

Request for Proposals (RFP)

For the supply and delivery of hygiene consumables to all CSIR sites for a period of five (5) years.

RFP No. 3640/08/07/2024

Date of issue	Friday, 21 June 2024	
Non-compulsory online briefing session	Date and Time	Thursday, 27 June 2024 11H00 - 12H00
	Link: MS Teams	Join the meeting now Meeting ID: 388 214 790 461 Passcode: zRtmCG
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
	Please use RFP No. and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Tuesday, 2 July 2024 at 16H30	
Electronical submission	tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Hygiene Consumables	
Closing date and time	Date: Monday 8 July 2023	
	Time: 23H30 (Late submissions will not be considered)	

Cover Letter

The supply and delivery of hygiene consumables to all CSIR Sites for a period of five (5) years.

RFP Number: 3640/08/07/2024

NB. All bidders must return this cover page with your submission and must be duly signed.

Please select the region you are bidding for		
Region	Areas	Tick applicable
Gauteng Pretoria	Pretoria campus	
	Kloppersbos	
	Paardefontein	
	ICC	
	Entabeni	
Gauteng Johannesburg	Cottesloe	
	Carlow Road	
Western Cape	Stellenbosch	
	Rosebank	
Kwa-Zulu Natal	Durban	

NB: The CSIR reserves the right to award in part/s and/or to multiple bidders.

Bidding Company: _____

Signature of Respondent's Authorised Representative:

Signed at _____ on this _____ day of _____ 20_____

Signature: _____

Name: _____

Designation: _____

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RFP STRUCTURE

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SECTION A

GENERAL RFP TERMS AND CONDITIONS

1 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, the 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 SUBMISSION OF PROPOSALS

- 2.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 2.2 All proposals will only be considered if received by the CSIR before the closing date and time (**as indicated on the cover page**). The CSIR business hours are between **08h00** and **16h30**.
- 2.3 All proposal submissions are to be clearly subject referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:
PART 1: Technical Proposal (Please indicate the RFP Number on each File/folder)
PART 2: Pricing Proposal, Specific Goals claim documentation: RFP No.: (Please indicate the RFP Number on each File/folder)
- 2.4 Proposals submitted must be signed by a person or persons duly authorised.
- 2.5 Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).
- 2.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
- 2.7 All dates and times in this bid are South African standard time.
- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any

action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

- 2.9 Documents submitted via cloud solutions such as: **WeTransfer, Google Drive, Dropbox, etc. will not be considered.**
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria.

3 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

4 FRONTING

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the Government condemn any form of fronting.
- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten

years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

5 PRICING PROPOSAL

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and Rate of Exchange (ROE) used in the quotation must be clearly indicated.
- 5.3 Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the CSIR Payment Terms and Conditions ([Link](#)).
- 5.5 Please provide a detail pricing using a Pricing Schedule outlined under **Annexure D. Pricing must strictly be in accordance with the Pricing Schedule.**

6 APPOINTMENT OF SERVICE PROVIDER

- 6.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.2 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.
- 6.3 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

7 SERVICE LEVEL AGREEMENT

- 7.1 Upon award the CSIR and the successful bidder will conclude a Service Level Agreement in line with applicable form of contract (i.e. [Draft Supplier Agreement](#)) regulating the specific terms and conditions applicable to the services being procured by the CSIR, more or less in the format of the draft Service Level Indicators (**Annexure J**) included in this tender pack.
- 7.2 Bidder(s) are requested to:

- a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- b. Explain each comment and/or amendment; and
- c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

7.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

8 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

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.

9 MEDIUM OF COMMUNICATION

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

10 CORRECTNESS OF RESPONSES

10.1 The bidder 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.

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

11 VERIFICATION OF DOCUMENTS

11.1 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.

11.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

13 ADDITIONAL TERMS AND CONDITIONS

13.1 A bidder 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.

13.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

13.3 In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:

- A joint venture agreement signed by both parties clearly indication the lead partner, including split of work;
- The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificate/s.

13.4 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.

