

Fax No. : + 27 11 830 2201
Tel. No.: + 27(0) 11 830 2200
Email Address: procurement@mgsi.co.za

Cnr. 8th Street and Hull Street, Vrededorp, Johannesburg, 2092
Postnet Suite No. 161, Private Bag X9, Melville, 2109

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

REQUEST FOR QUOTATIONS

PEST CONTROL

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 facilities. Service providers must submit their offers on this RFQ document.

A compulsory site visit to acquaint yourself with the facilities will take place at the MGSLG offices on **13th September 2022, 10h00**, at Cnr 8th and Hull Street, No 40 Hull Street, Vrededorp 2092. The site visit will thereafter move to the second office in Benoni, on 55 Elston road, Benoni.

2. Scope of Services

Key deliverable	Tasks
Rodent Treatment	Supply and install 20 x traps per facility on the outside. Supply and install small bait stations at identified spots inside x 8 per facility Monthly services per facility
Fly and mosquito treatment	Supply and install 9x electrical fly catchers per facility. Supply and install 8x insecticide spray dispensers per facility Supply and install 6 x red tops per facility Service all units monthly Spray all buildings once per month for fly and mosquito control, (estimate area of 200 m ² per facility to be sprayed)
Cockroach treatment	Spray the kitchens at both facilities monthly
All service and treatment work are envisaged to be attended to during normal working hours.	
The service provider will be required to ensure job sheets are signed off by the MGSLG Facilities Manager upon completion.	
Service agreement for 36 months.	

3. The following documents must be submitted with the quotation:

- 3.1 Copy of valid tax clearance with a pin for further verification.
- 3.2 Completed and signed Standard Bidding Documents, attached to this document.
- 3.3 Sworn affidavit and/or certified BBEE certificate, in order to claim points
- 3.4 Proof of registration on National Treasury Central Supplier Database (CSD) printed in February/March 2022
- 3.5 Proof of membership to relevant bodies
- 3.6 Certified ID(s) copies of company director(s)
- 3.7 Proof of company registration
- 3.8 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.
- 3.9 Proof of company banking details, not older than 3 months.
- 3.10 Proof of registration/membership with applicable governing bodies

4. Quotations

- 4.1 Quotations must be submitted by **20 September 2022, 16h30.**
 - 4.1.1 Quotations should be itemised, describing the services and requirements included in the estimates.
 - 4.1.2 Quotations should indicate the lead-time from issue of order to delivery.
 - 4.1.3 Completed documents must be submitted by email to: procurement@mgsi.co.za
 - 4.1.4 Late quotations will not be accepted.

5. Contact Details

All enquiries relating to this quotation request must be directed to Procurement by email : procurement@mgsi.co.za
 The MGSLG does not bind itself to accept the lowest or any quotation and this RFQ will be valid for the period of 60 days after closing.

6. EVALUATION PROCESS

Evaluation will be done on the following two-stage process in terms of National Treasury implementation guide Preferential procurement regulations, 2011 pertaining to the preferential procurement policy framework act, act no 5 of 2000.

7. STAGE 1: TECHNICAL EVALUATION/ FUNCTIONALITY

Only service providers who achieve a minimum of 75% of the total available points will qualify for stage two of the Evaluation process.

PROVEN TRACK RECORD (40 POINTS)

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

- One positive relevant reference of similar work done 10 Points
- Two positive relevant references of similar work done 20 Points
- Three positive relevant references of similar work done 30 Points
- Four positive relevant references of similar work done 40 Points

8. STAGE2: PRICE AND BBBEE POINTS

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for BBBEE Status. Bidders must submit a certified BBBEE certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.

Price and Preferential Points

The following preference point systems are applicable to this bids:

The points allocated for price will calculated as follows:

80/20 Preference point system [(for acquisition of services, works or goods with a Rand value below R1million) (all applicable taxes included)].

Where

$$P_s = 80 \left| 1 - \frac{P_t - P_{\min}}{P_{\min}} \right|$$

Ps = Points scored for comparative price of bid or offer under consideration

Pt = Comparative price of bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid or offer.

Points scored will be rounded off to the nearest 2 decimal places.

Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of

Contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	08
6	06
7	04
8	02
Non-compliant contributor	00

**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

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**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 60 DAYS FROM THE CLOSING DATE OF BID.**

ITEM DESCRIPTION

BID PRICE IN RSA CURRENCY
**(ALL APPLICABLE TAXES INCLUDED)

The price can be attached on the different schedule if applicable

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
TOTAL PRICE			

SIGNATURE BY COMPANY REPRESENTATIVE
NB// bidders may attach separate price schedule and indicate on this page.

Matthew Goniwe School of Leadership and Governance

DECLARATION OF INTEREST

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.**

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) MGSLG Employees and members of its board
- (c) Any municipality or municipal entity;
- (d) Provincial legislature;
- (e) National Assembly or the national Council of provinces; or
- (f) 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**

2.7.1 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 :.....
Position occupied in the state institution:.....

Any other particulars:

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax State Number / Employee Pearsal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 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