



REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF RENTAL AND SERVICING OF SHE BINS AND AIR MISTS AT ALL CSIR SITES FOR A PERIOD OF FIVE (5) YEARS

RFP No. 3531/17/08/2022

Date of Issue	Thursday, 28 July 2022	
Compulsory virtual briefing session	Date: Thursday, 4 August 2022 Time: 9H00 Link: MS Teams Click here to join the meeting Meeting ID: 348 130 905 82 Passcode: u6jzNa Download Teams Join on the web	
Last date for submission of queries / clarifications	Wednesday, 10 August 2022	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
Closing date for submission of proposals	Date: Wednesday, 17 August 2022 Time: 16H30	
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

1	INTRODUCTION	4
2	BACKGROUND	4
3	INVITATION FOR PROPOSAL	4
4	PROPOSAL SPECIFICATION	4
5	SERVICE PROVIDER (S) RESPONSIBILITIES	9
6	HYGIENE STANDARDS AND NORMS	10
7	EQUIPMENT, CONSUMABLE AND PREMISES	11
8	SAFETY, HEALTH AND ENVIRONMENT	12
9	SPECIAL ENTRANCE	12
10	UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT	12
11	GUARANTEES, SPECIAL REQUESTS AND EMERGENCY SERVICES	13
12	PERFORMANCE OR CONTRACT MANAGEMENT	13
13	PROPOSAL SPECIFICATIONS	14
14	FUNCTIONAL EVALUATION CRITERIA	15
15	ELIMINATION CRITERIA	17
16	NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION	18
SECTION B – TERMS AND CONDITIONS		19
17	PROCEDURE FOR SUBMISSION OF PROPOSALS	19
18	TENDER PROGRAMME	19
19	SUBMISSION OF PROPOSALS	19
20	DEADLINE FOR SUBMISSION	20
21	AWARDING OF TENDERS	20

22	EVALUATION PROCESS	20
23	PRICING PROPOSAL	21
24	VALIDITY PERIOD OF PROPOSAL	21
25	APPOINTMENT OF SERVICE PROVIDER	21
26	ENQUIRIES AND CONTACT WITH THE CSIR	22
27	MEDIUM OF COMMUNICATION	22
28	COST OF PROPOSAL	22
29	CORRECTNESS OF RESPONSES	22
30	VERIFICATION OF DOCUMENTS	22
31	SUB-CONTRACTING	23
32	ADDITIONAL TERMS AND CONDITIONS	23
33	CSIR RESERVES THE RIGHT TO	24
34	DISCLAIMER	24
35	ANNEXURE A – PROJECT LIST	25
36	ANNEXURE B - DECLARATION BY TENDERER	27
37	RETURNABLE CHECKLIST	28
38	ANNEXURE C – SCORING SHEET	29
39	ANNEXURE D – COST SCHEDULE	32
40	ANNEXURE E – PRICING PROPOSAL FORM	34
41	ANNEXURE F – SBD 1 FORM	35
42	ANNEXURE G – SHEQ FILE CONTENT	36
43	ANNEXURE H – SBD 4 - BIDDERS DISCLOSURE FORM	37

SECTION A – TECHNICAL INFORMATION

INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The Facilities Management department is responsible for the provision of fit for purpose infrastructure for the CSIR sites. The CSIR requires services of a professional contractor for the provision of rental and servicing of SHE bins and Air mists at all CSIR sites for a period of five (5) years.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of hygiene equipment, consumables and hygiene services in all CSIR Properties for a period of five (5) years (60 months).

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

The scope of work is limited to the CSIR Properties in the following areas:

Site	Physical Address	Number of Buildings
Pretoria	Scientia: Meiring Naude Road, Brummeria	52
	Entabeni Residence	16 units
	CSIR: International Convention Centre (ICC)	1 Conference facility
	Pardefontein: Farm Paardefontein, 282JR Portion 6 & 7	1
	Klobbersbos: 120JR, portion 6 & 7, North of Pretoria	1
Johannesburg	Carlow Road: Cnr Rustenburg and Carlow Road, Auckland Park	8
	Cottesloe: Cnr Newton and Frost Avenue, Cottesloe	1
Cape Town	Stellenbosch: 11 Jan Cilliers Street	1
	Rosebank: 15 Lower Hope Road	1
Durban	Glenwood: 359 King George V(5th) Avenue	2

The overall objective of this bid is for the CSIR to appoint a professional and experienced hygiene service provider(s) who is a fully licensed and a legal entity with expertise in hygiene services provision.

