

**REQUEST FOR QUOTATION – BS 22/2018**

**CARPET CLEANING SERVICES FOR A PERIOD OF 3 MONTHS**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

**2. Purpose of the request for proposal**

The Durban ICC requires a service provider for the provision of Carpet cleaning services, for a period of three (3) months.

The service provider is required to provide a fully trained and equipped on-site carpet cleaning specialist team to clean all carpets in and around the venue and the office areas.

**General Overview:**

The carpeting in the public foyers area's as well as in the halls are of a high grade "Hospitality" type and modular in installation.

The textile was manufactured by BELGOTEX under license and comprise of approximate twenty thousand (20,000) meters square in extent. The known types are:

- Needle punch in Main Halls
- Milliken in foyer and concourse / various meeting rooms
- Entry Barrier matting

The Milliken carpets require the highest standard of cleaning / restoration.

It is required that the carpet be maintained, serviced as well as managed in accordance with the manufacturers requirements to maintain condition, appearance and uniformity.

It is advised that this process entails the utilization of:

- special upright vacuum / brushing combination
- dry polymer method of cleaning
- edge management,
- spot removal
- entry barrier cleaning
- disaster recovery
- provision of the necessary cleaning medium, fluids and equipment
- the use of a Liberator extractor vacuum for dry extractions.

**Specific Maintenance Requirements prohibit / exclude:**

- Use of chlorinated or solvent based cleaning agents
- Exposure to substance or contaminants which destroy or degrade colour.
- Inappropriate maintenance methods
- Use of spin bonnet/pad circular brush cleaning
- Non-SABS (or equivalent) approved products , and
- Any other chemicals, applications or procedures which will cause damage to the carpets

**3. Mandatory requirements**

Does the service provider comply with the mandatory requirements, as listed below? Please acknowledge as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>• The service provider must have at least 3 years requisite experience providing carpet cleaning services to entities. Please attach 2 positive references from clients serviced.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider must either be:               <ul style="list-style-type: none"> <li>- ISO 9001 certified <b>or</b></li> <li>- Certified by the Institute of Inspection Cleaning and Restoration (IICRC) <b>or</b></li> <li>- Certified by the Carpet and Rug Institute (CRI) for superior cleaning and spot removal</li> </ul> </li> <li>• Kindly attach proof of any one of the above accreditations</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider must pay their staff in accordance with the sectorial determination for the Contract Cleaning Sector as governed by the Department of Labour. Please attach proof of Bargaining Council registration.</li> </ul>		

Failure to comply with all of the mandatory requirements, as illustrated in the schedule above, will result in the service provider being deemed non-responsive and not evaluated further.

**4. Quality Criteria Scoring**

- The scoring methodology will be based on the logarithmic 0, 40, 70, 90 and 100 approach.
- The scoring will be undertaken by three (3) independent officials of the Durban ICC.
- The scores allocated by these officials will be totaled and thereafter averaged to obtain the final score for quality.
- The Service providers must score at least 70 percent in the first evaluation stage in order to be deemed "responsive" and considered for evaluation in the second evaluation stage based on price and empowerment calculated on the 80/20 accreditation system.

The quality criteria and maximum score are as follows:

<b>Quality Criteria</b>	<b>Weight</b>
• Tenderers Experience	30
• Managerial Expertise	30
• Approach and Cleaning Methodology	40
<b>Maximum possible score for quality (Ms)</b>	<b>100</b>

**4.1 Tenderers Experience**

The service provider is required to submit minimum two (2) detailed references from clients serviced, which will be used during the quality criteria scoring process.

Kindly ensure the references are adequately detailed, taking into account the key elements, as illustrated in the guidelines to follow.

It is the service provider's responsibility to ensure that the references received are sufficiently detailed in order to achieve the minimum required number of points.

**CLIENT LETTERHEAD**

Employer/Client Address

Contact Details

Date \_\_\_\_\_

Dear ICC Durban (Pty) Ltd

**Key elements:**

1. Company information (institution / facility / site)
2. Contract amount / duration
3. The tenderers staff composition and expertise (years of experience) in providing carpet cleaning services.
4. Quality of services rendered, adherence to the service level agreement and contracts management
5. The type of chemicals used
6. The type of machinery used
7. Lead time / Efficiency and Frequency
8. Preventative maintenance
9. Value adds
10. Referral

