

COMPULSORY BID INFORMATION MEETING

PLEASE TAKE NOTE THAT NO LATE BIDDER(S) WILL BE ALLOWED.

PLACE : A COMPULSORY BRIEFING SESSION AT DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES CORNER INDEPANDANT AVENUE AND CIRCULAR DRIVE BHISHO

DATE : 02 JUNE 2017

TIME : 12:00

ENQUIRIES : Technical Enquiries: Mr. R. MILUBI
TEL NO: 012 319 7892

General Enquiries: Mr. B. COETZER
TEL. NO.: (012) 319 7816

FAILURE TO ATTEND THE COMPULSORY BID INFORMATION MEETING WILL RESULT IN THE BIDDER'S BID TO BE REJECTED.

CERTIFICATION BY BIDDER THAT THE COMPULSORY BID INFORMATION MEETING DESCRIBED ABOVE WAS ATTENDED:

I/We, _____
as representative of the company/firm _____
hereby declare that the compulsory site inspection was attended and that I/we am/are fully aware of the extent of the task.

SIGNATURE

DATE

CERTIFICATION BY DEPARTMENTAL REPRESENTATIVE ON SITE AFTER THE BID INFORMATION MEETING

I _____ hereby confirm that the site inspection was attended by the above bidder.

SIGNATURE

DATE

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

BID NUMBER: 4.4.12.4/3/17 CLOSING DATE: 19 June 2017 CLOSING TIME: 11:00 (TELKOM TIME)

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT THE BISHO REGIONAL OFFICE IN THE EASTERN CAPE TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THREE (3) YEARS**

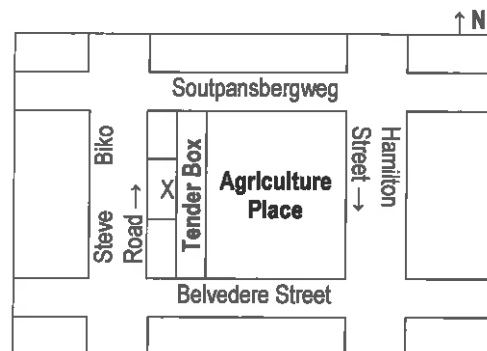
The successful bidder will be required to fill in and sign a written Contract Form (SBD 7)

BID DOCUMENTS MAY BE POSTED TO: **THE TENDER RECEIPT OFFICE
ROOM NO. A-GF-06,
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES
Private Bag X250, PRETORIA, 0001**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Department of Agriculture, Forestry and Fisheries
Agriculture Place
Main Entrance
Tender Receipt Office
Room No. A-GF-06
20 Steve Biko Road
ARCADIA
Pretoria



Bidders should ensure that bids are delivered timeously to the correct address. The bidding box will be closed on the closing time of bids for ± 1 hour, during which time bids may be deposited over the counter at room A-GF-06. However, if the bid is late, it will not be accepted for consideration. It also remains the responsibility of the bidder to ensure that posted bids reach the bidding box before the closing time and date of bid.

The bid box is generally open 24 hours a day, 7 days a week. (It is advisable that bids must reach the bidding box 24 hours before closing time as the bidding box is located in the reception area. Bidders are required to allow time to access the premises due to security arrangements.)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER	CODE: NUMBER:
CELL PHONE NUMBER
FACSIMILE NUMBER	CODE: NUMBER:
E-MAIL ADDRESS
CONTACT PERSON
JOB TITLE
VAT REGISTRATION NUMBER
CENTRAL SUPPLIER DATABASE REGISTRATION NR.....	UNIQUE SECURITY CODE.....
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)?	YES/NO
SIGNATURE OF BIDDER
DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED

PRICING SCHEDULE –FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

NAME OF BIDDER: BID NO.: **4.4.12.4/3/17**

CLOSING TIME 11:00

CLOSING DATE: **19 June 2017**

OFFER TO BE VALID FOR **90 DAYS (18 September 2017)** FROM THE CLOSING DATE OF BID.

