



Tender Request for Maintenance Services

American International School of Johannesburg (AISJ) invites you to submit a tender for various Maintenance services at both its Johannesburg and Pretoria Campuses.

The maintenance service categories are:

1. Painting
2. Plumbing
3. Waterproofing
4. Window replacement
5. Irrigation maintenance and repairs

Contents

A. AISJ Background	3
B. General Instructions to Supplier	3
C. Tender Eligibility	5
D. Service Provider Requirements	8
E. Evaluation Process and Criteria	10
F. Disclaimer	13
SCHEDULES	14
Schedule A: Form A	14
Schedule B: Notice of Intention to Bid	15
Schedule C: Painting	16
Schedule D: Plumbing	23
Schedule E: Waterproofing	26
Schedule F: Window replacement	32
Schedule G: Irrigation	33
Schedule H: Excel RFP	35
APPENDIX	36

A. AISJ Background

The American International School of Johannesburg (AISJ) is a leading pre-kindergarten through grade 12 co-educational school founded in 1982. AISJ is situated on two beautiful and spacious campuses with state-of-the art facilities that serve Johannesburg and Pretoria. AISJ is truly international community that values and embraces the diversity of its students, faculty and staff. AISJ offers a nurturing and engaging learning environment, small class sizes, international opportunities and a range of teaching strategies aimed at providing optimal learning and growth for all students.

AISJ offers a balanced program with an emphasis on the four pillars: Academics, Athletics, Arts and Service Learning.

The American International School of Johannesburg invites you to submit a tender for provision of various maintenance services to different school structures at both its Johannesburg and Pretoria Campuses.

B. General Instructions to Supplier

1. Tender Number

OP/MAIN/R20-21/01

2. Issue Date

July 28, 2020

3. Tender Validity

This tender is valid for 90 days from the date of issue

4. Tender Closing Date

August 18, 2020 at 16h00

NB: Late tenders will not be accepted

5. Tender Delivery Address

The American International School of Johannesburg

Attention: Mr. Siphesihle Nzimande, Plot 160 Scorpion Trail, off Nandi Drive,
Knoppieslagte, Diepsloot

Alternatively, email your proposal to snzimande@aisj-jhb.com

6. Clarification

The tenderer will notify AISJ of any clarifications required, not less than four (4) working days before the closing date for tender submission. The AISJ will respond to all queries within 24-hours of the notification received. All tender related queries are to be sent by email to Mr. Siphesihle Nzimande in the Procurement office at snzimande@aisj-jhb.com referencing the relevant Tender Number.

7. Opening of tenders

Tenders will be opened at the same date and time and will be reviewed by the tender evaluation team within 2-weeks of the closing date. Unsuccessful tenderers will be informed of the outcome, 7-days after the announcement of the successful bidder. The unsuccessful bidders will have 30-days to submit in writing any queries they might have.

C. Tender Eligibility

Eligible Tenders

Tenderers are deemed ineligible to submit a tender if:

1. The tender is signed by non-authorized persons
2. The tenderer fails to meet any mandatory criteria
3. Tenderers have the nationality outside the Republic of South Africa
4. Tenderers sub-contract 100% Scope of Work
5. Tenderers who are labour-brokers and/ or temporary employment services (TES)
6. A Tenderer has a conflict of interest.

A tenderer might be found to have a conflict of interest if they have any form of relationship with any employees of the school or its directors/board members

Basic Compliance

Basic compliance terms for this tender are

- Submission of the mandatory commercial and legal tender returnables
- Submission of all SHE Requirements
- Submission of one (1) hard copy of original tender documents and digital copy on a memory stick, with commercial, SHE and technical information (this is especially if a respondent intends to hand deliver)

Mandatory Commercial and Legal Returnables

1. Contractor Quality of Work/Guarantee Indemnity
2. Original or certified copy of a valid Tax Clearance Certificate
3. Original or certified copy of a valid BBBEE certificate/EME affidavits or certificate by a SANAS Accredited agency
4. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or C22
5. Certified copy of Shareholders' /members certificates
6. Certified copy of ID documents of the Directors or Members;
7. Stamped Letter Confirming Banking Details
8. Proof of Business Address

