



agriculture, land reform & rural development

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

KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200
Tel (033) 264 9500

ENQUIRIES: Ms B. Mchunu / Ms T. Diungwana

BID NO: SS-KZN 7/1/6/3 (785)3M

The Managing Director
.....
.....

Dear Sir / Madam

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY- FOUR (24) MONTHS

1. Bid No: **SS-KZN 7/1/6/3 (785) 3M**
2. Closing Date: **12 May 2021 at 11h00**. Quotations submitted after this date will not be Accepted. Please note that vat vendors must include VAT at 15%
3. **Compulsory briefing session: 29 April 2021 at 10.00am at 199 Pietermaritz Street, Pietermaritzburg, 3201**
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 2, SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9, Terms of Reference, Supplier Maintenance form and as well as any other conditions accompanying this request are applicable. Document are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. **(If a valid Tax Clearance Certificate/ Tax compliance pin/ CSD report is not attached to your bid document, your proposal will not be considered)**
7. Please contact on **Ms Nana Dube/ Ms Phumzile Mkhize on 033 392 0650** for any technical queries related to the project
8. All the documents accompanying this bid invitation must be completed and signed in detail where applicable and returned with your bid. Faxed copies will not be accepted. Use of correctional fluid is strictly prohibited on the document
9. The appointed service provider must sign a contract within 2 days from receipt of the appointment letter at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before commencement of project
10. Please ensure that your bid reaches this office before closing date and time
11. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
12. The envelope must be placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg
OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Agriculture, Land Reform & Rural Development, Private Bag X 9132, Pietermaritzburg, 3200

Kind regards

DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC
FOR DIRECTOR GENERAL: AGRICULTURE, LAND REFORM & LAND REFORM
DATE: 23/04/2021

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT)					
BID NUMBER: SS-KZN 7/1/6/3 (785) 3M		CLOSING DATE: 12 MAY 2021		CLOSING TIME: 11.00 am	
DESCRIPTION		APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 Jabu Ndlovu Street					
Pietermaritzburg					
3201, First Floor					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Bongani Magudulela		CONTACT PERSON	Ms Nana	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	033 392 0650	
FACSIMILE NUMBER	033 342 1991		FACSIMILE NUMBER	033 342 2103	
E-MAIL ADDRESS	bongani.magudulela@drdlr.gov.za		E-MAIL ADDRESS	nana.dube@dalrrd.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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 [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

Application for a Tax Clearance Certificate

Purpose

Select the applicable option Tenders Good standing

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

Particulars of applicant

Name/Legal name
(Initials & Surname
or registered name)

Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax:
no

E-mail address

Physical address

Postal address**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax no

E-mail address

Physical address

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

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

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

Signature of representative/agent	<input type="text"/>	Date	<input type="text"/>
Name of representative/agent	<input type="text"/>		

Declaration

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

Signature of applicant/Public Officer	<input type="text"/>	Date	<input type="text"/>
Name of applicant/Public Officer	<input type="text"/>		

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

SBD 3.3

PRICING SCHEDULE

(Professional Services)

NAME OF Service Provider: Bid NO.:

CLOSING TIME:

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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1. The accompanying information must be used for the formulation of proposals.

TOTAL PRICE

R.....

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

N.B

- Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)
- 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 a department of labour sectoral wage determination will be considered

DSE | SBD 3.3

1

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

7

A. LABOUR RATES

DESCRIPTION	ALL MONTHLY COST	INCLUSIVE MONTHLY COST	QUANTITY REQUIRED	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
WORKING SUPERVISOR	R.....	R.....	01	24 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (WORKING SUPERVISOR)	R.....	R.....	01	24 MONTHS	R.....
GENERAL CLEANERS	R.....	R.....	02	24 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (GENERAL CLEANER)	R.....	R.....	02	24 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)					R.....
VAT @ 15%					R.....
TOTAL COST (INCL VAT)					R.....