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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- APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT THE BISHO REGIONAL OFFICE IN THE EASTERN CAPE REGION OF THE DEPARTMENT OF AGRICULTURE FORESTRY AND FISHERIES FOR A PERIOD OF 3 YEARS.**

- Bidders must complete the pricing schedule in full:

Name of the Building :	Total price (inclusive of all costs and VAT) per month	Total price (inclusive of all costs and VAT) for 1 st year	Total price (inclusive of all costs and VAT) for 2 nd year	Total price (inclusive of all costs and VAT) for 3 rd year	Total price (inclusive of all costs and VAT) for three (3) years
1. Bhishe Office					
1 st year (per month)	R.....	R	R	R	R
2 nd year(per month)	R.....				
3 rd year (per month)	R.....				

Total ceiling (Inclusive of all cost and VAT) firm

R.....

COST BREAKDOWN

ITEM DESCRIPTION	QUANTITY	TOTAL PRICE
1. Labour Cost		
2. Management fees and overheads		
3. Transport cost		
4. Annual increase		
TOTAL FOR ALL BUILDINGS		

ADDITIONAL

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE

Total ceiling price including all additional cost (Inclusive of all cost and

VAT) firm R.....

Period required for commencement of project after receipt of an official order

Does the offer comply with the specification(s) **Yes / No**

If not to specification, indicate deviation(s)

Period required for delivery
*Delivery: Firm / Not Firm

Did you submit a Valid Certificate B-BBEE?

B-BBEE Status Level of Contribution =

(A maximum of 20 points

Technical enquiries can be directed to:

Mr. Richard Milubi
Tel. no.: Tel. 012 319 7892

General enquiries

Mr Ben Coetzer
Tel. no. 012 319 7816
BenC@daff.gov.za

SBD 4

DECLARATION OF INTEREST

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 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 / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
.....

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

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

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
 company/firm:.....

8.2 VAT registration
 number:.....

8.3 Company registration
 number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons 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, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)326-5445.	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 outside of 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:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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 or not 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 consortium³ will not be construed as collusive bidding.
7. In particular, 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;
 - (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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a 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

.....
Position

.....
Name of Bidder

Js914w 2

Bid invitation

BID NUMBER: 4.4.12.4/3/17
SUBJECT: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT THE BISHO REGIONAL OFFICE IN THE EASTERN CAPE TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THREE (3) YEARS

1. GENERAL BID CONDITIONS

- 1.1 Bidders who failed to complete the bid terms of reference/specification in all respects will automatically be disqualified.
- 1.2 Bidders who failed to complete and sign all the bid documentation and/or failed to submit all the required information/documentation as requested in terms of the bid documentation may be disqualified. The recommended bidder(s) may be requested to complete and sign all bid documentation within five (5) working days from date of request. Failure to submit will result in disqualification of the bid.
- 1.3 The bid must conform to the minimum requirements, as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Offers exceeding the minimum requirements of the terms of reference/specification are acceptable.
- 1.4 Bidders must complete all the necessary bid forms and undertakings, which normally or otherwise accompany a government bid. The following forms and terms of reference/specification must be completed and submitted together with the bidder's response to this bid:
- SBD 1 = Invitation to bid
 - SBD 3 = Pricing schedule
 - SBD 4 = Declaration of interest
 - SBD 6.1 = Preference points claim form
 - SBD 8 = Declaration of bidder's past Supply Chain Management (SCM) practices
 - SBD 9 = Certificate of Independent Bid Determination
- 1.5 No bid may be awarded to any bidder whose tax status has not been declared compliant by SARS. Bidders that are not tax compliant according to the CSD must resolve their tax matters with SARS within five (5) working days from date of request.