The detailed scope of work, incorporating the tasks and responsibilities of the potential Service Provider(s) (hereinafter, the Service Provider), required by the CSIR for hygiene services, and the operational and specification for hygiene services to be rendered on the specified sites of the CSIR includes the following:

- Once off supply of 10L sanitary bins / dispensers (Plastic, pedestal, grey colour);
- Once off supply of air freshener dispensers;
- Servicing of Hygiene Equipment;
- Supply and replenishing of hygiene service consumables (on as and when required);
- Weekly servicing of sanitary bins and proper disposal;
- The amount of ablution facilities to be provided with hygiene services per campus is reflected in the below table. Suppliers should demonstrate how the services will be implemented in their Proposal; and
- Any existing equipment which is broken / damaged needs to be replaced with similar equipment (as and when required).

Site	Female Bathrooms	Female Cubicles	Male Bathrooms	Male Cubicles	Male Toilet Urinals	Paraplegic Toilets	Unisex Toilets	Total
Pretoria: Scientia	185	359	200	368	293	17	4	1426
Pretoria: Entabeni	0	0	0	0	0	0	19	19
Pretoria: ICC	7	22	7	16	18	3	2	75
JHB: Carlow Road	6	10	6	11	8	1	0	42
JHB: Cotteloe	3	4	4	5	5	0	0	21
Pretoria: Paardefontein	1	2	3	4	1	0	1	12
Pretoria: Kloppersbos	2	4	4	7	5	0	0	22
Gauteng Total	196	385	215	394	320	18	24	1617
Rosebank	3	10	3	4	4	1	2	27
Stellenbosch	9	16	9	18	16	2	1	71
Western Cape Total	12	26	12	22	20	3	3	98
Durban	2	10	2	12	10	2	0	38
KwaZulu Natal Total	2	10	2	12	10	2	0	38
Total – CSIR	210	421	14	48	30	5	3	1753

4.1 Hygiene Services Required

- 4.1.1 The hygiene services include but are not limited to the supply, installation of equipment and replenishing of consumables in all the toilets.
- 4.1.2 The specifications provide an indication of the number of ablution facilities to be serviced for hygiene purposes as well as a guideline for the minimum requirements and may be adjusted to suit the requirements of the CSIR.
- 4.1.3 In order to ensure better service delivery of the foregoing, all areas with a higher traffic volume shall be expected to be serviced more frequently in order to meet minimum hygiene standards. Minimum standards shall be considered to be at least the highest standard set for and by the hygiene industry.

4.2 Hygiene Service Frequency

The specifications and frequency schedules below, serve as a guideline to minimum requirements, but may be adjusted in accordance with the CSIR requests.

Below is an outline of minimum requirements in terms of hygiene services and the frequency and can be adapted to accommodate changes in circumstances. This information shall be used in the development of a Service Level Agreement between the CSIR and the successful Bidder/s.

Note:

- Normal working hours for the CSIR are during weekdays, excluding public holidays. They are from. Hygiene services shall be required from 08h00 to 16h30 on week days subject to change due to change in CSIR's business requirements;
- In order to provide for the requirements of the CSIR and other relevant stakeholders, working hours shall be determined by the Service Provider(s) in consultation with the CSIR Contract/Project Manager at the area concerned; these may be adjusted from time to time;
- Daily refers to a minimum of once per day;
- Weekly refers to a minimum of once per week (Monday – Friday); and
- Monthly refers to a minimum of once per month.

4.3 Removal Of Sanitary Bins (All Ladies and Unisex ablution facilities)

- 4.3.1 The Service Provider must provide a 50 micron sanibin polythene liner for all the sanitary bins, and service intervals are based on a seven (7) day cycle. All liner bags must be changed **weekly** with a set colour range indicating that the liners were serviced and changed.
- 4.3.2 There must be treatment and servicing of sanitary bins.
- 4.3.3 The Service Provider must have a valid hazardous waste transporter permit and submit a registration certificate for the facility that processed the hazardous waste.
- 4.3.4 The bins must be sealed units, secured, and only the service provider must have access to the units when completing a service. Ladies must be able to dispose of their sanitary waste without touching the container.

4.4 Sanitise Auto Systems For All Toilets And Urinals

The CSIR requires:

- 4.4.1 Sanitizer auto systems or the digital dispenser which automatically release a metered dose of concentration for purposes of cleaning and sanitising.
- 4.4.2 Dispensers must be able to automatically spray to produce good foaming actions which attack odours at the source and be able to kill bacteria.
- 4.4.3 Sanitizers should be of the appropriate capacity to enable its consumption to last for a 30 day period and each refill should deliver 3,000 metered doses.
- 4.4.4 Supply and installation to urinal pipes and toilet cisterns to meet the CSIR requirements. At the end of term of the contract the service provider must fix/re –instate to original position all the holes in the pipes and walls.

4.5 Automatic Air Freshener Units With Anti-Theft Brackets

The CSIR requires:

- 4.5.1 Supply and installation of air-freshener microburst 3000 or similar units with anti-theft brackets.
- 4.5.2 Units that must have a 25 microliters spray volumes.
- 4.5.3 Units that must have a LCD display to indicate system programming.
- 4.5.4 Refill container/s should be a 75 ml aerosol available with a long lasting fragrance;

microtrans odour neutraliser to eliminate odours, and act as an insect repellent.

