

ENQUIRIES: SUPPLY CHAIN MANAGEMENT UNIT
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Vrededorp, Johannesburg, 2092
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Melville, 2109

REQUEST FOR QUOTATION (RFQ)

RFQ NO: SCM/2024/OCT/16-01

CLOSING DATE: 30th of October 2024

REQUEST FOR QUOTATION: PEST CONTROL SERVICES (MGSLG & BENONI CAMPUS)

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 SCOPE OF SERVICE

Key Deliverable - Vrededorp	Tasks	QTY
1. Rat Bait Stations (Outside)	Supply and install rat bait stations outside and/or at identified spots Monthly service required	20
2. Rat Bait Stations (Inside office)	Supply and install rat bait stations inside offices/or at identified spots Monthly service required	4
3. Fumigation	Fumigation in training rooms Monthly service required	4
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
1. Rat Bait Stations (Outside)	Supply and install rat bait stations outside and/or at identified spots Monthly service required	20
2. Rat Bait Stations (Inside office)	Supply and install rat bait stations inside offices/or at identified spots Monthly service required	4
3. Fumigation	Fumigation in training rooms Mosquito fumigation in reception Monthly service required	4 1
4. Fly Bait Station (Red tops)	Supply and install fly bait station (Red tops) outside Monthly service will be required	5

3 COMPLIANCE

The following compulsory documents must be submitted with quotation;

Valid Original Tax Compliance status pin for verification.

Certified ID(s) copies of company director(s).

Proof of company registration.

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.

Completed and signed Standard Bidding Document attached in the tender document.

Proof of registration on National Treasury Central Supplier database (CSD) printed in September/October 2024.

Sworn affidavit and/or certified B-BBEE certificate, in order to claim points.

Proof of company banking details e.g., bank letter with bank stamp, not older than 3 months.

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 30th of October 2024, 11h00. Late submission will not be accepted. Completed documents must be submitted by email to: procurement@mgsig.co.za

5 CONTACT DETAILS

All Technical enquiries relating to this quotation request must be emailed to: procurement@mgsig.co.za during office hours (8:00 - 16:30) weekdays. The MGSIG does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

6 EVALUATION PROCESS

Evaluation System

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 Point

PRICE AND PREFERENTIAL POINTS

The following preference point systems are applicable to this bids:

The value of this bid is estimated to be below R1 000 000.00 and therefore the 80/20 system shall be applicable.

Points for this bid shall be awarded for:

Price and Preferential Procurement Framework Act

The points allocated for price will be 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

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

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

P_t = Comparative price of bid or offer under consideration

P_{\min} = Comparative price of lowest acceptable bid or offer.

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

Step 2: 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:

Specific Goal: 1

Black ownership points will be awarded to a Tenderer who has 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Black Ownership	(80/20) Preference Point System
100% Black Ownership	8
51% to 99% Black Ownership	4
Less than 51% Black Ownership	0

Specific Goal: 2

Black women ownership points will be awarded to a Tenderer who has 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Black Women Ownership	(80/20) Preference Point System
100% Black Women Ownership	4
30% to 99% Black Women Ownership	2
Less than 30% Black Women Ownership	0

Specific Goal: 3

Township Ownership points will be awarded to a Tenderer who has a 51% or more township ownership

owners. Township ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Business in Township	(80/20) Preference Point System
100% Business in Township	4
51% to 99% Business in Township	2
Less than 51% Business in Township	0

Specific Goal: 4

Black youth ownership points will be awarded to a Tenderer who has 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

Black Youth Ownership	(80/20) Preference Point System
100% Black Youth Ownership	4
30% to 99% Black Youth Ownership	2
Less than 30% Black Youth Ownership	0

Points scored will be rounded off to the nearest 2 decimals.

In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE Status. Should two or more bids be equal in all respects, the award shall be awarded to the bidder who scored a highest functionality points, should two or more bids be equal after this, the award shall be decided by drawing of lots..

A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

MGSLG reserves the right to arrange contracts with more than one contractor.

7 COMPUSLROY/ NON COMPULSORY BREIFING SESSION

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

8 COMMUNICATION

Supply Chain Management (SCM) Unit will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of MGSLG in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9 CONTRACT PERIOD

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

10 PAYMENT

The Matthew Goniwe School of Leadership and Governance will not make an upfront payment to a successful service provider. Payments will only be made in accordance to the delivery of service that will be agreed upon by both parties and receipt of an original invoice.

PRICING SCHEDULE – FIRM PRICES (PURCHASES) SBD 3.1

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.

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY
 NO. ** (ALL APPLICABLE TAXES INCLUDED)

Name of bidder.....	RFQ number.....
Closing Time	Closing date.....

No#	Description	Items	Quantity	Unit Price	Total Price (VAT INCL)

Please provide bid price below in figures and in words:

BID PRICE IN FIGURES R..... BID PRICE IN

WORDS

.....

.....

.....

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

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

DECLARATION OF INTEREST

SBD 4

- 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.
- In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1. Full Name of bidder or his or her representative:
2. Identity Number:
3. Position occupied in the Company (director, trustee, shareholder²):
4. Company Registration Number:
5. Tax Reference Number:
6. VAT Registration Number:
7. 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.

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

8.1 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:

.....

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

8.2.1 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.

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

.....

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

8.3.1 If so, furnish particulars:

.....

8.4 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 involved with the evaluation and or adjudication of this bid?

8.4.1 If so, furnish particulars.

.....

8.6 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?

8.6.1 If so, furnish particulars.

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8.8 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?

8.8.1 If so, furnish particulars:

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Full details of directors / trustees / members / shareholders.

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

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

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 Name of bidder