

**REPORT BY THE BUDGET AND TREASURY BUSINESS UNIT**

**FOR THE**

**BID SPECIFICATION COMMITTEE**

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Enquiries: Sibusiso Mkhize OUR REF: 28/GEN/23/24

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**FROM : CHAIRMAN: BID SPECIFICATIONS COMMITTEE GENERAL**

**TO : THE MUNICIPAL MANAGER**

**DATE : 04 December 2023**

**SUBJECT : APPROVAL OF SPECIFICATIONS BY THE ACCOUNTING OFFICER FOR COMPETITIVE BIDS**

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Clause 27(2) (g) of the Municipality’s Supply Chain Management Policy (5nd Review November 2013) states that ***“Specifications must be approved by the Accounting Officer prior to publication of the invitation for bids in terms of paragraph 22 (Public Invitation for Competitive Bids) of this Policy.”***

Attached, please find the specifications for the following work, which was recommended by the Bid Specification Committee on 24 October 2023 for your approval:-

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**SUPPLIES AND SERVICES CONTRACT FOR THE DELIVERY OF DETERGENTS AND TOILET**

**PAPER: CONTRACT No 80 OF 2023: SECTION 2**

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 **Your permission in this regard is sought.**

 **CHAIRMAN: BID SPECIFICATION COMMITTEE**

1. **PURPOSE OF REPORT**

1.1 To seek the Bid Specification Committee’s approval for the calling of public bids for the supply and delivery of Detergents and Toilet paper as when the need arises for the period of three years.

**2.0 BACKGROUND**

2.1 The current contract for the the supply and delivery of Cleaning Detergents and toilet paper items for Msunduzi Municipality has been having enormous request for price escalations, and BAC requested that this contract be re-advertised to get new and current prices.

2.2 Current contract SS80 of 2020 was awarded on the 21 February 2022 and it is expected to expire on the 21 February 2025. At the meeting of the BAC it was resolved that this contract be readvertised in order to obtain new prices as there was a lot of price increases on this contract.

 2.3 Central Stores is a component which reports to the SCM and administers the stock material on behalf of the business units. It thus administers the purchasing affairs of all business units of councils with their stock requirements. To meet the needs and demands of our clients or customers a contract is necessary. In order for the adequate buying power to be effective, we are looking to make use of skills and goods from experienced and enthusiastic individuals and companies from all disciplines who are interested in contributing towards positive to this requirement.

**3.0 PROJECT CHAMPION**

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| **PROJECT CHAMPION DETAILS** |
|  |
| NAME : | Sibusiso Mkhize |
| BUSINESS UNIT : | Budget and Treasury |
| SECTION : | SCM-STORES |
| EMAIL ADDRESS : | sibusiso.mkhize@msunduzi.gov.za |
| TEL NUMBER : | EXT 2217 |

**4.0 LEGISLATIVE REQUIREMENTS**

4.1 Preferential Procurement Regulations 2022

4.2 The Compensation For Occupational Injuries And Diseases Act (Act 130 Of 1993) (Coid Act)

4.3 The South African Constitution

4.4 The Labour Relations Act (Act 66 Of 1995) (Lr Act)

4.5 The Basic Conditions Of Employment Act (Act 3 Of 1983) (Bce Act)

4.6 Msunduzi Municipality Supply Chain Policy

4.7 Municipal Finance Management Act (MFMA)

* 1. The OHS Act (Act 85 of 1993)

**5.0 SCOPE OF WORKS**

5.1 Msunduzi Municipality wishes to appoint service providers for the supply and delivery of Detergents and Toilet paper as when the need arises for the period of three years.

5.2 All goods and materials supplied shall, in accordance with the Regulation 2(2) (b) of the Supply Chain Management Regulations, comply with any standard that may have been issued Standards South Africa, the International Standards Organisation or any authority accredited or recognised by the South African National Accreditation System

5.3 The onus shall be on the bidder to submit proof that any product or material offered complies with such standard and the municipality may require such proof from the bidder. Failure to provide such proof the Municipality, in its discretion, reserves the right to disqualify the tenderer.

5.4 It is the intention of this bid to make an award to more than one supplier per item.

5.6 It is also important to note that an award will be made per item not per section. The submission of prices and samples must be categorised per section.

**6.0 DETAILED SPECIFICATION**

6.1 This bid covers the supply and delivery of Detergents and Toilet paper as when the need arises for the period of three years from the date award

6.2 Full particulars of the specifications of the material required are set out in the Schedule attached hereto:

**7.0 DELIVERY AND QUANTITIES**

7.1 *Delivery Basis*

7.1.1 Firm lead times for delivery must be quoted for the duration of the contract period.

7.1.2 Transit and storage conditions applicable to the relevant product must be adhered to.

7.2 *Quantities*

7.2.1 No quantities are reflected in the bid as orders will be placed based on “as and when required” and no guarantee is given or implied as to the actual quantity which will be procured during the contract period.

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**8.0** **PACKING**

8.1 General

8.1.1 All deliveries made against this contract, in all modes of transport, are to be packed in suitable containers, which will be acceptable for further dispatch.

8.1.2 The packing of the goods to be supplied must be uniform for the duration of the contract period, i.e.:

 All containers, packing and cartons must be clearly labelled.

 All products must be packed in acceptable containers, where applicable, specifically developed for the product

8.1.3 The cost for the supply and delivery of all items listed herein must include for the costs of all labor, plant, materials, delivery, etc.

**9.0 PRICE SCHEDULE**

9.1 The Tender will be divided into various sub sections; Detergents and Toilet paper. Tenderers are invited to offer for any or all items, **The tender will be awarded in an order of preference, i.e. First (1) and Second (2) preferred bidders per item based on the acceptable offer in terms of price and quality.**

**9.2**

|  |  |  |  |  |  |
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|   |  | **SUPPLY AND DELIVERY OF DETERGENTS AND TOILET PAPER:** |  |  |  |
|  |  |  |  |  |  |
| **DETERGENT REQUIREMENT**  |
|  |  |  |  |  |  |
| **SUB SECTION A: DISINFECTANTS FLUID** |
| Item No. | Material | Material Description | Equivalent Brand Offered | Unit of Measure | Unit Price |
| 1 | 30000210 | DISINFECTANT FALLAWAY / HEAVY DUTY DEGREASER |   | EA |   |
| 2 | 30000211 | DISINFECTANT NU-PINE / PINEX (5 LT) OR SIMILAR |    | EA |   |
| 3 | 30000212 | DETERGENT LEMON GREEN DISHWASHER (25L) |   | EA |   |
| 4 | 30000213 | DISINFECTANT JEYES FLUID (5LT) ORIGINAL OR SIMILAR |   | EA |   |
| 5 | 30000215 | DETERGENT PRIME BLUE (25LT) OR SIMILAR |   | EA |   |
| 6 | 30000217 | TOILET CLEANER BOWL KLEEN (25 LT) OR SIMILAR |   | EA |   |
| **Total Price** |   |
| **Vat** |   |
| **Total price Incl Vat** |   |
|  |  |  |  |  |  |
| **SUB SECTION B: POLISH** |
| Item No. | Material | Material Description | Equivalent Brand Offered | Unit of Measure | Unit Price |
| 1 | 30000223 | POLISH WASH AND WAX (25LT) |   | DR |   |
| 2 | 30001426 | POLISH FURNITURE MR MIN 275ml |   | EA |   |
| 3 | 30000223 | POLISH WASH AND WAX (25LT) |   | EA |   |
| 4 | 30000214 | POLISH LIQUID WAX FLOOR (25L) |   | EA |   |
| **Total Price** |   |
| **Vat** |   |
| **Total price Incl Vat** |   |
|  |  |  |  |  |  |
| **SUB SECTION C: CLEANING DETERGENTS** |
| Item No. | Material | Material Description | Equivalent Brand Offered | Unit of Measure | Unit Price |
| 1 | 30001420 | SOAP CARBOLIC RED [200 X 125 GRAM BARS] |   | EA |   |
| 2 | 30001421 | SOAP NILS GREEN 500g BARS BRITELITE (48) |   | EA |   |
| 3 | 30001457 | SOAP POWDER RAYOL 10KG OR SIMILAR |   | BAG |   |
| 4 | 30001428 | HAND CLEANER REINOL (1/2 KG) |   | EA |   |
| 5 | 30001446 | HAND CLEANER REINOL (3 KG) |   | EA |   |
| 6 | 30001424 | SUNLIGHT LIQUID 750ML |   | EA |   |
| 7 | 30001444 | TOILET CLEANER TOILET DUCK |   | EA |   |
| 8 | 30001427 | TOILET DEO DUCK POP IN |   | EA |   |
| 9 | 30000808 | TOILET ODEO BLOCKS |  | KG |  |
| 10 | 30001431 | JIK 1,5LT REGULAR |   | EA |   |
| 11 | 30001433 | SOAP LIQUID LAUREN PINK 5LT |  | EA |  |
| 12 | 30002260 | Pine Gel 5L |  | EA |  |
| **Total Price** |   |
| **Vat** |   |
| **Total price Incl Vat** |   |
|  |  |  |  |  |  |
| **SUB SECTION D: TOILET PAPER AND WASTE RAGS** |
| Item No. | Material | Material Description | Equivalent Brand Offered | Unit of Measure | Unit Price |
| 1 | 30001464 | TOILET PAPER ROLL NAMPAK REF0174 OR EQUIVALENT |   | ROL |   |
| 2 | 30001469 | TOILET PAPER BIG ROLL 5000 |   | ROL |   |
| 3 | 30001578 | PAPER TOWEL KIMDRI JUMBO |   | ROL |   |
| 4 | 30001525 | PAPER TOWELS TIDY REF 325 |   | ROL |   |
| 5 | 30001517 | Waste Towelling Rags 5kg |   | EA |   |
| **Total Price** |   |
| **Vat** |   |
| **Total price Incl Vat** |   |
|  |  |  |  |  |  |
| **SUB SECTION E: TOILET AIR FRESHENER, INSECT KILLER AND DOMESTIC CLEANING & MACHENICAL MATERIAL** |
| Item No. | Material | Material Description | Equivalent Brand Offered | Unit of Measure | Unit Price |
| 1 | 30001423 | TOILET FRESHENER AIR AROMA 180ml |   | EA |   |
| 2 | 30001425 | INSECT KILLER SPRAY DOOM OR EQUIVALENT 375ml |   | CA |   |
| 3 | 30001429 | HANDY ANDY 750ML |   | EA |   |
| 4 | 30001430 | TOILET CLEANER DOMESTOS 750ml |   | EA |   |
| 5 | 30001434 | WINDOLENE 750ML |   | EA |   |
| 6 | 30001441 | VIM (25KG) |   | EA |   |
| 7 | 30001438 | SILICONE SPRAY 400ML LUBRICANT |   | EA |   |
| **Total Price** |   |
| **Vat** |   |
| **Total price Incl Vat** |   |

**10.0 CONTRACT PERIOD**

10.1 This bid covers the supply and delivery of Detergents and Toilet paper for Msunduzi Municipality as when the need arises for the period of **three years from the date award.**

**11.0** **PLACE OF DELIVERY AND DELIVERY PERIOD**

11.1 The delivery address is at General Stores, 2 Abattoir Road, Pietermaritzburg, 3201: the Tenderers shall state the period within which the complete delivery of all items described in this tender and covered by this bid is offered. Such period (s) shall form part of the Conditions of Contract and shall be taken into consideration in the adjudication of tender.

**12.0** **TENDER BRIEFING MEETING/BRIEFING MEETING**

12.1 Not Applicable.

**13.0** **INSURANCES REQUIRED**

13.1 Not Applicable.

**14.0** **RETENTION AND SURETIES**

14.1 Not Applicable.

**15.0** **PENALTIES**

15.1 A penalty of R500 per calendar day to be levied for delay in delivery beyond the tendered delivery period, the Council shall be entitled forthwith to purchase services of the same description as and in lieu of those specified to be supplied, or forthwith to cancel the contract and to purchase elsewhere such materials as may be required during the contract period and the Contractor shall bear any difference in price between any materials so purchased. The amount of such difference shall be paid by the Contractor to the Council immediately on demand, or the Council may deduct such difference from moneys (if any) otherwise payable to the Contractor in respect of materials or services already delivered under this or any other contract.

**16.0** **COMPLIANCE WITH ANY LEGISLATION, BYLAWS, ETC**.

16.1 The contract shall be carried out subject to and in conformity with any law, regulation or By-law which is of application thereto and shall be conditional upon any necessary consent required by law being obtained, OHS Act etc.

**17.0** **GUARANTEE/WARRANTY/DEFECTS LIABILITY PERIOD**

17.1 All Goods supplied shall comply with the requirements of the Scope of Work or shall conform in all respects to the sample which form part of the Contract.

17.2 Without prejudice to any other rights of the Msunduzi Municipality under these conditions, the Supplier warrants that:

**18.0** **DRAWINGS**

18.1 Not applicable

**19.0** **INSPECTION OF CONTRACTOR’S PREMISES**

19.1 Not applicable

**20.0** **PRESENTATION**

20.1 Not applicable

**21.0** **ESCALATION**

21.1 The price should be fixed for the 1st year, thereafter subject to escalate based on CPIX Index or any applicable industry related increases. Where the tendered price of any item placed on contract is controlled by the various Control Boards constituted under the Marketing Act or by the Price Controller, such price shall, in the event of any amendment to the price ruling at the time the tender was submitted being sanctioned by the Price Controller, be subject to a like increase or decrease. Contractors must state clearly which items are subject to such control; unless this is done no payments will be made in the excess of the tendered prices. In the event of price control over any item on contract being withdrawn during the currency of the contract, the contract price applicable to such item thereafter shall not be higher than the price in operation immediately prior to the withdrawal of price control.

**22.0** **MAINTENANCE PERIOD**

22.1 Not Applicable.

**23.0** **ESTIMATED COST OF THE WORKS**

23.1 The estimated cost of works is approximately R5.8 million for the three year period.

**24.0** **ANY OTHER IMPORTANT INFORMATION**

24.1 Not Applicable

**25.0** **ASSET/S INFORMATION**

25.1 Not applicable.

**26.0 SAMPLES**

*“****SUBMISSION OF SAMPLES”***

26.1 All samples must be submitted for adjudication purposes at no extra cost to Council prior on the closing date and time of the tender to: - **The Manager Logistics, No. 02 Abattoir Road, Pietermaritzburg, 3201:**

**Attention: Mr Sibusiso Mkhize**

26.2 **Failure to comply with the above shall result in the tender being disqualified.**

26.3 Only samples which complied with the specifications will be selected for adjudication.

26.4 Only samples for successful bidders will be kept for the duration of the contract.

26.5 Samples shall remain at the above address for the full duration of the contract period in order to verify Orders received. No storage fees in this respect will be entertained.

26.6 Unsuccessful tenderers will be required to collect all samples from the Manager Logistics and all costs arising from there shall be for the Contractors account.

26.7 Any samples not collected 3 months after the awarding of the contract will be disposed of.

26.8 Tenderers are to ensure that all samples submitted are properly packaged and labelled. All labels must bear the following information:

1. **Sub-section number and heading.**
2. **Item Number.**
3. **Contractor’s Name.**

26.9 **Any sample not clearly labelled shall be rejected.** Further to this, Council shall not be held liable for any loss or damage to any sample due to the Contractor’s failure to comply with the above condition.

**27.0** **FINANCIAL IMPLICATIONS**

27.1 The contract period shall be for 3 Years and accordingly the funds will therefore span of 3 financial years.

27.2 Bbudget is available on Stores WBS **O/204037.BAH.00** and GL**4000000000; this is an inventory budget and it’s a open budget there is no balance.**

**28.0 EVALUATION CRITERIA**

28.1 Preference Point System (Specific goals 2022)

28.2 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) as amended and approved in 2022, responsive bids will be adjudicated by the Municipality on the 80/20 Specific goals system in terms of which points are awarded to bidders on the basis of: The bid price (maximum 80 points), Specific goals (maximum 20 points)

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| **Item No.** | **CRITERIA** | **BASIS OF POINTS ALLOCATION** | **CLAIMABLE POINTS** | **VERIFICATION DOCUMENT (Signed references with contact details)** |
| 1. | **Black Owned Enterprise (BOE)”** | Black Owned Enterprise (BOE)” in this context refers to a “black-owned enterprise” with at least 51% South African black ownership and/or more than 51% management control by South African black people | 10 Points | Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD) |
| 2. | **Business Enterprises owned by Women** | A woman-owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (**51%**) owned and controlled by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (**51%**) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women. | 5 Points | Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD) |
| 3. | **Location of a Business Enterprise** | means Business location is defined as a place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi municipality jurisdiction | 5 Points | Utility Bill or Lease agreement document |

28.3 The contract shall thereafter be adjudicated on the 80/20 Specific goals, where:-

**Price = 80 Points**

**Specific goals = 20 Points**

**TOTAL 100 Points**

**30. RECOMMENDATION**

 **IT IS RECOMMENDED THAT:**

**30.1** The Bid Specification Committee General (BSC) approves for the supply and delivery of Detergents and Toilet paper as when the need arises for the **period of three years**.

**31. SIGNATURES**

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| **RECOMMENDED** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Chairperson: Bid Specification Committee** Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mr M. Khumalo (Ext. No. 8682) | **SUPPORTED/NOT SUPPORTED****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Chief Financial Officer** Date:\_\_\_\_\_\_\_\_\_\_\_Name: Mrs N. Ngcobo (Ext. No. 2601) |
| **APPROVED/NOT APPROVED****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­­­ **City Manager** Date:\_\_\_\_\_\_\_\_\_\_\_Name: Mr L Mapholoba ( Ext. No. 2002) |

**ANNEXURE:**

**A: SAP BUDGET PRINT OUT**