- 
- Name of Company representative
  - Designation in the company

**The guideline used to score the experience of the service provider is, as follows:**

<b>Tenderers Experience</b>	
No Response (Score 0)	No response received / insufficient information to evaluate
Poor (score 40)	<p>References not sufficiently detailed, to determine the requisite experience of the service provider / or failed to perform adequately in key areas as per references received.</p> <p>The references furthermore failed to accommodate for majority of the key elements which have been provided for in the guideline of a comprehensive reference.</p> <p>The scope of works previously undertaken by the service provider were basic in nature, requiring limited industry carpet expertise, covering a square meterage of maximum 1,000 square metres per building.</p>
Satisfactory (score 70)	<p>The references received were satisfactory as it focused on majority of the key elements as illustrated in the acceptable reference guideline.</p> <p>The scope of works previously undertaken by the service provider required <b>commercial</b> carpet cleaning industry expertise such as fiber protection, odor neutralization, spot protection maintenance and removal to ensure longevity of the carpets.</p> <p>The scope of works undertaken furthermore expanded over a square meterage of minimum 3,000 square metres per building.</p>
Good (score 90)	In addition to meeting the meeting the "satisfactory" criteria as illustrated above, the scope of works previously undertaken by the service provider expanded over a square meterage of minimum 5,000 square metres per building.
Very good (score 100)	In addition to meeting the meeting the "satisfactory" criteria as illustrated above, the scope of works previously undertaken by the service provider expanded over a square meterage of minimum 7,000 square metres per building.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are his/her personal knowledge and are to the best of his/her belief both true and correct.

NAME: (Block Capitals)

SIGNATURE..... DATE: .....

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



**DURBAN ICC**  
INTERNATIONAL CRICKET COUNCIL  
100 GARDEN STREET, DURBAN  
SOUTH AFRICA

**PLEASE ATTACH REFERENCES HERE:**

**4.2 Approach and Methodology**

- The Approach and Methodology demonstrating how the tenderer will undertake the carpet cleaning services over a three year period will be evaluated.
- The carpets at the Durban ICC expand over 22,000 square metres.
- The approach and methodology must be thorough and comprehensive making reference to the frequency of cleaning, use of chemicals, carpet protection, use of equipment and any other procedures or applications deemed necessary to ensure a 100% clean, good looking and hygienic carpets.

The guideline used to score will be, as follows:

<b>Approach / Methodology</b>	
No response (score 0)	No document submitted / Insufficient information to evaluate
Poor (score 40)	The approach is poor and the tenderer has misunderstood certain aspects of the scope of works and submitted a generic carpet cleaning approach which does not provide any value neither does it satisfy the specific carpet cleaning objectives of the Durban ICC.
Satisfactory (score 70)	<p>The approach and methodology is acceptable and has taken the specific carpet cleaning needs of the Durban ICC into account considering the high foot traffic the facility is exposed to.</p> <p>The service provider has performed a needs analysis and accounted for an appropriate deployment of cleaning staff to ensure regular upkeep of the carpets.</p> <p>The service provider encourages use of ISO certified and eco-friendly chemicals for the cleaning and restoration process.</p>
Good (score 90)	Meets the 'satisfactory criteria' above. In addition, the service provider's maintenance schedule incorporates carpet cleaning techniques and procedures which will not only guarantee to save time and money but prolong the useful life of the carpets.
Very good (score 100)	Meets the 'good criteria' above. In addition, the service providers approach and methodology accounted for preventative maintenance techniques and the use of latest carpet cleaning equipment which will result in a more hygienic and deeper cleaned carpet.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are his/her personal knowledge and are to the best of his/her belief both true and correct.

NAME: .....(Block Capitals)

SIGNATURE: ..... DATE: .....

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



**PLEASE ATTACH APPROACH AND METHODOLOGY HERE**



### 4.3 Key Staff Composition and Managerial Expertise

The scoring of the key staff composition and managerial expertise will be dependent on the number of years of requisite experience / accolades / qualifications of the **Contracts / Site manager** which plays a pivotal role in ensuring a smooth and secure operation for this particular cleaning contract.

The key staff of this particular contract will be deemed to be, but not limited to, the Site manager, Supervisors and cleaning staff.

In light of the above, the Durban ICC requests, as follows:

- A detailed CV of the contracts / site manager who will be in charge of this particular cleaning contract, including at least one (1) detailed reference from establishments which have been serviced / being serviced under their supervision (these references need to be on the client's letterhead).
- A detailed organogram illustrating the key staff and their roles, responsibilities and reporting line.

Key Staff Composition and Managerial Expertise	
No Response (Score 0)	No response received / insufficient information to evaluate
Poor (score 40)	The CV / references submitted are not sufficiently detailed, as per requirements stated in the tender document, to determine the experience / accolades / qualifications of the contracts / site manager who will oversee the cleaning contact.  In addition to the above, the contracts / site manager has less than 2 years and the cleaning supervisors have less than 1 year requisite experience in the field of commercial carpet cleaning.
Satisfactory (score 70)	The CV of the site manager and the organogram is acceptable.  The references received contained positive information outlining the skills, professionalism and competency of the site manager to undertake the required carpet cleaning services.  In addition to the above, the contracts / site manager has more than 2 (but less than 5) years and the cleaning supervisors have more than 1 (but less than 3) years requisite experience, in the field of commercial carpet cleaning.
Good (score 90)	Meets the 'satisfactory criteria' above.  In addition, the contracts / site manager has more than 5 (but less than 7) years and the cleaning supervisors have more than 3 (but less than 6) years requisite experience, in the field of commercial carpet cleaning.
Very good (score 100)	Meets the "satisfactory criteria' above.  In addition, the contracts / site manager has more than 7 years and the cleaning supervisors have more than 6 years requisite experience, in the field of commercial carpet cleaning.