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

GCS

- 1.6 All bidders must ensure that they are registered on the Central Supplier Database (CSD): www.csd.gov.za. Bidders are advised to ensure that their banking details are successfully verified on the CSD.
- 1.7 The CSD Registration Report must be attached to the bid document.
- 1.8 The Department will not award any bid to a bidder not registered as a prospective service provider/supplier on the CSD.
- 1.9 The successful bidder will be required to sign a written contract form (SBD 7). This document will be a binding contract between the successful bidder and the department. No service should be rendered without receipt of an official order issued by the department. No official order will be issued unless a successful bidder(s) has been successfully registered on the Central Supplier Database of the National Treasury.
- 1.10 The official forms as per paragraph 1.4 above and the bid terms of reference/specification must NOT be retyped. To ensure authenticity of documents bidders must complete forms manually. Bidders who do not comply with this requirement and retype the bidding documentation will be disqualified.
- 1.11 This bid is subject to Government Procurement: General Conditions of Contract, which may not be amended.
 - 1.11.1 Failure to withdraw, waive and/or renounce the bidder's own bid conditions, when called upon to do so, may invalidate the bid.
- 1.12 During evaluation of the bids, information may be requested in writing from bidders. Replies to such requests must be submitted within five (5) working days or bids may be disregarded.
- 1.13 The department may **only accept a total ceiling price** for the entire project that must be inclusive of **all costs** (including travel and subsistence expenses). The bidders will not be entitled to claim for travel and subsistence expenses, such items must be included in the bid price.
- 1.14 The department will give preference to bidders that bid firm prices for the entire duration of the contract in terms of this bid. Non-firm prices (including prices that are subject to rates of exchange variations) may be considered if supporting documentation is submitted. **Should the bidder fail to indicate the bid price on the SBD 3 form (Pricing schedule), the bid may be regarded as invalid. No price increases will be considered by the Department in cases where firm bid prices have been agreed upon.**
- 1.15 The department will not be held liable for any expenses incurred by bidders in preparing and submitting bids

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

- 1.16 The department reserves the right to appoint more than one bidder, depending on conditions of the bid.

The award of the bid may be subjected to price negotiation with the preferred bidders.

- 1.17 The department hereby chooses the following street address as its *domicilium citandi et executandi* for the purpose of serving notices and legal documentation:

Street address
Agriculture Place
20 Steve Biko Road
ARCADIA
Pretoria
0007

- 1.18 Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids or price quotations to substantiate their B-BBEE rating claims.

- 1.19 **B-BBEE Status Level Verification Certificates submitted, must be issued by the following:**

1.19.1 Bidders other than EMEs and QSEs

Verification agencies accredited by SANAS; or

1.19.2 Bidder who qualify as EMEs and QSEs

Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths.

- 1.19.3 Certificates issued by IRBA and Accounting Officers will only be accepted if issued before 1 January 2017.

- 1.19.4 Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE.

- 1.19.5 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

- 1.19.6 Public entities and tertiary institutions must submit B-BBEE Status Level Verification Certificates together with their bids.

- 1.20 Bidder(s) may be requested to submit a valid company registration certificate issued by the Registrar of Companies and copies of the ID document(s) of active director(s).

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

1.21 Enquiries

Technical enquiries		Richard Milubi	Tel. 012 319 7892
General enquiries	SCM	Ben Coetzer	Tel. 012 319 7816

- 1.22 The successful bidder must supply and deliver goods to the address as indicated in the bid documentation.
- 1.23 The validity period of this bid must be at least 90 days from the closing date of the bid.

2. CONFIDENTIALITY

- 2.1 This bid and all information in connection therewith shall be held in strict confidence by bidders and the use of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 2.2 All bidders are bound by a confidentiality clause preventing the unauthorised disclosure of any information regarding the department or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

3. COPYRIGHT

- 3.1 Copyright of all documentation in relation to this bid belongs to the department. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the Director-General or the delegated official.

4. PAYMENTS

- 4.1 Payment shall normally be made within 30 days after receipt of an original invoice, subject to satisfactory delivery of the service as outlined in the Terms of Reference/Specification.
- 4.2 The bidder will not be entitled to claim for travel and subsistence expenses. If such expenses are applicable, these charges must be included in the bid price.

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

5. NON-COMPLIANCE WITH DELIVERY TERMS

As soon as it becomes known to the bidder that he/she will not be able to perform the services/deliver the goods within the agreed time/or delivery period and/or against the quoted price and/or as specified in the contract, the department must be given immediate written notice to this effect. The department reserves the right to implement remedies as provided for in paragraph 22 of the General Conditions of Contract.

6. RETENTION

- 6.1 On termination of this agreement, the bidder shall on demand, hand over all documentation, information, etc. to the department without the right of retention.
- 6.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement of the agreement to amend or vary conditions shall be in writing.

7. EVALUATION TEAM

The department will appoint a bid evaluation committee to evaluate the bid submissions. The committee will make recommendations to the Bid Adjudication Committee.

8. EVALUATION OF BIDS

Bids will be evaluated on the following basis:

8.1 Phase 1: Prequalification criteria

8.1.1 The following prequalification criteria will be applicable to this bid:

(i) **MINIMUM LEVEL 4**

(ii) _____

8.1.2 Bidders that do not meet the pre-qualification criteria stipulated in paragraph 8.1.1 above will be disqualified from further evaluation.

8.2 Phase 2: Compliance with minimum bid requirements

8.2.1 All bids duly lodged will be evaluated to determine compliance with the bid requirements and conditions. Bids with obvious deviations from the bid requirements/conditions and not acceptable to the evaluation committee will be eliminated from the adjudication process, i.e. will not be shortlisted.

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

8.3 Phase 3: Evaluation for price and preference point system

- 8.3.1 Only bidders who met all the minimum requirements in terms of paragraph 8.2.1 above will be brought on a comparative price basis in terms of the applicable preference point system prescribed in the Preferential Procurement Regulations 6 and 7 of 2017 as indicated in the SBD 6.1 form.

8.4 Phase 4: Awarding of bid

- 8.4.1 The bid will be awarded to the bidder who scores the highest total number of points in terms of the preference point system (Price and B-BBEE points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bidder to another bidder.

9. LATE BIDS

All completed documentation must be returned to the Department of Agriculture, Forestry and Fisheries before 11:00 on 19 June 2017. The location of the drop off is: Agriculture Place, Tender Receipt Office, Tender Box, Room A-GF-06.

Bids received late shall not be considered. The bidding box shall be locked at exactly 11:00. The closing time will be in accordance with Telkom time (1026).

Bidders are therefore advised to ensure that bids are dispatched allowing sufficient time for any unforeseen events that may delay the delivery of the bid and time to access the premises because of security arrangements when entering the department's gate.

10. COMPULSORY SITE INSPECTION/BRIEFING SESSION

- 10.1 Bidders not attending a compulsory site inspection/briefing session will automatically be disqualified.
- 10.2 No late arrivals by bidders for a compulsory site inspection/briefing session will be allowed.

11. FRAUD AND CORRUPTION

All prospective bidders should take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004 and any other act applicable.

12. THE DEPARTMENT RESERVES THE RIGHT TO REJECT OR CANCEL BIDS

Bids may be cancelled for any of the following reasons:

- 12.1 If the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

- 12.2 If the bidder or any of its directors have:
- (i) Abused the SCM system of any government department.
 - (ii) Failed to perform any previous contract and the proof thereof exists.
 - (iii) Restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.
 - (iv) If there is proof of fraud or any other improper conduct in relation to such system.
- 12.3 Due to changed circumstances, there is no longer a need for the goods or services requested.
- 12.4 Funds are no longer available to cover the total envisaged expenditure.
- 12.5 No acceptable bids are received.
- 12.6 Due to material irregularities in the bid process.

DAFF BHISHO OFFICES

1. INTRODUCTION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICE AT THE BISHO REGIONAL OFFICE IN THE EASTERN CAPE TO THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES FOR A PERIOD OF THREE (3) YEARS

		COMPLY		
		YES	NO	REMARKS
2.	SCOPE			
2.1	The successful service provider must render a cleaning service at DAFF BhisHo Offices consisting of the following areas:			
	(i) Reception area on ground floor inclusive of the waiting area			
	(ii) Lift and lift lobbies (Basement to 5 th floor)			
	(iii) Fire escape staircases (Basement to 5 th floor)			
	(iv) Ablution facilities (1 st floor to 5 th floor)			
	(v) Conference facility on the 1 st floor, Auditorium on the 2 nd floor and all boardrooms.			
	(vi) Offices on the 2 nd , 3 rd , 4 th and 5 th floor			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

