

5/2/2/1-RDLR 0046 (2019/2020)

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**COMPULSORY BRIEFING SESSION.**

**DATE : 24 JANUARY 2020**

**TIME : 10:00**

**VENUE : 184 JEFF MASEMOLA STREET, PRETORIA 0001**

**CLOSING DATE: 17 FEBRUARY 2020 @ 11:00**

**TECHNICAL ENQUIRIES** : Mr. Lucas Kgosana/Ms. Raesibe Mokgalaka  
**TEL** : (012) 312 8880/8805  
**EMAIL** : [lucas.kgosana@drdlr.gov.za](mailto:lucas.kgosana@drdlr.gov.za) / [raesibe.mokgalaka@drdlr.gov.za](mailto:raesibe.mokgalaka@drdlr.gov.za)

**BID RELATED ENQUIRIES** : Ms Daisy Mongwai/ Mr. Abie Olyn / Ms Tshepo Mlambo  
**TEL** : (012) 312 8359/9786/9518/9772/8711  
**EMAIL** : [daisy.mongwai@drdlr.gov.za](mailto:daisy.mongwai@drdlr.gov.za)/ [abie.olyn@drdlr.gov.za](mailto:abie.olyn@drdlr.gov.za)

## LA 1.1



### rural development & land reform

Department:  
Rural Development and Land Reform  
REPUBLIC OF SOUTH AFRICA

**Chief Directorate:** Supply Chain and Facilities Management Services: **Sub-Directorate:** Demand and Acquisition Management Services: **Enquiries:** Mr Pfarelo Makhado: **Tel:** (012) 312 9518

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF RURAL DEVELOPMENT  
AND LAND REFORM

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**BID NUMBER:** 5/2/2/1-RDLR 0046(2019/2020)

**CLOSING TIME:** 11H00

**CLOSING DATE:** 17 FEBRUARY 2020

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE  
ACCEPTED FOR CONSIDERATION

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1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), Authority to sign the Standard Bidding Documents (SBD) on behalf of an entity, Authority of Signatory, SBD1, SBD 2, SBD 3.3, SBD4, SBD 5, SBD6.1, SBD 8, SBD9 , Credit Instruction forms, terms of reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **(failure to comply will disqualify your proposal)**

Yours faithfully

**SIGNED**  
**BIDS MANAGEMENT**  
**DATE: 17 JANUARY 2020**

### MAP TO BIDDER BOX (B BOX)

**5/2/2/1-RDLR 0046(2019/2020) CLOSING DATE: 17 FEBRUARY 2020 AT 11:00**

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM)**

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.**

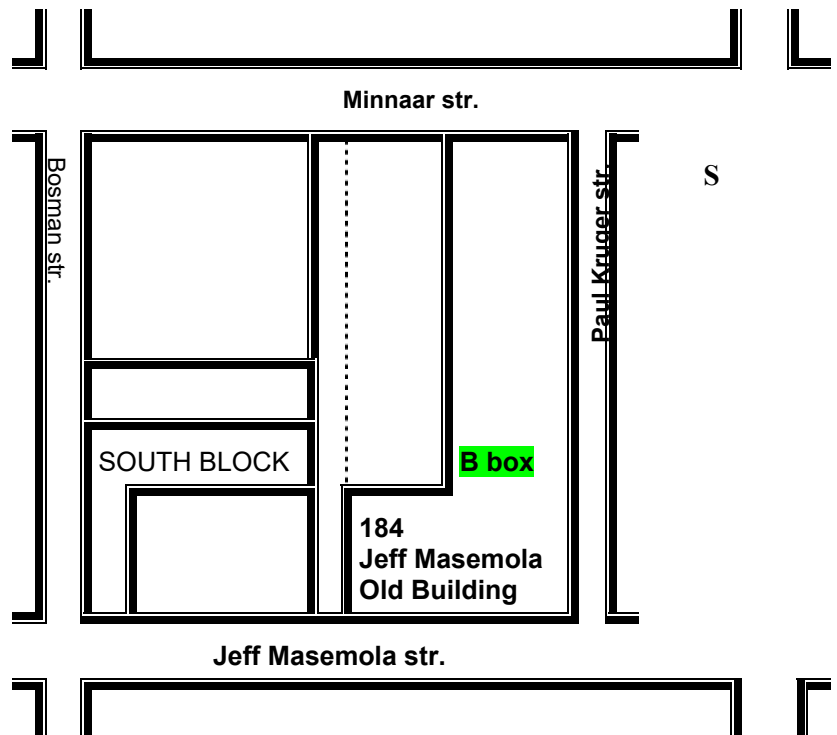
**THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK**

**SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.**

The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

**Department of Rural Development & Land Reform  
Acquisition Management  
(BIDS)  
THE OLD BUILDING 184  
JEFF MASEMOLA STREET, PRETORIA,  
0001**

**THE BID BOX OF THE OFFICE OF THE DEPARTMENT OF RURAL DEVELOPMENT & LAND REFORM IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 11H00 WHICH IS THE CLOSING TIME OF BIDS.**



**BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS**

**SUBMIT YOUR BID IN A SEALED ENVELOPE**

**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
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
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](http://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**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,



**security**

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.