- 4.5.5 Service intervals that are a 30 day cycle including battery change, and refill change. All the keys to the anti-theft brackets are to be kept by the Service Provider.

4.6 Provision of Hygiene Consumables

The Provision of the following Hygiene Consumables will be ad hoc (as and when required). The consumables should be fit for purpose with the hygiene equipment to be provided with the contract in all CSIR sites. The Supplier will be required to provide SABS approved consumables, which are user and environment friendly. Material Safety Data Sheets (MSDS) will be required for all Chemicals to be supplied.

- 4.6.1 33 GSM – 100% Virgin 2-ply toilet paper
- 4.6.2 42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)
- 4.6.3 Seat Spray Sanitizer
- 4.6.4 Mini Sanitary packet Liner
- 4.6.5 Pee/ Urinal Mats
- 4.6.6 Qaudrasan Urinal Refill

4.7. Monthly Servicing of Hygiene Equipment

The CSIR requires:

- 4.7.1 Monthly repair, replacement and replenishing of hygiene equipment.
- 4.7.2 Monthly servicing of sanitary bins including safe disposal of sanitary waste.
- 4.7.3 Monthly reporting on the quantities of sanitary waste disposed.
- 4.7.4 the Service Provider to have a valid hazardous waste transporter permit and submit a registration certificate for the facility that processed the hazardous waste.
- 4.7.5 Replacement of batteries in hygiene equipment.
- 4.7.6 Repair and/or replace of broken hygiene equipment.

SERVICE PROVIDER (S) RESPONSIBILITIES

The Service Provider(s) shall

- 5.1 Provide a schedule and/or checklist and reactive Hygiene Service in all areas of CSIR in accordance with the Specification.

- 5.2 Be expected to supply and install the required products and conduct weekly and monthly services as stated in the contract. Liability remains with the Service Provider(s) to ensure that all equipment is in good working order at all times.
- 5.3 Comply with the standards laid down by CSIR Contract/Project Manager.
- 5.4 Be expected to supply and install the required products and conduct weekly and monthly services as stated in the contract. Liability remains with with the supplier to ensure that all equipment is in good working order at all times.
- 5.5 Ensure safe working practices are followed.
- 5.6 Liaise frequently with the CSIR Contract /Project Manager to confirm access times to bathrooms and toilets.
- 5.7 Provide the routine Hygiene Services to all areas of CSIR premises during the access times, to be agreed upon, provided that the Service Provider(s) has a due regard to the operations of the CSIR.
- 5.8 Obtain more detailed access times in writing from the CISR Contract/Project Manager, who may advise from time to time.
- 5.9 Ensure all equipment complies with the relevant SABS Specifications and code of practice.
- 5.10 Ensure hygiene procedures and schedules are in place and up to date;
- 5.11 Ensure procedures are in place and applied in respect of disposal of sanitary waste;
- 5.12 Ensure safe disposal of sanitary waste and issue a waste disposal certificate to the CSIR Contract/Project Manager, on a monthly basis.
- 5.13 Ensure hygiene equipment is clearly defined for specific usage.
- 5.14 Ensure all hygiene material is supplied and issued to staff as may at any time be necessary for the provision of the hygiene services.
- 5.15 Ensure hygiene materials are used in a safe and proper manner, in compliance with all Health and Safety Regulations and any other applicable legislative requirements.
- 5.16 Ensure hygiene materials are selected and used so as not to cause any damage to surfaces.
- 5.17 Ensure toilet seat wipes are effectively killing approximately 99% of all known toilet bacterias.
- 5.18 Use SABS approved chemicals to eliminate bacteria, germs and unpleasant odour.

6 HYGIENE STANDARDS AND NORMS

- 6.1 The Service Provider(s) needs to take into account hygiene standards and norms which need to be applied during the course of the service.
- 6.2 The provision of the hygiene services at the bathrooms and toilets specified shall implement all the applicable “green cleaning” methodologies and hygiene products as dictated by advances in hygiene technology. The Service Provider(s) shall take cognisance of this requirement and make their recommendations on their proposal to CSIR.
- 6.3 The Service Provider shall supply environmentally friendly hygiene products below:
 - 6.3.1 Bathroom sanitisers – products used to kill approximately 99% of known toilet bacteria.
 - 6.3.2 Toilet and urinals sanitisers – products used to eliminate bacteria, germs and unpleasant odour.
 - 6.3.3 Foam Soaps and air freshener dispensers –products routinely used to eliminate germs.
 - 6.3.4 Sanitary bins –products used to disposed of sanitary pads.

7 EQUIPMENT, CONSUMABLE AND PREMISES

The Service Provider(s) shall:

- 7.1 Supply equipment and consumables in accordance with the manufacturer or distributor’s specifications, if provided.
- 7.2 Supply environmentally safe products and/or consumables, which comply with SABS standards and criteria.
- 7.3 Keep an inventory list of all products that were issued to the CSIR and its location and must maintain such.
- 7.4 Supply products that are as far as reasonably practicable, clearly marked or labeled with appropriate warning signage (if applicable).
- 7.5 Provide information regarding the products, consumables and/or service inclusive of any Safety Data Sheet/s (SDS’s).
- 7.6 Provide branded vehicles to render the services and/or deliver any consumables.
- 7.7 Ensure that upon termination and / or conclusion of the contract they remove all their equipment and material from the premises and ensure the premises are reinstated to the original condition, as from the inception of contract.

8 SAFETY, HEALTH AND ENVIRONMENT

The Service Provider shall

- 8.1 Comply with all Safety, Health and Environmental obligations of the CSIR during the performance of their contract as per Annexure "F" - Site SHEQ file content.
- 8.2 Observe all Safety, Health and Environment (SHE) precautions throughout the performance of this contract. All work shall conform to all statutory regulations. Where there is a conflict between applicable regulations, the most stringent will apply.
- 8.3 Assume full risk, responsibility and liability for compliance with all applicable regulations pertaining to environmental protection and the health and safety of personnel during the execution of work. The CSIR will not be liable for any action or omission on its part or that of its employees that results in illness, injury, or death.
- 8.4 Ensure that personnel to be assigned for this contract are adequately trained on material and equipment safety in respect of their duties. Refresher and outlined training and development programmes should be held on a continuous basis and proof of participation provided to the CSIR, when required.
- 8.5 Ensure all safety equipment, Personal Protective Equipment (PPE), Chemicals etc. should be approved according to the legislated industry standards, thus South African Bureau of Standards (SABS).

SPECIAL ENTRANCE

Certain areas within some CSIR buildings may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the CSIR Contract/Project Manager. The Service Provider(s) shall adhere to these restrictions and incorporate them into the Hygiene Service Delivery Plan.

10 UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT

All Service Provider personnel working in or around CSIR's buildings or site shall wear distinctive and labelled uniform clothing. The Service Provider(s) shall determine the need for and provide any Personal Protective Equipment (PPE) required for the safe performance of work. Protective clothing, equipment, and devices shall as a minimum, conform to Environmental, Occupational Safety and Health Act (OSHA) standards for the products being used.

GUARANTEES, SPECIAL REQUESTS AND EMERGENCY SERVICES

The service provider(s) must guarantee all scheduled services and attend to any problems that may arise in between routine treatments. Remedial action must be within 24 hours. From time to time the CSIR Contract/Project Manager may request that the Service Provider(s) performs corrective, special, or emergency service(s) that are beyond routine service requests. The Service Provider(s) shall respond to these exceptional circumstances and perform the necessary work within three (3) hours after receipt of the request.

12 PERFORMANCE OR CONTRACT MANAGEMENT

12.1 The service provider shall:

- Ensure that at all times during the rendering of the contracted services ensure strict and effective management / supervision of the work and of its employees.
- At all times respond to the reasonable instructions or requests of the CSIR Contract/Project Manager or Supervisor: Estate Management.
- Furnish CSIR Contract/Project Manager with a monthly plan/schedule, detailing the manner in which all areas on all CSIR sites requiring the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.
- Furnish CSIR Contract/Project Manager with a monthly report stating services delivered as well as progress made in implementation of the plan/schedule furnished to the CSIR.
- Furnish CSIR Contract/Project Manager with plans to deliver on undelivered services and reasons for omitted services as part of the monthly report. Plans to prevent reoccurrences will also be part of the report.
- Prepare and submit a consolidated monthly hygiene services report for all CSIR sites to CSIR Contract/Project Manager. All complaints shall be included in the monthly performance report indicating the nature of the complaint and remedial actions implemented; and
- Attend to quarterly contract performance review meetings, ensure remedial actions are implemented and that there is improved contractor performance.

12.2 Be responsible to provide records for services rendered, consumables used, equipment and any applications it may deem necessary for the execution of the services.

12.3 Sign a Service Level Agreement (SLA) with the CSIR to ensure scope of work is achieved

and continually monitor the quality of the hygiene services rendered through a performance measurement scorecard and other contract management monitoring mechanisms. Penalties will be imposed on sub-standard or unacceptable work in order to implement improved service standards and compliance.

- 12.4 Be aware that any poor contractor performance, if not resolved timeously within stipulated time frames and to the satisfaction of CSIR management, could result in either penalties, termination of the contract and/or restriction from doing future business with the CSIR.

13 PROPOSAL SPECIFICATIONS

All proposals are to be submitted in the format specified in this enquiry. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification, and the tender may be deemed as non-responsive.

13.1 Technical Proposal (Part A)

The following must be submitted as part of the **technical** proposal:

- a) Cover letter on company letterhead.
- b) The bidder must submit a minimum of three (3) contactable reference letters for projects completed between 2012 and 2022 from previous clients. The reference letters must be from different clients. The reference letters must be on clients company letterhead, dated, state the scope of work and the contract value. (No completion certificates and purchase orders will be accepted as references as these do not elaborate on bidder's workmanship and work ethic).
- c) List of similar completed and/or current projects the service provider has conducted between 2012 and 2022, the list must include company name, scope of work, contract value and project period. Information must be completed as indicated in Annexure A.
- d) Submit detailed CV of Service Provider's Contract Manager:
 - Must have a minimum of 5 years work experience in managing similar hygiene contracts.
 - The CV must indicate companies worked for and periods in the hygiene industry.
- e) The bidder must submit a detailed methodology and approach.

13.2 Financial Proposal (Part B)

The following must be submitted as part of the **financial** proposal:

- a) Cover letter on company letterhead.
- b) Proposed financial offer on an official company letterhead as per the attached Cost Schedule, Annexure D.
- c) Completed Cost Schedule, Annexure D.
- d) The pricing must be firm for a minimum period of 120 days and inclusive of all costs to render the required service.
- e) Copy of valid B-BBEE certificate or valid sworn affidavit; and
- f) CSD registration report (RSA suppliers only).

13.3 Mandatory Documents / Returnable Documents

The following documents must be submitted as part of the mandatory requirements:

- 13.3.1 A valid letter of good standing relevant to the scope of work from the Department of Employment and Labour, (Compensation of Occupational Injuries and Diseases Act {COIDA}) or any approved private Insurance Firm
- 13.3.2 Proof of valid Public Liability Cover with a minimum of three million (R3 000 000.00)
- 13.3.3 A registered hazardous waste transporter certificate for the main Bidder
- 13.3.4 Completed and signed Declaration by Tenderer Form, Annexure B
- 13.3.5 Completed and signed SBD 1 Form, Annexure F
- 13.3.6 Completed and signed SBD 4 Form, Annexure H

14 FUNCTIONAL EVALUATION CRITERIA

CSIR will apply a multi-criteria approach in evaluating the prospective tenders.

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description	Weighting (%)
Reference Letters	Experience of the firm with respect to rendering and providing rental and servicing of SHE bins and Air Mists. <ul style="list-style-type: none"> • A minimum of three (3) reference letters is required for services rendered between 2012 and 2022. 	10

<p>Company Experience</p>	<p>The bidder must demonstrate the company's relevant experience in providing similar rental and servicing of SHE bins and Air Mists to commercial / corporate establishments.</p> <p>The bidder to include a list of previous and current projects between 2012 and 2022, (use Annexure A to populate the information).</p> <p>A minimum of five (5) projects is required.</p> <p>Due diligence will be conducted on submitted project list and verified through site visits.</p>	<p>20</p>
<p>Experience of Contract Manager</p>	<p>The CV of the Contract Manager that will be supervising and managing the operations of the contract must be included. The CV must be indicative of:</p> <ul style="list-style-type: none"> • A minimum of 5 years work experience in managing hygiene services; • Name of current employer and position; and • Outline of assignments/experience that has a bearing on the scope of work. 	<p>20</p>
<p>Methodology and Approach</p>	<p>Method to be used in execution or implementation supported by method statement, detailed project plan / maintenance plan / work schedule , including but not limited to:</p> <ul style="list-style-type: none"> • A demonstration of understanding of the key requirements and expectations of CSIR as outlined in this tender document. • A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided. • Capacity to perform the services, including the skills, chemicals, equipment and staff to carry out the contract. • SABS approved hygiene consumables and demonstration of environmentally friendly standard operating procedures to be implemented. 	<p>40</p>
<p>SHE Plan and Performance Report</p>	<ul style="list-style-type: none"> • SHE plan taking into consideration humans, climate, animals and flora within CSIR Pretoria sites as guided by the SHEQ File Content (Annexure G). • SHE performance report between 2020 and 2022 indicating completed cases, pending cases and strategies implemented on the following: <ul style="list-style-type: none"> ○ Number of reportable incidents to external authorities 	<p>10</p>

	i.e Department of Employment and Labour, Compensation Commissioner etc ○ Number of non-disabling injuries ○ Number of environmental incidents ○ Number of property damage incidents ○ Number of near misses	
TOTAL		100

- Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% and less than 50% on any of the individual criteria will be eliminated from further evaluation.
- Refer to Annexure B for the scoring sheet that will be used to evaluate functionality.