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		COMPLY		
		YES	NO	REMARKS
	(vii) Passages, lobbies, Kitchens (1 st , 3 rd and 5 th floor), Balconies (3 rd , 4 th and 5 th floor)			
	(viii) Basement			
	(ix) Guard house			
2.2.	Operating hours and personnel requirements			
2.2.1	The service required in terms of this bid will be for week days only, therefore, is not required on weekends or public holidays. The department operates between 07:00 – 16:30.			
2.2.2	A minimum of 12 cleaners per day is required taking the area and requirements into consideration. However department reserves the right to request an increase of cleaners based on the departmental operations requirements. Revised rates will be negotiated and agreed upon by both parties.			
2.3	The following material, equipment and supplies will have to be supplied by the successful service provider and the cost and maintenance thereof must be included in the quotation.			
2.3.1	Liquid hand soap with glycerine for soap dispensers in all ablution facilities			
2.3.2	Hi-Shine;			
2.3.3	Ammonia;			
2.3.4	Furniture polish			
2.3.5	Window cleaner;			
2.3.6	Brooms for floors			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

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		COMPLY		
		YES	NO	REMARKS
2.3.7	Feather dusters;			
2.3.8	Dust cloths;			
2.3.9	Refuse bags (heavy duty) for offices, conference, auditorium, boardrooms, Guard hut, kitchens, reception and ablution facilities			
2.3.10	Germatol disinfectant chemicals and detergents to clean floors, walls, handrails, window panes and door handles			
2.3.11	Germatol disinfectant chemicals and detergents to clean basins, toilet bowls, male urinals			
2.3.12	Mops and janitor trolleys			
2.3.13	Toilet brushes with holders for all ablutions			
2.3.14	Step ladders to reach a height of ± 2 metres			
2.3.15	Sanitising liquid for ablution facilities			
2.3.16	Dustbins (waste dustbins 40 litre) – push/pedal controlled for ablutions, kitchens, Guard hut, auditorium, reception, boardrooms, conference facility and metal ash tray bins (20 litres)			
2.3.17	Vacuum cleaners for carpets			
2.3.18	Carpet cleaner liquid for spots on carpets			
2.3.19	Deo blocks for male urinals in male ablution facilities			
3.	The following documentation/information must be submitted with the bid as failure to submit the required documentation/information will invalidate the bid			
3.1	The bidder must have a minimum of two (2) years previous experience with regards to the management of a cleaning service contract. The bidder must submit with the bid at least a minimum of one (1) verifiable reference/s in cleaning covering at least two years of experience. The reference/s must be in the form of a reference letter from a previous or current contract. The reference letter must among others indicate the			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

		COMPLY		
		YES	NO	REMARKS
	name of the company, contact details (contact person, telephone, e-mail or fax), nature of contract and duration			
3.2	The bidder must be an active registered member of the National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaners Association (BEECA) & provide a valid certificate(Registration letters will not be accepted)			
3.3	The bidder must comply with Sectoral Determination 1 and amendments: Contract Cleaning Sector. Bidder must remunerate his or her employees the minimum wages as prescribed by the legislation in line with the industry wages.			
3.4	The bidder must provide a detailed breakdown of all costs associated with this bid including, employee cost, equipment, material, overheads, profit margin, escalation price and other related costs.			
3.5	The bidder whose price is not market related will be disqualified			
4.	REQUIREMENTS WITH REGARD TO STANDARDS OF ALL MATERIAL/EQUIPMENT/CHEMICALS/DISINFECTANTS. Successful bidder must adhere to the following standards:			
4.1	Bidder must submit the required Materials Safety Data Sheet (MSDS) of all materials/chemicals/disinfectants to be used before commencement of duty. Failure may lead to cancellation of the contract with immediate effect.			
4.2	Must comply with OHS Act (Occupational Health and Safety Act no 85 of 1993 as amended) and NEMA (National Environmental Management Act 26 of 2014) in carrying out duties. Hazardous Chemical Substance Act 15 of 1973.			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

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		COMPLY		
		YES	NO	REMARKS
4.3	Equipment/material/chemicals/ to be used must comply with SABS (South African Bureau of Standards)			
4.4	Bidder must provide - employees with PPE (Personal Protective Equipment); (Corporate identity)			
4.5	All cleaning equipment and material must be cleaned and kept clean at all times.			
5.	GENERAL			
5.1	All broken/damaged items around the buildings e.g. toilet seats, taps etc. must be reported to the relevant Facilities Management personnel for urgent attention			
5.2	Contractors are not allowed to participate in departmental events.			

