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### Joburg Market (SOC) Ltd

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**REQUEST FOR QUOTATION NO: OPS – 4208943 – 2024/2025**

## **APPOINTMENT OF A SERVICE PROVIDER TO SERVICE AND MAINTAIN THE CLEANING MACHINES FOR A PERIOD OF 6 MONTHS**

<b>Issued by:</b>
<p><b>The Joburg Market: Supply Chain Department</b></p> <p><b>P.O. Box 86007 Fortune Road City Deep Johannesburg 2049</b></p> <p><a href="mailto:quotations@joburgmarket.co.za">quotations@joburgmarket.co.za</a></p> <p><b>for enquires</b></p>

**Full name of bidding/tendering entity:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Tel Number:** \_\_\_\_\_

**Contract Price (excl VAT):** \_\_\_\_\_

**Contract Price (incl. VAT):** \_\_\_\_\_

**Advert date:** **10 March 2025**

**Closing date and time:** **17 March 2025 @ 11H00**

**Submission:** **quotations@joburgmarket.co.za**

**Bidders to submit a quotation as per the scope of work**

## 1. Project Description

Appointment of a service provider to service and maintain the Cleaning Machines for a period of 6 months

## 2. Background

Joburg Market (JM) is, by virtue of being in the food industry and in terms of food quality and food hygiene including occupational health and safety legislation, expected to conduct its business within a hygienic environment without posing a risk to life and the environment. The market premises spans 64 Ha (640 000 m<sup>2</sup>) of which approximately 39 Ha (390 153 m<sup>2</sup>) of built environment needs deep cleaning. The Joburg Market (JM) is a trading facility that is open to the public six days a week where more than 5000 Buyers and 5000 Market Users (Tenants, Market Agents and JM Staff) pass through its gates on a daily basis to trade fresh produce and some dry groceries.

The louvers are at the height of about 4 meters from the ground (platforms) and the scissor lift is needed to ease the function of cleaning them. The maintenance plan is to keep the machines service and running as they are constantly used of which causes wear and tear, replacement of brushes as well is to avoid mechanical breakdowns.

## 3. Scope of work

- Standard scheduled service for all machines
- Provide a Platinum (Plus) maintenance plan for all the machines
- Attend to all Adhoc call-out.
- Provide a report during each visit
- Once off repairs of the existing machines

### Scheduled service

- Monthly inspection
- Standard servicing of the machines on scheduled time

### Maintenance plan

- The maintenance plan must include wear and tear of all parts
- Must include replacement of required parts such as brushes, squeegees, latches and wheels
- The service provider is required to supply the Platinum (Plus) package, maintenance plan according to the distributors of the machine

### Machines:

- Monthly inspection for Tennant M20 x 4 machines
- Platinum Maintenance and service plan for Tennant M20 x 4 machines

#### **4. Administrative requirements (returnable)**

- a) Completed and signed MBD 3.1, 4 and 6.1
- b) General Condition of Contract (GCC) must be signed
- c) All pages of the document must be initialled
- d) Consent and acknowledgments form in terms of the Protection of **Personal Information Act (Act 04 of 2013) as amended**
- e) Rates and taxes account not older than three months or signed lease agreement
- f) Proof of JV bank account (if applicable)
- g) Copies of share certificates (if applicable)

#### **5. MANDATORY REQUIREMENTS**

An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation

- a) Registration on the National Treasury Central Database illustrating required compliance 1,2 and 3 below

**Or**

1. Submission of a compliant Good Standing TCS, or a Tender TCS or alternatively supply the unique pin number to access the Tax compliance status
  2. Proof of company registration documents.
  3. Certified I.D. copies for directors/shareholders, certification not older than three months
- b) In case of Joint Venture, Consortium, Trust, or Partnership, a consolidated Valid Tax Clearance Status Certificate and/or SARS issued pin code (which will be verified)
  - c) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
  - d) In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated B-BBEE certificate for all members is required.
  - f. In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier Database Registration (CSD) is required.

**6. Evaluation criteria**

Bidders will be evaluated in terms of functionality as part of the minimum requirements before being evaluated on price and Specific goals.