Js General Conditions of Contract (revised July 2010)

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (RURAL DEVELOPMENT AND LAND REFORM)</b>					
BID NUMBER:	5/2/21-RDLR 0046(2019/2020)	CLOSING DATE:	17 FEBRUARY 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM					
184 JEFF MASEMOLA STREET					
PRETORIA					
0001					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Daisy Mongwai/Mr. Abie Olyn		CONTACT PERSON	Mr. Lucas Kgosana/Ms. Raesibe Mokgalaka	
TELEPHONE NUMBER	012 312 9518/8359		TELEPHONE NUMBER	(012) 312 8880/8805	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:daisy.mongwai@drdlr.gov.za">daisy.mongwai@drdlr.gov.za/</a> <a href="mailto:abie.olin@drdlr.gov.za">abie.olin@drdlr.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:lucas.kgosana@drdlr.gov.za">lucas.kgosana@drdlr.gov.za/</a> <a href="mailto:raesibe.mokgalaka@drdlr.gov.za">raesibe.mokgalaka@drdlr.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1.</b>	<b>BID SUBMISSION:</b>
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<b>2.</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## **AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.**

“Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member’s behalf.

In the case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

**Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.**

## AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

<b>MABEL HOUSE (Pty) Ltd</b>	
<b>By resolution of the Board of Directors taken on 20 May 2000,</b>	
<b>MR A.F JONES</b>	
<b>has been duly authorised to sign all documents in connection with</b>	
<b>Contract no CRDP 0006, and any contract which may arise there from,</b>	
<b>on behalf of <i>Mabel House (Pty) Ltd.</i></b>	
<b>SIGNED ON BEHALF OF THE COMPANY:</b>	<b>(Signature of Managing Director)</b>
<b>IN HIS CAPACITY AS:</b>	<b>Managing Director</b>
<b>DATE:</b>	<b>20 May 2000</b>
<b>SIGNATURE OF SIGNATORY:</b>	<b>(Signature of A.F Jones)</b>
<b>As witnesses:</b>	
1.	.....
2.	.....
Signature of person authorised to sign the tender: .....	
Date: .....	

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

# Application for a Tax Clearance Certificate

## Purpose

Select the applicable option .....Tenders  Good standing

If "Good standing", please state the purpose of this application

--

## Particulars of applicant

Name/Legal name (Initials & Surname or registered name)				
Trading name (if applicable)				
ID/Passport no		Company/Close Corp. registered no		
Income Tax ref no		PAYE ref no	7	
VAT registration no	4	SDL ref no	L	
Customs code		UIF ref no	U	
Telephone no	CODE	NUMBER	Fax no	CODE NUMBER
E-mail address				
Physical address				
Postal address				

## Particulars of representative (Public Officer/Trustee/Partner)

Surname				
First names				
ID/Passport no		Income Tax ref no		
Telephone no	CODE	NUMBER	Fax no	CODE NUMBER
E-mail address				
Physical address				

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  or .

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

-  -

Date

Name of representative/agent

agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

-  -

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
  - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - without just cause shown by him, refuses or neglects to-
    - furnish, produce or make available any information, documents or things;
    - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.



## SBD 4

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>, 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.

<sup>1</sup>"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.

<sup>2</sup>"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.

.....

.....  
 .....

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

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

**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

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
  - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

**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:

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

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"/>
-----	--------------------------	----	--------------------------

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 last 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		
<b>OR</b>		
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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

## 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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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:		

**SBD 8**

**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**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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



# DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

## SUPPLIER MAINTENANCE:

BAS  PMIS  LOGIS  WCS   CONTRACTOR CONSULTANT

OFFICE: .....

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries. :	_____
Tel. No.:	_____

### The Director General : I DEPT OF RURAL DEVELOPMENT AND LAND REFORM

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 validate 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.

Company / Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____
Postal and Street Address Detail of the Company / Individual	
Postal Address	_____
Street Address	_____
Postal Code	____
New Detail	
<input type="checkbox"/> New Supplier information	<input type="checkbox"/> Update Supplier 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 ) _____
Department Number	____

**Supplier Account Details**

**This field is compulsory and should be completed by a bank official from the relevant bank**

Account Name

Account Number

Branch Name

Branch Number

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

**Bank stamp**  
 It is hereby confirmed that this details have been verified  
 against the following screens  
**ABSA-CIF** screen  
**FNB-** Hogans system on the CIS4/CUPR  
**STD** Bank-Look-up-screen  
**Nedbank-** Banking Platform under the Client Details Tab

**Contact Details**

Business

Area Code  Telephone Number  Extension

Home

Area Code  Telephone Number  Extension

Fax

Area Code  Fax Number

Cell

Cell Code  Cell Number

Email Address

Contact Person:

Supplier Signature	Departmental Official
Print Name	Print Name
	Rank
<input type="text"/>	<input type="text"/>

**Adress of Rural Development and Land Reform  
 Office where form is submitted from**

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**



## rural development & land reform

Department:  
Rural Development and Land Reform  
REPUBLIC OF SOUTH AFRICA

### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

#### **1. PHYSICAL ADDRESS**

- HEAD OFFICES (OLD BUILDING, SOUTH BLOCK AND NORTH BLOCK)  
184 JEFF MASEMOLA STREET  
PRETORIA  
0001
  
- ICD HOUSE  
388 THABO SEHUME STREET  
PRETORIA  
0001
  
- CAPITOL TOWERS BUILDING  
224 HELEN JOSEPH STREET  
PRETORIA  
0001

#### **2. OBJECTIVES**

To appoint a suitable Service Provider that will render cleaning services in the Department of Rural Development and Land Reform Offices at 184 Jeff Masemola Street, 338 Thabo Sehume Street and 224 Helen Joseph street for a period of twenty- four (24) months.

Initials:.....