9. References of similar work successfully completed – **Shall be provided for each category the contractor is bidding for**
10. Proof of registration with a **construction public body relevant to the category the contractor is bidding for**. If bidding for multiple categories, ensure relevant memberships.
11. Proof of Public Indemnity Cover for minimum of R 10 million
12. Letter/Confirmation of Good Standing with Department of Labour for Unemployment Insurance Fund
13. Letter/Confirmation of Good Standing with Department of Labour for Compensation for Occupational Injuries and Diseases

SHE Returnables

SHE FILE for both principal and sub-contractors to include:

- Supplier safety induction training - written proof
- PPE - issuing list
- Equipment / Tool list
- Equipment / tool checklist / registers
- Chemical list
- MSDS - awareness training
- Competency certificates
- Legal appointments, e.g First aid, firefighting, supervisors
- Competency certificates (Medical certificates)
- Safe work procedures
- Risk Assessments
- Toolbox talks

Intention to bid form

You must inform AISJ within four (4) business days of distribution of this RFP whether or not you wish to bid on this project. Please ensure that the RFP Administrator receives the duly completed Notice of Intention to Bid Form, Schedule B, by email no later than **31/07/2020**.

Should you not wish to respond to this RFP, you must destroy the RFP and any duplication thereof.

Declaration of Interest

As evident from its Core values on honesty, integrity and accountability, AISJ is corruption-free zone and takes all the necessary steps to prevent corrupt behavior with suppliers and employees alike.

All tenderers are required to complete the attached declaration of Interest form (See Appendix). This form primarily allows tenderers to declare whether any relationship exists between the supplier and any person employed by the School, including those who are involved in the tendering process.

The duty is on the bidder to declare whether a conflict of interest exists to the process of evaluating /adjudicating of the tenders. This declaration must be done under oath.

Failure to complete the Declaration of Interest Form will invalidate your Bid.

D. Service Provider Requirements

Contractors may bid for one or more service categories; this however **does not guarantee** that they will be awarded all categories they bid for. The successful bidder(s) will be responsible for the provision **of one or more of the following services** for the year:

1. Painting
2. Plumbing
3. Waterproofing
4. Window replacement
5. Irrigation maintenance and repairs

1. Painting

Paint work will mainly focus on two types of surfaces: Plaster walls and metal surfaces. Plaster wall painting may be on previously painted surfaces or a newly plastered surface. The RFP for the painting work must include costs for all equipment, tools, materials, delivery, labour, site preparation and cleaning afterwards.

In instances where the surface had been previously painted, the contractor will be required to prep the site before actual painting can be done.

2. Plumbing

The successful bidder will be responsible for high pressure cleaning of pipelines, storm water maintenance to clean debris off areas as will be guided by the school's maintenance department and also the sewer plan and septic tank maintenance. The school has 4 septic tanks and sewer plant/ lifting station whose maintenance is conducted periodically.

The RFP for the plumbing work must include costs for all equipment, tools, materials, delivery, labour, site preparation and any cleaning afterwards.

The school averages a spend of about R 400,000 on plumbing maintenance and repairs.

3. Waterproofing

The successful bidder shall be responsible for the provision of corrective maintenance related to waterproofing of flat roofs, walls and floors. This must include the services of qualified staff to execute the work efficiently and with no compromise for poor workmanship. Works will be conducted based on suitable weather conditions to ensure area is clean and dry.

The RFP for the waterproofing work must include costs for all equipment, tools, materials, delivery, labour, site preparation and cleaning afterwards.

The school averages a spend of R 200,000 per year on waterproofing.

4. Window replacement

The school has several classrooms, offices, libraries and common areas. The scope of work would entail the replacement of any broken windows in these buildings.

