\_\_\_\_

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***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.

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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**

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