REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS FOR THE RENDERING OF INTERIOR PLANT (FLORA) MAINTENANCE SERVICES AT THE TRADE AND INVESTMENT KWAZULU-NATAL OFFICE IN DURBAN

REFERENCE NUMBER: 3130/2017/03

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1. INTRODUCTION

Trade & Investment KwaZulu-Natal (TIKZN) is a provincial trade and investment promotion public entity, mandated by the KwaZulu-Natal Department of Economic Development Tourism and Environmental Affairs (KZN EDTEA) to promote the province as an investment destination and to promote trade by assisting KwaZulu-Natal (KZN) based companies to identify local and international markets to export their products.

1.1. PROJECT PURPOSE

The purpose of this project is to appoint a suitable service provider who will supply and render professional interior plant (flora) maintenance services to TIKZN at their premises in the Kingsmead office park in Durban for a period of 24 months.

1.2. SERVICE PROVIDER'S TERMS OF REFERENCE

It is the intention of TIKZN to enter into a formal Service Level Agreement with the successful Service Provider to provide the services described hereunder.

The Terms of Reference (TOR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between TIKZN's requirements and the knowledge and experience of the service provider.

These TORs and the consultant's proposal will form the basis of the service level agreement to be entered into between the parties.

1.3. BACKGROUND

TIKZN requires an experienced service provider that will be able to render professional interior plant (flora) maintenance services on three (3) floors at the TIKZN premises within the Kingsmead office park in Durban.

1.4. SCOPE OF SERVICES

The Scope of work will include the following:

Item	Qty
Gemini Short Bubble Fibreglass	2
Berverly 32cm Fibreglass Stand	1
Gala 40cm Fibreglass Finish	3
M1 Obbligate mosaic pot	2
A-cone tall with extended broy	4
A-cone tall with bamboo printed	4
URN 504 A Mars	1
Athen Large	1
URN 509A Umbrella	1
Water Feature	2
Cubico	4
Artificial Flower boardroom display	2
Total	27

a) The Plant Maintenance Service is to consist of watering, leaf polishing, pruning, feeding, pest control, spraying and free replacement service.

b) Replacements are to be made should a plant die or wither, except when due to vandalism, theft, fumes, or other willful acts.

c) TIKZN require the maintenance service to be performed on a weekly basis.

d) To aid you in submitting a proposal for this work, TIKZN invites you to a schedule walk-through of the office facilities. Please refer to paragraph 2.2 (b) for additional information regarding the compulsory site inspection.

e) The Plant Maintenance Service provider will be required to have available personnel who are knowledgeable and experienced in plant maintenance.

f) Your proposal shall include a fixed fee for the plant maintenance service. The contract will be for a two-year period and rates cannot be changed without prior approval from TIKZN Management.

1.4.1 SERVICE STANDARDS - The expected service standard is as per the guidelines below:

a) MEETINGS WITH FACILITIES OFFICER

The appointed service provider must ensure that its Contract Manager is available at all times throughout the 24 month contract period to meet with, discuss or report any issues requiring attention with the Facilities Officer or other delegated persons at TIKZN.

b) PROVISION OF EQUIPMENT:

The appointed service provider will be expected to provide and maintain all interior pots and plants as part of the Services on this contract.

The timeframe of this contract is a period of 24 months commencing from the date of appointment i.e. the signing of the Service Level Agreement (SLA).

1.5. METHODOLOGY

The Service Providers proposal must outline the methodology they intend adopting to meet the deliverables specified in paragraph 1.4 above. This outline should cover the following:

a) Indicate how the project will be carried out.
b) Provide a detailed budget for the project which must also outline a sign off and payment schedule.
c) The Service Provider is expected to put clearly defined targets in line with the scope of work. The budget breakdown would therefore be linked to the target and outputs, timing thereof and the schedule of costs and payments.

2. INSTRUCTION TO SERVICE PROVIDERS

The services required by Trade & Investment KwaZulu-Natal are described in these Terms of Reference and therefore all applicable annexures which are listed as mandatory must be comprehensively covered in your proposal.