**FUNCTIONALITY**

NB! The minimum cut off points for functionality is 80 points out of 100 points and any bidder scoring less than 80 points will not be considered for further evaluation

<b>Attach signed and dated letters from contactable references on letterhead for servicing and maintaining cleaning machines for a period of 6 months</b>		<b>Total Points – 100</b>
<b>Bidders experience in maintaining scrubbing machines.</b> Attach a reference containing the following information		<b>70 points</b>
<ul style="list-style-type: none"> <li>• Name of the organization and contact person</li> <li>• Description of the services provided</li> <li>• Telephone number/ email address</li> <li>• Project date</li> <li>• Dated and signed letter</li> </ul>		
Two (03) reference letters in maintaining scrubbing machines	70	
One (02) reference letter in maintaining scrubbing machines	60	
Zero (0) reference letter or nothing	50	
<b>Key Personnel - Attach Certified copy of Qualifications and a CV</b>		<b>30 points</b>
Qualified technician. Relevant Experience with a minimum of five (5) years' experience	30	
Qualified technician. Relevant Experience with a minimum of two (2) years' experience	20	

Note: A bidder/s that scores less than 80 points in respect of functionality, or submits solutions that are not according to requirements will be regarded as submitting a non-responsive bid and will be disqualified. Bidder/s that meet the minimum required percentage or minimum points, will be evaluated in terms of price and specific goals as per the PPPFA Act, No.5 of 2022 and its associated Regulations issued by the National Treasury.

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

**Name of Bidder..... Bid Number.....**

**Closing Time ..... Closing Date .....**

OFFER TO BE VALID FOR \_\_\_\_\_ DAYS FROM THE CLOSING DATE OF BID

Item	Description	Quantity	Rate	Total
1	Monthly inspection for Tennant M20 x 4 machines	6 months		
2	Platinum Maintenance and service plan for Tennant M20 x 4 machines	6 months		
				<b>VAT</b>
				<b>Total</b>

**BID PRICE IN RSA CURRENCY\*\* (ALL APPLICABLE TAXES INCLUDED)**

- Does the offer comply with the specification(s)? \*YES / NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm / Not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**DECLARATION OF INTEREST**

No bid will be accepted from persons in the service of the state<sup>1</sup>.

1. 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.
  
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number: .....

3.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4. Company Registration Number: .....

3.5. Tax Reference Number:.....

3.6. VAT Registration Number: .....

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

3.8. Are you presently in the service of the state?

<b>YES</b>	<b>NO</b>
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3.8.1. If yes, furnish particulars. ....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) 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; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> 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.

3.9 Have you been in the service of the state for the past twelve months?

YES	NO
-----	----

3.9.1. If yes, furnish particulars.....

3.10 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?

YES	NO
-----	----

3.10.1. If yes, furnish particulars. ....

3.11 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?

YES	NO
-----	----

3.11.1. If yes, furnish particulars .....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO
-----	----

3.12.1. If yes, furnish particulars. ....

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO
-----	----

3.13.1. If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES	NO
-----	----

3.14.1. If yes, furnish particulars:.....

**4. Full details of directors / trustees / members / shareholders (If employed by the state)**

Full Name	Identity Number	State Employee Number (If employed by the state)

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**PREFERENCE POINTS CLAIM FORM 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, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are 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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all

applicable taxes less all unconditional discounts;

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state 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 organ of state and a third party that produces revenue for the organ of state, 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; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} \end{array}$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)} \end{array}$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>max</sub> = Price of highest acceptable tender

#### 4. 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 tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend 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, an organ of state 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 organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such)*

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Means of verification <b>Evidence must be provided to claim points</b>	Number of points allocated (80/20 system)	Number of points allocated (80/20 system) <b>(To be completed by the bidder)</b>
SMME's An EME OR QSE)	CSD, B-BBEE Certificate/ Affidavit Sworn under oath	10	
Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD Proof of municipal account/ Lease agreement	10	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety

- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 1 of this form;
- iii) 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;
- iv) 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....