15 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect e-mail address.
- Failure to attend the compulsory virtual briefing session.
- Bidders that are listed on the NT database of restricted suppliers will not be consider.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Failure to submit proof of valid Public liability Cover, a minimum of Three Million Rand (R3 000 000.00).
- Failure to submit a valid letter of Good Standing (COIDA) issued by the Department of Employment and Labour or any other Private Insurer.
- Failure to submit a valid hazardous waster transport permit / registration certificate as the main Bidder.
- Failure to submit a completed signed Bidders Declaration Form, Annexure A.
- Failure to submit a completed signed SBD 1 Form, Annexure F.
- Failure to submit a completed signed Bidders Disclosure Form SBD 4, Annexure H.

16 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

17 PROCEDURE FOR SUBMISSION OF PROPOSALS

17.1 All proposals must be submitted electronically to tender@csir.co.za

17.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

17.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail. Multiple e-mails can be submitted with specific tender reference number, i.e. RFP 3531/17/08/2022 Part 1 of 2, RFP 3531/17/08/2022 Part 2 of 2.

17.4 The naming/labeling syntax of files or documents must be short and simple

17.5 All documents submitted electronically via e-mail must be clear and visible.

17.6 All proposals, documents, and late submissions after the due date and time will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

18 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key milestones or dates:

- Issue of tender documents: Thu, 28 July 2022
- Compulsory virtual briefing session: Thu, 04 August 2022
- Last date for submission of queries: Wed, 20 August 2022
- Proposal closing / submission date: Wed, 17 August 2022

19 SUBMISSION OF PROPOSALS

19.1 All proposals are to be submitted electronically to tender@csir.co.za

No late proposals will be accepted.

19.2 Responses submitted must be signed by a person or persons duly authorised.

19.3 All e-mailed proposal submissions are to be clearly **subject-referenced with the RFP number**. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3531/17/08/2022

PART 2: Pricing Proposal RFP No.: 3531/17/08/2022

19.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

19.5 Proposals submitted must be in the following file formats:

- PDF

20 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above by no later than the closing date of **Wednesday, 17 August 2022 at 16H30**.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

21 AWARDING OF TENDERS

Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

22 EVALUATION PROCESS

22.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR may approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

22.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price

and 20 points to B-BBEE status.

23 PRICING PROPOSAL

- 23.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 23.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 23.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 23.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

**Non-firm prices are all prices other than “firm” prices.

- 23.5 Payment will be according to the CSIR Payment Terms and Conditions.

24 VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **four (4) months** calculated from the closing date.

25 APPOINTMENT OF SERVICE PROVIDER

- 25.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 25.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to

reach such agreement CSIR reserves the right to appoint an alternative supplier.

26 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at **tender@csir.co.za** with **“RFP No . 3531/17/08/2022 - provision of rental and servicing of SHE bins and Air mists at all CSIR sites for a period of five (5) years”** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

27 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

28 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

29 CORRECTNESS OF RESPONSES

29.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP.

The prices and rates quoted must cover all obligations under any resulting contract.

29.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

30 VERIFICATION OF DOCUMENTS

- 30.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 30.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za
If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- 30.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

31 SUB-CONTRACTING

- 31.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 31.2 A tenderer 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.

32 ADDITIONAL TERMS AND CONDITIONS

- 32.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 32.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 32.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;

- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

32.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

32.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

33 CSIR RESERVES THE RIGHT TO

33.1 Extend the closing and/or bid validity date/s;

33.2 Verify any information contained in a proposal;

33.3 Request documentary proof regarding any tendering issue;

33.4 Give preference to locally manufactured goods;

33.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

33.6 Award this RFP as a whole or in part;

33.7 Cancel or withdraw this RFP as a whole or in part.

34 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

35 ANNEXURE A – PROJECT LIST

The bidder must provide details of the bidder's past and current experience in providing similar services. Only references for work done between 2012 and 2022 must be provided.

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature Of Work	Value of Work (Inclusive of Vat)	Date Completed

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature Of Work	Value of Work (Inclusive of Vat)	Date Completed

36 ANNEXURE B - DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 3531/17/08/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 3531/17/08/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2

37 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 the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

As a minimum the bidder must complete the following returnable documents:

No.	Description	Indicate if document is submitted	
		Yes	No
PART A: TECHNICAL RETURNABLES			
Returnable Schedules required only for Tender Evaluation Purposes.			
1.	Reference letters		
2.	Projects list, Annexure A		
3.	CV of Contract Manager		
4.	Methodology and Approach		
5.	Letter of Good Standing (COIDA)		
6.	Proof of Public Liability Cover or Letter of Intent		
7.	Hazardous waste transport permit		
8.	Declaration by Tenderer Form, Annexure B		
9.	SBD 1 Form, Annexure F		
10.	SBD 4 Form, Annexure H		
11.	SHE Plan		
12.	SHE Performance Report		
PART B: PRICING PROPOSAL			
Returnable Schedules that will be incorporated into the Contract.			
13.	Completed Cost Schedule (Priced), Annexure D		
14.	Completed and duly signed Price Proposal Form, Annexure E		
15.	Valid B-BBEE Certificate or Sworn Affidavit		
16.	Pricing Proposal on Company Letterhead		
17.	CSD Report		

The bidder must also refer to the RFP document for any other relevant documents that need to be submitted with this request.