Overall, the successful bidder will be responsible for removal and disposal of existing material, measurement, cutting and installation of double-glazed windows with S10 tint. Further, the contractor shall ensure replacement/repairs of any glass window/door shall be free of water leaks using proper glazing sealants, adhesives, and other standard methods of weatherproofing.

The school averages a spend of R 170,000 per year on window and glass replacement.

Note

Since this is a school, all work will be done during weekends. The bidding vendor must be a member of SAGGA (South African Glass & Glazing Association)

5. Irrigation maintenance and repairs

The school boasts gardens in both the Pretoria and Johannesburg campuses each with its own irrigation system. Typical work will include checking and repairing solenoids and investigation of broken lines. The vendor will be required to provide replacement parts for any faults identified and fixed.

RFP for the irrigation and maintenance work must include costs for all equipment, tools, materials, delivery, labour, site preparation and cleaning afterwards.

The school will typically undertake irrigation works of between R 150,000 to R 200,000.

E. Evaluation Process and Criteria

Overall Evaluation Criteria

All proposals will be evaluated on the overall criteria as per the table below. The specifics of each sessions will be expanded respectively.

Area	Score
Technical Score	60
Pricing Score	35
B-BBEE Score	5
SHE Evaluation	5
Total	100

The successful bidder will not necessarily be the bidder with the highest combined score, highest technical score or the lowest pricing and this is to be used as a guideline for determining the successful bidder.

Technical Evaluation

All proposals will be evaluated on the criteria provided in the table below.

Details

Competence Criterion	Aspects of the criterion	Points Allocation		Total Points
Suitability	A Portfolio of services covering a similar scope of work in a Commercial environment for the item you are bidding for (Restricted to a minimum of 3 projects) – The Projects/Service must include the Value, Duration and Completion Date of the contract, preferably within the last three years. The quality of work done will be under evaluation.	No Submission	0	15*
		One project	1-5	
		Two Projects	2-10	
		Three projects	3-15	
	Previous and current clients reference letters showing Capability in item you are bidding for.	No Submission	0	15*
		1 written reference under annexure submitted	1-5	
		2 written reference under annexure submitted	2-10	
		3 written reference under annexure submitted	3-15	
Capacity		No submission	0	10
		Schedule provided	5	

	List of equipment that will be used for the duration of the contract. The schedule must include Owned and Hired Equipment.	Detailed schedule provided	10	
Capability of staff to be used	CV confirming the qualifications and experience of suitably qualified staff	No submission	0	60
		1-2 years' experience	10	
		2-5 years' experience	20	
		5-10 years' experience	40	
		Over 10 years' experience	60	
TOTAL				100

**Points allocation is based on the following criteria:*

- 1: Unacceptable, does not meet set criteria*
- 2: Weak, less than acceptable. Insufficient for performance requirements*
- 3: Satisfactory should be adequate for stated element*
- 4: Very good, above average compliance to the requirement*
- 5: Exceptional mastery of the requirement should ensure extremely effective performance*

SHE Evaluation

SHE will be evaluated as follows:

Evaluation Criteria	Points
Supplier safety induction training - written proof	1
PPE - issuing list	1
Equipment / tool checklist / registers	1
Chemical list/ MSDS - awareness training	0.5
Competency certificates/ Medical Certificates	0.5
Legal appointments, e.g First aid, firefighting, supervisors	1
Safe work procedures	2
Risk Assessments	2
Toolbox Talks	1
Total	10

Pricing evaluation

Prices will be evaluated as follows:

- Inclusive of VAT
- Including contingencies
- Making an appropriate adjustment for any other acceptable variations, deviations, loss evaluation
- The following calculation is applied to determine the scoring:
- The lowest price score is given a score of 10 and the others are ranked accordingly. Scores for price are based on the following method: (Note that the lower the price, the higher the score.)
- $$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{Tender Price}}$$
- This score is then adjusted for the total weighting of: $\text{normalised price} \times \text{total weighted price}$

AISJ is under no obligation to accept the lowest priced response. AISJ reserves the right to reject any and all of the responses submitted and terminate discussions and or negotiations at any time and to depart from any terms and conditions contained within this RFQ without incurring liability and reserves the right to negotiate with one or more suppliers

B-BBEE Evaluation

All proposals will be evaluated on the criteria provided in the table below.

Details

B-BBEE Status Level of Contributor	Score
B-BBEE Levels 1-4	5
B-BBEE Levels 5-8	3
No B-BBEE Certificate	0

F. Disclaimer

The American international School of Johannesburg reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The American International School of Johannesburg reserves the right not to appoint a provider, to accept and / or award the whole or any portion of the tender and is not obliged to provide reasons for the rejection of any tender. The American International School of Johannesburg will not incur any liability to a tenderer for such cancellation and rejection but will give written reason for action upon request to do so.

SCHEDULES

Schedule A: Form A

Name of Bidder: _____

Postal Address: _____

Street Address: _____

Telephone Number: _____

Email Address: _____

Supplier Legal Status

Type of Business	Select the one that applies
Sole Trader	
Partnership	
Close Corporation	
Private Company	
Public Company	
Joint Venture/Strategic Alliance	
Trust	

Contact Person: _____

Person's Role at Company: _____

Signature: _____

Categories that you are bidding for

#	Category	Yes or No
1	Painting	
2	Plumbing	
3	Waterproofing	
4	Window Replacement	
5	Irrigation	

Schedule B: Notice of Intention to Bid

Maintenance RFP

DUE DATE: July 31, 2020

SUBMISSION ADDRESS

Attention: Mr. Siphesihle Nzimande at snzimande@aisi-jhb.com

Supplier's Name: _____

Supplier's contact details for RFP purposes

Name	Telephone	E-mail

Categories that you are bidding for

#	Category	Yes or No
1	Painting	
2	Plumbing	
3	Waterproofing	
4	Window Replacement	
5	Irrigation	

Name

Signature

Schedule C: Painting

Please fill out this document as part of the returnables if responding for this piece of work. This schedule has also been provided separately in an excel document (schedule H). For the pricing of material, provide the rate used in July 2020.

PLASTER SURFACES		
	Call out rate per visit	
	Labour Type	Rate per hour
1	Management	
2	Skilled	
3	Semi-Skilled	
4	General Workers	

	PLASTER SURFACES				
	Preparatory work to be done				
	Previously painted plastered surface 100m2 surface				
	Surface shall be thoroughly washed down and allowed to dry completely before any paint is applied. Blistered or peeling paint shall be completely removed and cracks shall be opened, filled with a suitable filler and finished smooth				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Filler		Litres		
2					
3					
4					
5					

	Paintwork - on plaster				
	Prepare and apply one undercoat and two finishing coats washable internal quality PVA paint internally - 100m2				
	Labour	Time required (hours)		No. of labourers	
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Filler		Litres		
2					
3					
4					
5					
	Prepare and apply one undercoat and two finishing coats washable internal quality PVA paint externally -100m2				
	Labour	Time required (hours)		No. of labourers	
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Filler		Litres		
2					
3					
4					
5					

	Paintwork - on plasterboard ceiling				
	Prepare and apply one undercoat and two finishing coats washable internal quality PVA ceiling paint internally – 100m2				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	White PVA paint		Litres		
2	Oil based primer				
3					
4					
5					
	Paintwork - on gypsum plasterboard cornices				
	Prepare and apply one undercoat and two finishing coats washable internal quality PVA ceiling paint internally -100m2				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Filler		Litres		
2					
3					

	METAL SURFACES	
	Call out rate per visit	
	Labour Type	Rate per hour
1	Management	
2	Skilled	
3	Semi-Skilled	
4	General Workers	

	METAL SURFACES		
	Preparatory work to be done		
	Previously painted metal surface 100m2 surface		
	<p>Prepare surfaces by means of wire brushing, sand and approved cleaning agent, primed surfacing of all members of steel palisade panel with zinc chromate primer and apply one universal undercoat in zinc chromate and two coats enamel paint, all applied to specifications</p> <p>Please specify any other prep work that may be needed.</p>		
	Labour	Time required (hours)	No. of labourers
1	Management		
2	Skilled		
3	Semi-Skilled		
4	General Workers		

	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Cleaning agent		Litres		
2	Primer				
3	Undercoat				
4	Enamel paint				
5					

	Paintwork - on steel goalposts				
	Touch up manufacturer's priming coat and apply one undercoat and two finishing coats enamel paint				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1	Primer		Litres		
2	Enamel paint				
3					
4					
5					

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned

Schedule D: Plumbing

Please fill out this document as part of the returnables if responding for this piece of work. This schedule has also been provided separately in an excel document (schedule H). For the pricing of material, provide the rate used in July 2020.

	Qualified Plumber				
	Day shift hourly rate				
	Call outs: after hours hourly rate				
	Plumber Assistant				
	Day shift hourly rate				
	Call outs: after hours hourly rate				
	Where extra assistance is needed – hourly rate per person engaged				
	High pressured jetting of pipelines				
	Labour	Time required (hours)	No. of labourers		
1	Qualified Plumber				
2	Plumber Assistant				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Storm water maintenance				
	Use of high-pressured cleaner to clean debris				
	Labour	Time required (hours)	No. of labourers		
1	Qualified Plumber				
2	Plumber Assistant				

	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Sewer plant and septic tank maintenance				
	Service and maintenance of sewer plant/ lifting station; and Septic tanks (4)				
	Labour	Time required (hours)		No. of labourers	
1	Qualified Plumber				
2	Plumber Assistant				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					

Please note

A plumbing certificate will be issued for the following plumbing works:

- Where value of work, including materials, labour and VAT, is more than **R5,000.00** (material costs must be included, regardless of whether the materials were supplied by another person);
- The installation, relocation or replacement of any Electric Water Heating System, regardless of the cost;
- For every separate installation on site;
- The construction, installation or alteration of any above or below ground sanitary drain; regardless of the cost;
- The installation, relocation or replacement of any Hot Water Solar Water Heating System;
- The installation, relocation or replacement of any Heat Pump Water Heating System;
- Where directed by AISJ to issue a plumbing certificate.

A Plumbing certificate of compliance shall be issued to AISJ within five (5) working days of the completion of said works.

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned

Schedule E: Waterproofing

Please fill out this document as part of the returnables if responding for this piece of work. This schedule has also been provided separately in an excel document (schedule H). For the pricing of material, provide the rate used in July 2020.

FLATROOFS					
Call out rate per visit					
Labour Type					
Rate per hour					
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
Vertical in walls – 100m2					
One layer of 375-micron DPC embossed damp proof course					
Labour					
Time required (hours)					
No. of labourers					
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
Material Required					
Item					
Brand					
Unit					
Quantity needed					
Cost per unit					
1	Litres				
2					
3					
4					
5					
Concrete floors, walls and columns in foundation, columns and beams					
Primer and two coats "Bostik M6" rubber bitumen emulsion paint					
Labour					
Time required (hours)					
No. of labourers					
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				

	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned

	WALLS AND FLOORS				
	Call out rate per visit				
	Labour Type	Rate per hour			
	Management				
	Skilled				
	Semi-Skilled				
	General Workers				
	Preparation - 100m2				
	Remove existing flat roof waterproofing to receive new, clean old glue, application of bitumen				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Preparation – 100m2				
	Remove existing waterproofing to turnups, turn downs, edges in narrow widths to receive new and prepare screed as per manufacturer's instruction				
	Labour	Time required (hours)	No. of labourers		
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit

1			Litres		
2					

3					
4					
5					

Turnups, turndowns and parapet walls – 100m2

	4mm "Derbigum or similar" waterproofing				
	Labour	Time required (hours)		No. of labourers	
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				

