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# METROBUS REQUEST FOR QUOTATION (RFQ)

<b>RFQ Number:</b>	PR3379	
<b>Description:</b>	Provision for a Service Provider to provide service with Hygiene and Pest Control at Head Office.	
<b>Date of Advertisement:</b>	23/01/2025	
<b>Closing Date:</b>	30/01/2025.	
<b>Closing Time:</b>	11:00 am	
<b>Compulsory Briefing Meeting Date:</b>	28/01/2025 11:00am Head Office Finance Boardroom. NB: Refer to Pg 22 of 37.	
<b>Quotations Must Be Deposited in Bid Box at:</b> Transportation House 1 Raikes Road Braamfontein, 2001	Email: <a href="mailto:Scm@mbus.joburg.org.za">Scm@mbus.joburg.org.za</a>	
<b>Procurement Enquiries:</b>	<a href="mailto:Scm@mbus.joburg.org.za">Scm@mbus.joburg.org.za</a>	<b>Tel:</b> 011 403 4300
<b>Technical Enquiries:</b>	<a href="mailto:Clekgathi@mbus.joburg.org.za">Clekgathi@mbus.joburg.org.za</a>	<b>Tel:</b> 011 403 4300

<b>NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor</b>	<b>Legal Name:</b> _____ <b>Trading as:</b> _____
<b>Registration Number</b>	
<b>Metrobus Vendor Registration Number (if already have)</b>	
<b>National Treasury Central Supplier Database number: (Compulsory)</b>	
<b>Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address</b>	<b>Postal Code</b> _____
<b>Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number</b>	<b>Name:</b> _____ <b>Telephone:</b> _____ <b>Cell phone:</b> _____ <b>E-mail address:</b> _____
<b>Income Tax Number</b>	
<b>VAT Reference Number (if applicable)</b>	



# METROBUS REQUEST FOR QUOTATION (RFQ)

## PRICING SCHEDULE – FIRM PRICES

**Bidder's Name:** \_\_\_\_\_

- Metrobus is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- 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.
- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO

- If the answer is **YES**, indicate the name of the subcontractor \_\_\_\_\_, the percentage to be sub-contracted \_\_\_\_\_%.
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logo.**

**SCHEDULE OF PRICES/ RATES:**

<b>Quotation Description:</b> Provision for a Service Provider to provide service with Hygiene and Pest Control at Head Office.	
<b>Sub Total Price</b>	R
<b>Vat 15% (if applicable)</b>	R
<b>Total Quoted Price (Inclusive of Vat)</b>	R



# METROBUS REQUEST FOR QUOTATION (RFQ)

## MBD 4 DECLARATION OF INTEREST

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

3. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of Owner of the Bidding Entity: .....

3.2 Identity Number if applicable: .....

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?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.8.1 If yes, furnish particulars. ....

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

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

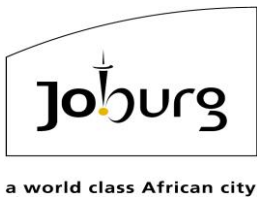
3.10.1 If yes, furnish particulars .....

3.11 Are you aware of any relationship (close family member, partner or associate) 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?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.11.1 If yes, furnish particulars.....



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

(Tick applicable box)

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, principal shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether they are bidding for this contract?

(Tick applicable box)

YES	NO

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

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

<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

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2)

Metrobus promotes local production and content in line with Preferential Procurement Regulations, 2017.

Therefore, recommended service providers who respond to our RFQ that requires a minimum stipulated threshold in relation to a designated sector will be required to comply with the minimum stipulated threshold and sign the declaration certificate for local content.



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Local content minimum threshold is non-negotiable, and no correspondence will be entered into regarding compliance.

Metrobus reserves the right to increase the threshold above the stipulated minimum threshold.

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, service providers must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011.

**1. The stipulated minimum threshold(s) for local production and content are as follows:**

Supply and delivery of \_\_\_\_\_

Description of services, work or goods	Stipulated minimum threshold	Confirmation that minimum threshold will be complied with: Tick appropriate box		
		Yes	No	

**2. Does any portion of the services, works or goods offered have any imported content?**

*(Tick applicable box)*

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

2.1. If yes, the service provider may not be considered for appointment.

**3. DECLARATION CERTIFICATE**

**DECLARATION CERTIFICATE**

**IN RESPECT OF RFQ NO.** \_\_\_\_\_

**ISSUED BY:** METROBUS

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the service provider.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

NOT APPLICABLE



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# METROBUS REQUEST FOR QUOTATION (RFQ)

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified RFQ comply with the minimum local content requirements as specified.