THE DOCUMENTS MUST BE CLEARLY ANNEXURED IN THE SUBMISSION FOR EASE OF REFERENCE.

38 ANNEXURE C – SCORING SHEET

No.	Criteria	Proof required	Points allocation	Weight
1	Reference Letters	<p>The references letters must have the following details:</p> <ul style="list-style-type: none"> • The reference letter must be in official company letterhead • One reference letter per entity/client • The reference letter must indicate the description of the services and date of the service provided and value of the contract • The reference letter must have an email address and telephone number • The reference must be dated and signed • These should be supported by contactable references and affirmed during site visits • Reference letters must be between 2012 and 2022 	<p>No submission – 0 point</p> <p>1- 2 valid reference letters – 3 points</p> <p>3– 4 valid reference letters – 5 points</p> <p>5 – 8 valid reference letters – 7 points</p> <p>>9 valid reference letters – 10 points</p>	10%
2	Company Experience	<p>The bidder must demonstrate the company’s relevant experience in providing similar rental and servicing of SHE bins and Air Mists to commercial / corporate establishments.</p> <p>A minimum of five (5) projects list is required.</p> <p>The bidder to include a list of previous and current projects between 2012 and 2022, (use Annexure A to populate the information).</p> <p>Due diligence will be conducted on submitted project list and verified through site visits.</p>	<p>No submission – 0 point</p> <p>1 - 4 projects – 3 points</p> <p>5 – 6 projects – 5 points</p> <p>7 – 9 projects – 8 points</p> <p>>10 projects – 10 points</p>	20%

3	Experience of Contract Manager	<ul style="list-style-type: none"> Contract Manager to submit a CV and must have a minimum of 5 years' experience in supervising and managing operations in hygiene services 	<p>No Submission – 0 point</p> <p>1 - 4 years' experience – 3 points</p> <p>5 – 6 years' experience – 5 points</p> <p>7 – 9 years' experience – 7 points</p> <p>>10 years ' experience – 10 points</p>	20%										
4	Methodology and Approach	<p>Method to be used in execution or implementation supported by method statement, detailed project plan / maintenance plan / work schedule etc.</p> <ul style="list-style-type: none"> The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request must be provided. The service provider must have capacity to perform the services, including have the skills, chemicals, equipment and staff to carry out the contract. SABS approved hygiene consumables and demonstration of environmentally friendly standard operating procedures to be implemented. 	<table border="1"> <tr> <td data-bbox="1146 520 1719 584">Non-submission of methodology and approach.</td> <td data-bbox="1719 520 1835 584">0 point</td> </tr> <tr> <td data-bbox="1146 584 1719 679">Methodology and approach is submitted but does not meet the CSIR requirements. The scope of work does not include all activities.</td> <td data-bbox="1719 584 1835 679">3 points</td> </tr> <tr> <td data-bbox="1146 679 1719 807">Methodology and approach is specifically tailored to suit the requirements and will meet the needs of the CSIR. The plan is specifically tailored to meet CSIR requirements.</td> <td data-bbox="1719 679 1835 807">5 points</td> </tr> <tr> <td data-bbox="1146 807 1719 1031">Methodology and approach is sufficient and acceptable, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables.</td> <td data-bbox="1719 807 1835 1031">7 points</td> </tr> <tr> <td data-bbox="1146 1031 1719 1254">Methodology and approach is innovative and well-articulated, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables</td> <td data-bbox="1719 1031 1835 1254">10 points</td> </tr> </table>	Non-submission of methodology and approach.	0 point	Methodology and approach is submitted but does not meet the CSIR requirements. The scope of work does not include all activities.	3 points	Methodology and approach is specifically tailored to suit the requirements and will meet the needs of the CSIR. The plan is specifically tailored to meet CSIR requirements.	5 points	Methodology and approach is sufficient and acceptable, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables.	7 points	Methodology and approach is innovative and well-articulated, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables	10 points	40%
Non-submission of methodology and approach.	0 point													
Methodology and approach is submitted but does not meet the CSIR requirements. The scope of work does not include all activities.	3 points													
Methodology and approach is specifically tailored to suit the requirements and will meet the needs of the CSIR. The plan is specifically tailored to meet CSIR requirements.	5 points													
Methodology and approach is sufficient and acceptable, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables.	7 points													
Methodology and approach is innovative and well-articulated, the service provider has clearly indicated their capacity to perform the services, including vehicles, equipment and staff to carry out the contract and plan are suited to the CSIR needs. The plan is in sync with the scope of work and deliverables	10 points													