13.5 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

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

14 SPECIAL CONDITIONS

The CSIR reserves the right to:

- 14.1 Extend the closing date of this RFP;
- 14.2 Correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
- 14.3 Verify any information contained in the bidder's submission;
- 14.4 Request documentary proof regarding the bidder's submission;
- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 14.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8 Award this RFP as a whole or in part;
- 14.9 Award this RFP to multiple bidders;
- 14.10 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 14.12 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally accused of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 15.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity

who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f. has in the past engaged in any matter referred to above; or
- g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

16.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material

representation in making an award to a successful bidder and in concluding an agreement with the bidder.

- 16.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

17 PREPARATION COSTS AND LIMITATION OF LIABILITY

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

18 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

19 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

20 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

22 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

23 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR

remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

24 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

25 PERSONAL INFORMATION

- 25.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.
- 25.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 25.3 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract,

and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

25.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 25 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders' compliance with the requisite POPI Act safeguards.

26 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, bidders 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 bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

SECTION B

EVALUATION METHODOLOGY

27 TERMS OF REFERENCE

This RFP is for the supply and delivery of hygiene consumables to all CSIR sites for a period of five (5) years. The service offering must include all requirements as set out in **Annexure B**.

28 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 28.1 on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation. (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e., 80 points for Price and 20 points for Preference Points.	Bidder(s) may be evaluated further on Objective Criteria in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000).

28.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- a) Bidders that submit late bids will not be considered.
- b) Bidders that submit to the incorrect location or email address will not be considered (Only electronic submission to tender@csir.co.za would be considered).
- c) Bidder that are listed on the NT database of restricted suppliers will not be considered.
- d) Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

- e) Bidder that did not submit mandatory returnable documents as **Annexure E: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table)**.

28.2 Technical Evaluation Criteria (Phase 2)

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

No	Criteria	Criteria Description	Weight
1	Company Experience	<ul style="list-style-type: none"> The bidder must demonstrate the company's relevant experience in supplying and delivering hygiene consumables or similar hygiene services to commercial / corporate establishments, by completing the Annexure K for similar services rendered between 2015 and 2023. A minimum of three (3) contactable relevant references must be submitted. The references must be accessible for vetting. 	40
2	Delivery Plan	The bidder's delivery plan/schedule must indicate delivery turnaround time from date of order as confirmation and assurance.	20
3	Capacity Plan	<p>The bidder must indicate their capacity to supply and deliver the consumables as indicated in the scope of work, by submitting the proof required. Failure to submit the proof required, will result in no points allocation.</p> <ol style="list-style-type: none"> SABS approved products. Availability of fleet. Availability of PPE, tools, and equipment. Bank rating letter. Brochure 	40
TOTAL (%)			100

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on each of the individual criteria will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

28.3 Price and Preference Points Evaluation (Phase 3)

Only Bidders that have met meet minimum thresholds on Technical/functional Evaluation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

29 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally accused of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.
- The preferred bidder/s will be required to submit samples of items / products quoting for, in the event that the samples / products submitted, do not meet the CSIR' requirements as stipulated in the tender document, the CSIR reserves the right to not appoint the bidder.

30 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order

to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number.

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.

ANNEXURE A

Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	CSIR RFP No. 3640/08/07/2024	CLOSING DATE:	8 July 2024	CLOSING TIME:	23H30
DESCRIPTION	RFP for the supply and delivery of hygiene consumables to all CSIR Sites, for a period of five (5) years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT CSIR SCIENTIA					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number CSIR RFP No. 3640/08/07/2024, and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Strategic Procurement Unit		CONTACT PERSON	Strategic Procurement Unit	
TELEPHONE NUMBER	012 841-2911		TELEPHONE NUMBER	012 841-2911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g., company resolution)

DATE:

ANNEXURE B

Scope of services for the supply and delivery of hygiene consumables to all CSIR Sites, for a period of five (5) years

RFP No. 3640/08/07/2024

1 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply and delivery of hygiene consumables to all CSIR Sites for a period of five years.

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing, and general information on the business of potential bidders for the CSIR to determine the Contractors most capable of supplying and delivery of hygiene consumables.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the supply and delivery of hygiene consumables to all CSIR Sites, for a period of five years.

2 PROPOSAL REQUIREMENTS

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

2.1 Technical Proposal

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

- a) The Bidder must submit a detailed company profile.

- b) The Bidder must submit a minimum of three (3) contactable references by completing Annexure K for similar services rendered between 2015 and 2024. The references must be contactable for vetting.
- c) The Bidder must submit a detailed delivery plan.
- d) The Bidder must submit a detailed methodology and approach detailing how they will execute the project.

2.2 Financial Proposal:

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

- a) Cover Letter, inclusive of price offer.
- b) Completed Pricing Schedule (**Annexure D**) on official company letterhead.
- c) CSD registration report (RSA suppliers only).

3 PROPOSAL SPECIFICATION

3.1 SCOPE OF WORK

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

Site	Physical Address
Pretoria	Scientia: Meiring Naude Road, Brummeria
	Entabeni Residence
	International Convention Centre (ICC)
	Pardefontein: Farm Paardefontein, 282JR Portion 6 & 7
	Klobbersbos: 120JR, portion 6 & 7, North of Pretoria
Johannesburg	Carlow Road: Cnr Rustenburg and Carlow Road, Auckland Park
	Cottesloe: Cnr Newton and Frost Avenue, Cottesloe
Cape Town	Stellenbosch: 11 Jan Cilliers Street
	Rosebank: 15 Lower Hope Road
Durban	Glenwood: 359 Mazisi Kunene Road

3.2 MISSION STATEMENT

The overall objective of this bid is for the CSIR to appoint a professional and experienced service provider for the supply and delivery of hygiene consumables, who is a fully license

and a legal entity. 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 consumables to be rendered on the specified sites of CSIR includes the supply and replenishing of hygiene consumable as and when required.

3.3. PROVISION OF HYGIENE CONSUMABLES

The Provision of the following Hygiene Consumables on a monthly basis. The consumables should be able to 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 or have an approval issued by equivalent of an accreditation body, which are user and environment friendly. Safety Data Sheets will be required for all chemicals to be supplied.

The following consumables are to be supplied by the supplier for the duration of the contract, as and when required, in all CSIR ablution facilities for all campuses.

- a) 33 Grams per Square Meter (GSM) – 100% Virgin 2 ply toilet paper
- b) 42 Grams per Square Meter (GSM) – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength), 100m
- c) Seat Spray Sanitizer
- d) Mini Sanitary packet Liner
- e) PEE/ Urinal Mats, ocean breeze
- f) Qudrasan Urinal Refill
- g) Batteries
- h) And other hygiene products, i.e., hygiene pink soap, two ply facial tissues.

4 SERVICE PROVIDER (S) RESPONSIBILITIES

- 4.1 The Service Provider(s) shall provide a schedule and/or checklist and reactive hygiene consumables in all sites of CSIR in accordance with the Specification.
- 4.2 The contracted Service Provider(S) will be expected to supply and deliver hygiene consumables on a monthly basis or as and when required.
- 4.3 The Service Provider(s) shall comply with the standards laid down by CSIR Contract Manager.
- 4.4 The Service Provider(s) shall ensure safe working practices are followed throughout the duration of the contract.
- 4.5 The Service Provider(s) shall liaise frequently with the CSIR Contract Manager to confirm

access times to bathrooms and toilets.

- 4.6 The Service Provider(s) shall provide the routine hygiene consumables 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 operation of the CSIR.
- 4.7 The CISR Contract Manager may advise more detailed access times in writing from time to time.
- 4.8 All equipment complies with the relevant SABS Specifications and code of practice.
- 4.9 Hygiene procedures and schedules are in place and up to date.
- 4.10 All hygiene material as may at any time be necessary for the provision of the hygiene services are supplied and issued to Staff.
- 4.11 Hygiene materials are used in a safe and proper manner, in compliance with Health and safety Regulations and any other applicable legislative requirements.
- 4.12 Hygiene materials are selected and used so as not to cause any damage to the surface.
- 4.13 Toilet seat wipes are effectively killing nearly 99% of all known toilet pathogens.
- 4.14 Use of SABS approved chemicals to eliminate bacteria, germs, and unpleasant odors.

5 HYGIENE STANDARDS & NORMS

- 5.1 The Service Provider(s) needs to take into account the following hygiene standards and norms which needs to be applied during the course of the service:
- 5.2 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.
- 5.3 The Service Provider shall supply environmentally friendly hygiene products below:
 - 5.3.1 Bathroom sanitisers – products used to kill 99% of known toilet bacteria.
 - 5.3.2 Toilet seat sanitisers and urinals – products used to eliminate bacteria, germs, and unpleasant odor.

6 EQUIPMENT, CONSUMABLE & PREMISES

Service Provider shall:

- 6.1 Supply and consumables in accordance with the manufacturer or distributor’s specifications if provided.

- 6.2 Supply environmentally safe products and/or consumables, which comply with SABS standards and criteria.
- 6.3 Keep an inventory list of all products/consumables that were issued to the CSIR.
- 6.4 Products are as far as reasonably practicable, clearly marked or labeled with appropriate warning signage and active ingredients (if applicable).
- 6.5 Provide information regarding the products, consumables and/or service inclusive of any SDS's.
- 6.6 Service Provider shall provide branded vehicles to render the services and/or deliver any consumables.

7 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 Manager. The Service Provider(s) shall adhere to these restrictions and incorporate them into the hygiene service Plan.

8 SAFETY, HEALTH AND ENVIRONMENTAL (SHE) COMPLIANCE

Service Provider(s) will be required to submit and maintain a safety file to ensure continual compliance with the SHE requirements throughout the term of the contract. This includes vehicles and drivers registered with relevant traffic authorities and staff assigned to this project. All Service Provider personnel working in or around CSIR's buildings or site shall wear distinctive uniform clothing. The Service Provider(s) shall determine the need for and provide any personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Health and Safety Act, 1993 (OHS Act) standards for the products being used.

9 GUARANTEES, SPECIAL REQUESTS AND EMERGENCY SERVICES

From time to time the CSIR Contract Manager may request that the Service Provider(s) perform 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.

10 PERFORMANCE MANAGEMENT

The service provider will:

- a) At all times during the rendering of the contracted services ensure strict and effective management / supervision of the work and of its employees.
 - b) At all times respond to the reasonable instructions or requests of the CSIR Contract Manager or Supervisor: Estate Management and Regional Site Support Manager.
 - c) Furnish CSIR Contract Manager with a monthly delivery plan/schedule, detailing the manner in which CSIR sites needing the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.
 - d) Furnish CSIR Contract Manager with a monthly report stating services delivered as well as progress made in implementation of the service plan/schedule furnished to CSIR.
 - e) Furnish CSIR 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.
 - f) Prepare and submit consolidated monthly hygiene consumables report for the CSIR site to CSIR Contract Manager. All complaints shall be included in the monthly performance report indicating the nature of the complaint and remedial actions implemented; and
 - g) Attend to bi-annual contract performance review meetings, ensure remedial actions are implemented and improved contractor performance.
- 10.1 The Service Provider shall be responsible to provide records for services rendered, consumables used, and any applications it may deem necessary for the execution of the service.
- 10.2 The Service Provider will sign a Service Level Agreement with the CSIR to ensure scope of work is achieved and continually monitor the quality of the hygiene consumables /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.
- 10.3 Poor contractor performance, if not resolved timeously within stipulated time frames and to the satisfaction of CSIR management, could result in termination of the contract.

Annexure C

Technical Evaluation Matrix/Rubrics

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

Scoring sheet to be used to evaluate functionality.

No	Criteria	Criteria Description	Points allocation	Weight (%)								
1	Company Experience	The bidder must submit contactable references for similar hygiene consumables or hygiene services which they have rendered between 2015 and 2023. A minimum of three (3) contactable references in supplying and delivering hygiene consumables must be submitted as per Annexure K.	<table border="1" style="width: 100%;"> <tr> <td>No submission of relevant references or less than 3 relevant references listed</td> <td style="text-align: center;">0 points</td> </tr> <tr> <td>More than 3 and less than 4 relevant references listed</td> <td style="text-align: center;">5 points</td> </tr> <tr> <td>More than 4 and less than 6 relevant references submitted</td> <td style="text-align: center;">7 points</td> </tr> <tr> <td>More than 6 relevant references listed</td> <td style="text-align: center;">10 points</td> </tr> </table>	No submission of relevant references or less than 3 relevant references listed	0 points	More than 3 and less than 4 relevant references listed	5 points	More than 4 and less than 6 relevant references submitted	7 points	More than 6 relevant references listed	10 points	40
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More than 3 and less than 4 relevant references listed	5 points											
More than 4 and less than 6 relevant references submitted	7 points											
More than 6 relevant references listed	10 points											
2	Delivery Plan/ Schedule	The bidder must submit a delivery plan/schedule indicating delivery turnaround time from date of the Purchase Order as commitment and assurance to the CSIR.	<table border="1" style="width: 100%;"> <tr> <td>No submission of delivery plan/schedule.</td> <td style="text-align: center;">0 point</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is between 11-15 working days from date of Purchase Order</td> <td style="text-align: center;">5 points</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is between 6-10 working days from date of Purchase Order</td> <td style="text-align: center;">7 points</td> </tr> <tr> <td>Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order</td> <td style="text-align: center;">10 points</td> </tr> </table>	No submission of delivery plan/schedule.	0 point	Bidder submitted a delivery plan/schedule that is between 11-15 working days from date of Purchase Order	5 points	Bidder submitted a delivery plan/schedule that is between 6-10 working days from date of Purchase Order	7 points	Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order	10 points	20
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Bidder submitted a delivery plan/schedule that is between 6-10 working days from date of Purchase Order	7 points											
Bidder submitted a delivery plan/schedule that is less than 5 working days from date of Purchase Order	10 points											

3	Capacity Plan	The bidder must indicate their capacity to supply hygiene consumables by ticking compliance checklist below. Failure to submit the proof required, will result in no points allocation.		<table border="1"> <tr> <td>A combined capacity plan score of less than 15 points</td> <td>0 point</td> </tr> <tr> <td>A combined capacity plan score of 20 or 20 points</td> <td>5 points</td> </tr> <tr> <td>A combined capacity plan score of 30 or 30 points</td> <td>7 points</td> </tr> <tr> <td>A combined capacity plan score of 40 points</td> <td>10 points</td> </tr> </table>		A combined capacity plan score of less than 15 points	0 point	A combined capacity plan score of 20 or 20 points	5 points	A combined capacity plan score of 30 or 30 points	7 points	A combined capacity plan score of 40 points	10 points	40																
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		40																												

ANNEXURE D

Pricing Schedule- FIRM PRICES

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

NOTE:

- i. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- ii. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- iii. The supply of hygiene consumables as and when required, is indicated on below annexures.
- iv. Please also submit quotation(s) on your official company letterhead.
- v. Brand: Baby Soft or Kleenex Puppy.

Wherever a brand name is specified in this bid/quotation document (i.e., in the specifications, pricing schedule or bill of quantities or anywhere in this document), the CSIR's requirement is not limited to the specified brand name but requires an item similar/equivalent or better than specified.

PRETORIA: SCIENTIA CAMPUS													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 Grams per Square Meter (GSM) – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent	Bale (48 rolls in a bale)	200										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	160										
3	PEE Mats	Box of 10	34										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

PRETORIA: INTERNATIONAL CONVENTION CENTRE (ICC)													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	5 – Tork Peak Serve Continuous Hand Towels 002 10058	Bale (12 hand Towels in a bale)	15										
2	Tork Smart One Mini Toilet Roll	Bale (12 rolls in a bale)	15										
3	Tork Reflex Wiping Paper	Bale (6 rolls in a bale)	15										
4	She Packet, Packs of 50	50 in each Packet	10										
5	Unwrapped toilet paper 2 ply	Bale (48 rolls in a bale)	15										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

PRETORIA: ENTABENI													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	20										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

PRETORIA: KLOPPERSBOS													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	2										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	1										
3	P/Mats	Box of 10	1										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

PRETORIA: PAARDEFONTEIN													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	2										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	2										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

JOHANNESBURG CARLOW ROAD													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	5										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	4										
3	PEE Mats	Box of 10	1										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

JOHANNESBURG COTTESLOE													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	3										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	4										
3	PEE Mats	Box of 10	1										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

KWA-ZULU NATAL – DURBAN REGIONAL OFFICE													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	10										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	10										
3	Seat Spray Sanitizer	350ml – box of 6 units	2										
4	PEE Mats	Box of 10	15										
5	Qaudrasan Urinal Refill	300ml – boxes of 6	1										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