Bid No.:

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

<u>PRICE BREAKDOWN</u>	<u>CLEANERS</u>	<u>SUPERVISOR</u>
Basic salary per cleaner	R	R
Leave pay	R	R
Sick leave	R	R
UIF	R	R
Public Holiday	R	R
Levy Workmen compensation	R	R
COVIDA	R	R
Skills development levy	R	R
Total cost	R	R
<u>Overtime- rate only:</u>		
Weekday	R	R
Saturday	R	R
Sunday / Public Holidays	R	R

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

9

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
EQUIPMENTS AND MACHINERY INCLUDING CAR WASH		R.....	24 MONTHS R.....
CLEANING DETERGENTS INCLUDING CAR WASH		R.....	24 MONTHS R.....
SUBTOTAL COST (EXCL VAT)			R.....
VAT @ 15%			R.....
TOTAL COST (INCL VAT)			R.....

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

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

C. HYGIENE SERVICE

HYGIENE SERVICE DESCRIPTION	TASK	QUANTITY OF CONSUMABLES PER MONTH	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 24 MONTHS
Supply and installation of new she bins (See item H of the scope of work)		3 ONCE OFF			R.....
Supply and replenishment of Bin Liner bags (Clear)		200 per month	R..... Per month	24 MONTHS	R.....
Supply and replenishment of refuse plastic bag (Black)		100 per month	R..... Per month	24 MONTHS	R.....
Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle		03			R.....
Supply of sanitary hygiene plastic bag		03 (50)PACKS PER MONTH	R..... Per month	24 MONTHS	R.....
Supply and installation of seat wipe/ foam dispensers in both					

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

Bid No.

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

female and male toilets	5			R.....
Supply of tissue seat wipe/ replenish of foam	5 (100)WIPES PER MONTH/ FOAM WEEKLY OR AS WHEN REQUIRED	R..... Per month/ weekly	24 MONTHS	R.....
Supply and installation of metal lockable toilet paper holders in both female and male toilets	7			R.....
2 PLY TOILET PAPER ROLLS	4 (48) BALES PER MONTH	R..... Per month	24 MONTHS	R.....
Supply and installation of hand paper dispenser	03			R.....
Replacement of paper towels	3 (12) PER MONTH	R..... Per month	24 MONTHS	R.....
Supply of paper towel bin	3			R.....

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

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

Supply and installation of wall mounted hand wash foam plastic dispenser in both female and male toilets and the kitchen	03 units			R.....
Supply of hand wash foam	3 (30L) PER MONTH	R..... Per month	24 MONTHS	R.....
Supply and installation of wall mounted sanitizing dispensers	02 units			R.....
Replenish of sanitizer	3 (30L) PER MONTH	R.....	3 (30L) PER MONTH	R.....
Supply one (1) foot-pedal COVID 19 waste bin (PPE bin), ten (10L) capacity in both entrances, the waste must have self-closing tight	01 Units (10L)			
Replace with clear plastic bags Provide 4 hazardous waste plastic per month	04 (10L) PER MONTH	R.....	3 (30L) PER MONTH	R.....
Provide constant removal of	1 UNITS (WEEKLY)	R.....	PER MONTH	R.....

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

5

Bid No.:

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

COVID 19 waste bin disposal items in line with Health Care waste protocols and clean and sterilize bins				
Supply and installation of automatic air freshener dispenser in both female and male toilets	02			R.....
Supply & replenishment of automatic Air Freshener (See item N of the scope of work)	8 X 275ml	R..... Per month	24 MONTHS	R.....
SUB TOTAL COST (EXCL VAT)				R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INC VAT)				R.....

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

F

Bid No.:

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

D. PEST CONTROL AND FUMIGATION

DESCRIPTION	QUANTITY	COST PER QUANTITY	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 24 MONTHS
Pest control and Fumigation Services	4 times annually (2 years)	R.....	24 MONTHS	R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT(INC VAT)				R.....

5

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

Bid No:

Name of Bidder:

SS-KZN 7/1/6/3 (785) 3M: PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PRICING SCHEDULE [SBD 3.3]

SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST INCLUDING VAT
A. TOTAL COST FOR LABOUR RATES INCLUDING VAT	R.....
B. CLEANING EQUIPMENT, MACHINERY, INCLUDING VAT	R.....
C. HYGIENE SERVICE INCLUDING VAT	R.....
D. PEST CONTROL AND FUMIGATION SERVICES	R.....
TOTAL BID PRICE	R.....