5	SHE Plan and Performance Report	<ul style="list-style-type: none"> • SHE plan taking into consideration humans, climate, animals and flora within CSIR as guided by the SHEQ File Content (Annexure F). • SHE performance report between 2020 and 2022 indicating completed cases, pending cases and strategies implemented on the following: <ul style="list-style-type: none"> ○ Number of reportable incidents to external authorities i.e Department of Employment and Labour, Compensation Commissioner etc ○ Number of non-disabling injuries ○ Number of environmental incidents ○ Number of property damage incidents ○ Number of near misses. 	Non-submission	- 0 point	10%
			SHE Plan and Performance Report submitted but covers some cases and strategies	- 3 points	
			SHE Plan and Performance Report submitted and meets the minimum requirements	- 5 points	
			SHE Plan is submitted and tailored made to suit the key aspects of the RFP. SHE Performance Report is submitted and covers root causes and corrective actions on reported cases.	- 7 points	
			SHE plan is of excellent quality and acceptable. SHE Performance Report demonstrates innovative approach in responding and managing SHE incidents.	- 10 Points	
			Total		

39 ANNEXURE D – COST SCHEDULE

D.1 RENTAL AND SERVICING OF HYGIENE EQUIPMENT (SHE BINS AND AIR MIST REFILLS)

Sites	Monthly Cost Year 1	Total Annual Cost (Monthly cost X 12 months) Year 1	Monthly Cost Year 2	Total Annual Cost (Monthly cost X 12 months) Year 2	Monthly Cost Year 3	Total Annual Cost (Monthly cost X 12 months) Year 3	Monthly Cost Year 4	Total Annual Cost (Monthly cost X 12 months) Year 4	Monthly Cost Year 5	Total Annual Cost (Monthly cost X 12 months) Year 5
Scientia Campus (Pretoria)										
Pretoria: ICC										
Pretoria: Entabeni										
Pretoria: Paardefontein										
Pretoria: Kloppersbos										
Johannesburg - Carlow Rd										
Johannesburg - Cottesloe										
Kwazulu Natal - Durban										
Western Cape - Stellenbosch										
Western Cape - Rosebank										
SUB-TOTAL										
15% VAT										
TOTAL PRICE										

D.2 SUPPLY OF HYGIENE EQUIPMENT (as and when required)

Item No.	Item Description	Quantity	Once - off Price / Each	Rental Price / Each	Indicate the type/make of equipment
1.	Sanitary Bin 10L – Pedestal, Grey Plastic	1			
2.	Sanitary Bin 10L – Pedestal, Stainless Steel	1			
3.	Air Freshener Dispenser / Holder, Grey Plastic	1			
4.	Air Freshener Dispenser / Holder, Stainless Steel	1			
5.	Hand Towel Dispenser, Manual, Stainless Steel	1			
6.	Hand Soap Dispenser, Stainless Steel	1			
7.	Pump for Hand Soap Dispenser, Stainless Steel	1			
8.	Toilet Paper Holder, Stainless Steel	1			
9.	Mini SHE Packet Holder, Stainless Steel	1			
10.	Seat Sanitizer Holder, Stainless Steel	1			

Note to Bidders:

- Please submit a quotation on your official company letterhead
- Any annual costs / statutory price escalations, i.e. Labour, PPI,CPI, etc. must be factored in on all prices. Bidders to indicate any and all indices used in the calculations, if applicable.

THE BIDDER IS TO COMPLETE AND SIGN THE TENDER FORM

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
.....
..... Rand (in words); R (in figures),
.....

This offer may be accepted by the CSIR by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s)
Name(s)
Capacity
For the Bidder
Name and
signature of
witness
Date

42 ANNEXURE G – SHEQ FILE CONTENT

SHEQ requirement	Comply	Not Comply
SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)		
SHE Appointment letters		
COVID-19 Compliance Officer Appointment letters		
SHEQ policy		
A valid letter of good standing from COIDA or any other private insurer i.e. RMA		
SHE Committee minutes		
SHEQ Training records		
SHE Risk assessments		
COVID-19 Risk assessments		
Waste management plans and records		
Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).		
COVID-19 Work plan		
COVID-19 Daily screening of the workers		
PPE issue records		
Safety Data Sheets (training of personnel on SDS's or cleaning chemicals).		
Medical surveillance schedules		
Asbestos Register where applicable		
Environmental Aspects and Impacts Registers		
Environmental Objectives and Targets		
Environmental Risk Assessments		
Environmental Incident Register		
Environmental authorisations and permits		
Environmental Training and Awareness records		
Waste disposal certificates and manifestos		
Commitment to continual improvement		

NOTE:

1. Know where the records are kept for evidence of completed work.
 2. Know the controls in place for verification or validation of results.
 3. Ensure that all procedures/ work instructions have a unique document number.
- Be prepared to share records/documents via virtual platforms if required.

43 ANNEXURE H – SBD 4 - BIDDERS DISCLOSURE FORM