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RE- ADVERTISEMENT: REQUEST FOR QUOTATION – CUL 02/2024

**SUPPLY, DELIVERY AND SUPPORT SERVICES OF DISINFECTANTS, DETERGENT-
DISINFECTANTS AND CLEANING CHEMICALS FOR USE THE FOOD INDUSTRY FOR A PERIOD
OF 6 MONTHS**

1. Background

The Durban ICC is one of the most advance conferencing facilities in the world, having been voted Africa’s Leading conference centre by the World travel award for the 17 years. The centre has also obtained certification for ISO 14001(Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and ISO 45001 (Occupational Health and Safety Management) which has been maintained and audited annually by the SABS (South African Bureau of Standards)


2. Purpose

The Durban ICC requires a competent service provider for the supply, delivery and support services associated with:

1. Servicing chemical pumps.
2. General training of staff.
3. Assisting with Food Safety audits.
4. Providing chemicals disinfectants, detergent-disinfectants and cleaning chemicals for use in the food industry for a period of 6 (six) months

3. Mandatory Requirements

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
• The service provider must be SABS (South African Bureau of standards) certified. Attach proof		
• The supplier must have knowledge and experience in provision of chemicals for HACCP or ISO 22000 certified companies. Attach minimum of two reference letters as proof		
• The supplier must provide a minimum of two traceable references to HACCP) or ISO 22000 certified companies using their chemicals. Attach proof		
• The supplier products must be SANS (South African National Standards) 1828 (Cleaning Chemicals for Use in the Food Industry) certified. Attach proof		
• Chemicals required must be included in the SANS 1828 Schedule. Attach proof		

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<ul style="list-style-type: none"> The products must be SANS 1853 certified. Attach proof Chemicals required must be included in the SANS 1853 Schedule. Attach proof 		
<ul style="list-style-type: none"> The supplier must supply 16 point material safety data sheets for all products 		
<ul style="list-style-type: none"> Site usage and operator training to be conducted by certified auditor and or trainer (HCCP level 4&SANS internal auditor training) Attach proof 		

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for state two of the evaluation. The bidder must complete the final column above stating whether they can complete the task or not.

NB: Durban ICC agree that they will comply with Protection of Personal Information (POPI) Act regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

4. Two Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Price and Preference


The procedure for the evaluation of responsive tenderer is **PRICE AND PREFERENCE** in accordance with the Employer’s current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1.

Preference Point System and Specific Goals

The definitions as per the SCM Policy are applicable.

Preference Points (either 20 or 10) will be derived from points claimed on Returnable Document **MBD 6.1: “Preference Points Claim Form”** (in Section 4 of this procurement document) for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**.

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BDP Goal: The promotion of South African owned enterprises

The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer's **claim** for **Preference Points** for this Specific Goal.

Goal Weighting 100%	
Location	80/20
Not in South Africa	0
South Africa	5
KZN	10
ETM	20

Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer's status)
CSD report

5. Scope of Supply /Services

5.1 Main kitchen requirements


- Install and maintain dispensing units for two (2) industrial dishwasher machines and conveyers two (2) (Comenda NE9002 AS - RC Flight Dishwasher) and two classic dishwashers including cleaning chemicals, sanitizers and drying chemicals.
- Supply and install a range of equipment and accessories for the control and application of products.

5.2 Training and Reporting

- Provide technical support, service and on site operator training by certified auditor and or trainer
- Training to meet standards as required by current ISO 22000 and SABS standards.
- Monthly service reports to be completed to indicate problem areas and to provide advice on solutions.
- Visual aids to be supplied with regard to personal hygiene, food handling and safe use of chemical products in the kitchen and housekeeping environment
- Supply of laminated wall charts required for display in the appropriate areas to assist staff in identifying the correct use of various products, including Master cleaning schedule that will correspond with the cleaning check list.
- Supply of colour coded labelling of the dispensing station which corresponds to colour coded bottles and accessories to identify with the relevant colour of the product and the correct application.

5.3 Dilution Table

- All quotations must state the recommended dilution rates per product.
- A final cost for a 1 litre dilution.
- Cost per plate and cost per hand wash/sanitise (hand washing).