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

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 a price quotation, advertised competitive bid, limited bid or proposal). 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):
 - 2.4 Company Registration Number:
 - 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 attached proof of such authority to the bid document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:
-
-
-
- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
- 2.8.1 If so, furnish particulars:
-
-
-
- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

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:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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



**agriculture, land reform
& rural development**

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

**TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING,
HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A
PERIOD OF TWENTY-FOUR (24) MONTHS**

PHYSICAL ADDRESS

- 199 PIETERMARITZ STREET,
- PIETERMARITZBURG
- 3201

1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that will render cleaning, hygiene, pest control and fumigation services for the Department of Agriculture, Land Reform and Rural Development: Pietermaritzburg Regional Shared Service Centre KZN for a period of twenty four (24) months.

2. STAFFING REQUIREMENTS

Cleaning Staff required: (3)

- 2 General cleaners
- 1 Supervisor / Cleaner

Initials:..NSM...

32

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

3. TABLE OF QUANTITIES

No.	Description:	Quantities:	Comments
1	Size (±)	3 rd , floor	Overall approximate size is 565.50m ²
2	Cleaners required:	3 – Cleaners	3 cleaners. 1 Supervisor / Cleaner and 2 general workers
3	Number of floors	01	3 th floor is partial
4	Number-of closed offices	24	Small sized (up to ± 12m ²)
5	Boardrooms	01	Carpeted
6	Number of toilets	02	NB: There are 5 cubicles; 3 cubicles for the female toilet, 2 cubicles and for the male toilet.
7	Kitchens	01	Ceramic tiled
8	Entrance	01	Main entrance
9	Passages	01	3 rd floor (regardless of size).
10	Staircases	01	Ground floor to 3 rd floor
11	Parking Bays	18	Ground Floor with 18 Parking Bays
12	Parking Toilets	02	2 Cubicles (1 for Females and 1 for Males)
13	Server and patch rooms	1 Server room	This area requires minimal cleaning under supervision.
14	Store/ Strong rooms	2 strong rooms	This area requires minimal cleaning under supervision.

Initials: *NCH*.....

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

4. SCOPE OF WORK

TASK DESCRIPTION	FREQUENCY
A. OFFICES, BOARDROOMS/ MEETING ROOMS/ BASEMENT	
Cleaning floor according to the type	Daily
Stripping tiled floors	On weekends Quarterly
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth + 70 % alcohol based disinfectant.	Daily/ when required
Dust desks and computers with a damp cloth	Daily/ when required
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Twice Weekly/ When required
Polish all wooden furniture	Twice Weekly/ when required
Steam clean and vacuum upholstered chairs	Quarterly
Dust the records in the Registry Office	Monthly/ when required
Clean directory boards	Daily
Clean white boards	When necessary
Empty dust bins, waste paper baskets, wash and replace plastic liners.	Twice Daily/ when required
Clean picture frames, glass & T. V	Daily
Clean water bottles and drinking glasses with dish washing liquid and refill with fresh water	Daily/ when required
Clean material and glass partitions inside offices	Weekly/ when required
Washing of carpets and upholstered furniture.	Quarterly or when required. (Maximum four times a year)
Damp wash vinyl covered furniture	Weekly
Spot clean marks from walls, doors, paint work and light switches	Weekly
Apply liquid metal polish, to brass door handles, window stays and window fasteners,	Monthly
Vacuum carpets	Twice a week and when required

Initials: *NSM*

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, AND FIRE ESCAPES.

Clean floor according to type	Daily
Stripping of floors	Quarterly (On Weekends)
Pick up, clean all waste receptacles and dispose of all litter.	Twice Daily and When Required
Glass doors at the entrances must be cleaned with a damp cloth and with soap and + 70 % alcohol based disinfectant.	Daily/ when required
Spot clean all glass; windows and window seals, doors, door knobs and metal work and dust all accessible ledges	Daily
Clean skirting and handrails	Weekly
Scrubbing, cleaning, polishing of passages and staircases	Daily
Cleaning of non-assignable space (strong room, store rooms, parking areas and drive ways)	Daily/ When required

C. TOILET CLEANING

Cleaning of toilets (closet pans, urinals, wash bins and mirror) with SABS/ SANS toilet cleaning soap + 70% alcohol based disinfectant. Supply plastic to line toilet bins	Daily
Washing of toilet floors, walls, doors and pipes	Daily / when required
Stripping of floors	Quarterly

D. GOVERNMENT VEHICLES AND PARKING BAYS

Wash, Vacuum and polish the cars inside and outside use the approved car detergents and polish.	Weekly/When required
Clean Parking Bays	

Initials: *NSM*

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

E. WINDOWS, CURTAINS, BLINDS, PARTITIONING AND DRAINS	
Clean both faces of glass Clean drains	Weekly
Clean blinds (to be steam cleaned without being removed)	Yearly
F. KITCHEN	
Kitchen and pause area floor, cupboards must be cleaned with water and + 70 alcohol based disinfectant SABS/ SANS approved soap and detergents.	Daily
Supply and install paper towel dispensers in all kitchens	Once off
Wash bins with + 70 alcohol based disinfectant SABS/ SANS approved soap and detergents and line them with plastic	Daily / When required
Replenish paper towel	Daily/ when required
Clean and refill urns and water dispensers	Daily
Microwave ovens must be cleaned with water and + 70 alcohol based disinfectant SABS/ SANS approved soap and detergents	Daily
Fridges must be defrosted and washed with water and + 70 alcohol based disinfectant SABS/ SANS approved soap and detergents	Monthly
Cutlery and crockery used during the meeting must be cleaned	Daily or when required
G. RUBBISH/ PAPER WASTE BINS	
Separate paper waste from general waste and use designated /labeled bins.	Daily
Wash the waste bins and the refuse area	Weekly

Initials: *NSM*.....

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

H. COVID 19 WASTE BIN	
Supply one (1) foot-pedal COVID 19 waste bin (PPE bin), ten (10L) capacity in both entrances, the waste must have self-closing tight	Once off
Replace with clear plastic bags Provide 4 hazardous waste plastic per month	Monthly
Provide constant removal of disposal items in line with Health Care waste protocols and clean and sterilize bins	Weekly
I. SANITARY DISPOSAL BINS	
Supply new 3 she bins in ladies toilets 23 litres <ul style="list-style-type: none"> - Cleaning the interior of the She bins with disinfectant which is SABS/ SANS approved. - Must have self-closing tight lids with trap doors with non-touch. - Opening and closing mechanism - In the event of mechanical malfunctioning or factory fault, the bin will be replaced free of charge 	3 units (Once off)
Sanitary waste must be removed and not stay on the Departmental premises	Weekly
Disposal bins must be replaced with the clean disinfected inner plastic bags. <ul style="list-style-type: none"> • One (1) bin per female cubicle 	Weekly
J. SANITARY HYGIENE BAGS FOR SANITARY TOWELS	
Supply and installation of plastic bag dispensers per female toilet cubicle Height: 310 mm, Depth: 60 mm, Width: 160 mm	3 Units (once off)
Replenish plastic bags (3 boxes containing 30 plastic bags per month)	Monthly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
K. SEAT WIPES	
Supply and installation of tissue seat wipe dispensers in both female and male toilets/ sanitizer foam	Once Off

Initials: NSM

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

<p>Seat wipes must be SABS/ SANS approved and must be replaced and must be manufactured from non-woven linen tissue and must contain bactericides and disinfectants</p> <ul style="list-style-type: none"> - It must be non-ammoniated. - Sanitizer form must drip free and non-harsh to the skin - Sanitizer foam must have a reliable, user friendly pump mechanism. - 2 X 250 sanitizers per month 	Weekly / When required
<p>Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</p>	
L. TOILET PAPER HOLDERS AND ROLLS	
<p>Supply and installation of toilet paper holders in both female and male toilets</p>	7 Units(once off) including parking toilets
<p>Toilet roll must be replenished with 2 ply</p>	2 per cubicle Daily / When required
<p>Toilet paper roll must be manufactured from a soft white paper, must be of good quality and acceptable standards of SABS.</p>	
<p>Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</p>	
M. HAND WASH LIQUID SOAP AND SANITISER DISPENSER	
<p>Supply and installation of 5 wall mounted hand liquid or foam soap automatic dispenser.</p> <ol style="list-style-type: none"> 1. 2 hand wash dispenser in both female and male toilets (1 per toilet) 2. 1 sanitizer dispenser in 3rd floor main entrance 3. 1 sanitizer dispenser in Registry entrance 4. 1 sanitizer dispenser in Kitchen entrance 	5 Units(once off)
<p>Hand wash/ sanitizer liquid or foam must be replenished</p>	Weekly/When required
<p>Hand wash soap/ sanitizer must be drip free and not harsh/ irritable to the skin non-ammoniated. Preferable foam soap/ sanitizer, SABS/SANS approved.</p>	
<p>Dispensers must be replaced free of charge in the event of</p>	

Initials: *NKM*.....

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

mechanical malfunctioning or factory fault	
Urinals should be cleaned twice daily with antiseptic soap and water. Do not place mothball in urinals, urinal mats be used.	
Sanitiser liquid must be refilled (+70 alcohol) SABS/SANS supply 24X400ml per month	Weekly/ when required
N. HAND PAPER TOWEL AND DISPENSER	
Supply and installation of hand paper towel dispenser in both female and male toilets and kitchen	3 Units(once off)
Replenish with good quality SABS approved paper towels	Daily/When required
Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
O. AUTOMATIC AIR FRESHNER	
Supply and installation of air freshener dispenser in both female and male toilets	2 Units (once off)
Air freshener must be refilled and must spray at intervals of 15 minutes	Weekly
Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault. 8 X 275 ml per month	
P. PEST CONTROL	
Provide full complement of pest control for inside and outside, fumigation, gel, sprays and tablets to eradicate rodents, cockroaches, fish moths, ants and bees. Service provider to submit Material Safety Data sheet for the Chemicals to be used before the contract starts.	Quarterly basis (Maximum four times a year)
Q. CARPET CLEANING	
Provide full complement of carpet cleaning within office environment	Quarterly basis (Maximum four times a year)

NB:

- Swaps to be used must be colour coded for each function to be done
- All dispenser unit batteries must be of high quality & durability and should be inspected regularly

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TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

5. MANDATORY REQUIREMENTS

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

- a. A Valid tax Clearance Certificate/ Tax compliance pin issued by the South African Revenue Services (SARS), where consortium/ joint ventures are involved each party to the association must submit a separate valid original Tax Clearance Certificate. **(TCC or PIN letter from SARS)**
- b. A signed company resolution authorizing a particular person to sign the bid documents.
- c. A valid letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning as the nature of business)
- d. Public Liability Insurance (Proof of quotation obtainable from any insurance companies or any other relevant proof). Minimum amount of R500 000.000
- e. A valid certificate of compliance for Unemployment Insurance Fund obtainable from the Department of Labour. Not application of registration.
- f. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.
- g. There will be a briefing and site inspection session and attendance thereof is compulsory.
- h. Registration with the bargaining council for cleaning and hygiene services (Attach proof / certificate)

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- i. CSD Report/ printout and be attached on the proposal
- j. Medical / COVID-19 and Sanitary waste: The bidder must submit a valid certificate as a proof of registration or licence issued to the bidder by the National Department of Environment, Forestry and Fisheries in terms of Section 49 (1) of the National Environmental Management Work (Act 59/2008) for disposal of sanitary bin content/waste. If the bidder is not accredited to provide this service (sanitary waste disposal), the bidder must outsource the service and provide a signed quotation from an entity registered with the National Department of Environment, Forestry and Fisheries. **(The letter of intent will not be accepted)**. The company's valid Tax certificate/ tax compliant pin certificate must be included.
- k. The appointed bidder will be required to provide Pest control and Fumigation service as per the schedule. If the bidder is not registered to provide the service, the service must be outsourced to an accredited and registered Pest Control operator. The bidder must submit a signed quotation from the sourced compliant service provider for this bid and a valid copy of the registration certificate containing a P-number as a Pest Control Operator (PCO) for structural or fumigation as issued by the Department of Agriculture, Land Reform and Rural Development. Should you have any pest control operator database queries, contact the technical advisor: RupertH@dalrdd.gov.za (012 319 7187). The certificate must indicate a P-number for compliance.

6. EVALUATION CRITERIA

Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and information provided.

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

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TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

Functionality will be evaluated on the basis of supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

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

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 = Average 3 = Good, 4 = Very Good & 5 = Excellent**

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1. ABILITY AND CAPABILITY	Company experience: experience of the company in a cleaning and hygiene industry (Reference letter from client-company that the company is managing or has previously managed must be attached) NB: Proof should include value and duration of projects.	25
	Supervisor to be utilized in the execution of the contract please attach personnel CVs entailing skills, experience in cleaning, hygiene and training certificates. Including First Aid Certificate	15
	Supervisor's cleaning, hygiene and first aid certificates	10

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TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

	Training and skills development plan (Please attach a detailed plan/ programme that the personnel will receive prior commencement of work and for the duration of the contract)	15
	Bidder's Protective clothing and SHEQ (Safety Health Equipment) in line with the Occupational Health Safety Act (attach uniform pictures with Company Logo and other related protective clothing) and COVID 19 Personal Protective Equipment requirement	15
2. METHODOLOGY	<ul style="list-style-type: none"> Detailed broad methodologies that cover the proposed scope of work including task descriptions and how such tasks will be performed on daily basis; proposed work schedule/ duty sheet/ work plan with clear milestones and timeframes for each task to be completed. Flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plan and COVID 19 Plan 	20
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

NB: THE EVALUATION SCORING WILL BE DONE INLINE WITH THE EVALUATION GUIDELINE

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TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A

Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Firms experience in cleaning and/or hygiene	Less than 12 months of experience	1-2 years of experience	Combined projects 2-3 years of experience with	Combined projects 3-4 years of experience	Combined projects More than 4 years of experience
Supervisor's experience in cleaning and hygiene.	Supervisors with less than 1 year experience in cleaning and hygiene	Supervisors with 1-2 years' experience in cleaning and hygiene	Supervisors with over 2- 3 years' experience in cleaning and hygiene	Supervisors with over 3-4 years' experience in cleaning and hygiene	Supervisors with over 4 years' experience in cleaning and hygiene
Supervisor's cleaning, hygiene and first aid certificates	Supervisor with no certificates	Supervisor with cleaning certificate only	Supervisor with cleaning certificate and Level 1 First Aid certificate	Supervisor with cleaning certificate with Level 2 First Aid certificate	Supervisor with cleaning certificate and Level 3 First Aid certificate
Training and skills development plan for all employees.	No plan at all or irrelevant	Training and skills development plan covering: -OHS/SHE or First Aid -Cleaning Certificate or training proof	Training and skills development plan covering all of the below: -First aid and -OHS /SHE -Cleaning Certificate or training proof - Level 1 First Aid Certificate	Training and skills plan covering all areas under rate-3 and also Chemical Hazardous Training and / or housekeeping -Cleaning Certificate or training proof kills - Level 2 First Aid Certificate	Training and skills programme covering all items on rating 4 including the following: -Interpersonal skills, and or - communication skills. -Cleaning Certificate or training proof - Level 3 First Aid Certificate

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**TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING,
HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
IN THE PIETERMARITZBURG REGIONAL SHARED SERVICE CENTRE KZN FOR A
PERIOD OF TWENTY-FOUR (24) MONTHS**

Bidder's Protective clothing and SHE (Safety Health Equipments)	No uniform pictures at all or, inadequate uniform or inappropriate pictures	Bidders providing pictures of all of the below: -Uniform; -Safety boots; -Safety gloves	Bidders providing pictures of all of the below: -Uniform; -Safety boots; -Safety gloves; -Protective masks -Cautionary boards	-Uniform with Company Logo -Cleaning and Hygiene equipment and chemicals/products additional to items under rating 3	First aid kit (attach pictures of contents) additional to items under rating 4
Methodology	No information or irrelevant	Information covering only the scope of work	Work schedule attached in line with scope of work.	Flexibility plan in relation to both cleaning and hygiene included additional to items under rating 3	Contingency plan attached additional to items under rating 4

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NB: The following scoring criterion will be used during evaluation of proposals.
BID SCORING AND EVALUATION CRITERIA

Bidders who 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).

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

Bids that achieve the minimum qualifying score for functionality of 60 points out of 100 points will be evaluated further in accordance with the 80/20 preference points system.

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.

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-BBE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise/QSE must submit a BBEE sworn affidavit

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

7. TERMS AND CONDITIONS OF THE PROPOSAL

- a. Awarding of the bid will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.
- b. Appointed service provider must ensure compliance to wage labour rates as per the department of labour's regulation.
- c. The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this quotation will result in disqualifications.
- d. In cases where company, partnerships of close corporation commences business for the first time or either do not have capital; the following particulars must be furnished:
 - i. Full particulars of a registered, reputable financial institute/company that will assist with the commencement of project e.g. buying material and equipment.
 - ii. 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.
 - iii. 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.
 - iv. 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.

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- e. 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.
- f. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- g. 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.
- h. In a case where a bidder does not have registered employees under his/her entity a letter to tender must be attached to avoid disqualification (obtainable from Department of Labour), however proof of registration **must** be submitted by the successful bidder within a 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.
- i. 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.
- j. Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DALRD may cancel the contract within one month notice.
- k. The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- l. Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.
- m. Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- n. 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.
- o. In case where the Department decides to move to another office or close some of the offices information will be communicated prior and the Service Provider will need to make provision.
- p. All cleaning equipment and detergents should be provided by the bidder.

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8. The Department of Rural Development and Land Reform shall:

- a. Conduct business in a courteous and professional manner with the Service Provider.
- b. Not accept responsibility/liable of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- c. Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- d. The DALRRD 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.

9. SERVICE LEVEL AGREEMENT

- a. 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;
 - Maintenance plan;
 - Method of Communication;
 - Reporting relationship;
 - Deliverables and terms of deliverables;
 - Uncompleted work;
 - Disputes; and financial penalties and termination of contract.
- b. 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;
- c. 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 authorised to do so in writing by the Department;
- d. 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;
- e. 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;
- f. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance; and

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- g. Note that the department reserves the right to award the bid to more than one service provider.

10. PUBLICATION

- Departmental Website and Ilanga Newspaper;
- Twenty one (21) days;

11. BRIEFING SESSION

11.1 Compulsory Briefing session will be held at the 199 PIETERMARITZ STREET, PIETERMARITZBURG, 3201

12. ENQUIRIES:

Query	Name	Contact Details
Technical	NANA DUBE/ PHUMZILE MKHIZE	033 392 0650 nana.dube@dalrrd.gov.za/ phumzile.mkhuze@dalrrd.gov.za
SCM	BONGANI MAGUDULELA	033- 264 9500 bongani.magudulela@dalrrd.gov.za

13. APPROVAL

Terms of Reference have been approved as follows:



MS NSM DUBE

BSEC: CHAIRPERSON

DATE: 23/04/2021

14. ENDORSEMENT

Terms of Reference have been endorsed as follows:

ENDORSED / NOT ENDORSED



MS P MULLER

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 2021-04-23

Sam Del 15.

Initials:.....NSM



**agriculture, land reform
& rural development**

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

PART A: EQUIPMENT AND MATERIAL SCHEDULE

	DESCRIPTION	QUANTITY	PRICE		
			PRICE PER ITEM	MONTHLY	TOTAL PRICE FOR THE CONTRACT PERIOD
1.	Industrial electrical Powered vacuum cleaner	1			
2.	Industrial Carpet Washing Machine	1			
3.	Janitor trolleys-complete with bucket, wringer, cloths	2			
4.	Sweeping mop complete	8			
5.	Hard brooms	8			
6.	Soft brooms	8			
7.	Feather dusters	4			
		1			

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8.	Dish washing and polishing Clothes	48			
9.	Toilet brushes	10			
10.	Easy readable warning boards.	2			
11.	Ammoniated liquid detergent cleaner	8x5L			
12.	Multi purpose cleaning / scrubbing liquid soap.	8X5L			
13.	Pine gel	48x5l			
14.	Dishwashing Liquid	48x5l			
15.	Car wash shampoo	24x5l			
16.	Liquid furniture non wax and non water based aerosol	48 CANS			
17.	Plus seal non Slip Polish (Hi- Shine 20%)	0			
18.	Polish Floor Stripper	1X5L			

19.	Sanitizer drip-master for urinals					
20.	Liquid metal polish cleaner	5L				
21.	Dust pan set	4				
22.	Carpet Cleaning Shampoo	8X5L				
23.	Window Cleaner	8X5L				
24.	Toilet paper Rolls	4 Bales per month (48 rolls per bale) One ply twinsaver				
25.	4 Step Ladder	1				
26.	Industrial Horse pipe	2x 30m				
27.	Industrial Extension code	2x 30m				
28.	New SHE bins	3				

29.	SHE Bin liners	200 per month			
30.	Refuse plastic bags	100 per month			
31.	Sanitary hygiene plastic bag dispensers – female toilet	3			
32.	Sanitary hygiene plastic bags	(3) x50 packs per month			
33.	Seat wipe dispensers	5			
34.	Seat wipes	5 (100) wipes per month			
35.	Lockable toilet paper holders	7			
36.	Hand paper dispenser	3			
37.	Replenishment of Paper towels	9			
38.	Wall Mounted Hand wash foam plastic dispensers	3			
39.	Hand wash foam	3 (30l) per month			

40.	Wall Mounted Sanitizing Dispensers	2			
41.	Replenish Dispensers	3 (30l) per month			
42.	Food pedal COVID 19 Waste bin (PPE),	1 ten (10 L) capacity			
43.	Clear hazardous waste plastics	04 (10 l) per month			
44.	Automatic Air freshener dispensers	02			
45.	Replenishment of Air Freshener	8x275 per month			

SUPPLIER MAINTENANCE



BAS

☐

LOGIS

☐

Office

System User Only

Captured By: _____

Captured Date: _____

Authorised By: _____

Date Authorised: _____

Safety Web Verification

☐ YES

☐ NO

The Director General : Department of Rural Development and Land Reform

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

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

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

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

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

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

Company / Personal Details

Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail

Payment Address Line 1	
Payment Address Line 2	
Street Address Line 1	
Street Address Line 2	
Postal Code	

New Detail

<input type="checkbox"/> New Supplier Information		<input type="checkbox"/> Update Supplier Information	
Supplier Type	<input type="checkbox"/> Individual	<input type="checkbox"/> Department	Department Number <input type="text"/>
	<input type="checkbox"/> Company	<input type="checkbox"/> Trust	
	<input type="checkbox"/> CC	<input type="checkbox"/> Other	Other Specify <input type="text"/>
	<input type="checkbox"/> Partnership		

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name			
Account Number			
Branch Name			
Branch Number			
Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify) <input type="text"/>		
ID Number			
Passport Number			
Company Registration Number			
*CC Registration			
* Please include CC/CK where applicable			
Practise Number			
When the bank stamps this entity maintenence form they confirm that all the information completed by the entity is correct.	Bank stamp		
	It is hereby confirmed that this details have been verified against the following screens ABSA-CIF screen FNB-Hogans system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab		

Contact Details

Business	Area Code	Telephone Number	Extension
Home	Area Code	Telephone Number	Extension
Fax	Area Code	Telephone Number	
Cell	Cell Code	Cell Number	
E-mail Address			
Contact Person			

	Supplier	Regional Office Sender	Address of Rural Development and Land Reform Office where form is submitted from:
Signature			
Print Name			
Rank			
Date (dd/mm/yyyy)			