6. SERVICE REQUIREMENTS

AREA	DESCRIPTION	FREQUENCY
Reception area on ground floor (security scanners and reception counters)	Floors	
	<ul style="list-style-type: none"> > Sweep with floor broom inclusive of corners > Damp Mop with clean water and Germatol 	Every day Every day
	Security scanners	
	<ul style="list-style-type: none"> > Damp wipe with clean water and Germatol 	Every day
	Windows/Glass/Glass doors	
	<ul style="list-style-type: none"> > Clean with appropriate window cleaner (inside only) 	Everyday

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
	Reception counter > Damp wipe with clean water and Germatol	Everyday
Lift and lift lobbies (Basement to 5 th floor)	> Sweep lift floor with floor broom > Wipe and clean walls, doors and control panels with damp cloth > Sweep lift lobbies with floor broom > Damp mop with clean water and Germatol > Lift door tracks: Clean with brush and damp cloth	Every day Everyday Every day Everyday Everyday
Fire escape staircases (Basement to 5 th floor)	Floors > Sweep with floor broom inclusive of corners > Damp Mop with clean water and Germatol > Machine scrub tiles Rails > Damp wipe with clean water and Germatol	Every day Every day Once a month Every day

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
Ablution facilities – 1 st floor to 5 th floor	Floors	
	➤ Sweep with kitchen broom	Twice a day
	➤ Damp mop floors with clean water and Germatol	Twice a day
	Walls, doors, door handles, light switches, mirrors and door frames	
	➤ Spot clean all surfaces – walls, doors, door handles, light switches and mirrors with damp cloth, clean water and Germatol	Twice a day
	Wash basins, urinals and toilet bowls	
	➤ Clean and disinfect all wash basins, urinals and toilet bowls with Germatol	Twice a day
	Dustbins	
	➤ Empty, clean and wash dust bins with Germatol (inside and outside)	Once a day
	Soap holders, hand driers, toilet paper holders and toilet seat sanitizer dispenser	
➤ To be cleaned with a damp cloth and Germatol	Twice a day	
➤ Replenish toilet paper, hand wash soap and toilet seat sanitiser	Twice a day	

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
Offices on the 2 nd , 3 rd , 4 th and 5 th floor	<p>Floor(carpet tiles)</p> <ul style="list-style-type: none"> > Sweep with floor broom inclusive of corners <p>Floor carpets</p> <ul style="list-style-type: none"> > Sweep carpets with carpet broom > Vacuum carpets floors with industrial vacuum cleaner. > clean marks on the carpets <p>Telephone Instruments</p> <ul style="list-style-type: none"> > Clean/dust and disinfect all telephone instruments (damp-wipe) including cables <p>Glass partitions/Windows/Glass doors</p> <ul style="list-style-type: none"> > Clean office glass partitions(inside/outside) with appropriate window cleaner > Clean office glass doors(inside/outside) with appropriate window cleaner > Clean office windows(inside only) <p>Walls, Doors, Door handles, light switches and mirrors</p> <ul style="list-style-type: none"> > Spot clean all surfaces – walls, doors, door handles, light switches and mirrors with damp cloth, clean water and Germatol <p>Surfaces</p> <ul style="list-style-type: none"> > Dust all surfaces (including cabinets) with damp cloth > Polish all wooden furniture with furniture 	<p>Every day</p> <p>Everyday</p> <p>Everyday</p> <p>When required</p> <p>Every day</p> <p>Once a week and when required</p> <p>Once a week and when required</p> <p>Once a week and when required</p> <p>Everyday</p> <p>Everyday</p> <p>Once a week</p>

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
	<p>polish</p> <p>Waste Disposal</p> <ul style="list-style-type: none"> ➤ Empty, clean and wash dustbins with disinfectant ➤ Waste to be disposed off at the outside municipality container <p>Picture Frames</p> <ul style="list-style-type: none"> ➤ Dust various frames inside offices and passages 	<p>Everyday</p> <p>Everyday</p>
<p>Passages, lobbies, Kitchens, Balconies and Atrium on 4th floor</p>	<p>Passage:</p> <p>Tiles</p> <ul style="list-style-type: none"> ➤ Sweep with floor broom inclusive of corners ➤ Damp Mop with clean water and Germatol <p>Kitchen:</p> <p>Tiles</p> <ul style="list-style-type: none"> ➤ Sweep with floor broom inclusive of corners ➤ Damp Mop with clean water and Germatol <p>Walls, Doors, Door handles, light switches</p> <ul style="list-style-type: none"> ➤ Spot clean all surfaces – walls, doors, door handles, light switches and mirrors with damp cloth, clean water and Germatol <p>Waste Disposal</p> <ul style="list-style-type: none"> ➤ Empty, clean and wash dustbins with disinfectant ➤ Waste to be disposed off at the outside municipality container 	<p>Every day</p> <p>Everyday</p> <p>Every day</p> <p>Every day</p> <p>Every day</p> <p>Everyday</p> <p>Everyday</p>

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
	<p>Crockery inclusive of microwaves, fridges etc.</p> <ul style="list-style-type: none"> > Wash crockery with clean water and dish-washing liquid and take back to offices > Wash dish clothes with clean water and bleach > Clean all electrical equipment with damp cloth and dishwashing liquid, inside and outside <p>Balconies</p> <ul style="list-style-type: none"> > Sweep with kitchen broom inclusive of corners > Damp Mop with clean water and Germatol <p>Atrium</p> <ul style="list-style-type: none"> > Clean glass balustrades with appropriate window cleaner > Damp wipe stainless steel posts with clean water and Germatol <p>Lobbies</p> <ul style="list-style-type: none"> > Sweep with kitchen broom inclusive of corners > Damp Mop with clean water and Germatol 	<p>Everyday</p> <p>Everyday</p> <p>Everyday</p> <p>Everyday and when required</p> <p>Everyday</p> <p>Once a month</p> <p>Everyday</p> <p>Everyday and when required</p> <p>Everyday</p>
<p>Conference Facility on the 1st floor and Auditorium on the 2nd floor and all boardrooms</p>	<p>Carpets</p> <ul style="list-style-type: none"> > Sweep with carpet broom > Vacuum carpets with industrial vacuum cleaner > Spot clean marks 	<p>Everyday</p> <p>Once week</p> <p>When required</p>

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
	<p>Waste Disposal</p> <ul style="list-style-type: none"> ➤ Empty, clean and wash dustbins with disinfectant ➤ Waste to be disposed of at the outside municipality container <p>Surfaces</p> <ul style="list-style-type: none"> ➤ Dust all surfaces (including cabinets and computers) with damp cloth ➤ Polish all wooden furniture with furniture polish <p>Crockery</p> <ul style="list-style-type: none"> ➤ Wash crockery with clean water and dishwashing liquid ➤ Wash water bottles with warm water and dishwashing liquid and refill <p>Walls, Doors, Door handles, light switches</p> <ul style="list-style-type: none"> ➤ Spot clean all surfaces – walls, doors, door handles, light switches and mirrors with damp cloth, clean water and Germatol <p>Other</p> <ul style="list-style-type: none"> ➤ All problems to be reported to relevant official 	<p>Every day</p> <p>Everyday</p> <p>Everyday</p> <p>Once a week</p> <p>Everyday</p> <p>Once a week</p> <p>Everyday</p>
Security Guard House at main gate	<p>Floor Tiles</p> <ul style="list-style-type: none"> ➤ Sweep with kitchen broom inclusive of corners ➤ Damp Mop with clean water and Germatol ➤ Scrub floor with stripper 	<p>Everyday</p> <p>Everyday</p> <p>Once a month</p>

