

1. PURPOSE

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from experienced service providers for the monthly treatment of rodents, flies, mosquitos, and cockroaches at our Vrededorp and Benoni Campuses.

The main objective of this project is to provide, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees and visitors in compliance to the provision of Occupational Health and Safety Act. (OHSA).

2. THE SCOPE OF SERVICES

| KEY DELIVERABLE - VREDEDORP | TASKS | QTY |
|-----------------------------------|--|-----|
| Rat Bait Stations (Outside) | Supply and install rat bait stations outside and/or at identified spots Monthly service required | 20 |
| Rat Bait Stations (Inside office) | Supply and install rat bait stations inside offices/or at identified spots Monthly service required | 4 |
| Fumigation | Fumigation in training rooms Monthly service required | 4 |
| Fly Bait Station (Red tops) | Supply and install fly bait station (Red tops) outside Monthly service will be required | 5 |

| KEY DELIVERABLE – MGSLG BENONI | TASKS | QTY |
|-----------------------------------|--|-----|
| Rat Bait Stations (Outside) | Supply and install rat bait stations outside and/or at identified spots Monthly service required | 20 |
| Rat Bait Stations (Inside office) | Supply and install rat bait stations inside offices/or at identified spots Monthly service required | 4 |

REQ NUMBER 318 | Supply Chain Management | Pest Control Services – RFQ:318/SCM/2025-01-17

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsêliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

| | | |
|-----------------------------|---|---|
| Fumigation | Fumigation in training rooms | 4 |
| | Mosquito fumigation in reception | 1 |
| | Monthly service required | |
| Fly Bait Station (Red tops) | Supply and install fly bait station (Red tops) outside | 5 |
| | Monthly service will be required | |

3. COMPLIANCE

The following compulsory documents must be submitted with quotation;

- I. Valid Original Tax Compliance status pin for verification
- II. Certified ID(s) copies of company director(s).
- III. Proof of company registration.
- IV. Company municipal rates, electricity, or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- V. Completed and signed Standard Bidding Document attached in the tender document.
- VI. Proof of registration on National Treasury Central Supplier database (CSD) printed in January 2025.
- VII. Sworn affidavit and/or certified B-BBEE certificate, in order to claim points.
- VIII. Proof of company banking details e.g., bank letter with bank stamp, not older than 3 months.
- IX. Proof of registration/membership with applicable governing bodies

Failure to submit all of the above mentioned documents will result to the disqualification of the bid.

4. QUOTATIONS

Quotations must be submitted by Monday, the 31st of January 2025, 11h00. Late submission will not be accepted. Completed documents must be submitted by email to: procurement@mngslg.co.za and copy anniem@mngslg.co.za.

5. COMPUSLROY/ NON COMPULSORY BREIFING SESSION

There will be no briefing session for these requirements, any queries or inquiries should be directed to procurement@mngslg.co.za.

The email serves as a means for bidders to seek clarification on specific aspects outlined in this document and address any significant issues they may encounter.

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

6. CONTRACT PERIOD

The expected duration of the project is Three (3) years after signing of the contract subject to performance review.

7. EVALUATION PROCESS (PRICE & BB-BEE POINTS).

Stage 1: Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain minimum of 75% in order to proceed stage 2 of the bidding process.

Proven Track Record (40 Points)

Bidders must submit signed reference letter/s of **CURRENT** similar work done, reflecting the client name and contact details of the client. Points will be allocated for reference letter/s that meet these requirements as follows:

One relevant similar experience or work done (10 Points)

Two relevant similar experience or work done (25 Points)

Three relevant similar experience or work done (40 Points)

Non-submission No Points

Affiliation to Pest Control Body (20 POINTS)

The bidder must submit an affiliation certificate from a relevant Pest Control body.

Points will be scored as follow:

Relevant affiliation (20 Points)

Non-submission (No Points)

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson**: Mr Jacob Khawe

Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;

Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;

Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

THE FOLLOWING PARTICULARS MUST BE FURNISHED BY THE SERVICE PROVIDER
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; Deputy Chairperson: Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY
(ALL APPLICABLE TAXES INCLUDED)

| ITEM DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|----------------------|--------------------|------------|-------------|
| Name of Bidder | RFQ Number | | |
| Closing Time | Closing Date | | |
| TOTAL PRICE | | | |
| | | | |

Please provide bid price below in figures and in words:

BID PRICE IN FIGURES R

BID PRICE IN WORDS

.....
.....

.....

SIGNATURE BY COMPANY REPRESENTATIVE

NB: The bidder must attached separate price breakdown schedule that demonstrate each line item that makes up the grand total above.

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson**: Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?
YES/NO

2.8 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed ”:
.....

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
 Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
 Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
 Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.9 If you are presently employed by the state, did you obtain appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO the

2.9.1 If yes, did you attached proof of such authority to the bid YES / NO document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.9.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.10 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO trustees /

2.10.1 If so, furnish particulars:

.....
.....
.....

2.11 Do you, or any person connected with the bidder, have YES / NO any relationship (family, friend, other) with a person employed by the state and who may be

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

involved with the evaluation
and or adjudication of this
bid?

2.11.1 If so, furnish particulars.

.....
.....
.....

2.12 Are you, or any person connected with the bidder, YES/NO

aware of any relationship
(family, friend, other) between
any other bidder and any
person employed by the state

who may be involved with the
evaluation and or adjudication of
this bid?

2.12.1 If so, furnish particulars.

.....
.....
.....

2.13 Do you or any of the directors / trustees / shareholders / members YES/NO

of the company have any interest in
any other related companies whether
or not they are bidding for this
contract?

2.14 If so, furnish particulars:

.....
.....
.....

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; **Deputy Chairperson:** Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane

Full details of directors / trustees / members / shareholders.

| FULL NAME | IDENTITY NUMBER | PERSONAL TAX REFERENCE NUMBER | STATE EMPLOYEE NUMBER PERSAL NUMBER |
|-----------|-----------------|-------------------------------|-------------------------------------|
| | | | |
| | | | |

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

BOARD OF DIRECTORS:

Board Chairperson - Mr Tsēliso Ledimo; Deputy Chairperson: Mr Jacob Khawe
Ms Tlangi Mogale; Mr Mhlengi A Mdakane; Mr Bonolo Ramokhele; Ms Catherine Constantinides;
Mr Tshidiso Saul; Mr Bengeza S Mthombeni; Mr Mandlenkosi S Masingi; Mr Joconia B Matabane;
Mr Maupe G Matjila; Ms. Sivuyisiwe Gwebani; Ms. Lorraine Makola; Mr. Manaha Matakanya

Executive Directors: CEO – Mr Sibusiso Mahlangu; CFO – Mr Mxolisi Magubane