WESTERN CAPE - ROSEBANK													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	12										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	12										
3	PEE Mats	Box of 10	2										
4	Form Soap HXII	700ml	12										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

WESTERN CAPE - STELLENBOSCH													
Item No.	Description	Size	Qty. (estimated monthly usage)	Year 1		Year 2		Year 3		Year 4		Year 5	
				Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year	Cost/ Month	Cost / year
1	33 GSM – 100% Virgin 2 ply toilet paper: Baby Soft or Kleenex Puppy with 350 sheets per roll or equivalent.	Bale (48 rolls in a bale)	8										
2	42 GSM – 100% Virgin Hand Towel Auto Cut Laminate 2 Ply (wet strength)	Bale (6 rolls in a bale)	7										
3	Form Soap HXII	700ml	24										
4	P/Mats	Box of 10	2										
Sub-Total													
VAT 15%													
Total													
Total Price (Incl. VAT) for 5 years													

Ad Hoc Requirements

Supply and Delivery of Hygiene Consumables on Ad Hoc Basis:

Description of Goods	Size / Unit of Measure	Rate/Size Year 1	Rate/ Size Year 2	Rate/ Size Year 3	Rate/ Size Year 4	Rate/ Size Year 5
Seat Spray Sanitizer	350ml – box of 6 units					
Mini Sanitary packet liner	Packet of 100's					
PEE Mats	Box of 10					
Qaudrasan Urinal Refill	300ml – boxes of 6					
Tork Smart One Mini Toilet Roll	Bale of 48					
Tork Reflex Hand Towel	Base of 48					
2Ply M Folded Towels	Box of 36					
2 Ply Facial Tissues	Box of 36					
Hygiene Pink Pearl Cosmetic Soap	25 Litre					
Disposal Bin Liners Grey	100 bags					
SHE packets	50					
Wipe Dispenser SHE Bag Flat Pack Silver	Box					
Sanitary Seat Sprays	350ml – box of 6 units					
Sanitary Seat Sprays	400ml – box of 12 units					
Room Spray Scent solution (Various fragrance's)	100ml					

ANNEXURE E

Proposal Form and List of Returnable Documents

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

I/We _____
[name of entity, company, close corporation, or partnership] of [full address]

carrying on business trading/operating as _____
represented by _____ in my capacity as

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or

Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in the letter of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

VALIDITY PERIOD

CSIR requires a validity period of **90 [ninety calendar days from closing date]** against this RFP.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

- 1. Registration number of company / C.C.

- 2. Registered name of company / C.C.

- 3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. **Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below.

a) Mandatory Returnable Documents

Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

Item No.	Mandatory Returnable Documents	Submitted [Yes/No]
1	In the case of Joint Ventures, bidder must submit a copy of the <u>signed</u> Joint Venture Agreement.	
2	In the case of subcontracting arrangements, bidder must submit a copy of the <u>signed</u> subcontracting agreement.	
3	A valid letter of good standing relevant to the scope of work from the Department of Employment and Labour (COIDA) or any approved private Insurance Firm.	

b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Item No.	Essential Returnable Documents Used for Scoring	Submitted [Yes/No]
1	Annexure D: Pricing Schedule	
2	<p>Annexure G: Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points)</p> <ul style="list-style-type: none"> • Valid copy of BBEE certificate/ sworn affidavit <ul style="list-style-type: none"> ✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>. ✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates. <p>NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u>, the joint venture scorecard will also be invalid.</p>	
3	References (Annexure K)	
4	Delivery Plan / Schedule	
5	Capacity Plan	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below

Item No.	Other Essential Returnable Documents	Submitted [Yes/No]
1	Annexure A: Standard Bidding Document (SBD) 1 Form	
2	Annexure E: Proposal Form and List of Returnable documents (<u><i>This document</i></u>)	

3	Annexure F: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
4	Annexure H: Standard Bidding Document (SBD) 4 Form	
5	Annexure I: RFP Declaration and Breach of Law Form	
6	The preferred Bidder/s will be required to submit a valid and active public liability cover of a minimum value of two million (R2 000 000.00) within 7 working days after being requested to do so.	
7	The preferred Bidder/s will be required submit Safety Data Sheets (SDS) within 7 working days after being requested to do so.	
8	The preferred Bidder/s will be asked to produce samples of products quoting on and will be requested to produce them within 7 working days after being requested to do so.	
9	An agreement as either a Manufacturer or Reseller of the hygiene consumables (100% virgin 2 ply toilet paper and the 100% virgin hand towel). Attach the agreement / proof. The preferred Bidder/s will be required to submit the proof within 7 working days after being requested to do so	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

ANNEXURE F

Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this ____ day of _____ 20____

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

ANNEXURE G

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR 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 CSIR.

2. POINTS AWARDED FOR PRICE

2.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Reconstruction and Development Programme (RDP) Goals ¹	
- Exempted Micro Enterprise	20
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1. Preferential points for RPD Goals will be awarded as follows:

¹ RDP Goals: a. The promotion of South African owned enterprises; b. The promotion of export orientated production to create jobs, c. The promotion of SMMEs; d. The creation of new jobs or the intensification of labour absorption; e. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province; f. The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region; g. The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered, h. The promotion of enterprises located in rural areas, i. The empowerment of the work force by standardising the level of skill and knowledge of workers; j. The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and k. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organizations.

RDP Goals	% of Preferential points
RDP Goals met	100%
RDP Goals not met	0%

3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture², will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points 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. Only valid consolidated BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, 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 consortium arrangement.

3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender 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 capability and ability to execute the sub-contract.

A bidder 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 bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

4. BID DECLARATION

4.1 Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes	No
Valid copy of BBEE certificate/ sworn affidavit to claim RDP (EMEs) preference points ³	√	√

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.
- v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it

³ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with submitting their **individual B-BBEE Certificate or Sworn Affidavit**, and each party must submit a separate TCS PIN and CSD number.
In case of sub-contracting both parties must submit copies of their valid BBEE certificates

must—

- (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
- (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES /NO

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES /NO

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

ANNEXURE I

DECLARATION BY BIDDER AND BREACH OF LAW FORM

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No. 3640/08/07/2024

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

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. we have complied with all Obligations of the Bidder/Supplier as indicated in paragraph 3 of the CSIR Supplier Integrity which includes but is not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with CSIR;
7. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.

8. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
9. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]

10. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
11. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
12. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

BREACH OF LAW

13. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose

excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC

ANNEXURE J
Draft Service Level Agreement

The supply and delivery of hygiene consumables to all the CSIR sites for a period of five (5) years

RFP No.: 3640/08/07/2024

SERVICE LEVEL INDICATORS

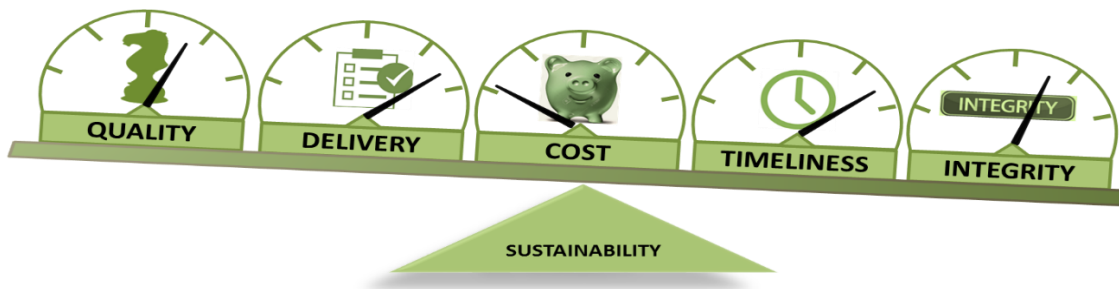
1. Introduction

The purpose of the Service Level Indicators is to guide and document the expectations and requirements of the services to be rendered to the Tendering Institutions by the Service Provider.

This document may be used as the benchmark against which reviews and, as appropriate, modifications to the service provided by the Service Provider shall take place.

2. Key performance indicators

Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract.



3. Range of services

The Services rendered are reflected in the Scope of Work (**Annexure B: Technical Specification**).

4. MEASUREMENT CRITERIA

The following table lists a comprehensive number of Key Performance Areas and Indicators:

MONTH TBD: Supplier Performance Measurement Scorecard										
Key Result Area	Key Performance Objective	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Measuring Tool	Supplier Score	CSIR Score	Final Score
Hygiene Consumables	1. Supply of Hygiene consumables	Negative client feedback and no evidence of improvement (Customer satisfaction survey produced a rating of 1) More than 4 complaints received per site on replenishing of consumables not attended to within specified timelines and no client update report provided.	Negative client feedback received. Customer satisfaction survey produced a rating of 2) 3 complaints received per site.	All hygiene consumables replenished on time in line with SLA. Fair client feedback (Customer satisfaction survey produced a rating of 3) Maximum of 2 complaints per month per site to replenish consumables within specified timelines.	All hygiene consumables replenished on time and less than 2 complaints per zone/site received. Positive client feedback (Customer satisfaction survey produced a rating of 4) / If no client satisfaction or feedback received, a default score of 4 will be applicable.	All hygiene consumables replenished on time and more than two compliments received per site. Monthly reports submitted to FS and approved for satisfaction. Positive client feedback (Customer satisfaction survey produced a rating of 5) Zero complaints received.	Facilities SLA Attainment Report Monthly inspection report compiled by CSIR Facilities Services Client satisfaction Report or Email Feedback Complaints and compliments registers Inventory / stock list of hygiene consumables. Hygiene consumables service monthly report for all CSIR sites			
	Supplier Narrative on Key Performance Indicator (KPI): - CSIR Narrative on KPI: -									
Service Quality	2. Reduce the number of Hygiene Consumables service delivery complaints received from end-users / clients	> 3 complaints a month with a root cause analysis conducted to avoid a repeat per site/ zone	3 complaints with a root cause analysis conducted to avoid a repeat per site/zone	2 complaints a month with a root cause analysis conducted to avoid a repeat per site/zone	1 complaint a month with a root cause analysis conducted to avoid a repeat per site/zone	zero complaints a month and more than 2 compliments received per site/zone	Complaints Register or Report with root cause analysis and remedial actions. Compliments Register			
	Supplier Narrative on KPI: -									

CSIR Narrative on KPI: --										
3. Compile and submit quality consolidated Hygiene Consumables Service monthly reports on time	Hygiene Consumables service report submitted after 5 working days after the month –end.	Hygiene Consumables service report submitted on 5th working days after the month – end.	Hygiene Consumables service report submitted on 4th working days after the month –end.	Hygiene Consumables service report submitted on 3rd working days after the month –end	Hygiene Consumables service report submitted on 2nd working days after the month –end	Consolidated Hygiene Consumables Service report for all CSIR Sites				
Supplier Narrative on Key Performance Indicator (KPI): -- CSIR Narrative on KPI: --										

PENALTY MEASURES:

Performance Scoring Rating Legend	Penalty
Excellent (5)	Superior performance
Good (4)	Satisfactory / acceptable performance
Fair (3)	Sub-standard performance: A formal letter is issued to the Supplier for failing to comply with contractual obligations and required to implement remedial actions within 7 days upon formal notification
Poor (2)	Poor performance: Up to 10% deduction on monthly contract fee for poor performance
Very Poor (1)	Contract review at risk and a letter of termination is issued to the Supplier.

Note:

- Expected/ required service level is for the Supplier to perform on the “Good (4)” level as a minimum on all of the aforementioned key performance objectives / indicators (KPIs). Any performance below a score of 4 requires immediate investigation by the Supplier with corrective action taken as necessary to the satisfaction of the CSIR.
- The supplier will be required to compile and present bi-annual supply and delivery of hygiene consumable performance statistics, trend analysis and action plan where required.

CSIR Contract/Project Manager Date:	Managing Director/General Manager Date:
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ANNEXURE K
Project/Reference List
RFP No. 3640/08/07/2024

The bidder must provide details of the bidder's references for projects completed from 2015 - 2024.

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature of Contract/Description of Goods/Services	Contract Value of Services / Work (Inclusive of Vat)	Duration of the Contract

Project/Reference List
RFP No. 3640/08/07/2024

Client / Company Name	Contact Person / Telephone Number & E-mail address	Nature of Contract/Description of Goods/Services	Value of Work (Inclusive of Vat)	Duration of the Contract