The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are his/her personal knowledge and are to the best of his/her belief both true and correct.

NAME: (Block Capitals)

SIGNATURE: ..... DATE:.....

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

**PLEASE ATTACH ORGANORGRAM AND CV'S HERE**

5. Compulsory Pricing schedule (Form of offer)

(A) Durban Exhibition Centre (Dec)

Area	Approximate Square metres	Frequency per annum	Rate per m <sup>2</sup> (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
Hall 6	370	6	R	R
Coast of Dreams	345	12	R	R
Mystrals Upper	150	12	R	R
Mystrals Lower	100	12	R	R
Mezzanine	100	6	R	R
Organiser Office 1	139	6	R	R
Organiser Office 2	57	6	R	R
			Total (VAT excl.)	R

*Kindly note: the total cost for the DEC (VAT excl.) must be transferred to the Summary of Costs schedule*

(B) Durban ICC

Area	Approximate Square metres	Frequency per annum	Rate per m <sup>2</sup> (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
Red Carpet	400	52	R	R
<b>Basement (level 1)</b>				
Entrance	640	52	R	R
<b>Ground floor (level 2)</b>				
Entrance	1040	24	R	R
Side Walkways	2520	24	R	R
Recess Rooms	768	12	R	R
PCO Office	114	6	R	R
Main Hall/s	8500	12	R	R
Main Hall Tribune chair carpet	250	6	R	R
<b>First floor (level 3)</b>				
Plenary Seating	1680	6	R	R
Entrance	480	12	R	R
ICC upper foyer	540	12	R	R
Side Walkways	725	12	R	R
Recess / Meeting Rooms	918	24	R	R
Baobab Cafe	128	24	R	R
<b>Second floor (level 4)</b>				
Offices	600	4	R	R
Meeting rooms	1122	6	R	R
<b>Third floor (level 5)</b>				
Offices	600	4	R	R
			Total (VAT excl.)	R

Kindly note: the total cost for the Durban ICC (VAT excl.) must be transferred to the Summary of Costs schedule

(C) Durban ICC Arena

Area	Approximate Square metres	Frequency per annum	Rate per m <sup>2</sup> (VAT excl.)	Total (rate per sqm x frequency x approx. sqm's)
<b>Basement</b>				
Main Lobby Area	95	4	R	R
Suites / meeting rooms	411	2	R	R
<b>Ground floor</b>				
LS Foyer Entrance	1,025	4	R	R
LE Concourse	324	6	R	R
LW Concourse	876	12	R	R
Main Hall/s 4-6	4,360	6	R	R
Medical Suite	20	2	R	R
Terracotta Suites	93	2	R	R
Fixed Seating	2,627	2	R	R
Bleacher Seating	748	2	R	R
<b>First floor</b>				
UE Concourse	445	6	R	R
Main Foyer concourse	1,277	6	R	R
UW Concourse	825	12	R	R
VIP / VOC	75	6	R	R
Media Suites	75	2	R	R
			Total (VAT excl.)	R

Kindly note: the total cost for the Durban ICC Arena (VAT excl.) must be transferred to the Summary of Costs schedule



## **6. Additional Conditions Of Contract**

### **ACC1 QUALITY OF SERVICES**

Should there be any cause for complaint against the standard of service offered which is not resolved within a period of 10 working days; the Durban ICC reserves the right to cancel the contract after serving one month's notice, in writing, to the supplier involved.

Should such notice be given, the supplier shall nevertheless be obliged to perform the duties covered by the contract up to the date of expiration of the period of notice.

### **ACC2 SATISFACTORY PERFORMANCE**

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Durban ICC shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

### **ACC3 OCCUPATIONAL INJURIES AND DISEASES ACT**

This act replaces the Workmen's Compensation Act :-

**The supplier shall, before commencement of work, produce documentary proof to the Durban ICC , that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act.** The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

### **ACC4 DAMAGE TO PERSONS AND PROPERTY**

The supplier **shall** indemnify and keep indemnified the Durban ICC against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

### **ACC5 CONTRACTED PRICING**

This fee must include all expenses, disbursement and costs (e.g. transport, overheads, accommodation, etc.) that may be required in and for the execution of the work described in the specification, and shall cover the costs of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profits (in the event that the tenderer is successful). All prices tendered will be final and binding.

