

Working together for a skilled tomorrow **REQUEST FOR QUOTATION (RFQ)**

**PROVISION OF DECONTAMINATION (OFFICE COVID-19 CLEANING) TO INSETA FOR A PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)**

RFQ	RFQ/2021/22/77
RFQ ISSUE DATE	04 AUGUST 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF DECONTAMINATION (OFFICE COVID-19 CLEANING) TO INSETA FOR A PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)
CLOSING DATE & TIME	10 AUGUST 2021 @ 11h00
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION**

### **PROVISION OF DECONTAMINATION (OFFICE COVID-19 CLEANING) TO INSETA FOR A PERIOD OF 12 MONTHS (AS AND WHEN REQUIRED)**

#### **1. BACKGROUND**

- 1.1** The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework. The INSETA must, in accordance with any prescribed requirements perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA) any other relevant legislation and the Constitution.
- 1.2** The objective of this request is to appoint a qualified and experienced service provider to Provide Decontamination (Office Covid-19 Cleaning) to INSETA for a period of 12 Months (as and when required)

#### **2. SCOPE OF WORK**

The service provider must provide the following services in a office area of 2500 sqm<sup>2</sup>):

- 2.1** COVID-19 decontamination and defogging procedure
- 2.3.1 Desktops and all work surfaces
  - 2.3.2 Doorknobs and door handles
  - 2.3.3 Light switches and dimmer switches
  - 2.3.4 Computer monitors, keyboards, mice
  - 2.3.5 laptops
  - 2.3.6 Telephone equipment
  - 2.3.7 All chair rests and arms
  - 2.3.8 Canteen tables and chairs, crockery, trays and cutlery
  - 2.3.9 Sinks, taps and kitchen areas
  - 2.3.10 Toilets, including all surfaces
  - 2.3.11 Water fountains and drinks dispensers and vending machines
  - 2.3.12 Lifts and their doors and buttons.

### 3. PREQUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 3.2 Bidder must submit proof and must be an **EME or QSE only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**).

***Note: noncompliance with the prequalification criteria will result in automatic disqualification.***

### 4. MANDATORY REQUIREMENT

- 4.1 Valid letter of good standing for Compensation for Occupational Injuries and Diseases Act (COIDA) from Department of Labour.
- 4.2 The service provider must have a minimum of six (6) months experience in supplying COVID-19 decontamination and or defogging services. The service provider must provide a reference letter on a letterhead, signed, and date reflecting the COVID-19 decontamination and or defogging services minimum of six (6) months.

***Note: non-compliance with the mandatory criteria will result in automatic disqualification.***

### 5. CONTRACT DURATION

- 5.1 The contract duration will be twelve (12) months (**23 August 2021 – 22 September 2022**)

### 6. PRICING CONSIDERATIONS

- 6.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise of all the relevant services proposed in the bidder's submission (but not limited to).

No.	Item	Description	Price per service
1.	Covid-19 sanitizing	Provision of decontamination and defogging (office COVID-19 cleaning)	
<b>Sub-Total</b>			
<b>VAT (15%)</b>			
<b>Total</b>			

## 7 CONTRACTUAL OBLIGATION

- 7.1 Bidder rate-based pricing will be fixed for the duration of the contract.
- 7.2 Bidder will be expected to sign SBD 7.2 contract form upon award.
- 7.3 Bidder will be issued a PO on request of services as and when require.
- 7.4 The contract value will be capped at R 500 000,00 for services and required bases.
- 7.5 The service provider's quotation must also provide sufficient detail in terms of various cost items such as total "man" hours and daily rates for the project team.
- 7.6 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

## 8 ADJUDICATION USING A POINT SYSTEM

- 8.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 8.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 8.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 8.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 9 POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \left\{ 1 - \frac{(Pt - P \text{ min})}{P \text{ min}} \right\}$$

Where:

Ps = Points scored for comparative price of bid under Consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

## 10 B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 10.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 10.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 10.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 10.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard

as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 10.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 10.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 10.7** 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 equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## 11. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 12. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

**13. INSETA reserves the right to:**

- 13.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 13.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 13.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 13.4** Award a contract to one or more bidder(s).
- 13.5** Accept any RFQ in part or full at its own discretion.
- 13.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 13.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

**14. Cost of Bidding**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Declaration of Interest (SBD 4),
- Preference Points Claim Form (SBD 6.1),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)

**Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.**