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**STAFFING REQUIREMENTS**

Cleaning Staff required:

- Supervisor : 04
- Cleaners : 70

**2.1. BREAKDOWN OF STAFFING REQUIREMENTS**

Cleaning Staff required at:

- ▶ Old Building : 31 cleaners, and 1 working supervisor
- ▶ South & North Block : 22 cleaners, and 1 working supervisor
- ▶ ICD building : 5 cleaners, and 1 working supervisor
- ▶ Capitol Towers : 12 cleaners, and 1 working supervisor

**2.2. TABLE OF QUANTITIES**

**2.2.1. OLD BUILDING**

No.	Description:	Quantities:	Comments
1	Size (±)	4 <sup>th</sup> , 3 <sup>rd</sup> , 2 <sup>nd</sup> , 1 <sup>st</sup> , Ground and Basement Floor	Overall approximate size is 21569m <sup>2</sup>
2	Cleaners required:	01 – Working Supervisor 31 – Cleaners	1 working-supervisor and 31 cleaners.
3	Number of floors	06	Including basement and with four sets of staircases
4	Lifts	05	2 Eastern lift foyer,1 middle lift foyer and 2 Western lift foyer
5	Number-of closed offices	314	Small to large in terms of size
6	Boardrooms		Tiles and carpeted

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

		<b>11</b>	
7	Number of toilets	<b>35</b>	NB: There are 42 cubicles and 32 hand wash basins for the female toilet, 37 cubicles and 28 hand wash basin for the male toilet.
8	Kitchens	<b>08</b>	One for all floors except 2 <sup>nd</sup> floor which has three and 3 <sup>rd</sup> floor which have three.
9	Entrance	<b>03</b>	2 Main entrances and VIP entrance
10	Passages	<b>06</b>	Included on the overall size
11	Service/ventilation shafts	<b>02</b>	Included on the overall size
12	Server and patch rooms	<b>1</b>	Included on the overall size
13	Store/ Strong rooms	<b>04</b>	Included on the overall size
14	Archive room	<b>1</b>	Included on the overall size
15	Courtyards, garden, parking and surrounding areas	<b>6 x Courtyards; 2 x Parking sites;</b>	Including entire surrounding areas

**2.3. SOUTH BLOCK**

<b>No.</b>	<b>Description:</b>	<b>Quantities:</b>	<b>Comments</b>
1	Size (±)	<b>14<sup>th</sup>, 13<sup>th</sup>, 12<sup>th</sup>, 11<sup>th</sup>, 10<sup>th</sup>, 9<sup>th</sup>, 8<sup>th</sup>, 7<sup>th</sup>, 5<sup>th</sup> and ground floor</b>	Overall approximate size is 12572m <sup>2</sup>
2	Cleaners required:	<b>01 – Working Supervisor</b> <b>22 – Cleaners</b>	1 working-supervisor and 22

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

3	Number of floors	<b>09</b>	With three sets of staircases
4	Lifts	<b>04</b>	Located in the same lift foyer
5	Number-of closed offices	<b>277</b>	Medium to large size
6	Boardrooms	<b>10</b>	Including additional boardroom on the North Block (1425)
7	Number of toilets	<b>19</b>	NB: There are 37 cubicles and 37 hand wash basins.
8	Kitchens	<b>09</b>	One per floor
9	Entrance	<b>01</b>	Main entrance
10	Passages	<b>10</b>	Counted as one per floor including the interlinking passage between south block and old building.
11	Service/ventilation shafts	<b>01</b>	Included on the overall size
12	Server and patch rooms	1 Server room 18 Patch rooms	This area requires minimal cleaning under supervision.
13	Strong rooms	<b>1</b>	Included on the overall size
14	ICS parking, guard-room and surrounding areas	1 x Parking site; 1x Guardroom;	Including entire surrounding areas
15	Garden	<b>2</b> Eastern and Western side of the main entrance	In front of the building.

**2.4. ICD BUILDING**

No.	Description:	Quantities:	Comments
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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

1	Size (±)	<b>3<sup>rd</sup> , 2<sup>nd</sup> , 1<sup>st</sup> and Ground floor</b>	Overall approximate size is 2550m <sup>2</sup>
2	Cleaners required:	<b>01 – Working Supervisor</b>	1 working-supervisor and 05 cleaners.
		<b>05 – Cleaners</b>	
3	Number of floors	<b>04</b>	With three sets of staircases
4	Lifts	<b>01</b>	The lift foyer is located at the main entrance
5	Number-of closed offices	<b>75</b>	Medium to large size
6	Boardrooms	<b>5</b>	Tiles and carpeted
7	Number of toilets	<b>15</b>	NB: There are 11 cubicles and 11 hand wash basins for the female toilet, 4 cubicles and 4 hand wash basin for the male toilet.
8	Kitchens	<b>4</b>	One per floor
9	Entrance	<b>01</b>	Main entrance with 2 doors (1 front and 1 at the back from parking area.
10	Passages	<b>04</b>	3 <sup>rd</sup> floor to 1 <sup>st</sup> floor at are carpeted, 1 ground floor is tiled (regardless of size).
11	Server and patch rooms	<b>1 Server room</b>	Included on the overall size
12	Store/ Strong rooms	<b>4</b>	Included on the overall size

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

13	Archive room	<b>1</b>	Included on the overall size
14	Parking and surrounding areas	<b>1 x Parking site;</b>	Including entire surrounding areas

**2.5. CAPITOL TOWERS**

<b>No.</b>	<b>Description:</b>	<b>Quantities:</b>	<b>Comments</b>
1	Size (±)	<b>8<sup>th</sup> , 7<sup>th</sup> , 6<sup>th</sup> , 5<sup>th</sup> , 4<sup>th</sup> , 3<sup>rd</sup> ,2<sup>nd</sup> and 1<sup>st</sup> floor</b>	Overall approximate size is 6500m <sup>2</sup>
2	Cleaners required:	<b>01 – Working Supervisor</b> <b>12 – Cleaners</b>	1 working-supervisor and 12 cleaners.
3	Number of floors	<b>09</b>	With two sets of staircases
4	Lifts	<b>02</b>	The lift foyer is located at the main entrance
5	Number-of closed offices	<b>225</b>	Medium to large
6	Boardrooms	<b>10</b>	Tiles and carpeted
7	Number of toilets	<b>13</b>	NB: There are 18 cubicles and 21 hand wash basins.
8	Kitchens	<b>09</b>	Included on the overall size
9	Entrance	<b>01</b>	Main entrance and basement
10	Passages	<b>7</b>	Passages from 7 <sup>th</sup> floor to 1 <sup>st</sup> floor all carpeted (regardless of size).
11	Server and patch rooms	1 Server rooms 6 Patch rooms	Included on the overall size
12	Store rooms	<b>2</b>	Included on the overall size