(c) The local content percentages (%) indicated below have been calculated using the formula given in clause 3 of SATS 1286:2011.

Bid price, inclusive of Vat	R
Local content %	
Imported content %	

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NOT APPLICABLE



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REQUEST FOR QUOTATION (RFQ)

SATS 1286.2011

Annex C

**Local Content Declaration - Summary Schedule**

- (C1) Tender No.
- (C2) Tender description:
- (C3) Designated product(s)
- (C4) Tender Authority:
- (C5) Tendering Entity name:
- (C6) Tender Exchange Rate: Pula  EU  GBP
- (C7) Specified local content %

**Note: VAT to be excluded from all**

**Calculation of local content**

**Tender summary**

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date:

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

# METROBUS

## REQUEST FOR QUOTATION (RFQ)

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
  - b. Been convicted for fraud or corruption during the past five years.
  - c. Wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. To give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  (To access this Register, enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>





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4.4.1	If so, furnish particulars:		
4.5	<b>Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidding Entity**

### MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Form "I" must form part of all bids<sup>1</sup> invited.



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# METROBUS REQUEST FOR QUOTATION (RFQ)

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse.
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form “I” serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. To give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

**Metrobus**

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) Prices.
  - b) Geographical area where product or service will be rendered (market allocation)
  - c) Methods, factors or formulas used to calculate prices.



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- d) The intention or decision to submit or not to submit, a bid.
  - e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

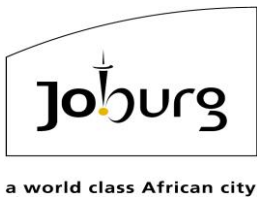
.....  
Date

.....  
Full Names of Person Representing Company

.....  
Position in Company

## CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Metrobus SOC hereinafter referred to as "Metrobus", as required by the Protection of Personal Information Act. The use of the words "the individual" for the purposes of this document shall be a reference to any individual (bidder) communicating with Metrobus and/or concluding any agreement,



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registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

### 1. What is personal information?

The personal information that Metrobus requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

### 2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

Metrobus is legally obligated to collect, use and disclose personal information for the purposes of:

- Reporting initiatives to the City of Johannesburg Municipality.
- Reporting to National Treasury all contracts awarded.
- Obtaining information related to Tax Compliance information from SARS.
- Verifying information on the National Treasury database of defaulters.
- Evaluating and processing applications for registration on the database.
- Compiling statistics and other reports.
- Providing personalised communications.
- For audits
- Complying with the law; and/or
- For a purpose that is ancillary to the above. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

### 3. How will Metrobus process personal information?

Metrobus will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- Directly from the individual.
- From service providers who provided with services or goods to Metrobus.
- From Metrobus own records relating to previous supply of services or goods; and/or
- From a relevant public or equivalent entity.

### 4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/is acquiring all of or a portion of Metrobus' mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

### 5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to Metrobus to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in Metrobus being unable to perform its functions and/or any services or benefits I may require from Metrobus.



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# METROBUS REQUEST FOR QUOTATION (RFQ)

- Where I shared personal information of individuals other than myself with Metrobus I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold Metrobus not responsible in respect of any claims by any other person on whose behalf I have consented, against Metrobus should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold Metrobus responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Metrobus with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Metrobus agrees to same in writing. Metrobus specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- To withdraw consent, please contact the Metrobus Information Officer/SCM
- A copy of the full Metrobus policy is available
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify Metrobus so that our records may be updated. Metrobus will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that Metrobus may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

- The information comes under legal privilege during litigation,
- The disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- Giving access may cause a third party to refuse to provide similar information to Metrobus,
- The information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- The information as it is disclosed may result in the disclosure of another person's information,
- The information contains an opinion about another person and that person has not consented, and/or
- The disclosure is prohibited by law.

7. Queries relating to breach of personal information:

- Please submit queries relating to the breach of personal information to the Metrobus' information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
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# METROBUS REQUEST FOR QUOTATION (RFQ)

Name and Surname:	Designation/ Capacity:
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## Mandatory Requirements

- Registration with CSD
- Tax Compliance
- Municipal rates and taxes account for the company and all directors not older than three (3) months and not over 90 days in arrears (proof of payment /arrangement made with the municipality to settle arrears) or signed lease agreement in case where bidders do not own or rent a property then an affidavit should be provided.

FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



# METROBUS

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### REQUEST FOR A QUOTATION – as follows:

#### Hygiene and Pests Control

##### Background

The objective of this RFQ is to appoint a suitable and experienced service provider for supply and delivery of hygiene services, consumables and pest control products for a period of 12 months.

#### TECHNICAL INFORMATION AND SPECIFICATION

##### Types of services required

##### PEST CONTROL

##### Service providers are expected to:

1.1.1 Carry out inspections and treatments of buildings and buses on a monthly basis to bring under control or eliminate any infestations by pests such as rodents, cockroaches, ants, fish moths, bees, etc.

1.1.2. Fumigate all office locations on a monthly basis. The cost hereof should be included in the prices below.

1.1.3. Buses must be sprayed and a gel must be applied for cockroaches at least once per week, until further notice by Metrobus. Buses will be sprayed on Sundays at the four main Metrobus depots. The spraying of the other Metrobus buses at the three satellite depots must happen on a Saturday. The cost hereof should be included in the prices below.

In the event of infestation by specified pests at any time during the duration of the contract, the service provider shall make additional inspections and treatments as may be required to control the pests.

1.1.4. Anti-coagulant rodenticides and high residual insecticides may be used. Professional bait stations, insect growth regulators and gels may be used in high-risk areas. All the chemicals must be odourless and the most stringent safety precautions must be adhered to when treating Metrobus (User department) premises and buses.

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- 1.1.5 Metrobus operates a fleet of 450 buses, which is composed of 165 double deck and 285 single deck buses, including (2) luxury single deck coaches and (4) Open double deck buses. Pest Control on buses will only be done on weekends as per Metrobus approved schedule. Schedule will be provided on acceptance of contract.

<b>Depot</b>	<b>Double-Deck Buses</b>	<b>Single-Deck Buses</b>	<b>Open-Deck Buses</b>	<b>Luxury Buses</b>	<b>Total Buses</b>
Milpark Depot	81	120	4	2	207
Village Main Depot	58	113	0	0	171
Roodepoort Depot	26	46	0	0	72
<b>Total</b>	<b>165</b>				<b>458</b>

### TOILETS

<b>Toilets</b>	<b>Total Number</b>
Head Office	24
Milpark	32
Village Main	21
Fordsburg	06
Roodepoort	29
Randburg	08
Ghandi square	<b>04</b>

### HEALTHCARE AND HYGIENE



1.1.6 The service provider must supply on rental the following:

**Sanitary Bins**

- ◆ Made from ABS plastic
- ◆ One piece design
- ◆ Removable lid insert
- ◆ Removable cartridge
- ◆ Colour coding accountability
- ◆ 14 day service

1.1.7 The service provider will be required to replace them with clean, sterilized and chemically charged units on a **bi-weekly** basis. The units must have a sterilizing and deodorizing fluid, which kills bacteria and eliminates offensive odours and the risk of infection.

**Soap Dispenser**

- ◆ Foam soap dispensing units must be installed robustly (units must be screwed/bolted down) on walls.
- ◆ Replacement of all defective equipment for Tenderer's account.

1.1.8 Wall mounted soap dispensers to be refilled on a **bi weekly** basis.

**Air Fresheners**

- ◆ Real time programmability to allow for choice of start time
- ◆ Keyed lock to protect consumables from theft
- ◆ Top hinged cover for easy servicing
- ◆ Automatic reset on refill replacement to eliminate human error
- ◆ I.P.E feature to allow for specific time programming to overcome high traffic periods
- ◆ Dimensions: 240mm (h) 100mm (w) 80mm (d)

- ◆ 3000 metered sprays per service interval
- ◆ Refills to be available in various fragrances

1.1.9. Wall mounted Air freshener units on the walls in all ablutions. The units must be battery operated and set to spray at regular intervals and must be refilled monthly.

### **Seat Sanitizer**

1.1.10. Wall mounted seat sanitizer with quick drying seat wipes to be used on toilet seats. Rims and flushing handles to be installed in each ablutions and must be refilled bi- weekly.

### **Hot Air Hand Dryers**

### **HYGIENE**

1.1.11. The service provider must supply the following:

- Bio Dosing
- Deep cleaning of the ablutions twice per month basis. Deep Cleaning should include:
  - Cleaning of toilets and drainage pipes
  - Cleaning of basins and Bins
  - Cleaning of wall and floor tiles.

## **EQUIPMENT, CHEMICALS AND CONSUMABLES**

1.1.2 All consumables and detergents that are for human use, and that come into contact with the skin, shall be formulated from chemicals and products that are not harmful to the skin, cause irritation, or contain any substance that is not dermatologically suitable for the intended purpose.

1.1.12. The Contractor shall on request make available all documentation relating to clinical reports, SABS testing and statutory compliance for the above.

1.1.13. The account manager/supervisor will be responsible for the submission of weekly and monthly maintenance/service reports to the Health & Safety Officer.

## **PRICING SCHEDULES**

1.1.14. You are requested to quote according to the following information:

1.1.15. Fumigation of insecticides/pests/rodenticides (Monthly)

- All offices and board rooms
- All store areas
- All ablutions
- All telephones cable and pipe duct close
- All workshops
- Any other areas

1.1.16. Metrobus sites include the following:

- Head office
- Milpark Depot
- Village Main Depot

## **METROBUS REQUEST FOR QUOTATION (RFQ)**

- Roodepoort Depot
- Fordsburg Depot
- Randburg Depot
- Ghandi square
- Zondi Depot (Bus Fumigation)
- Eldorado park (Bus Fumigation)

### **AIMS AND EXPECTATIONS**

1.1.17. The following is regarded as the minimum services required from Contractor:

- An integrated and optimized hygiene service, which would exploit all opportunities for continuous improvement, in order to achieve maximum cost savings, whilst ensuring optimum effectiveness.
- The Service Provider shall ensure minimal disruption to the Metrobus operations during the rendering of the services.
- The Service Provider's staff rendering the services shall be neatly dressed in company recognizable attire, clearly indicating the company's name, and shall at all times, when performing the work required, act in a professional and workman like manner.
- The Service Provider shall carry out the work in an honest and courteous manner.

### EQUIPMENT AND SERVICE SCHEDULE

1.1.18. The Service Provider shall provide a comprehensive detailed equipment schedule indicating at least, but not limited to

- The equipment quantities and type installed
- The rates per service type
- Consumable products used

1.1.19. Once all equipment has been installed, it is required of the Service Provider to provide Metrobus with a service schedule indicating the exact day and frequency as to when the services are to be rendered.

1.1.20. All equipment installed, including consumable materials, shall comply with the provisions of any Act or By-Law enforceable at that time, shall meet the requirements of the OHS Act (85) of 1993, related schedules and Regulations, and shall not in any way be harmful to persons, or endanger the safety of such persons in any way.

**NB** Branded products used shall be SABS approved.

1.1.21. Material Safety Data Sheets (MSDS) shall be provided by the Service Provider to Metrobus on request and for each chemical specified in 3.2.17 above.

An **M.S.D.S** includes the following information:

- Chemical Production & Company Information
- Composition /Information on Components
- Hazards Identification
- First Aid Measures
- Fire Fighting Measures
- Accidental Release Measures
- Handling and Storage
- Exposure Controls/Personal Protection



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## METROBUS REQUEST FOR QUOTATION (RFQ)

- Physical and Chemical Properties
- Stability and Reactivity
- Toxicological Information
- Ecological Information
- Disposal Considerations
- Transportation Information
- Regulatory Information

### **Project Briefing**

**NB:** Bidders should note that they will be a compulsory briefing meeting on the 28/01/2025 at 11:00 o'clock Finance Boardroom, thereafter Bidders will be taken to the vanues, Offices and the Depo's. Bidders are required to make their own trasport arrangement.

# METROBUS REQUEST FOR QUOTATION (RFQ)

## Quantities

These quantities are given in good faith and without commitment to Metrobus.

The service provider shall be bound to supply whatever quantities Metrobus actually requires during the period of the contract, irrespective of the extent by which the total quantities ordered may vary from those set out on the request for quotation.

Prices provided below should be based on the following requirements:

**SERVICE SCHEDULE AND TECHNICAL SPECIFICATIONS FOR HYGIENE OF ALL ARE AS INDICATED BELOW.**

## HEAD OFFICE

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	13
Wall mounted Soap Dispensers	Monthly Rental & Service	19
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	17
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	22
Hot Air Hand Dryers	Monthly Rental	21
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	Monthly Service	73



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## METROBUS REQUEST FOR QUOTATION (RFQ)

### Milpark Depot

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	29
Wall mounted Soap Dispensers	Monthly Rental & Service	27
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	8
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	13
Hot Air Hand Dryers	Monthly Rental	21
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	Monthly Service	184
Wall Bin	Monthly Rental	1



## METROBUS REQUEST FOR QUOTATION (RFQ)

### Village Main Depot

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	8
Wall mounted Soap Dispensers	Monthly Rental & Service	18
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	18
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	2
Hot Air Hand Dryers	Monthly Rental	14
Deep Cleaning (toilets, basins & urinals)	Monthly Service	107

### Roodepoort Depot

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	14
Wall mounted Soap Dispensers	Monthly Rental & Service	30
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	14
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	8
Hot Air Hand Dryers	Monthly Rental	32
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	Monthly Service	92
Wall Bin	Monthly Rental	1

## METROBUS REQUEST FOR QUOTATION (RFQ)

### Fordsburg Depot

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	2
Wall mounted Soap Dispensers	Monthly Rental & Service	4
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	2
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	2
Hot Air Hand Dryers	Monthly Rental	4
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	Monthly Service	19

### Randburg Depot

DESCRIPTION	FREQUENCY	QUANTITY
Sanitary Bins	Monthly Rental & Bi-Weekly Service	2
Wall mounted Soap Dispensers	Monthly Rental & Service	2
Wall mounted Air Freshener Dispensers	Monthly Rental & Service	2
Wall mounted Ocean Seat Sanitizer	Monthly Rental & Service	1
Hot Air Hand Dryers	Monthly Rental	2
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	Monthly Service	19

## METROBUS REQUEST FOR QUOTATION (RFQ)

**SERVICE SCHEDULE AND TECHNICAL SPECIFICATIONS FOR PEST CONTROL OF ALL ARE AS INDICATED ABOVE.**

Treatment must be against rodents, cockroaches and black ant's activities.

LOCATION	FREQUENCY	SERVICE REQUIRED
Head office	Monthly	During Normal Working Hours
Milpark Depot	Monthly	During Normal Working Hours
Milpark Buses	Monthly	After Hours
Village Main Depot	Monthly	During Normal Working Hours
Village Main Buses	Monthly	After Hours
Roodepoort Depot	Monthly	During Normal Working Hours
Roodepoort Buses	Monthly	After Hours
Fordsburg Depot	Monthly	During Normal Working Hours
Randburg depot	Monthly	After Hours

**Note: All Busses to be treated after hours. Schedule with dates will be supplied on acceptance of quotation.**

**4.1 Hygienic Services**

**1. Head Office**

DESCRIPTION	QTY	UNIT PRICE	MONTHLY COST
Sanitary Bins	13		
Wall mounted Soap Dispensers	19		
Wall mounted Air Fresheners	17		
Wall mounted Seat Sanitizer	13		
Hot Air Hand Dryers	21		
Deep Cleaning (toilets, basins & urinals)cleaning of basins ,walls and floors	73		

**1. Total Cost per month Head Office: R \_\_\_\_\_**

**1. Total Cost for twelve months Head Office: R \_\_\_\_\_**



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## METROBUS REQUEST FOR QUOTATION (RFQ)

### 2. Milpark Depot

DESCRIPTION	QTY	UNIT PRICE	MONTHLY COST
Sanitary Bins	29		
Wall mounted Soap Dispensers	27		
Wall mounted Air Fresheners	8		
Wall mounted Seat Sanitizer	13		
Hot Air Hand Dryers	21		
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	184		
Wall Bin	1		

Total Cost per month Milpark Depot R \_\_\_\_\_

Total Cost for twelve month Milpark Depot: R \_\_\_\_\_



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## METROBUS REQUEST FOR QUOTATION (RFQ)

### 3. Village Main Depot

DESCRIPTION	QTY	UNIT PRICE	MONTHLY COST
Sanitary Bins	8		
Wall mounted Soap Dispensers	18		
Wall mounted Air Fresheners	2		
Wall mounted Seat Sanitizer	18		
Hot Air Hand Dryers	14		
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	107		

1. Total Cost per months Village Main Depot R \_\_\_\_\_

4. Total Cost for twelve months Village Main Depot : R \_\_\_\_\_



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## METROBUS REQUEST FOR QUOTATION (RFQ)

### 2. Roodepoort Depot

DESCRIPTION	QTY	UNIT PRICE	MONTHLY COST
Sanitary Bins	14		
Wall mounted Soap Dispensers	30		
Wall mounted Air Fresheners	14		
Wall mounted Seat Sanitizer	8		
Hot Air Hand Dryers	32		
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors	92		
Wall Bin	1		

Total Cost per month Roodepoort Depot R \_\_\_\_\_

Total Cost for twelve months Roodepoort Depot: R \_\_\_\_\_

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



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# METROBUS REQUEST FOR QUOTATION (RFQ)

### 3. Fordsburg Depot

	UNIT PRICE	
Sanitary Bins		
Wall mounted Soap Dispensers		
Wall mounted Air Fresheners		
Wall mounted Seat Sanitizer		
Hot Air Hand Dryers		
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors		

1. Total Cost per month Fordsburg Depot: R \_\_\_\_\_

4. Total Cost for twelve months Fordsburg Depot: R \_\_\_\_\_





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## METROBUS REQUEST FOR QUOTATION (RFQ)

### 1. Randburg Depot

	UNIT PRICE	
Sanitary Bins		
Wall mounted Soap Dispensers		
Wall mounted Air Fresheners		
Wall mounted Seat Sanitizer		
Hot Air Hand Dryers		
Deep Cleaning (toilets, basins & urinals) cleaning of basins ,walls and floors		

1. Total Cost per month Randburg Depot:R \_\_\_\_\_

2. Total Cost for twelve months Randburg Depot: R \_\_\_\_\_



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## METROBUS REQUEST FOR QUOTATION (RFQ)

### PEST CONTROL

LOCATION	FREQUENCY	Quantity	Monthly Cost
Head Office	Monthly	1	R
Milpark Depot	Monthly	1	R
Milpark Buses	Monthly	207	R
Village Main Depot	Monthly	1	R
Village Main Buses	Monthly	171	R
Roodepoort Depot	Monthly	1	R
Roodepoort Buses	Monthly	72	R
Fordsburg Depot	Monthly	1	R
Randburg Depot	Monthly	1	R

**TOTAL Month Cost Pest Control: R \_\_\_\_\_**

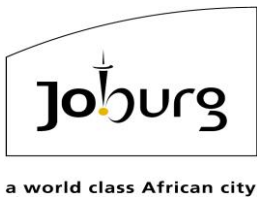


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# METROBUS REQUEST FOR QUOTATION (RFQ)

Hygienic Services		
Description	Montly Cost	Total Cost Over Twelve Months
Head Office	R	R
Milpark	R	R
Village Main	R	R
Fordsburg	R	R
Roodepoort	R	R
Randburg	R	R
Ghandi Square	R	R
Pest Control		
Description	Montly Cost	Total Cost Over Twelve Months
Head Office	R	R
Milpark	R	R
Milpark Buses	R	R
Village Main	R	R
Village main Buses	R	R
Fordsburg	R	R
Roodepoort	R	R
Roodepoort Buses	R	R
Randburg	R	R
Randburg Buses	R	R
Subtotal		R
Vat 15%		R
Grand Total		R



# METROBUS REQUEST FOR QUOTATION (RFQ)

## Evaluation Criteria

In line with the Preferential Procurement Regulations, 2022, all procurements above R30 000 will be evaluated on **the 80/20** preference point system with the following specific goals:

- a) an EME or QSE which is at least 51% owned by black people **= 10 points**
- b) an EME or QSE which is at least 51% owned by black people who are women **= 5 points**
- c) an EME or QSE which is 51% owned by black people who are youth **= 5 points.**

A maximum of 20 points may be awarded to a tender for the specific goal specified for this RFQ. The points scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

The highest scoring bidder would be recommended, however Metrobus reserves the right not to award the highest scoring bidder.

Points can be made by ticking the appropriate box below: Metrobus will verify the information on the National Treasury's CSD report.

**Failure to claim points may result in zero (0) points being awarded.**

SPECIFIC GOALS	MAIXIMUM POINTS	TICK WITH (X / √) POINTS CLAIMED
EME or QSE which is at least 51% owned by black people	<b>10</b>	
EME or QSE which is at least 51% owned by black people who are women	<b>5</b>	
EME or QSE which is 51% owned by black people who are youth	<b>5</b>	



# METROBUS REQUEST FOR QUOTATION (RFQ)

## Checklist

Checklist documents and requirements should be submitted or attached as failure to do so may lead to disqualification.

Documents required to be attached: -	Attached	
	Yes	No
Quotation on company letter head.		
Valid Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwritten		
Completed RFQ:		
Municipal accounts are not in arrears for more than 90 days for all directors appearing on CSD report or lease agreement if leasing a property or affidavit if the directors are neither leasing nor owning a property.		
Municipal account is not in arrears for more than 90 days for the company with address appearing CSD Report or lease agreement if leasing a property or affidavit if the company are neither leasing nor owning a property.		
Local content declaration		
Is this supplier a VAT Vendor?		
Relevant Certificates required		