**ACC6** **PERSONNEL WITH CRIMINAL RECORD**

The appointed service provider must ensure that personnel with historic / current criminal records not be permitted to work at the Durban ICC under any circumstances. The appointed service provider must ensure that all required / criminals checks are performed prior to allocating staff at the Durban ICC.

**ACC7** **UNIFORMS**

- All cleaning staff must be properly and professionally attired in there branded uniforms.
- The Durban ICC, in consultation with the appointed service provider, reserves the right to review and approve the proposed uniform styles & colour.
- Uniforms are to be provided by the service provider at their cost and expense.
- Uniform items are to include (but not limited to), the following:
  - Branded Shirts,
  - Trousers or Skirts,
  - Branded Jersey,
  - Branded Jacket
  - Black Shoes, socks
- Uniforms that look tardy or worn will need to be replaced to ensure a standard of professionalism is maintained.
- The service provider is expected to provide all staff with name badges listing their name and surname which is to be worn at all times while on the complex.
- The Durban ICC will provide colour printed photographic ID Cards at a minimal cost to the appointed service provider to be worn at all time while on the complex.
- The Current cost per card is R25.00. The ID Card will consists of the following details:
  - National identity number,
  - Company identity number, and
  - A clear, full-colour head and shoulders photograph of the holder.
- The appointed service provider must ensure that all personnel have access to and wear the appropriate safety apparel (PPE) when / where required / applicable (e.g.: hard hats, reflector bibs etc.)



**ACC8 TRAINING**

- Quarterly training sessions are required for all cleaning staff and supervisors.
- Training will be conducted by the appointed service provider at their own cost and expense.
- As a minimum requirement, the training plan should include, but not limited to, the following:
  - Customer Service
  - Personal hygiene & appearance
  - Supervisor / Leadership Skills
  - Chemical use and safety
  - Greening policies

**ACC9 FACILITIES FOR STAFF**

- A staff canteen, situated at the staff entrance offers discounted meals on a coupon on a first come first serve basis. The current cost per meal is R15 and may be subject to change.

**ACC10 STORAGE AREA**

- The appointed service provider will be allocated a storage area to store their chemicals / equipment.
- The storage area is approximately 2.5 square metres.
- The cleaning and upkeep of this area will be the responsibility of the appointed service provider.
- The chemicals / equipment will be stored at the sole risk and discretion of the appointed service provider.

**ACC11 TRANSPORT OF STAFF**

- It is the responsibility of the appointed service provider to ensure that the cleaning staffs are deployed and present at the required times for commencement of duties.
- The "self-posting" application is not an option and the contractor will be required to provide transport to the staff to and from the Durban ICC in compliance with this agreement.

**ACC12 STAFF SUPERVISION**

- The appointed service provider must ensure adequate supervision of cleaning staff at all times.
- All supervisory visits must be documented and an audit trail available for review at any given time.



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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

## **7. Preconditions**

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

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 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://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)


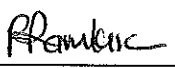
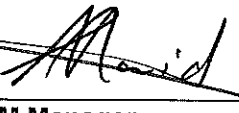
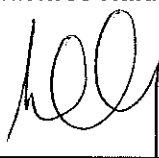
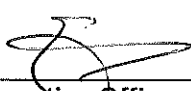
## **8. Contact Person**

Ritesh Ramkissoon  
Tel: +27 31 360 1125  
[riteshr@icc.co.za](mailto:riteshr@icc.co.za)  
SCM Compliance Officer

## **9. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope 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 **12h00 on 27<sup>th</sup> June 2018**

10. Request for proposals approved by:

 19/06/2018
Acting Facilities Director Siphwe Khuzwayo
 18/06/2018
SCM Compliance Officer Ritesh Ramkissoon
 19/06/2018
SCM Manager Thenashree Naidoo
 20/6/18
Finance Director Melanie Rambally
 21/6/18
Chief Executive Officer Lindiwe Rakharebe



**11. 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:** \_\_\_\_\_

**12. 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 type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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)

**13. MBD4 Declaration of Interest**

- 13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 13.2 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/adjudging authority.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 13.3.1 Full name of bidder or his/her representative .....
  - 13.3.2 Identity number: .....
  - 13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 13.3.4 Company Registration Number: .....
  - 13.3.5 Tax Reference Number: .....
  - 13.3.6 VAT Registration Number: .....
  - 13.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> *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.*

<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.*

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

YES	NO
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13.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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13.3.10 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?  
If yes, furnish particulars: 

YES	NO
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13.3.11 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? If yes, furnish particulars: 

YES	NO
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13.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
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13.3.13 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
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13.3.14 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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14. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder

