

**RFP 11/2021**

**ANNEXURE A – BID SPECIFICATION DOCUMENT**

**ANNEXURE B – SCORING / EVALUATION SHEET**

**ANNEXURE C - RETURNABLE CHECKLIST**

**ANNEXURE C1 – TECHNICAL RETURNABLE CHECKLIST**

**ANNEXURE C2 – BIDDER’S PROJECT INFORMATION**

**ANNEXURE C3 – REFERENCE LETTER FOR PAST PROJECTS**

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**ANNEXURE C5 – SCHEDULE OF THE BIDDER’S PROJECT INFORMATION**

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**ANNEXURE C - RETURNABLE CHECKLIST**

**RETURNABLE CHECKLIST**

***NOTE:*** *The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of SARS will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.*

The bidder must complete the following returnable documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **RETURNABLE DOCUMENTS** | | | |
| **TECHNICAL RETURNABLES**  **Returnable Schedules required only for Tender Evaluation Purposes** | | | |
| **MANDATORY REQUIREMENTS** | | | |
|  | Bidder or the bidder’s subcontractor must submit a valid waste landfill site registration where applicable |  |  |
|  | Bidder or the bidder’s subcontractor must submit valid waste management license |  |  |
|  | Bidder must submit valid B-BBEE Certificate or sworn affidavit (whichever applicable according to SBD 6.1) with a B-BBEE status levels 1 or 2 |  |  |
|  | Bidders must subcontract a minimum of 30% of the value of the contract to an EME or QSE, which is at least 51% owned by black people who are women. |  |  |
|  | Bidders or the bidder’s subcontractor must provide a valid Pest control certificate of registration from the Department of Agriculture, Forestry and Fisheries for accredited personnel that will be performing the services as per the tender. |  |  |
|  |  |  |  |
| **TECHNICAL EVALUATION** | | | |
|  | Schedule of the Bidder’s Experience – Bidder’s company profile and Current and Past Project List |  |  |
|  | Performance on Past Projects - Reference Letters |  |  |
|  | Bidder’s Staff Proposal and Contracts Manager’s CV |  |  |
|  | Bidders Proposal – Methodology and approach |  |  |
|  | Hygiene and cleaning services proposal |  |  |
|  | Waste Management proposal |  |  |
|  | Pest Control services |  |  |
|  | Gardening Services proposal |  |  |
|  | Equipment and consumables proposal |  |  |
|  | Environmental Management Plan |  |  |
|  | Quality Management Plan |  |  |
|  | Health And Safety Plan |  |  |
| **PRICING PROPOSAL**  **Returnable Schedules that will be incorporated into the Contract** | | | |
|  | Pricing Proposal Form |  |  |
|  | Pricing Schedule  • Fixed contract fee  • Service fee breakdown  • Additional labour unit rates  • Ad hoc hazardous waste management rates  • Ad hoc consumables |  |  |

**TECHNICAL RETURNABLES**

**These are returnable schedules required for Tender Evaluation Purposes only**

# SCHEDULE OF THE BIDDER’S EXPERIENCE

The bidder must provide details of the bidder's current and experience in providing similar services to commercial/ corporate establishments:

* Bundled Soft facilities services
* Cleaning and hygiene services
* Waste Management services (on-site waste management and waste removal/ transportation)
* Pest control services
* Gardening services

The Bidder must provide contactable references from corporate clients where the Bidder has done waste management service; and also populate the **Table below.**

The Bidder must provide the following information:

* Table: Details of the Bidder's current and past experience in providing waste management service

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Verification of References** | Verification of Bidder’s Experience |  |

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Contactable References on past contracts

The Bidder must provide reference letters from contactable corporate clients where the Bidder has been awarded and successfully completed the above services.

**The reference letters must in detail describe the services offered, client and contact details.**

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Verification of References** | Submit Contactable references |  |

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# EXPERIENCE OF CONTRACT MANAGER AND BIDDER’S STAFF PROPOSAL

In terms of the Specification and the Conditions of this tender, the Bidder shall provide a summary of the personnel to be utilized for this contract including the qualifications of the key personnel and Contract Manager.

**Organogram**

The bidder must submit an organogram indicating staff to be assigned to the project

**Table: Bidder’s proposed staff complement proposed for the contract**

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Site** | **Number** |
| Supervisor |  |  |
| Staff |  |  |
|  |  |  |
|  |  |  |

***Experience of Contractor Manager and key management personnel***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Employee** | **Name** | **Qualifications** | **Experience** |
|  |  |  |  |
|  |  |  |  |

**Submit Curriculum Vitae of Key Personnel for each position listed above**

*Attach additional pages if more space is required.*

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# BIDDER’S TECHNICAL PROPOSAL

The Bidder must provide a proposal detailing how they are going to provide the required service. The proposal must include a detailed daily, weekly, quarterly, bi-annually and annual program on the services to be rendered on site.

The proposal should include the number of personnel to be provided, equipment, and any other information pertinent to the service to be rendered in order to provide a comprehensive service to SARS as per the functional requirement specification.

The proposal should include as a minimum an:

* Executive Summary
* Hygiene and Cleaning services Proposal where the bidders demonstrate understanding of the site and brief; Personnel proposal; Equipment proposal; Consumables proposal, Environmental Management Plan; Quality Management Plan, Health and Safety Plan and a Start-up Plan.
* Waste management Proposal where the bidders demonstrate understanding of the site and brief; Personnel proposal; Equipment proposal; Waste collection, recycling, on site management, transportation and disposal approach for general landfill and hazardous waste, Reporting, Environmental Management Plan; Quality Management Plan, Health and Safety Plan and a Start-up Plan.
* Pest Control Service Proposal where the bidders demonstrate understanding of the site and brief; Personnel proposal; Consumables proposal; on site management, Reporting, Environmental Management Plan; Quality Management Plan, Health and Safety Plan.
* Gardening Services Proposal where the bidders demonstrate understanding of the site and brief; Personnel proposal; Equipment proposal

## Methodology and Work Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Bidder’s Proposal** | Submit all supporting documents |  |
| **Hygiene and cleaning services** | Submit a proposal for the hygiene and cleaning services |  |
| **Waste management proposal** | Submit a proposal for the management of waste services |  |
| **Pest Control proposal** | Submit a proposal for the management of pest control services |  |
| **Gardening Services Proposal** | Submit a proposal for the management of gardening services |  |
| **Work Schedule** | Attach a work schedule indicating the services to be provided and frequencies as per the scope of work. |  |

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## Bidder’s proposed equipment inventory

The Bidder must provide a detailed inventory list of all equipment to be utilised exclusively for rendering this comprehensive service to SARS. Bidders are therefore required to submit as part of their proposals, a comprehensive list of equipment relevant to the service which is required in this tender. Bids will be evaluated based on proposals commensurate with the service required.

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

**Table: Details of major equipment that is immediately available for this contract.**

|  |  |
| --- | --- |
| **Quantity** | **Description, size, capacity, etc.** |
|  |  |

*Attach additional pages if more space is required.*

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## Bidder’s proposed consumables and products

The Bidder must provide a detailed inventory list of all equipment to be utilised exclusively for rendering this comprehensive service to SARS. Bidders are therefore required to submit as part of their proposals, a comprehensive list of consumables and products relevant to the service which is required in this tender. Bids will be evaluated based on proposals commensurate with the service required.

**Table: Details of major consumables and products proposed for this contract.**

|  |  |
| --- | --- |
| **Product / Consumable** | **Description, size, capacity, specification etc.** |
|  |  |

*Attach additional pages if more space is required.*

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## Environmental Management Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Environmental Management Plan** | Submit Detailed Environmental Management Plan. Attach plan here. |  |

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## Quality Management Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Quality Management Plan** | Submission of quality plan outlining the operating standard procedures and compliances to regulations and best practices |  |

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## Health and Safety Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Health and Safety Plan** | Submit a Health and safety Plan |  |

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## Mandatory Waste Permits

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| Waste Permits | Attached Mandatory Waste Permits |  |

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**SCHEDULE OF THE BIDDER’S PROJECT INFORMATION**

The bidder must list relevant projects completed between 2010 and 2020. **Duplications of this schedule may be completed and attached to this document.**

*Table: Schedule of bidder’s experience*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client Company Name** | **Contact Person and Telephone Number** | **Scope Of Work**  **(Description of service performed and extent of Bidder's responsibilities)** | **Value of contract (Inclusive of VAT)** | **Date Completed** | **Signed Reference letter attached**  **Indicate Yes /No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**REFERENCE LETTER (TO BE COMPLETED BY BIDDERS’ REFERENCE)** *It is critical for the referee to complete this letter fully. Where references have not been submitted with the tender, SARS reserve the right to contact the Client* 