2.1 ALTERATIONS OR WITHDRAWAL OF PROPOSALS

Service Providers may withdraw their proposals by written notification on or before the closing date.

2.2 COSTS FOR PREPARATION OF RFP / RFQ PROPOSAL

The costs incurred by the Service Provider in respect of the attendance of any briefing or presentation meetings or costs incurred in preparing any proposal will be borne by the Service Provider and Trade & Investment KwaZulu-Natal shall in no way be liable to reimburse the Service Provider for such costs incurred.

2.3 OWNERSHIP OF RFP / RFQ AND PRESENTATIONS

Trade & Investment KwaZulu-Natal shall on receipt of any proposal relating to this RFP / RFQ and submitted in accordance with this RFP / RFQ procedure, become the owner thereof and Trade & Investment KwaZulu-Natal shall not be obliged to return any proposals to Service Providers who request such a return.

2.4 CONFIDENTIALITY

The entire process of calling for proposals as initiated by Trade & Investment KwaZulu-Natal in terms of its procurement policy is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation, Bid Adjudication and Procurement Committee is bound by confidentiality.

2.5 ETHICS

Any attempt by a Service Provider to obtain confidential information, or enter into unlawful agreements with competitors or influence the Evaluation and / or the Bid Adjudication and / or Procurement Committee of Trade & Investment KwaZulu-Natal during the process of examining, evaluating and comparing proposals will lead to the rejection of its proposal in its entirety. The Service Provider must declare any business or other interests it has with Trade & Investment KwaZulu-Natal or any employee of Trade & Investment KwaZulu-Natal, failing which the Service Provider shall be automatically disqualified from further participation in the RFP / RFQ.

2.6 CANCELLATION OF BID PROCEDURE

Trade & Investment KwaZulu-Natal shall be entitled, within its sole and entire discretion, to cancel this RFP / RFQ at any time and shall notify the Service Providers accordingly. Trade & Investment KwaZulu-Natal 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 RFP / RFQ procedure. The publication of an invitation to call for proposals does not commit Trade & Investment KwaZulu-Natal to appoint any of the qualifying Service Providers.

3. REQUIRED EXPERTISE AND COMPETENCIES

The Service Providers proposal must outline the expertise and competencies on offer and should expressly detail their previous experience with projects of this nature. This may be supported by the CV's of the team.

KINDLY NOTE THAT A FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL MAY RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

4. SUPPORTING DOCUMENTATION

Service Providers are required to submit the following documents:

- An original valid Tax Clearance Certificate must be submitted with the bid proposal. (Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid proposal. Certified copies of the Tax Clearance Certificate will not be acceptable).In bids where Consortia /Joint Ventures/Sub–contractors are involved each party must submit a separate valid Tax Clearance Certificate.
- Verifiable references.
- B-BBEE Verification Certificate (would be an advantage).
- Annexure B: DECLARATION OF INTEREST FORM.
- Annexure C: PREFERENTIAL POINTS CLAIM FOR
- Annexure D: PROOF OF CURRENT HPCSA REGISTRATION

KINDLY NOTE THAT A FAILURE TO SUBMIT THE MANDATORY DOCUMENTS LISTED IN ANNEXURE B and D) WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

5. PREFERENTIAL PROCUREMENT

In compliance with the Preferential Procurement Regulations Act applicable to Trade & Investment KwaZulu-Natal and in terms of Trade & Investment KwaZulu-Natal's procurement policy, preferential points will be awarded to Service Providers who demonstrate BEE in its management and ownership structures. In this regard Service Providers are required to expressly cover this in their proposals and state their BEE management and ownership status. Service providers should also include specific accreditation information where applicable.

NB: Companies must define whether they comply with the following categories of targeted groups:

- Black African owned and percentage owned
- Women owned entities and percentage owned
- Youth owned entities and percentage owned

KINDLY NOTE THAT FAILURE TO EXPRESSLEY DEAL WITH YOUR BEE STATUS IN YOUR PROPOSAL, WILL RESULT IN NO PREFERRENTIAL POINTS BEING AWARDED FOR YOUR BEE STATUS.

