

Appointment of Service Provider to supply, installation and maintenance of sanitary and healthcare equipment and adhoc services

Briefing Session : 29 June 2017 at 09h00
Tender Number : RFP 01/2017
Closing Date : 19 July 2017 at 11h00
Presented by : Zinogazi Ntsele

Table of Contents

1. Welcome & Introduction
2. RFP Timelines
3. Purpose & Scope
4. Bid Evaluation Process
5. RFP Submission
6. Pricing Requirements
7. B-BBEE Requirements
8. Rules of Engagement
9. Questions & Answers

RFP Timelines

No.	Activity	Date
1.	Clarification of Queries	19 June – 10 July 2017
2.	Response to the queries	26 June – 14 July 2017
3.	RFP Closing Date	19 July 2017 at 11h00
4.	Notice to Bidders	August 2017
5.	Contract Finalisation	September 2017

Purpose & Scope

Purpose

Appoint a suitable Service Provider/s to supply, installation and maintenance of sanitary and healthcare equipment and adhoc services

Scope

- Supply (on rental basis), installation and maintenance of the hygiene equipment,
- Supply and refill service consumables (see list below),
- Weekly removal of sanitary and nappy bins and proper (as per legislated regulations) disposal thereof.

Bid Evaluation Process

Gate 0

Pre-Qualification Evaluation

- **Invitation to Bid SBD 1 & 2**
- Pricing Schedule SBD 3.3
- Central Registration Report (Central Database System) from National Treasury
- SARS Oath of Secrecy
- Declaration of interest SBD 4
- **Preference Point Claim form- SBD 6.1**
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Supplier Risk Assessment Questionnaire



Gate 1

Technical Evaluation

100 points

Achieve overall score of 65 out of 100 points to proceed to Gate 2

Mandatory Requirements

Technical Requirement

- Waste disposal accreditation
- Fully completed Pricing schedule
- **Valid B-BBEE certificate with level 2 or 1 OR Sworn Affidavit**

- References & Experience
- Qualifications & Training Plan
- Product Certification
- Waste disposal Process
- Execution / Project plan



Gate 2

B-BBEE – 20 Points

- B-BBEE Certificate with SBD 6.1
- Fully Completed Pricing Proposal

Price & BEE Evaluation

Pricing – 80 Points

PRICING REQUIREMENTS



- Presented by Faradh Khan

National Treasury Preferential Procurement Regulation

Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

- The 80/20 preference point system is applicable to bids* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).
- The 90/10 preference point system is applicable to bids with a Rand value above R50 million (all applicable taxes included).

Price Evaluation

- Only Bidders that have achieved the minimum technical threshold of **65** will be considered for price evaluation
- Evaluation criteria:

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{\min} = Rand value of lowest acceptable bid

B-BBEE REQUIREMENTS

BEE = 20 Points

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

BEE Certificate -Amended Codes

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
Exempted Micro Enterprise (EME)	Below R10 million p.a.	A sworn Affidavit or Certificate from CIPC
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	A sworn Affidavit or Certificate from CIPC Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.

SARS will accept B-BBEE Certificate issued on the revised B-BBEE Codes.

Use and acceptance of Affidavits

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

B-BBEE Key Sections to complete in SBD

BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4. AND 4.1

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of a B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Points Awarded for BBEE Contribution

B-BBEE Status Level of Contributor	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-Compliant Contributor	0	0

B-BBEE Key Sections to complete in SBD continued.....

7.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME or QSE? YES / NO (delete which is not applicable)

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- (v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

Sub-contracting

- Bidders who want to claim preference points will have to comply fully with regulations 12 of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:

Regulation 12(3)

- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

Regulation 9 (1)

- For a contract above R30 million, an organ of state must apply subcontracting to advance designated groups

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the primary Bidder and the joint venture and/or sub-contracting party. The agreement must also clearly identify the primary Bidder, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

Joint Ventures and Consortiums

- Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

FINANCIAL ANALYSIS

Background

Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Purpose

- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness
- Assess financial stability
- Identify financial risks
- Recommend appropriate mitigating strategies

Financial Requirements

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ Statement Of Comprehensive Income (*Income Statement*)
 - ✓ Statement of Financial Position (*Balance Sheet*)
 - ✓ Statement of Cash Flows (*Cash Flow Statement*)
 - ✓ Accompanying Unabridged Notes for ALL of the above documents
 - ✓ Any supplementary information
- **Less than three years Financial Periods**
 - ✓ Explanatory Letter – Providing reasons why the entity has been trading for less than three years.

Financial Requirements

- **Joint Arrangements (JA)**

- ✓ Unincorporated JAs must submit separate F/S for each party to the JA.
- ✓ Signed JA legal agreement.

- **Financial statements in Bidding Companies Name**

- ✓ Financial statements must be on the bidder's name
- ✓ Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee from holding company

TECHNICAL REQUIREMENTS

Technical Specification

- **Purpose**

The service provider(s) will be expected to render a comprehensive Hygiene

Management service to SARS from a supply, install and maintenance perspective. The following services are required:

- Supply (on rental basis), installation and maintenance of the hygiene equipment,
- Supply and refill service consumables (see list below),
- Weekly removal of sanitary and nappy bins and proper (as per legislated regulations) disposal thereof.

Technical Specification

1. List of required Equipment:

- Sanitary hygiene bin (SHE Bin)
- Nappy bin;
- Automatic toilet sanitizer;
- Manual hand sanitizer;
- Manual toilet seat sanitizer;
- Automatic sanitizers for men's urinal;
- Urinal Auto flusher;
- Toilet roll holder;
- Automatic air freshener;
- Anti-theft bracket automatic air freshener
- Manual foam/ Liquid soap dispenser;
- Automatic hand paper towel dispenser
- Wall mounted waste paper bin

Technical Specification

2. List of required Consumables:

- Toilet Paper – 1 ply with 500 sheets;
- Toilet Paper – 2 ply with 350 sheets;
- Foam soap refill 800ml;
- Liquid soap refill 5 litre;
- Manual toilet seat sanitizer refill 400 ml;
- Urinal mats;
- Automatic Air-freshener canister;
- Manual hand sanitiser refill 400ml
- hand paper towel 2 ply refill (folded)
- Hand paper towel 2 ply (roll refill)
- Clear plastic bin liners for waste paper bin

Technical Specification

3. List of required Services:

- Deep cleaning of ablution areas;
- Hygiene sanitary and nappy bins;
- Sanitizers for men's urinal; Automatic toilet sanitizer and Urinal Auto flusher
- Automatic air freshener;
- Anti-theft bracket automatic air freshener &
- Automatic hand paper towel dispenser.

4. Maintenance:

- All items/models delivered in terms of this contract shall be new and unused with the appropriate guarantees for the duration of the contract.
- Maintenance of units to be done by successful bidder in accordance with the manufacturer's warranty.

RFP Submission

- Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file by the **19 July 2017 at 11:00**



TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

Rules of Engagement

- Bidders may not contact SARS personnel directly
- All contact relating to RFP matters are only to be addressed to SARS Procurement at tenderoffice@sars.gov.za
- Tender office contact : Vuyo 012 647 9569

Announcements

- **Main RFP corrections**

Page 16 of 23

- **Pricing template**

Number of quantities

Number of services

- **Specification document**

There are no page numbers, refer to sections

Manual hand sanitiser refill 400ml should be 800ml