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**3. SCOPE OF WORK**

<b>CLEANING SERVICE TASK DESCRIPTION</b>	<b>FREQUENCY</b>
<p><b>A. OFFICES, BOARDROOMS AND STOREROOMS (975)</b></p> <ul style="list-style-type: none"> <li>➤ 184 Jeff Masemola (525 carpeted, 34 Wooden, 35 vinyl offices and store rooms; 11 ceramic);</li> <li>➤ 388 Thabo Sehume (75 offices, 5 boardrooms and 5 Stores granite floors)</li> <li>➤ Capitol Towers (227 carpeted offices and 10 boardrooms)</li> </ul>	
<p>Carpets:</p> <ul style="list-style-type: none"> <li>• Spot brush and clean carpets</li> <li>• Vacuum thoroughly</li> <li>• Deep cleaning</li> </ul>	<p>*Daily *Twice Weekly; *Bi-annually;</p>
<p>Wooden:</p> <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a designated damp mop</li> <li>• Strip and seal floor</li> </ul>	<p>*Daily *Daily *Quarterly</p>
<p>Ceramic tiles:</p> <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> </ul>	<p>*Daily *Daily</p>
<p>Granite:</p> <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> <li>• Strip and seal floor</li> </ul>	<p>*Daily *Daily *Quarterly</p>
<p>Laminated Flooring</p> <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a designated damp mop</li> </ul>	<p>*Daily *Daily</p>
<p>Vinyl Flooring:</p> <ul style="list-style-type: none"> <li>• Thoroughly sweep with a broom and clean with a wet mop</li> </ul>	<p>*Daily</p>

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

<b>CLEANING SERVICE TASK DESCRIPTION</b>	<b>FREQUENCY</b>
<ul style="list-style-type: none"> <li>• Burnishing floor with the polishing machine and COMOP</li> <li>• Strip and seal floors on weekends</li> </ul>	*Weekly * Quarterly
Dust/wipe down all horizontal/vertical surfaces with a damp cloth	Daily
Dust desks and computers with a damp cloth	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant	Weekly
Polish all wooden furniture	Twice a Week
Empty and wash dust bins, empty paper baskets	Twice Daily
Replace plastic inners (plastics should be clear/transparent in colour and should of high durable quality)	Once a week
Clean water jug and drinking water glasses and refill with fresh water, with dish washing liquid	Daily
Clean material partitions inside offices	Weekly
Washing of upholstered furniture	Bi-annually
Damp wash vinyl covered furniture	Weekly
Spot clean marks from walls, doors, paint work and light switches	Monthly
Microwave/fridge ovens must be washed inside and outside with water and detergent	Daily
Apply liquid metal polish, to brass door handles, window stays and window fasteners	Monthly
Cleaning of artificial plants	Every two Weeks
Dusting of blinds with a feather duster	Bi-monthly
Scrap and polish wooden floor and skirting	Monthly
<b>B CLEANING OF SERVER /PABX ROOMS</b>	
Server room must be cleaned under the supervision of IT Personnel	Weekly
<b>C CLEANING OF ENTRANCES, FOYERS, ALL PASSAGES, STAIRCASES AND LIFT LOBBIES</b>	
Carpets:	

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

<b>CLEANING SERVICE TASK DESCRIPTION</b>	<b>FREQUENCY</b>
<ul style="list-style-type: none"> <li>• Spot brush and clean carpets</li> <li>• Vacuum thoroughly</li> <li>• Deep cleaning</li> </ul>	*Daily *Twice Weekly; *Quarterly;
Ceramic tiles: <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> </ul>	*Daily *Daily
Granite: <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> <li>• Strip and seal floor on weekends</li> </ul>	*Daily *Daily *Quarterly
Vinyl Flooring: <ul style="list-style-type: none"> <li>• Thoroughly sweep with a broom and clean with a wet mop</li> <li>• Burnishing floor with the polishing machine and COMOP</li> <li>• Strip and seal floor on weekends</li> </ul>	*Daily *Weekly * Quarterly
Pick up, clean all waste receptacles and dispose of all litter	Daily
Burnishing floor with the polishing machine and COMOP	Weekly
Glass doors at the entrances must be cleaned with a damp cloth using a suitable cleaning diluted detergent	Daily
Spot clean all glass, windows, doors, door knobs and metal work.	Daily
Clean picture frames and glass	Daily
Clean directory boards	Monthly
Clean skirting	Weekly
Clean handrails/banisters	Daily
<b><u>Inside the lifts:</u></b>	

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
Clean the top of the lift with a feather duster	Daily
Sweep and clean with a wet/damp mop,	Daily
Scrap the lift tiles	Weekly/ as and when required
Spot clean all glass and doors	Daily
<b><u>Inside the shafts:</u></b>	
Picking of papers and general cleaning	Daily
Deep cleaning of shafts with pressure cleaner using a suitable odour chemical on weekends	Quarterly
<b>D. TOILET CLEANING</b>	
Wooden: <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a designated damp mop</li> <li>• Strip and seal floor on weekends</li> </ul>	*Daily *Daily *Quarterly
Ceramic tiles: <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> </ul>	*Daily *Daily
Granite: <ul style="list-style-type: none"> <li>• Sweep with a dust control mop</li> <li>• Clean with a damp mop</li> <li>• Strip and seal floor on weekends</li> </ul>	*Daily *Daily *Quarterly
Wash hand-wash basins, toilet pans, wall urinals, wall mounted items with suitable diluted disinfectant.	Daily
Cleaning of walls, doors and pipes inside the toilets	Weekly (Daily for clients toilets)
Burnishing floor with the polishing machine and COMOP on weekends	Quarterly

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

<b>CLEANING SERVICE TASK DESCRIPTION</b>	<b>FREQUENCY</b>
Sweep with a damp/ wet mop	Daily
Cleaning of toilets brush set	Daily
Deep cleaning on toilets on weekends	Quarterly
Empty and clean dustbins	Twice Daily
Replenishment of toilet papers in buildings	Twice a day (in the morning and after lunch/ as and when required)
<b>F. WINDOW CLEANING</b>	
Dust windows	Bi-monthly
Clean accessible interior faces	Weekly
<b>G. KITCHENS</b>	
Ceramic tiles: <ul style="list-style-type: none"> <li>Sweep with a dust control mop</li> <li>Clean with a damp mop</li> </ul>	*Daily *Daily
Vinyl Flooring: <ul style="list-style-type: none"> <li>Thoroughly sweep with a broom and clean with a wet mop</li> <li>Burnishing floor with the polishing machine and COMOP</li> <li>Strip and seal floors on weekends</li> </ul>	*Daily *Weekly *Quarterly
Kitchen cupboards must be cleaned with water and detergent	Daily
Microwave ovens must be washed inside and outside with water and detergent	Daily
Zink must be cleaned with water and detergent	Daily
Empty and clean dustbin	Daily
Fridge must be cleaned inside and outside with water and detergent	Daily
<b>H. CLEANING OF PARKING, COURTYARDS, SURROUNDING AREAS</b>	
<u>Pavement and Tar:</u>	

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

<b>CLEANING SERVICE TASK DESCRIPTION</b>	<b>FREQUENCY</b>
Sweep and clean with a hard broom Spray clean with hose pipe.	Daily Monthly
Picking of papers and general cleaning of parking area including removal of any litter from the drain channels	Daily
<b>I. GARDENING</b>	
<u>Pavement and Tar:</u> Sweep and clean with a hard broom Spray clean with hose pipe.	Daily Monthly
Picking of papers and general cleaning of parking area including removal of any litter from the drain channels	Daily
Maintaining the garden: Cut, trim, watering, clear and remove weeds, grass, garden trees, dry leaves, etc.	Daily
Clear manhole drains	Daily

NB: The appointed service provider will be responsible for the provision of the following:

1. All the required cleaning materials and equipment to meet the above prescribed cleaning activities. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.
2. Service provider must ensure that all cleaning equipments are functional for the duration of the contract. These equipments will be tested upon arrival
3. Service provider must provide the department with material datasheet which will be verified by OHS
4. Each cleaner must be provided with two caution sign boards to ensure awareness on both oncoming traffic when performing duties on floors.
5. The Service Provider to comply with the Occupational Health and Safety Act which requires that the employer have duties concerning the provision and use of personal protective equipment (PPE) at work. Protective Personal Equipment will protect the user against health and safety risks at work, for the safety of persons in connection with use



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

of plant and machinery, protection of person's hazards to health and safety arising out of or in connection with activities of persons at work.

6. The Service Provider must provide in terms of uniform / personal protective equipment (PPE) i.e. safety footwear, masks, gloves, eye protection, high-visibility clothing, safety harnesses and respiratory protective equipment (RPE).
7. The Service Provider must have own First Aider available on-site with their own First Aid Box.
8. The Service Provider must note that there will be need for staff to perform quarterly deep cleaning on weekends.

**NB: Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour Sectoral determination 1: Contract cleaning sector, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula.**

#### **4. MANDATORY REQUIREMENTS**

**NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.**

- 4.1. The following pre-qualification criteria will be used for consideration of bids.
  - 4.1.1. Bidders that are EME or QSE which is at least 51% owned by black people. OR,
  - 4.1.2. In case the bidder does not meet condition 4.1.1., then the bidder must subcontract to an EME or QSE which is at least 51% owned by black people as per the following estimated total bid values and percentages:

<b>Bid value including VAT</b>	<b>Subcontracting percentage</b>
From 3 Million	5%
From 9 Million	10%

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

From 15 Million	15%
From 25 Million	20%
From 30 Million	30%

- 4.2.** Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- 4.3.** Resolution authorizing a particular person to sign the bid documents in line with L.A 1.6. **(AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY)**
- 4.4.** Valid **Letter for tender purposes** or **letter of good standing for** Compensation for Occupational Injuries Disease Act. 1993 [COIDA] obtainable from the Department of Labour).
- 4.5.** Valid **letter for tender purposes** or **certificate of compliance** for Unemployment Insurance Fund obtainable from the Department of Labour.
- 4.6.** The Service Provider must submit the existing cover for Public Liability insurance policy from any registered insurance company **or** submit documentary proof/ letter of intent/Quotation from registered insurers. The cover should be of the minimum value of R 1 000 000 for the duration of the contract.
- 4.7.** Bidders are required to attend compulsory briefing and site inspection sessions.
- 4.8.** Submission of two separate, sealed envelopes in the form of Technical Part and the Financial Part. Failure to comply will disqualify the bid submitted by the bidder.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**5. TWO ENVELOPES SYSTEM**

- 5.1. A Two Envelope System, requiring submission of both Technical and Financial Proposals at the same time, but in separate envelopes will apply.
- 5.2. The objective of this system is to ensure a fair evaluation of the proposals, meaning that the technical proposal would be evaluated purely on its technical merits and its ability to meet the requirements set forth in the bid invitation without being unduly influenced by the financial proposal.
- 5.3. During the tender evaluation, the technical proposal would be opened and evaluated first followed by the financial proposals of only bidders who scored and meet the minimum required score of functionality.
- 5.4. The Bidder shall deliver the Bid in two separate, sealed envelopes in the form of Technical Part and the Financial Part. **Failure to comply will disqualify the bid submitted by the bidder.**

**6. PRICING REQUIREMENT**

- 6.1. **Fully completed SBD 3.3 – pricing schedule**

**7. EVALUATION CRITERIA**

This bid shall be evaluated in two stages. On first stage bids will be evaluated on functionality and on second stage in accordance with 80/20 preference points system as stipulated below.