	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					

Flat roofs laid to falls and cross falls, parapets, gutters to falls and crossfalls, on turn ups and turn downs

	One layer 'Derbigum' waterproofing membrane sealed by means of torch fusion or Coldbond 90 adhesive with 75mm side laps and 100mm end laps		
	Labour	Time required (hours)	No. of labourers
1	Management		
2	Skilled		
3	Semi-Skilled		
4	General Workers		

	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Flat roofs, sloping roofs, turn ups and turn downs - 100m2				
	Bondglass flexible reinforced waterproofing				
	Two layers mastic asphalt trafficable waterproofing with coarse building sand or fine stone chips evenly spread and well rolled in				
	Labour	Time required (hours)		No. of labourers	
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Roof waterproofing- 100m2				
	Two coats aluminium paint				
	One layer 'Derbigum' waterproofing membrane sealed by means of torchfusion				
	Labour	Time required (hours)		No. of labourers	
1	Management				
2	Skilled				
3	Semi Skilled				
4	General Workers				

	Material Required				
1	Item	Brand	Unit	Quantity needed	Cost per unit
2			Litres		
3					
4					
5					

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned
<div></div>

Schedule F: Window replacement

Please fill out this document as part of the returnables if responding for this piece of work. This schedule has also been provided separately in an excel document (schedule H). For the pricing of material, provide the rate used in July 2020.

Labour Type	Hourly rate
Management	
Skilled	
Semi-Skilled	
General Workers	
Type of glass	Price per sheet
Double glazed with S10 tint	
Size of sheet	
Length of window brand warranty	
Post installation	Cost
Making good after installation of glass	

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned

Schedule G: Irrigation

Please fill out this document as part of the returnables if responding for this piece of work.
This schedule has also been provided separately in an excel document (schedule H).
For the pricing of material, provide the rate used in July 2020.

Check and repair solenoids					
	Labour	Rate per hour			
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					
	Broken lines investigation				
	Labour	Rate per hour			
1	Management				
2	Skilled				
3	Semi-Skilled				
4	General Workers				
	Material Required				
	Item	Brand	Unit	Quantity needed	Cost per unit
1			Litres		
2					
3					
4					
5					

Please provide additional detail on any of the categories above detailing suggestions or improvements on what has been mentioned

Schedule H: Excel RFP



20200724_Maintena
nce Specifications - RI

APPENDIX

1. DECLARATION OF INTEREST

ETHICAL CODE OF CONDUCT / CONFLICT OF INTEREST

The purpose of this ethical code of conduct is to ensure that all business transactions take place in an environment of honesty, integrity, fair competition and respect for South African Laws. This code outlines AISJ's expectations from all its employees and suppliers who participate, directly or indirectly, in procurement activities.

1.1 Suppliers

Suppliers' interest in relation to AISJ must be included with the quotation/tender documents. A quotation/tender shall be excluded from further evaluation if a supplier fails to declare any interest or potential conflict of interest. All suppliers must complete this declaration that no conflict or potential/perceived conflict of interest exists.

1.2 AISJ personnel

(a) All employees have a duty to promote the reputation and business of AISJ and not to make any personal gain at the expense of or as a result of their employment by AISJ. Decisions and functions carried out in the course and scope of employment must be directed at what is in the best interests of the AISJ. Personal interests must not conflict with those of AISJ

(b) An employee of AISJ (including long term contract workers) and their immediate family (i.e. spouse, life-long partners, parents and children) may not participate in or benefit directly or indirectly (i.e. through shareholding, profit sharing, etc) from tenders / contracts with AISJ. This provision specifically excludes shareholding and/or profit sharing which is immaterial (as defined in the Companies Act) in a public and/or listed company.

(c) When a conflict of interest arise after a contract is awarded or in the case of a sole source supplier, the Procurement Committee shall deliberate the merits of each case and recommend to the Executive Committee and/or Board for a final decision.

(d) Where a possible conflict of interest (other than the above) arises, the interest must be declared in writing to the Procurement Committee as soon as it arises and the employee must recuse him/herself from participating in any way in related business dealings. Written disclosure is effected by the employee.

1.3 Non-Executive Board Members of AISJ

In respect of non-executive board members, the provisions of the companies act in respect of declaration of interest shall be strictly observed.

2. DECLARATION

2.1. Any legal person, including persons employed by the state¹, 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 a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, 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.

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

2.2.1 Full Name of bidder or his or her representative:

2.2.2 Identity Number:

2.2.3 Position occupied in the Company (director, trustee, shareholder²):

2.2.4 Company Registration Number:

2.2.5 Tax Reference Number:

2.2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in Table 1 below.

NB: The term supplier, tenderer or bidder shall have a corresponding meaning.

Table 1: Declarations by tenderer

QUESTION	YES	NO	PROVIDE FULL DETAILS WHERE APPLICABLE
Are you (the tenderer) presently employed by AISJ or any of its subsidiaries?			
Are any of your directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors or their spouses, lifelong partners, parents and/or children presently employed by AISJ or any of its subsidiaries?			
If you are presently employed by AISJ or any of its subsidiaries, did you obtain the appropriate authority to undertake remunerative work outside your employment in the public sector? If so, please provide proof.			
Does any of your directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors have any relationship (i.e. spouses, lifelong partners, parents or children) with any person employed by AISJ who may be involved with the evaluation and or			

adjudication of this bid?			
Is there any other potential conflict of interest between the tenderer or any of the tenderer's directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors and AISJ, whether personal or professional, which the public could perceive may impair or otherwise influence AISJ or any of its members' or employees' judgements, decisions or actions?			

3. SIGNED DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 ABOVE IS CORRECT. I ACCEPT THAT AISJ MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF AISJ's PROCUREMENT POLICY SHOULD THIS DECLARATION PROVE TO BE FALSE OR INCOMPLETE.

.....
Signature Date

.....
Position Name of bidder

3. Checklist

#	Items	Provided?		AISJ Confirmation
		Yes	No	
	Mandatory Commercial and Legal Returnables for Principal contractors			
1	Contractor Quality of Work/Guarantee Indemnity			
2	Declaration of Interest Form			
3	Original or certified copy of a valid Tax Clearance Certificate			
4	Original or certified copy of a valid BBBEE certificate/EME affidavits or certificate by a SANAS Accredited agency			
5	Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or C22			
6	Certified copy of Shareholders' /members certificates			
7	Certified copy of ID documents of the Directors or Members			
8	Stamped Letter Confirming Banking Details			
9	Proof of Business Address			
10	References of similar work successfully completed			
11	Proof of registration with the Construction Industry Development Board, Grade 3GB			
12	Proof of Public Indemnity Cover for minimum of R 10 million			
13	Letter/Confirmation of Good Standing with Department of Labour for Unemployment Insurance Fund			
14	Letter/Confirmation of Good Standing with Department of Labour for Compensation for Occupational Injuries and Diseases			
	SHE Returnables			
1	Supplier safety induction training - written proof			
2	PPE – Issuing List			
3	Equipment/Tool List			
4	Equipment / tool checklist / registers			
5	Chemical List			
6	MSDS Awareness Training			
7	Competency certificates			
8	Legal appointments e.g First aid, firefighting, supervisors			
9	Competency certificates (Medical certificates)			
10	Safe work procedures			
11	Risk assessments			
12	Toolbox talks			

	Applicable Proposal			
1	Schedule A			
2	Schedule B			
3	Schedule C			
4	Schedule D			
5	Schedule E			
6	Schedule F			
	Completed Excel submission of the schedules			
1	Relevant CVs evidencing skills			
2	Portfolio of services evidencing experience in provision of services the contractor is bidding for			
3	Client references			