6. SERVICE LEVEL AGREEMENT

a) The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between Trade & Investment KwaZulu-Natal and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between Trade & Investment KwaZulu-Natal and the Successful Service Provider.
b) Until such time that an appropriate service level agreement has been concluded between Trade & Investment KwaZulu-Natal and successful Service Provider, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

7. FEE STRUCTURE

a) Service providers must provide a full fee structure for services rendered
b) Trade & Investment KwaZulu-Natal reserves the right to negotiate any aspect of the proposed fees and disbursements with the preferred Service Provider and shall not to bind to the fees and disbursements submitted by any Service Provider.

8. EVALUATION CRITERIA

Evaluation will be carried out on the Functionality and the Preferential Point System (B-BBEE Status Level of Contribution and Price)

8.2. PREFERENCE POINTS

The preference points awarded for this bid shall be for:

a) Price and B-BBEE status level of contribution.
b) The maximum 100 points which includes the Price and the B-BBEE status level of contribution.

9. THE AWARDING OF POINTS

For the 80/20 or the 90/10 preference point systems, the awarding of points will be done for Price, Functionality and B-BBEE status level of contribution.

9.1. POINTS AWARDED FOR PRICE

For the 80/20 or the 90/10 preference point systems, a maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \quad 1 \frac{Pt - P\,min}{Pmin}$$

90/10

$$Ps = 90 \quad 1 \frac{Pt - P\,min}{Pmin}$$

Ps	=	Points scored for comparative price of bid under consideration
Pt	=	Comparative price of bid under consideration
Pmin	=	Comparative price of lowest acceptable bid

9.2. FUNCTIONALITY

The below mentioned criteria will guide the evaluation of functionality / technical phase and bidders who score less than 70% in this phase will be disqualified for the next phase of evaluation.

FUNCTIONALITY ASSESSMENT SCORING CRITERIA	Weight	Score	Total
1. Key Personnel (30/100): • Demonstrated ability of the Individual/Team to render the service and the expertise of key staff members. This must be supported with a submission of an organogram and CV's of team members i.e. Contract Manager and the team of experienced staff etc.	30		
(Rating score values for key personnel is allocated as follows : Over 1 year to 2 years = 1; Over 2 years to 3 year = 2; Over 3 years to 4 years = 3; Over 4 years to 5 years = 4 and 5 years and above = 5. The score value will be allocated per number of year's experience of the company. The Evaluation Committee may, at its own discretion, consider the total years of experience of the combined team who will be working on the project. The maximum score value which can be awarded is 5).			
2. Successful completion of similar projects in the last five years (40/100): • This must be supported by the submission of a list of all projects successfully completed, as well as letters of completion and/or references from current/previous clients.	40		
(**Rating score values for similar projects is allocated as follows:** No similar projects = 0; One similar project completed = 1; Two similar projects = 2; Three similar projects = 3; Four similar projects = 4 and Five and more similar projects completed = 5. The maximum score value which can be awarded is 5).			
3. Work Plan (30/100): • The quality and reasonableness of the project work plan will be assessed / evaluated and therefore a detailed work program outlining the various work flow items/tasks required for this project must be submitted.	30		
(Rating score values for the work program is allocated as follows: No program = 0; Poor program (insufficient information provided) = 1*;* Adequate program (work items shown) = 2*;* Good program (all necessary work items shown) = 3*;* Very good program (all necessary and major work items shown) = 4 and Excellent program (all necessary work items shown, including links between tasks and additional information) = 5. The maximum score value which can be awarded is 5).			
TOTAL	**100**		

9.3. B-BBEE STATUS LEVEL OF CONTRIBUTION

In terms of Regulation 16 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BEE status level of contribution	**Number of points (90/10) system**	**Number of points (80/20) system**
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

9.3.1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a sworn affidavit issued by the EME representative and attested by a Commissioner of Oaths.

9.3.2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

9.3.3. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

9.3.4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level 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.

9.3.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

9.3.6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid 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.

9.3.7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprises that does not have equal or higher B-BBEE status level than the person concerned unless the contract is subcontracted to an EME that has the capability and ability execute the sub-contract.

10. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete Annexure C: Preferential Points Claim Form. (Points claimed must be in accordance with the table reflected in paragraph 9.3. and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

11. CONTRACTUAL OBLIGATIONS

The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between Trade & Investment KwaZulu-Natal and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the Trade & Investment KwaZulu-Natal and the Successful Service Provider.

Until such time that an appropriate service level agreement has been concluded between Trade & Investment KwaZulu-Natal and successful Service Provider, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

12. SUBMISSION OF PROPOSALS

The sealed envelope must be placed in the tender box at the Reception of the ***Trade and Investment House, 1 Arundel Close, Kingsmead Office Park, Durban by no later than Thursday, 31st August 2017 at 12:00 noon .*** Any proposal not in the tender box at the time of the proposal closing, such a proposal will be regarded as a late proposal. Late proposal will not be considered. No proposal received by telegram. telex, e-mail, facsimile or similar medium will be considered. Bids may be addressed to the following:

The Procurement Officer
Trade and Investment House
1 Arundel Close
Kingsmead Office Park
Durban
4000
South Africa

ANNEXURE B: DECLARATION OF INTEREST FORM

Any legal person, including persons employed by the state', or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2. Identity Number:.....

3. Position occupied in the Company (director, trustee, shareholder, member):.....

4. Registration number of company, enterprise, close corporation, partnership agreement or trust: .....

5. Tax Reference Number:.....

6. Vat Registration Number:.....

7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the paragraph below.
"State" means —
(a) 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);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of Entitys; or
(e) Parliament.
"Shareholder means" – a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

8. Are you or any person connected with the bidder presently employed by the state? **YES/NO**
If so, furnish the following particulars:
(a) Name of person / director / trustee/shareholder/ member: .....
(b) Name of state institution to which the person is connected: .....
(c) Position occupied in the state institution: .....
(d) Any other particulars: .....

9. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**
If yes, did you attach proof of such authority to the bid document? **YES/NO**
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid)
if no, furnish reasons for non submissions of such proof: .....

10. Did you or your spouse, or any of the company's directors/ trustees/shareholders / members of their spouses conduct business with the stat in the previous twelve months? **YES/NO**
If so, furnish particulars: .....

11. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
If so, furnish particulars: .....

12. Are you, or any person connected with the bidder, aware of any relationship, family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
If so, furnish particulars: .....

13. Do you or any of the directors /trustees /shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**
If so, furnish details of directors /trustees /members /shareholders:

Full Name	**Identity Number**	**Personal Income Tax Reference Number**	**State Employee Number / Perusal Number**

DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

....
Name of Bidder Signature of Bidder

.

....
Position Date

ANNEXTURE C: PREFERENTIAL POINTS CLAIM FORM

This Preference Points Claim Form contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Points claimed in respect of paragraph..... must be in accordance with the table reflected in paragraph..... and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.

Bidders who claim preference points in respect of B-BBEE Status Level of Contribution must complete the following:

1. Name of company / firm:.....

2. VAT Registration Number:.....

3. Company Registration Number:.....

4. Type of company (Firm Partnership / Joint Venture / Consortium / One person business / Sole propriety / Close corporation / Company Pty Limited): .....

5. Describe the principal business activities of the company: .....

6. Company Classification (Manufacturer / Supplier / Professional service provider / Other service providers e.g. transporters etc.: .....

7. Has a B-BBEE certificate been issued to your company by a Verification Agency which is accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA. **YES / NO**

8. Will any portion of the contract be sub-contracted? **YES / NO**

a) If yes, indicate what percentage of the contract will be subcontracted?.....

b) The name of the sub-contractor?.....

c) Whether the sub-contractor is an EME? **YES / NO**

d) The B-BBEE status level of the sub-contractor?.....

9. Total number of years the company/firm has been in business?.....

10. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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) restrict the bidder or contractor ,its shareholders and directors who acted on a fraudulent basis, 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

Witnesses:

1. .....

2. .....

.....
SIGNATURE (S) OF BIDDER(S)