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5.4 Marking of containers

- The gross and tare mass must be marked on all containers.
- Each container must bear a label stating specification and particulars as required by the Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972, as amended, and any Regulations framed there under.
 - Full directions for use, including the proportions, strength or dilution in which it is effective.
 - The names of its active ingredients and the percentage or proportion of each or, in the case of liquid germicides belonging to the phenol or cresol group, its germicidal power of efficacy, expressed in numeral terms as compared with the germicidal power of efficacy of pure carbolic acid, in letters not less than 4 mm in height.
 - The date of manufacture of the product and shelf life (expiry date if applicable).
 - Material Safety Data Sheet must be provided for all items offered.
 - Standardised laboratory testing of each chemical must be attached in terms of its efficacy and suitability.
- When delivering supplies, the successful tenderer must clearly mark all containers with the
 - enquiry number
 - official order number
 - batch Number
 - dilution table
- Compliance with the Occupational Health and Safety Act Number 85/1993 in respect of stipulating on the product labels the requirements for medical treatment in the event of an accidental spill onto the skin or eye or oral intake, etc., is mandatory. All labels must be affixed with an adhesive.

5.5 Hazardous Material Record

Bidder must have completed Material Safety Data Sheet below for all the products offered and return together with their RFQ documents of which it will form part of. This is a requirement in terms of the Occupational Health and Safety Act No. 85/1993. Copies of the Material Safety Data Sheets and Technical Data Sheets must be made and completed if there is more than one item mentioned in the Technical Specification. Alternatively, a separate standard Material Safety Data Sheet and Technical Data sheet printed on your company's letterhead for each item bided on, will also be accepted.

5.6 Award


This requested service will only be considered from manufacturers, distributors or appointed agent.

5.7 Stock

The successful Bidder will be required to carry stock equivalent to one month's order to ensure availability on demand.


Name of manufacturer / brand

Bidder must state the name of the manufacturer and the brand for item offered as per columns 5 of the official pricing bid form.

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6. Specifications

Equipment & Accessories	Quantity
Spray bottles with fan spray action	35
Sanitizing buckets x 2 different colours	25 each colour
Concentrate chemical dispensers o Highly active QAC sanitizer (SANS 1853 Approved and NRCS Registered) o General purpose multi-surface cleaner (SANS 1828 Approved) o Oven Cleaner (SANS 1828 Approved)	2
Hand soap/sanitizer dispensers	24
Hand towel dispenser units	24
Chemical dispenser for the for accurate dosing of grease traps	3
Informative safety, awareness and usage signage	X 16 Pantries X 1 Coffee shop X 1 Main Kitchen X 1 Staff canteen X 3 VIP kitchens


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7. Pricing Schedule (Official Offer Form)

Description	Specification	Packaging	Quantity	Unit cost (vat excl.)	Total (excl.) (unit cost x quantity)
General purpose detergent (pot wash) SANS 1828 Approved	Concentrated general detergent for pots & pans	25L	1	R	R
Anti-microbial hand sanitizer SANS 1853 Approved	Alcohol based hand sanitizer	Box of 6 units	1		R
Anti-microbial hand sanitizer SANS 1853 Approved	Non-Alcohol based sanitizer for use in the Halaal kitchen	Box of 6 units	1		R
Anti- bacterial soap SANS 1853 Approved	Non-perfumed, anti-bacterial hand soap	Box of 6 units	1		R
Dish machine Detergent SANS 1828 Approved	Dish machine detergent automatically dispensed	25 L	1		R
Dish machine rinse-aid SANS 1828 Approved	Dish machine rinse additive	25L	1		R
Food grade sanitizer sachets SANS 1853 Approved	Chlorine sachets for disinfecting surfaces & equipment. SANS 1853 powdered chlorinated disinfectant cleaner for disinfection of all types of equipment & kitchen utensils	5g-10g	1 box		R
Bio-technology for grease inceptors	Blended bacteria to degrade organic waste in grease traps	25L	1		R


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Highly active QAC sanitizer SANS 1853 Approved and NRCS Registered	A non-perfumed sanitizer cleaner for all surfaces and equipment liquid	25L	1		R
General purpose multi-surface cleaner SANS 1828 Approved	For use on all surfaces, can be applied by sprayer, brush, mop, cloth sponge or broom. It should remove dirt, grease, biodegradable and environmentally friendly, cleaner for hard surfaces, walls & floors	25L	1		R
	TOTAL EXCLUDING VAT				R
	VAT @ 15%				R
	TOTAL INCLUDING VAT				R

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House Keeping- All chemicals must be SABS registered and have a current valid ACT no.

Description	Specification	Packaging	Quantity	Unit cost (vat excl.)	Total (vat Excl.) (unit cost x quantity)
				R	R
Furniture polish	Liquid furniture polish for the upkeep of all wooden surfaces	1L units.	Pack of 6 x1		
Stainless steel polish	Stainless steel polish aerosol for the removal of dirt and stains.	400ml units.	Pack of 6 x1		
Hand soap	Antibacterial, perfumed hand soap	5L units.	1		
Tile cleaner	Specialized cleaner for tiled floors	5L units.	1		
Neutral cleaner	Cleaner for washing pots, pans and mopping sealed floors	25L units.	1		
Universal cleaner	Multi-purpose cleaner for kitchen and house-keeping areas	25L units.	1		
Glass cleaner	Window cleaner	25L units.	1		
Non-perfumed detergent	Non-perfumed detergent for house-keeping areas	5L units.	1		
Air freshener	Concentrated Water Lilly air fragranced freshener	5L units.	1		
				TOTAL Excl Vat	
				VAT	
				TOTAL Incl Vat	

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8. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 8.1 Full name
- 8.2 Identification or company or other registration number
- 8.3 Tax reference number and VAT number, if any
- 8.4 Valid original Tax clearance pin from South African Revenue Services which proves that the service provider's tax matters are in order
- 8.5 Valid BBBEE Certificate
- 8.6 MBD 4 Declaration of Interest form must be completed
- 8.7 MBD 6.1 Preference points claim must be completed
- 8.8 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekwini Vendor Portal registration: <https://ethekwivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

9. Terms and Conditions


- 9.1 The service provider will hereby quote to perform and complete all work required in this RFQ within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.
- 9.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).

10. Protection of Personal Information

- 10.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA").
- 10.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

11. Contact Person

Name: Clinton Bonhomme
Acting Executive Chef
Tel: 031 360 1049
Email: clintonb@icc.co.za

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12. Closing Date

Quotations/proposals, together with this document, marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 25th April 2024**.

13. Past experience in similar assignments


Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: *(Block Capitals)* _____

Signature: _____

Date: _

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14. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:


<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Electricity	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Water	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Rates	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Other	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME (Block Capitals)
 SIGNATURE : DATE:

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

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15. MBD4 Declaration of Interest

15.1 No bid will be accepted from persons in the service of the state¹.

15.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

15.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

15.3.1 Full name of bidder or his/her representative

15.3.2 Identity number:

15.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

15.4.4 Company Registration Number:

15.4.5 Tax Reference Number:

15.4.6 VAT Registration Number:

15.4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ *MSCM Regulations: "in the service of the state" means to be –*

(a) *a member of –*

- *any municipal council*
- *any provincial legislature*
- *the National Assembly or the National Council of Provinces*

(b) *a member of the board of directors of any municipal entity;*


(c) *an official of any municipality or municipal entity;*

(d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);*

(e) *a member of the accounting authority of any national or provincial public entity;*

(f) *an employee of parliament or a provincial legislature.*

² *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

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15.4.8 Are you presently in the service of the state?
If yes, furnish particulars:

YES	NO
------------	-----------

15.4.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
------------	-----------

15.4.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

YES	NO
------------	-----------

15.4.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

YES	NO
------------	-----------

15.4.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:


YES	NO
------------	-----------

15.4.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
------------	-----------

15.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
------------	-----------

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16. Full details of directors / trustees / members / shareholders


Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

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17. MBD 6.1: PREFERENCE POINTS CLAIM

In terms of THE PREFERENTIAL PROCUREMENT REGULATIONS (2022)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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

1.0 GENERAL CONDITIONS

1.1 The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 **The 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the applicable system once tenders are received.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** 80 (price) and 20 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the bidder to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.


1.5 The Durban ICC reserves the right to require of a bidder, either before evaluation or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the entity.

2.0 DEFINITIONS

2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by Municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the Municipality and a third party that produces revenue for the Municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

PRICE POINTS: A maximum of 80 or 90 points is allocated for price on the following basis:

<u>80 / 20 Points System</u>	OR	<u>90 / 10 Points System</u>
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4.0 POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the request for tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof submitted.
- 4.2 In cases where the municipality intends to use Regulation 3(2) of the Regulations, which states that if it is unclear whether the 80/20 or 90/10 preference point system applies, the municipality must, in the tender documents, stipulate in the case of:
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system, or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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TABLE 1: Specific Goals for the tender and maximum points for each goal are indicated per the table below.

Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.

The Specific Goals to be allocated points in terms of this tender	Maximum Number of points ALLOCATED (80/20 system)	Maximum Number of points ALLOCATED (90/10 system)	Number of points CLAIMED (80/20 system)	Number of points CLAIMED (90/10 system)
RDP Goal: The promotion of South African owned enterprises.	20	n/a		n/a
Total CLAIMED Points (20 Maximum)				n/a

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I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- 4) If the specific goals have been claimed or obtained on a fraudulent basis, or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

Date

NAME (Block Capitals):

SIGNATURE: