



# **REQUESTS FOR PROPOSALS (RFP)**

**RFP NUMBER: 04/2023**

**RFP DESCRIPTION:**

**REQUEST FOR THE HYGIENE SERVICES PROPOSALS**

**CLOSING DATE: 20 SEPTEMBER 2023 TIME: 15:00**

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## **ADVERT: REQUEST FOR PROPOSALS FOR HYGIENE SERVICES**

South African Pharmacy Council (SAPC) invites service providers to submit proposals for supply and installation of Hygiene Equipment & Services at 591 Belvedere Street, Arcadia, 0083 & 1019 Fracis Beard Street.

The proposals must be submitted together with company profiles, recent references, latest financial statements, tax compliance status certificates and BBBEE rating scorecards.

Proposals should be submitted in soft copy to Ms Refilwe Mutlane by **20 September 2023 at 15:00** to [tenders@sapc.za.org](mailto:tenders@sapc.za.org), or on a USB stick in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia, 0083. Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

SAPC subscribes to the DTI's BBBEE Balanced Scorecard for accreditation of all proposals, in accordance with the latest DTI Codes of Good Practice.

Interested parties can obtain the RFP documents on the Bulletin Board found on the home page of our website ([www.sapc.za.org](http://www.sapc.za.org)).

SAPC is not bound to accept any proposals and reserves the right to cancel, withdraw or decline services/tenders in respect of the proposals received, as well as to re-advertise at its sole discretion.

## 1. INTRODUCTION

This document provides guidelines to service providers wishing to submit proposals in terms of Request for Proposals No. 4/2023 – Request for proposals for the supply and installation of Hygiene Services to South African Pharmacy Council offices in Arcadia and Hatfield.

## 2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

- 2.1 to assist in the promotion of the health of the population of the Republic;
- 2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;
- 2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;
- 2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- 2.5 to establish, develop, maintain and control universally acceptable standards-
  - 2.5.1 in pharmaceutical education and training;
  - 2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
  - 2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;
  - 2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and
  - 2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;
- 2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and
- 2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

### **3. HYGIENE SPECIFICATION – ARCADIA OFFICE**

#### **3.1 DISPENSERS- ANNEXURE B**

- 3.1.1 Air Freshener Dispenser – Stainless Steel Silver X 12
- 3.1.2 Hand Soap/Foam Dispenser – Stainless Steel Silver X14
- 3.1.3 Lotion Dispenser – Stainless Steel Silver X10
- 3.1.4 Auto Paper Towel Dispenser – Stainless Steel Silver X11
- 3.1.5 Seat Sanitizer Dispenser – Stainless Steel Silver X24
- 3.1.6 She Bins- silver (No Touch) – Stainless Steel Silver X15
- 3.1.7 Wall Mounted Bins – Stainless Steel Silver X 11
- 3.1.8 Auto Sanitizer Dispenser Stainless Steel Silver X 13
- 3.1.9 Urinal & Toilet Auto Dispenser X 12

#### **3.2 CONSUMABLES – ANNEXURE B**

- 3.2.1 Hand Lotion X 12
- 3.2.2 Soap Foam Refill X12
- 3.3.3 Paper Towels X 24
- 3.3.4 Air Freshener X 12
- 3.3.5 Seat Sanitizer Refill X 12
- 3.3.6 Shower Gel X 4

#### **3.3 DEEP CLEANING – ANNEXURE B**

- 3.3.1 Deep Cleaning Basins
- 3.3.2 Deep Cleaning Showers
- 3.3.3 Deep Cleaning Toilets
- 3.3.4 Deep Cleaning Urinals

#### **3.4 PEST CONTROL – ANNEXURE C**

- 3.4.1 Offices X 54
- 3.4.2 Boardrooms x 5
- 3.4.3 Seminar Rooms x 3
- 3.4.4 Kitchen x 7

### **3.5 URINAL & TOILET TREATMENT – ANNEXURE D**

3.5.1 Ground Floor X3

3.5.2 First Floor X2

3.5.3 Second Floor X2

3.5.4 Third Floor X5

## **4. HYGIENE SPECIFICATION – HATFIELD OFFICE**

### **4.1 DISPENSERS- ANNEXURE F**

4.1.1 Air Freshener Dispenser – Stainless Steel Silver X 10

4.1.2 Hand Soap/Foam Dispenser – Stainless Steel Silver X10

4.1.3 Lotion Dispenser – Stainless Steel Silver X9

4.1.4 Auto Paper Towel Dispenser – Stainless Steel Silver X10

4.1.5 Seat Sanitizer Dispenser – Stainless Steel Silver X11

4.1.6 She Bins- silver (No Touch) – Stainless Steel Silver X9

4.1.7 Wall Mounted Bins – Stainless Steel Silver X 10

4.1.8 Urinal & Toilet Auto Dispenser X 4

4.1.9 Auto Sanitizer Dispenser Stainless Steel Silver X 5

### **4.2 CONSUMABLES- ANNEXURE F**

4.2.1 Hand Lotion X4

4.2.2 Soap Foam Refill X4

4.2.3 Paper Towels X6

4.2.4 Air Fresheners X6

4.2.5 Seat Sanitizer Refill X6

4.2.6 Shower Gel X1

### **4.3 DEEP CLEANING – ANNEXURE F**

4.3.1 Deep Cleaning Basins

4.3.2 Deep Cleaning Showers

4.3.3 Deep Cleaning Toilets

4.3.4 Deep Cleaning Urinals

#### **4.4 PEST CONTROL – ANNEXURE G**

- 4.4.1 Offices X10
- 4.4.2 Boardrooms x 3
- 4.4.3 Canteen x 1
- 4.4.4 Kitchen x 2

#### **4.5 URINAL & TOILET TREATMENT – ANNEXURE H**

- 4.5.1 Ground Floor x4

### **5. SERVICE PROVIDER ORGANISATION DUTIES AND RESPONSIBILITIES**

The service provider will be required to fully comply with all requirements/deliverables as stipulated in section 3 of this document.

### **6. DESIRED CONFIDENTIALITY TERMS AND CONDITIONS**

- 6.1 The successful service provider must strictly treat all SAPC's information with a high degree of confidentiality.
- 6.2 The SAPC's information must not be provided to a third party by any means.
- 6.3 The SAPC's information must not be provided to a third party by any means.
- 6.4 The successful service provider must be compliant with the requirements of the POPI Act.
- 6.5 SAPC undertakes to maintain confidentiality relating to any unpublished information you supply to us as part of this RFP and will only use any information provided for the purposes of evaluating this RFP.
- 6.6 South African Pharmacy Council reserves the right:
  - 6.6.1 To negotiate with one or more preferred service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other service provider(s) who has not been awarded the status of the preferred service provider;
  - 6.6.2 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the service provider(s), whether before or after adjudication of the RFP;
  - 6.6.3 To correct any mistake at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process; and
  - 6.6.4 To cancel and/or terminate the RFP process at any stage, including after the closing date and/or after presentations have been made, and/or after proposals have been evaluated and/or after the preferred service provider has been notified of their status as such.

## **7. CONTENT OF THE PROPOSAL**

### **The proposal must include the following:**

- 7.1 Company profile and relevant experience.
- 7.2 BBBEE rating scorecard.
- 7.3 Valid tax compliance status certificate.
- 7.4 Company registration documents.
- 7.5 Risk Assessment Audit Form (Annexure A)
- 7.6 At least three contactable references.
- 7.7 Complete Costing sheet (Annexure B - D) Arcadia Office.
- 7.8 Summary of Costs (Annexure E) Arcadia Office
- 7.9 Complete Costing sheet (Annexure F-H) Hatfield Office.
- 7.10 Summary of Costs (Annexure I) Hatfield Office
- 7.11 Pricing must be inclusive of VAT.

### **Other important conditions:**

- 7.12 The prospective service provider is responsible for all costs incurred in the preparation and submission of the proposal.
- 7.13 By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, not to disclose it to third parties and not to use it for purposes other than the proposal.
- 7.14 The SAPC reserves the right not to award this contract.
- 7.15 The SAPC reserves the right to disregard a service provider's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last 5 years.
- 7.16 Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- 7.17 It is the responsibility of prospective service providers to ensure that their proposal is submitted before the closing date and time of the RFP, and to ensure that the proposal is received by the SAPC.

## **8. ENQUIRIES AND SUBMISSION**

- 8.1 All enquiries must be made in writing and will be responded to during office hours 08:00 to 15:00, Monday to Friday.



- 8.2 Proposals should be submitted by **20 September 2023** at 15:00 in soft copy format to [tenders@sapc.za.org](mailto:tenders@sapc.za.org) or on a USB in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia 0083.
- 8.3 Proposals not meeting the submission requirements or submitted after the due date will be disqualified.
- 8.4 If you do not hear from us within 90 days after the closing date, please accept that your proposal was unsuccessful.

## 9. EVALUATION OF PROPOSALS

- 9.1 The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA), to this proposal.
- 9.2 The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-
- 9.2.1 Pre-qualifications.
  - 9.2.2 Functionality.
  - 9.2.3 Pricing and BBBEE.

### 9.3 Phase 1- Pre-qualification Evaluation

Proposals will be disqualified or excluded by the Adjudicating Committee under any of the conditions listed below:

- 9.3.1 Submission after the deadline.
- 9.3.2 Proposals submitted at an incorrect location.
- 9.3.3 Proposals submitted in the wrong format; other than via email or soft copy on a USB dropped at designated location per Paragraph 7.2 above.
- 9.3.4 Service providers whose tax matters/statuses are not in good standing with the South African Revenue Service (SARS).
- 9.3.5 Proposal not fully completed.
- 9.3.6 BBBEE Original Certificate/Affidavit (not older than 3 Months) not submitted or an expired certificate is submitted.
- 9.3.7 No company registration documents, and IDs of registered directors are submitted.

### 9.4 Phase 2 - Functionality Evaluation

- 9.4.1 A total of 27 points (30% of 90) is allocated for the functionality score.
- 9.4.2 A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the Committee will be used.

9.4.3 Service providers will be required to bring a sample of the dispensers.

## 9.5 Phase 3: Pricing and Black Economic Empowerment (BEE)

9.5.1 A maximum of 63 points is allocated for price on the following basis/ formula.

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where -

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{\min}$  = Rand value of the lowest acceptable bid

9.5.2 A maximum of 10 points is allocated to BBBEE on the following sliding scale.

BBBEE Status	BBBEE Scorecard rating	BBBEE Points
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	5
Level 5 Contributor	Between 55 and 65 points	4
Level 6 Contributor	Between 45 and 55 points	3
Level 7 Contributor	Between 40 and 45 points	2
Level 8 Contributor	Between 30 and 40 points	1
Non-Compliant Contributor	Less than 30	0

9.6 The overall aggregate score for service providers qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

Description	Maximum points
Functionality	27
Pricing	63
BBBEE	10
Total Points	100