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

AREA	DESCRIPTION	FREQUENCY
	<p>Walls, light switches and counter</p> <ul style="list-style-type: none"> ➤ Spot clean all walls and light switches with clean damp cloth <p>Windows</p> <ul style="list-style-type: none"> ➤ Clean with appropriate window cleaner (Inside) <p>Steps</p> <ul style="list-style-type: none"> ➤ Sweep with outside broom and damp mop 	<p>Everyday</p> <p>Once a month</p> <p>Everyday</p>
Basement	<p>Floor tiles</p> <ul style="list-style-type: none"> ➤ Sweep with kitchen broom inclusive of corners. ➤ Damp ➤ Scrub floor with stripper 	<p>Everyday</p> <p>Everyday</p> <p>Once a month</p>
	<p>Glass partition</p> <ul style="list-style-type: none"> ➤ Clean with appropriate window cleaner (inside/outside) 	<p>Once a week and when required</p>

CHECKLIST	YES	NO	REMARKS
Ensure that all relevant documentation are completed in full and signed before submission:			
1. SBD 1 form;			
2. SBD 3 form;			
3. SBD 4 form;			
4. SBD 6.1 form;			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

5.	SBD 8 form;			
6.	SBD 9 form;			
7.	Print out report with unique number of Central Supplier Database Registration			
8.	Company registration together with copies of ID documents for directors			
9.	Certified Sworn Affidavit/ certified BBBEE Certificate			
10.	Bidder must have a minimum of two (2) years previous experience with regards to the management of Deep cleaning services.			

NORMAL CLEANING TERMS OF REFERENCE – DAFF BHISHO OFFICES

GCS



**agriculture,
forestry & fisheries**

Department
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

3 YEARS CLEANING CONTRACT FOR BHISHO OFFICES

Useful Information for prospective bidders

UNIT	NO. OF CLEANERS	TOILETS	CUBICLES	URINALS	SANITIZING DISPENSERS	HAND WASH SOAP(Estimates)
1. Bhisho Offices	12	14	25	35	18	20 Litres/month

NB: 40Litre *Push* Pedal Plastic Body Bin

NB: Sanitising dispensers, dimensions: Height (H): 200mm

Width (W): 100mm

Depth (D): 100mm

Capacity: 400ml sachet

Contacts

Bhisho (Mrs Gwen Sgwabe): (043)604-5408

Address

ERF 5000

Independence Avenue

Bhisho

Eastern Cape

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
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15. Warranty
16. Payment
17. Prices
18. Contract amendments
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20. Subcontracts
21. Delays in the supplier's performance
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23. Termination for default
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25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping
and countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**Department of Agriculture,
Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA
SUPPLIER MAINTENANCE:**

The Director-General : Department of Agriculture , Forestry and Fisheries

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required bank screens .

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

New Detail			
<input type="checkbox"/> New information		<input type="checkbox"/> Update information	
Supplier Type:	<input type="checkbox"/> Individual	<input type="checkbox"/> Department	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Company	<input type="checkbox"/> Trust	
	<input type="checkbox"/> CC	<input type="checkbox"/> Other (Specify)	<input type="text"/>
Department Number	<input type="text" value="4"/>	<input type="text" value="7"/>	

Company / Personal Details (COMPULSORY)	
Registered Name	<input style="width: 80%;" type="text"/>
Trading Name	<input style="width: 80%;" type="text"/>
Tax Number	<input style="width: 80%;" type="text"/>
VAT Number	<input style="width: 80%;" type="text"/>
Title:	<input style="width: 80%;" type="text"/>
Initials:	<input style="width: 80%;" type="text"/>
First Name:	<input style="width: 80%;" type="text"/>
Surname:	<input style="width: 80%;" type="text"/>

OFFICE USE: DEPARTMENT OF AGRICULTURE		
Compulsory for Regional/Head Office	Office Use Only (LOGIS)	Office Use Only (BAS)
Sender name: _____	LOGIS supplier no: _____	Captured By: _____
Regional/Head Office: _____	Document no: _____	Date Captured: _____
Tel no.: _____		Authorised By: _____
		Date Authorised: _____

Address Details (COMPULSORY)

Payment Address

(Compulsory)

Postal Code

Postal Address

(Compulsory)

Postal Code

Business/street
Address

(Compulsory)

Postal Code

Contact Details (COMPULSORY)

Business

Area Code

Telephone Number

Extension

Home

Area Code

Telephone Number

Extension

Fax

Area Code

Fax Number

Cell

Cell Code

Cell Number

Email Address of
accounts office

Contact Person:

