

NW-TEN 02 (007) 2021/2022

APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

NB: THERE WILL BE NO BRIEFING SESSION

**CLOSING DATE: 25 OCTOBER 2021
TIME: 11H00**

FOR FURTHER ENQUIRIES:

TECHNICAL ENQUIRIES : MS SEGAMETSI MOTAUNG
TEL : Tel. (018) 487 9400
EMAIL : Segametsi.Motaung@dalrrd.gov.za

BID RELATED ENQUIRIES : MS LIMAKATSO MAKOOA
TEL : (018) 388 7198
EMAIL : Limakatso.Makooa@dalrrd.gov.za

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agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

PROVINCIAL SHARED SERVICE CENTRE DISTRICT; DIRECTORATE: FINANCE AND SUPPLY CHAIN MANAGEMENT, SUB DIRECTORATE: DEMAND & ACQUISITION; Private Bag X74, MMABATHO, 2735
Enquiries: Ms Limakatso Makooa Tel: (018) 388 7198

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

BID NUMBER: NW-TEN02(007)21/22

CLOSING TIME: 11H00

CLOSING DATE: 25 OCTOBER 2021

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

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the LA1.2, LA 1.1, LA 1.3, General Contract Conditions (GCC), SBD1, SBD2, SBD 3.3, SBD4, SBD6.1, SBD 8, SBD9 and Terms of reference (TOR)
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.
5. 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.
6. 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
ACQUISITION MANAGEMENT
DATE: 04 OCTOBER 2021

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NW-TEN02(007)21/22	CLOSING DATE:	25 OCTOBER 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARES SERVICE CENTER IN THE NORTH WEST PROVINCE				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF RURAL DEVELOPMENT & LAND REFORM					
CORNER JAMES MOROKA & SEKAME DRIVE					
GROUND FLOOR, MEGA CITY WEST GALLERY					
MMABATHO, 2735					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?		<input type="checkbox"/> No		<input type="checkbox"/> No	
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
NAME:					
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	DRDLR		DEPARTMENT/ PUBLIC ENTITY	DRDLR	
CONTACT PERSON	Ms. Limakatso Makooa		CONTACT PERSON	Ms Segametsi Motaung	
TELEPHONE NUMBER	018 388 7198		TELEPHONE NUMBER	018 487 9400	
E-MAIL ADDRESS	Limakatso.makooa@drdlr.gov.za		E-MAIL ADDRESS	Segametsi.Motaung@dalrrd.gov.za	

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:	
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 ONLINE	
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5.	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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2.	TAX COMPLIANCE REQUIREMENTS	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>		

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

CENTRAL SUPPLIER DATABASE (CSD) NUMBER:

LA 1.3

MAP TO BIDDER BOX (B BOX)

TENDER NO: NW-TEN02(007) 21/22 CLOSING DATE: 25 OCTOBER 2021 AT 11H00

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 of the

**Department of Rural Development & Land Reform
Acquisition Management
(BIDS)
CORNER JAMES MOROKA & SEKAME DRIVE
GROUND FLOOR,
MEGACITY,
WEST GALLERY
MMABATHO
2735**

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 EACH BID IN A SEPARATE SEALED ENVELOPE

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

**25. Force
Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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

Js General Conditions of Contract (revised July 2010)

**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**:

MABEL HOUSE (Pty) Ltd
By resolution of the Board of Directors taken on **20 May 2000**,

MR A.F JONES
has been duly authorised to sign all documents in connection with
Contract no CRDP 0006, and any contract which may arise there from,
on behalf of *Mabel House (Pty) Ltd*.

SIGNED ON BEHALF OF THE COMPANY: (Signature of Managing Director)

IN HIS CAPACITY AS: **Managing Director**

DATE: **20 May 2000**

SIGNATURE OF SIGNATORY: (Signature of A.F Jones)

As witnesses:

1.
2.

Signature of person authorised to sign the tender:
Date:

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

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

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

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

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

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

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....

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

2.9.1 If so, furnish particulars.

.....

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

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

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

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	<p>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? (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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

NW-TEN 02(007) 2021-2022

**RENDERING OF STANDARD CLEANING,
HYGIENE AND CAR WASH SERVICES FOR DR
KENNETH KAUNDA DISTRICT SHARED
SERVICE CENTER IN THE NORTH WEST
PROVINCE FOR A PERIOD OF TWENTY- FOUR
(24) MONTHS**

RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

**PRICING SCHEDULE
(CLEANING SERVICE FOR DR KENNETH KAUNDA)**

NAME OF BIDDER: BID NO: NW-TEN 02(007)
2021/2022

CLOSING TIME: 11H00

Closing date: 25 OCTOBER 2021

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

1. The accompanying information must be used for the formulation of a proposal.

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

- **NB: All cleaning equipment and detergents must be provided by the bidder.**
- **Pricing must be fixed for the duration of the project. Only the wage increment based on the Department of Labour Sectorial wage determination will be considered**

2. Bidders are required to indicate rates based on the total Cost to the department for completion of each stage and including expenses for the project.

TOTAL BID PRICE (VAT Inclusive) R.....

Cleaners

PRICE BREAKDOWN	CLEANERS INC VAT PER HR	QUANTITY	No of works to be worked	PERIOD	TOTAL
Basic salary per cleaner	R.....	3	8 hrs	24 months	R.....
1- Total					R.....

OVERTIME				
PRICE BREAKDOWN	CLEANERS INC VAT per month	QUANTITY	DAYS	TOTAL
Overtime Normal	R.....	3	8 days	R.....
Sundays/ Public Holidays	R.....	3	2 days	R.....
2- Total				R.....

PRICE BREAKDOWN	CLEANERS INC VAT per month	QUANTITY	NO OF DAYS IN 24 MONTHS	TOTAL INC VAT
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RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

LEAVE				
NB: Please indicate no of days cleaners are allowed for leave in 24 months				
Leave pay	R.....	3	24 months	R.....
Sick leave	R.....	3	24 months	R.....
Study leave	R.....	3	24 months	R.....
3- Total				R.....
<u>PRICE</u> <u>BREAKDOWN</u>	<u>CLEANERS INC</u> <u>VAT per month</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL INC VAT</u>
BONUS				
Service Bonus	R.....	3	2 in 24 months	R.....
4- Total				R.....
<u>PRICE</u> <u>BREAKDOWN</u>	<u>CLEANERS INC</u> <u>VAT per month</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL</u>
Other				
Provident Fund	R.....	3	24 months	R.....
UIF	R.....	3	24 months	R.....
COIDA	R.....	3	24 months	R.....
Skills development levy	R.....	3	8 X in 24 months	R.....
Uniform	R.....	3	4 X in 24 months	R.....
5- Total				R.....
<u>PRICE</u> <u>BREAKDOWN</u>	<u>CLEANERS INC</u> <u>VAT per month</u>	<u>PERIOD</u>	<u>TOTAL</u>	
Disbursements				
Disbursements	R.....	24 months		R.....
6- Total				R.....

**RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR
KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE
FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

PRICING SCHEDULE [SBD 3.3]

SUPERVISOR

<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INV VAT per hr</u>	<u>No of works to be worked</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL</u>
Basic salary per cleaner	R.....	8 hrs	1	24 months	R.....
7- Total					R.....

OVERTIME

<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per month</u>	<u>QUANTITY</u>	<u>DAYS</u>	<u>TOTAL</u>
Overtime Normal	R.....	1	8 days	R.....
Sundays/ Public Holidays	R.....	1	2 days	R.....
8- Total				R.....

<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per month</u>	<u>QUANTITY</u>	<u>NO OF DAYS IN 24 MONTHS</u>	<u>TOTAL INC VAT</u>
LEAVE				
Leave pay	R.....	1	24 months	R.....
Sick leave	R.....	1	24 months	R.....
Study leave	R.....	1	24 months	R.....
9- Total				R.....

**RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR
KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE
FOR A PERIOD OF TWENTY- FOUR (24) MONTHS
PRICING SCHEDULE [SBD 3.3]**

<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per month</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL INC VAT</u>
BONUS				
Service Bonus	R.....	1	2 in 24 months	R.....
10- Total				R.....
<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per month</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL</u>
Other				
Provident Fund	R	1	24 months	R.....
UIF	R	1	24 months	R.....
COIDA	R	1	24 months	R.....
Skills development levy	R	1	8 X in 24 months	R.....
Uniform	R	1	4 X in 24 months	R.....
11- Total				R.....
<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per month</u>	<u>PERIOD</u>	<u>TOTAL</u>	
Disbursements				R.....
12- Total				R.....

**RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR
KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE
FOR A PERIOD OF TWENTY- FOUR (24) MONTHS**

PRICING SCHEDULE [SBD 3.3]

HYGIENE SERVICES

<u>PRICE BREAKDOWN</u>	<u>HOURLY RATE INC VAT</u>	<u>PERIOD IN A WEEK</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>
Basic cost For Removal Of Waste And Replenishment		4 Days	12 Units	R.....
13- Total Cost in 24 months				

NB: The removal of waste material must be done by a qualified person.

ONCE OFF MATERIAL FOR HYGIENE SERVICES

<u>PRICE BREAKDOWN</u>	<u>Quantity</u>	<u>Unit Cost inc Vat</u>	<u>Total Cost inc Vat</u>
Sanitary Disposal Bins	3	R.....	R.....
Sanitary Hygiene Bags	3	R.....	R.....
Hand Wash liquid Dispenser	2	R.....	R.....
Automatic Air freshener Dispenser	2	R.....	R.....
Paper Towel Dispenser	2	R.....	R.....
Seat wipes dispenser	5	R.....	R.....
3 Tier lockable toilet paper holder	5	R.....	R.....
Waste Bins	3	R	R
14- Total cost		R.....	R.....

Cleaning materials and equipment

<u>PRICE BREAKDOWN</u>	<u>Monthly rate</u>	<u>Period</u>	<u>Total Cost inc Vat</u>
Cleaning material	R.....	24 months	R.....

RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

Cleaning Equipment	R.....	24 months	R.....
15- Total Bid Price			R.....

CLEANING OF GOVERNMENT VEHICLES

PRICE BREAKDOWN	Quantity	Unit Cost inc Vat	Total Cost inc Vat
Cleaning of GG vehicles as per specification	4	R.....	R.....

NB: This is just a summary of the equipment and cleaning materials a total price breakdown must be of each item that will be needed must be provided on a separate sheet

SERVICES REQUIRED	PERIOD	TOTAL
1- Basic Salary cleaners	24 months	R.....
2- Overtime cleaners	24 months	R.....
3- Leave cleaners	24 months	R.....
4- Bonus cleaners	24 months	R.....
5- Other services cleaners	24 months	R.....
6- Disbursements cleaners	24 months	R.....
7- Basic Salary Supervisor	24 months	R.....
8- Overtime Supervisor	24 months	R.....
9- Leave Supervisor	24 months	R.....
10- Bonus Supervisor	24 months	R.....
11- Other services Supervisor	24 months	R.....

RENDERING OF STANDARD CLEANING, HYGIENE AND CAR WASH SERVICES FOR DR KENNETH KAUNDA DISTRICT SHARED SERVICE CENTER IN THE NORTH WEST PROVINCE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

12- Disbursements Supervisor	24 months	R.....
13- Hygiene services	24 months	R.....
14- Once off material for hygiene services	24 months	R.....
15- Cleaning Materials and Equipment	24 months	R.....
16- Cleaning of GG Vehicles	24 months	R
Total Bid Price		R.....

SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST FOR THE PROJECT
A. TOTAL COST FOR LABOUR RATES	R
B. TOTAL EQUIPMENT, MACHINERY AND DETERGENTS INCLUDING VAT	R
C. TOTAL COST FOR HYGIENE SERVICES	R
TOTAL BID PRICE	R (Should reflect on SBD 1 as well)



**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NORTH WEST PROVINCIAL SHARED SERVICE CENTRE
Cnr James Moroka & Sekame Drive, Megacity Westgallery, Mmabatho 2735
PRIVATE BAG X 74, MMABATHO, 2735. TEL +27 (0) 18 388 7000

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING,
HYGIENE AND CAR WASH SERVICES FOR DR. KENNETH KAUNDA DISTRICT
SHARED SERVICE CENTER: NORTH WEST PROVINCE FOR A PERIOD OF (24)
MONTHS**

• **OBJECTIVES**

The objective of the specification is to appoint a suitable Service Provider that can render the service for cleaning, hygiene and car service for Dr. Kenneth Kaunda District: North West Office for a period of twenty four (24) months.

**PHYSICAL ADDRESS C/O VOORTREKKER & ANDERSON STREET
PC PELSER BUILDING 6th FLOOR
KLERKSDORP
2570**

1. SCOPE OF WORK

Description:	Quantities:	Comments
Size (±)	801.47m2	6 th floor
Cleaners required:	1-working supervisor 3 – Cleaners	4 cleaners.
Number of floors	01	
Number-of closed offices	11	
Boardrooms	01	
Estimated No of employees	21	
Number of toilets	02	NB: There are 5 cubicles; 3 cubicles for the female toilet, 2 cubicles and for the male toilet
Government vehicle	04	
Kitchens	01	
Entrance	03	Main entrance, two foyers
Passages	01	
Server and patch rooms	01 Server rooms	This area requires minimal cleaning under supervision.
Store rooms	01	This area requires minimal cleaning under supervision.
Strong room	01	This area requires minimal cleaning under supervision
Number of floors	01	
Registry	01	

TASK DESCRIPTION	FREQUENCY
A. OFFICES, BOARDROOMS/ MEETING ROOMS	
Cleaning floor according to the type	Daily
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth and diluted disinfectant not less than 70% of alcohol	Twice daily
Dust desks and computers with a damp cloth	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant not less than 70% of alcohol.	Twice daily
Polish all wooden furniture	Twice a week
Empty dust bins, waste paper baskets, wash and replaced plastic inners.	Twice Daily
Clean picture frames and glass	Daily
Clean water bottles and drinking glasses and refill with fresh water, with dish washing liquid	Daily
Cleaning of zinc, microwave and refrigerators	Daily
Cleaning of Senior Manager's crockery and cutlery	Daily
Arranging and serving of Senior Manager's meetings	Weekly
Spot clean marks from walls, doors, paint work and light switches	Weekly
Apply diluted disinfectant not less than 70% of alcohol to brass door handles, window stays and window fasteners,	Twice Daily
B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, AND FIRE ESCAPES.	

Clean floor according to type	Daily
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Glass doors at the entrances must be cleaned with a damp cloth, diluted disinfectant not less than 70% of alcohol and glass cleaning liquid.	Daily
Spot clean all glass; windows, doors, doorknobs and metal work and dust all accessible ledges to height of 2m with diluted disinfectant not less than 70% of alcohol.	Twice Daily
Clean skirting	Daily
C. CORRIDORS/ PASSAGES/ ATRIUM	
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Spot clean all glass, windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m with diluted disinfectant not less than 70% of alcohol	Twice Daily
Clean skirting and handrails on the stairs with diluted disinfectant not less than 70% of alcohol	Daily
Scrubbing, cleaning and polishing of passages and staircases	Monthly
D. TOILET CLEANING	
Cleaning of toilets (closet pans, urinals, wash bins and mirror) with toilet cleaning soap and diluted disinfectant not less than 70% of alcohol.	Twice Daily
Washing of toilet floors, walls, doors and pipes	Twice Daily
Sweep and clean with a wet/damp mop,	Daily

Deep cleaning on toilets	Weekly
Clean toilet pots thoroughly/ urinals	Daily when is required
E. KITCHEN	
Kitchen and pause area floor, cupboards must be cleaned with water and detergent	Daily
Kitchen dish cloth	Three per kitchen and replace on monthly basis
Microwave ovens must be washed with water and detergent	Twice Daily
Kitchen waste bins (2)	Twice daily
Fridge must be defrosted and washed with water and detergent	Quarterly or when required
Cutlery and crockery used during the meeting must be cleaned	Daily or when required
F. AUTOMATED SANITARY DISPOSAL BINS	
Sanitary waste must be removed and not stay within the Departmental premises	Twice Weekly: Collection on Wednesday and Friday
Disposal bins must be replaced with the clean disinfected bins together with the inner plastic bags. <ul style="list-style-type: none"> • Must have self closing tight fitting lids with trap doors with non touch opening / closing mechanism • One (1) bin per female cubicle 	Twice Weekly
Supply and installation of bins in all ladies' toilets and Disability toilets	03 Units (once off)

G. SANITARY HYGIENE BAGS FOR SANITARY TOWELS	
Supply and installation of plastic bag dispensers per female toilet cubicle.	03 Units (once off)
Supply and installation of plastic bag	Twice weekly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
H. URINAL DRIP SANITIZER	
Sanitizer to be serviced (to ensure that blockages are cleared), refilled and maintained.	
I. SEAT WIPES	
Supply and installation of seat wipe dispensers in both female and male toilets	05 Units (once off)
Seat wipes must to be replaced and must be manufactured from non-woven linen tissue and must contain bactericides and disinfectants	Twice Weekly
Seat wipe dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
J. TOILET PAPER HOLDERS AND ROLLS	
Supply and installation of toilet paper holders in both female, male toilets (T3 Holder)	05 Units (once off)
Toilet 2 ply roll 350 sheets must be replenished	300 MONTHLY
Toilet paper roll must be manufactured from a soft paper, must be of good quality and acceptable standards of SANS.	
Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
K. HAND WASH FOAM AND DISPENSER	
Supply and installation of foam dispenser in both female and male toilets	02 Units (once off)

Hand wash liquid must be replenished (+500ml)	Twice Weekly
Hand wash foam must be drip free and not harsh/ irritable to the skin non-ammoniated.	
Foam dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
L. HAND PAPER TOWEL AND AUTOMATED DISPENSER	
Supply and installation of hand paper towel dispenser in both female and male toilets must be automated	02 Units (once off)
Paper towels must be replaced	16 paper towels (MONTHLY)
Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
M. WASTE BINS	
Empty and Clean waste bins with a suitably diluted disinfectant & replace plastic bags	Twice daily
Waste bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
N. AUTOMATIC AIR FRESHNER	
Supply and installation of air freshener dispenser in both female and male toilets	02 Units (once off)
Air freshener must be refilled and must spray at intervals of 15 minutes	Air freshener (monthly)
Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
O. CAR WASH	
Clean the exterior with the relevant disinfectant, vacuum, clean, polish Wash and dust the interior with the approved detergent for car wash	Weekly
Take the vehicles to cash wash for Chase cleaning (use of pressure water spray)	Quarterly

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 equipment's are functional for the duration of the contract. These equipment's 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 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 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 monthly deep cleaning on weekends.
9. The Service Provider must provide a plan for Covid-19, that will ensure that the employees salaries will not be affected. i.e. when cleaners are not at work due to Covid-19, and when employees are abusing the Covid-19 protocols

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.

Bidders must initial all the pages

1. MANDATORY REQUIREMENTS

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

- 1.1. The following pre-qualification criteria will be used for consideration of bids.
 - 1.1.1. Bidders that are EME or QSE which is at least 51% owned by black people.
- 1.2. 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.
- 1.3. 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)**
- 1.4. 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).
- 1.5. If the bidder intends to make use of a subcontractor for sanitary waste removal management, the bidder must submit a valid letter of intent/ Quotation from the registered sanitary waste removal management entity that it is going to subcontract for this purpose, **(NAME OF THE BIDDER MUST ALSO APPEAR ON THE LETTER)** as well as a Valid and Original Tax Clearance Certificate for the entity and a valid sanitary waste removal certificate issued by the relevant authority in respect of the entity. The name and other particulars of such entity must also be

specified on the SBD 6.1 form. Where the bidder is not going to subcontract sanitary waste removal management, the bidder must submit a valid sanitary waste removal certificate issued to the bidder by the relevant authority.

- 1.6. Valid **letter for tender purposes** or **certificate of compliance** for Unemployment Insurance Fund obtainable from the Department of Labour.
- 1.7. 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.
- 1.8. Due to Covid-19 there will be no compulsory briefing sessions, however Service Providers are more than welcome to come and view the building per appointment.

- **STAFFING REQUIREMENT**

- Staff required:
 - Supervisor 01
 - Cleaners 03
- Cleaning personnel must commence work daily by arrangement between 07:00 to 15:00

3. PROPOSAL REQUIREMENTS

3.1 The proposal should include the following:

- A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the contract.
- Company profile with contact details and addresses
- List of regional/branch office (if any)
- Main business area
- Detailed list of current and completed contracts of the similar nature/references

4. EVALUATION CRITERIA

- A. The 80/20 preference points system as prescribed in the Preferential Procurement Regulations (PPR) 2017 will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.
- B. This bid shall be evaluated in two stages, on the first stage bids will be evaluated on functionality, second stage in accordance with the 80/20 preference points system as stipulated above. All service providers who will score less than the sixty (60) out of hundred (100) points for functionality will not be considered further.
- C. 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.

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.

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1. ABILITY AND CAPABILITY	<p>Company experience: a minimum of 2 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>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.</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>II. <i>Duly signed reference letters/testimonials on the client letter head indicating that the service provider has more than 1 to less than 2 years to a year experience in rendering cleaning services. –Average (2)</i></p> <p>III. <i>Duly signed reference letters/testimonials on the client letter head indicating that the service provider has a minimum of two (2) years' experience in rendering cleaning services. – Good (3)</i></p> <p>IV. <i>Duly signed reference letters/testimonials on the client letter head indicating that the service provider has over 2 to 5 years' experience in rendering cleaning services. —Very good (4)</i></p> <p>V. <i>Duly signed reference letters/testimonials on the client letter head indicating that the service provider has over five (5) years' experience in rendering cleaning services –Excellent (5)</i></p>	<p>20</p> <p>55</p>

<p>Training and skills development plan covering OHS/SHE & First Aid; Chemical Hazardous Training and / or housekeeping skills; as well as Interpersonal & communication skills training (Attach a detailed plan/ programme that the personnel will receive prior commencement of work and for the duration of the contract)</p> <ol style="list-style-type: none"> I. <i>Training and skills development plan does not outline the requirements as specified in the ToR -Poor (1)</i> II. <i>Training and skills development plan inadequately and poorly address requirements in the ToR –Average (2)</i> III. <i>Training and skills development plan adequately address most of the requirements in the ToR - Good (3)</i> IV. <i>Training and skills development plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i> V. <i>Training and skills development plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i> 	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) (attach uniform pictures with Company Logo and other related protective clothing)</p> <ol style="list-style-type: none"> I. <i>Protective clothing does not outline the requirements as specified in the ToR -Poor (1)</i> II. <i>Protective clothing inadequately and poorly addresses requirements in the ToR –Average (2)</i> III. <i>Protective clothing adequately addresses most of the requirements in the ToR - Good (3)</i> IV. <i>Protective clothing adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i> V. <i>Protective clothing exceptionally specifies the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i> 	05
<p>•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>	20

2. METHODOLOGY	<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. 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.</p> <p><i>I. Methodology and proposed plan do not outline the requirements as specified in the ToR -Poor (1)</i></p> <p><i>II. Methodology and proposed plan inadequately and poorly address requirements in the ToR –Average (2)</i></p> <p><i>III. Methodology and proposed plan adequately address most of the requirements in the ToR - Good (3)</i></p> <p><i>IV. Methodology and proposed plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i></p> <p><i>V. Methodology and proposed plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i></p>	45	45
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100	

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).

1.9. 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.

1.10. 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.

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

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-BBEE 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;
- 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.

2. TERMS AND CONDITIONS OF THE PROPOSAL

- 2.1 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.
- 2.2 Appointed service provider must ensure compliance to wage labour rates as per the department of labour 's regulation.
- 2.3 The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this bid will result in disqualifications
- 2.4 In cases where company, partnerships or close corporation commences business for the first time or either do not have capital; the following particulars must be furnished:
- 2.4.1 Full particulars of a registered, reputable financial institute/company that will assist with the commencement of project e.g. buying material and equipment.
- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 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 Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- 2.5 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.
- 2.6 No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- 2.7 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.

- 2.8 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.
- 2.9 Service Provider must on a monthly basis submit proof of payment from the Department of Labour for his/her registered employees.
- 2.10 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.
- 2.11 On quarterly basis the service provider should submit to the department the trainings attended by the employees.
- 2.12 Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DALRRD may cancel the contract within one-month notice.
- 2.13 The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- 2.14 Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider. **(at least two sets of uniform and name tags)**
- 2.15 Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- 2.16 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.
- 2.17 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.
- 2.18 All cleaning equipment and detergents should be provided by the bidder.
- 2.19 All employees will undertake a security screening before commencing with the work at the departmental premises and this will be conducted by the department.

3 The Department of Agriculture, Land Reform and Rural Development shall:

- 3.1 Conduct business in a courteous and professional manner with the Service Provider.
- 3.2 Not accept responsibility/liability of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 3.3 Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- 3.4 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.

4 SERVICE LEVEL AGREEMENT

4.1 The Department of Agriculture, Land Reform and Rural Development 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;
- Deliverables and terms of deliverables;
- Uncompleted work;
- Disputes; and financial penalties and termination of contract.

4.2 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;

4.3 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;

4.4 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;

4.5 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;

4.6 The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

5 PUBLICATION

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

06. ENQUIRIES

Technical Enquiries

Ms Segametsi Motaung

018 487 9400

SCM Related Queries

Ms. L Makooa

018 388 7198