**7.1. First Stage -Evaluation of Functionality**

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

The applicable values that will be utilized when scoring each criteria ranges from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

**Good, 4 being very good and 5 being excellent.**

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
<p><b>1. ABILITY AND CAPABILITY</b></p>	<p><b>Company experience:</b> a minimum of 5 years' experience in a Cleaning industry. (Reference letter/ testimonials from client-company with client logo, signature, stamp and date of the company to which the bidder is managing or has previously managed must be attached.</p> <p><b>NB: The content of the reference letters/ testimonials must indicate the type of services rendered, period and value of the project. Contracts, Service Level Agreements and Purchase Orders will not be considered as proof of experience.</b></p> <p><i>I. Duly signed reference letters/testimonials on the client letter head indicating that the service provider has less than 1-year experience in rendering cleaning services. – Poor (1)</i></p> <p><i>II. Duly signed reference letters/testimonials on the client letter head indicating that the service provider has more than 1 to less than 5 years to a year experience in rendering cleaning services. –Average (2)</i></p> <p><i>III. Duly signed reference letters/testimonials on the client letter head indicating that the service provider has a minimum of five (5) years' experience in rendering cleaning services. – Good (3)</i></p> <p><i>IV. Duly signed reference letters/testimonials on the client letter head indicating that the service provider has over 5 to 8 years' experience in rendering cleaning services. —Very good (4)</i></p> <p><i>V. Duly signed reference letters/testimonials on the client letter head indicating that the service provider has over eight (8) years' experience in rendering cleaning services --Excellent (5)</i></p>	<p>15</p>

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

	<p>Company must have previously/ currently managing combined project(s) for a minimum value of R5 000 000.00 <b>(Attached reference letter/ testimonial with combined project value from client-company with client logo, signature, stamp and date of the company to which the bidder is managing or has previously managed must be attached)</b></p> <p><i>I. Reference letter/testimonial with combined project value less than R1 000 000.00—Poor (1)</i></p> <p><i>II. Reference letter/testimonial with combined project value more than R1 000 000.00 to less than R5 000 000.00 —Average (2)</i></p> <p><i>III. Reference letter/testimonial with combined project value with a minimum of R5 000 000.00 — Good (3)</i></p> <p><i>IV. Reference letter/testimonial with combined project value more than R5 000 000.00 to less than R7 000 000.00 — Very good (4)</i></p> <p><i>V. Reference letter/testimonial with combined project value R7 000 000.00 and more — Excellent (5)</i></p>	15
	<p>Four supervisors must have at least 2-3 years' experience each to be utilized in the execution of the contract. <b>NB:</b> please attach personnel CVs entailing skills (interpersonal, writing and verbal) and <b>duration of experience</b> in cleaning services.</p> <p><i>I. Four Supervisors with less than 1-year experience in cleaning services including interpersonal, writing and verbal skills – Poor (1)</i></p> <p><i>II. Four Supervisors with more than 1 to less than 2 years' experience in cleaning services including interpersonal, writing and verbal skills - Average (2)</i></p> <p><i>III. Four Supervisors with 2 to 3 years' experience in cleaning services including interpersonal, writing and verbal skills - Good (3)</i></p> <p><i>IV. Four Supervisors with more than 3 to less than 4 years' experience in cleaning services including interpersonal, writing and verbal skills – Very good (4)</i></p> <p><i>V. Four Supervisors with 4 &amp; more years' experience in cleaning services including interpersonal, writing and verbal skills –Excellent (5)</i></p>	15

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

<p>Training and skills development plan covering OHS/SHE &amp; First Aid; Chemical Hazardous Training and / or housekeeping skills; as well as Interpersonal &amp; communication skills training <b>(Attach a detailed plan/ programme that the personnel will receive prior commencement of work and for the duration of the contract)</b></p> <ol style="list-style-type: none"> <li><i>I. Training and skills development plan does not outline the requirements as specified in the ToR -Poor (1)</i></li> <li><i>II. Training and skills development plan inadequately and poorly address requirements in the ToR –Average (2)</i></li> <li><i>III. Training and skills development plan adequately address most of the requirements in the ToR - Good (3)</i></li> <li><i>IV. Training and skills development plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i></li> <li><i>V. Training and skills development plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i></li> </ol>	10
<p>Bidder's Protective clothing in line with the Occupational Health Safety Act (including Uniform with Company Logo Cleaning equipment and chemicals/products additional to items; Safety boots; Safety gloves; Protective masks and Cautionary boards) <b>(attach uniform pictures with Company Logo and other related protective clothing)</b></p> <ol style="list-style-type: none"> <li><i>I. Protective clothing does not outline the requirements as specified in the ToR -Poor (1)</i></li> <li><i>II. Protective clothing inadequately and poorly addresses requirements in the ToR –Average (2)</i></li> <li><i>III. Protective clothing adequately addresses most of the requirements in the ToR - Good (3)</i></li> <li><i>IV. Protective clothing adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i></li> <li><i>V. Protective clothing exceptionally specifies the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i></li> </ol>	05

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

	<p>Bank rating letter to assess financial viability and ability to meet contractual obligations. A minimum bank rating of code c is required.</p> <ol style="list-style-type: none"> <li>1. <i>Rating below D- Poor (1)</i></li> <li>2. <i>Rating D- Average (2)</i></li> <li>3. <i>Rating C- Good (3)</i></li> <li>4. <i>Rating B- Very good (4)</i></li> <li>5. <i>Rating A- Excellent (5)</i></li> </ol>	20
<p><b>2. METHODOLOGY</b></p>	<p>Detailed broad methodologies that cover the proposed scope of work including task descriptions and how such tasks will be performed on daily basis; proposed work schedule/ duty sheet/ work plan with clear milestones and timeframes for each task to be completed. Flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plan</p> <ol style="list-style-type: none"> <li>I. <i>Methodology and proposed plan do not outline the requirements as specified in the ToR -Poor (1)</i></li> <li>II. <i>Methodology and proposed plan inadequately and poorly address requirements in the ToR –Average (2)</i></li> <li>III. <i>Methodology and proposed plan adequately address most of the requirements in the ToR - Good (3)</i></li> <li>IV. <i>Methodology and proposed plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i></li> <li>V. <i>Methodology and proposed plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i></li> </ol>	20
<p><b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b></p>		<p><b>100</b></p>

The Bids that fail to achieve a minimum of **60** points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System).

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**7.2. Second Stage - Evaluation in terms of 80/20 Preference Points System**

Bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

**7.3. Calculation of points for price**

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

**7.4. Calculating of points for B-BBEE status level of contribution**

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof.

In order to claim the B-BBEE points in accordance with the above table of B-BBE Status Level of Contributor, Bidders must submit any of the following proof of B-BBEE Status Level Verification Contributor;

- B-BBEE Status level certificate issued by an authorized body or person;
- A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

- Any other requirement prescribed in terms of the B-BBEE Act;

Bidders who do not submit B-BBEE Status level verification certificates or are non-compliant contributors to B-BBEE, do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only zero (0) points out 20 for B-BBEE.

A trust, consortium or joint venture will qualify for points for the B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated BBEE scorecard is prepared for every separate bid.

## **8. TERMS AND CONDITIONS OF THE PROPOSAL**

- 8.1.** Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the DRDLR Supply Chain Management general contract conditions.
- 8.2.** Appointed service provider must ensure compliance to wage labour rates as per the department of labour 's regulation.
- 8.3.** The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this quotation will result in disqualifications
- 8.4.** In cases where company, partnerships of close corporation commences business for the first time or either do not have capital; the following particulars must be furnished:
  - 8.4.1.** Full particulars of a registered, reputable financial institute/company that will assist with the commencement of project e.g. buying material and equipment.
  - 8.4.2.** Service Provider must give the assurance that all workers will be under proper supervision. Any liaison in regard to the daily needs will be through the supervisor and not directly workers. Supervisor must ensure that cleaning materials are available at all times and that it should be replaced as required.
  - 8.4.3.** The Service Provider must arrange the insurance policy with a reputable insurance company **OR** submit documentary proof/letter of intent/Quotation. Premiums must be paid monthly after the award for the duration of the project. Failure to comply the Department will reserve the right to pay the premiums and to deduct such payments from money owed by the contractor.
  - 8.4.4.** All Acts and Regulations relating to cleaning services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South African National

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

- Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- 8.5.** The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS.
  - 8.6.** No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
  - 8.7.** Proof of quotations or any other documents is required for Public Liability Insurance for bidding process; however, proof of registration or contract/agreement must be submitted by the successful bidder within the period of seven working days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.
  - 8.8.** In a case where a bidder does not have registered employees under his/her name a letter to tender must be attached to avoid disqualification (obtainable from department of Labour), however proof of registration for employees **must** be submitted by the successful bidder within a period of thirty (30) days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.
  - 8.9.** Service Provider must on a monthly basis submit proof of payment from the Department of Labour for his/her registered employees.
  - 8.10.** Any short coming in this term of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
  - 8.11.** On quarterly basis the service provider should submit to the department the trainings attended by the employees.
  - 8.12.** Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DRDLR may cancel the contract within one-month notice.
  - 8.13.** The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

- 8.14. Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.
- 8.15. Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- 8.16. Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month.
- 8.17. In case where the Department decides to move to another office or close some of the office's information will be communicated prior and the Service Provider will need to make provision.
- 8.18. All cleaning equipment and detergents should be provided by the bidder.

**9. The Department of Rural Development and Land Reform shall:**

- 9.1. Conduct business in a courteous and professional manner with the Service Provider.
- 9.2. Not accept responsibility/liable of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 9.3. Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- 9.4. The DRDLR will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification and Terms and Conditions will also form part of the service level agreement.

**10. SERVICE LEVEL AGREEMENT**

- 10.1. The Department of Rural Development and Land Reform and Service Provider will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will amongst others include the following:
  - Period of Agreement;
  - Project objectives and scope;
  - Staffing; cleaning materials and cleaning equipment
  - Maintenance plan;
  - Method of Communication;
  - Reporting relationship;

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

- Deliverables and terms of deliverables;
  - Uncompleted work;
  - Disputes; and financial penalties and termination of contract.
- 10.2.** Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department;
- 10.3.** No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the Department, except where duly authorized to do so in writing by the Department;
- 10.4.** Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in the Department;
- 10.5.** The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the Department;
- 10.6.** The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance; and
- 10.7.** Note that the department reserves the right to award the bid to more than one service provider.

**11. PUBLICATION**

- Tender bulletin;
- Twenty-one (21) days;
- Departmental website
- National treasury E-portal

**12. BRIEFING SESSION**

- ❖ **Compulsory Briefing session will be held at the Lapa, Old Building, 184 Jeff Masemola Street, Pretoria.**

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

13. ENQUIRIES:

Query	Name	Contact Details
Technical	Mr. Lucas Kgosana	(012) 312 8880 <a href="mailto:Lucas.Kgosana@drdlr.gov.za">Lucas.Kgosana@drdlr.gov.za</a>
Technical	Ms. Raesibe Mokgalaka	(012) 312 8805 <a href="mailto:Raesibe.Mokgalaka@drdlr.gov.za">Raesibe.Mokgalaka@drdlr.gov.za</a>
Bid related	Mr. Pfarelo Makhado Bids Management	(012) 312 9518 <a href="mailto:Pfarelo.makhado@drdlr.gov.za">Pfarelo.makhado@drdlr.gov.za</a>

5/2/2/1-RDLR 0046 (2019/2020)

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**COMPULSORY BRIEFING SESSION.**

**DATE : 24 JANUARY 2020**

**TIME : 10:00**

**VENUE : 184 JEFF MASEMOLA STREET, PRETORIA 0001**

**CLOSING DATE: 17 FEBRUARY 2020 @ 11:00**

**TECHNICAL ENQUIRIES** : Mr. Lucas Kgosana/Ms. Raesibe Mokgalaka  
TEL : (012) 312 8880/8805  
EMAIL : [lucas.kgosana@drdlr.gov.za](mailto:lucas.kgosana@drdlr.gov.za) / [raesibe.mokgalaka@drdlr.gov.za](mailto:raesibe.mokgalaka@drdlr.gov.za)

**BID RELATED ENQUIRIES** : Ms Daisy Mongwai/ Mr. Abie Olyn / Ms Tshepo Mlambo  
TEL : (012) 312 8359/9786/9518/9772/8711  
EMAIL : [daisy.mongwai@drdlr.gov.za](mailto:daisy.mongwai@drdlr.gov.za)/ [abie.olyn@drdlr.gov.za](mailto:abie.olyn@drdlr.gov.za)

**FINANCIAL PROPOSAL – PART 2 OF 2**

RDLR (CRD-) 2019-2020

**PRICING SCHEDULE FOR  
THE APPOINTMENT OF A  
SERVICE PROVIDER TO  
RENDER STANDARD  
CLEANING SERVICES FOR  
THE DEPARTMENT OF  
RURAL DEVELOPMENT AND  
LAND REFORM HEAD  
OFFICES AT 184 JEFF  
MASEMOLA, 388 THABO  
SEHUME AND 224 HELEN  
JOSEPH STREET FOR A  
PERIOD OF TWENTY- FOUR  
(24) MONTHS.**

SBD 3.1

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DSE | 1

Bid Initials .....  
Bid's Signature.....  
Date.....

Bid No.: .....

Name of Bidder: .....

**PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
 STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT  
 AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND  
 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

**PRICING SCHEDULE [SBD 3.3]**

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PRICING SCHEDULE  
 (Professional Services)

NAME OF SERVICE PROVIDER: .....Bid NO.: RDLR (CRD-) 2019-2020  CLOSING TIME: 11:00
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ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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Bid Initials .....

Bid's Signature.....

Date.....



1. The accompanying information must be used for the formulation of proposals.
2. Period required for commencement with project after acceptance of bid.....

TOTAL PRICE R.....

Bid offer must remain valid for the period of 90 days after the closing date.

- **NB: Monthly costs of supervisor and cleaners must be inclusive of all costs (UIF, Bonus, overtime, leaves payment, sick leave, Public holiday, COIDA, skills development levy & provident fund)**
- **All cleaning equipment and cleaning materials must be provided by the bidder.**
- **Pricing must be fixed for the duration of the project. Only the wage increment based on a Department of Labour Sectorial wage determination will be considered.**

**TABLE 1: CLEANERS AND SUPERVISOR(S)' WAGES**

DESCRIPTION	NUMBER OF CLEANERS/ SUPERVISOR(S) REQUIRED	MONTHLY COST FOR EACH CLEANER AND SUPERVISOR	MONTHLY COST i.e. NUMBER OF CLEANERS/ SUPERVISOR(S) MULTIPLIED BY ABOVE	CONTRACT PERIOD	TOTAL COST FOR THE FULL DURATION OF CONTRACT
CLEANERS	70	R	R	24 MONTHS	R
SUPERVISOR (S)	04	R	R	24 MONTHS	R
SUBTOTAL COST (EXCL VAT)					R
VAT @ 15%					R
TOTAL COST INCLUDING VAT					R

Name of Bidder: .....

**PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**  
**PRICING SCHEDULE [SBD 3.3]**

**TABLE 2: CLEANING EQUIPMENTS, MACHINERY AND CLEANING DETERGENTS**

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
Equipment and Machinery		24 MONTHS	R.....
Cleaning Materials	R.....	24 MONTHS	R.....
<b>SUBTOTAL COST (EXCL VAT)</b>			R.....
<b>VAT @ 15%</b>			R.....
<b>TOTAL COST FOR THE PROJECT (INCL VAT)</b>			R.....

**C. SUMMARY OF THE TOTAL COST**

DESCRIPTION	TOTAL COST FOR THE PROJECT
<b>A. TOTAL COST FOR CLEANERS AND SUPERVISOR(S)' WAGES (INCL VAT)</b>	R.....
<b>B. TOTAL COST FOR CLEANING EQUIPMENTS, MACHINERY AND CLEANING Materials (INCL VAT)</b>	R.....
<b>TOTAL BID PRICE (INCL VAT)</b>	R..... (Should reflect on SBD 1 as well)