

NW-TEN 02 (016) 2024/2025

APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING, HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

COMPULSORY BRIEFING SESSION WILL BE ON THE

15TH OF OCTOBER 2024 AT 10:00

ADDRESS: LOUIS DE GRANGE BUILDING

3RD FLOOR

VAN RIEBECK STREET (PETER MOKABA STREET)

POTCHEFSTROOM

2520

CLOSING DATE: 25 OCTOBER 2024 AT 11:00

TECHNICAL ENQUIRIES

TEL

EMAIL

: Mr Gezani Khoza

: 018 388 7122

: gezani.khosa@dalrrd.gov.za

BID RELATED ENQUIRIES

TEL

EMAIL

: Ms Xoliswa Job

: (018) 388 7044

: XoliswaJ@dalrrd.gov.za



agriculture, land reform & rural development

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

LA 1.1

PROVINCIAL SHARED SERVICE CENTRE DISTRICT; DIRECTORATE: FINANCE AND SUPPLY CHAIN MANAGEMENT, SUB DIRECTORATE: DEMAND & ACQUISITION; Private Bag X74, MMABATHO, 2735
Tel: (018) 388 7000; Fax: 018 381 1875

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

BID NUMBER: NW-TEN02 (016) 2024/2025

CLOSING TIME: 11H00

CLOSING DATE: 25 OCTOBER 2024

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 LA1.1, LA 1.3 the General Contract Conditions (GCC), LA 1.6, SBD 1, SBD 3.3, SBD4, SBD6.1, Terms of reference (TOR).
3. The service will be evaluated using preference points system as prescribed in the Preferential Procurement Regulation (PPR). The lowest acceptable quotation will score 80 points for price and a maximum of 20 points will be awarded for attaining Specific Goals (HDI, Female, Disability, Who is Youth, Locality).
4. The attached forms must be completed in detail and returned with your quotation. Each quotation document must be submitted in a separate sealed envelope stipulating the following information: Name and Address
5. of the bidder, quotation number and closing date of quotation. (failure to comply will disqualify your proposal)

Yours faithfully

Signed
Ms. Xoliswa Job
Deputy Director: Supply Chain Management
DATE: 02/10/2024

02458

MAP TO BIDDER BOX (B BOX)

NW-TEN 02 (016) 2024/2025

CLOSING DATE: 25 OCTOBER 2024 AT 11:00

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT)

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

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

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

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

**Department of Agriculture, Land Reform and Rural Development
Acquisition Management
(BIDS)
CORNER JAMES MOROKA & SEKAME DRIVE
GROUND FLOOR, MEGA CITY 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 YOUR BID IN A SEALED ENVELOPE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

BID NUMBER:	NW-TEN 02 (016) 2024/2025	CLOSING DATE:	25 OCTOBER 2024	CLOSING TIME:	11H00
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING, AND HYGIENE AND SERVICES FOR THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENTN OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

CNR JAMES MOROKA & SEKAME DRIVE

WEST GALLERY, MEGACITY

MMABATHO

2735

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON XOLISWA JOB

TELEPHONE NUMBER 018-388-7044

FACSIMILE NUMBER

E-MAIL ADDRESS XoliswaJ@dalrrd.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON

Gezani Khosa

TELEPHONE NUMBER

018-388-7122

FACSIMILE NUMBER

E-MAIL ADDRESS

Gezani.Khosa@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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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, 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:

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.

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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**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections,
tests and
analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

14. Spare parts

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

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

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

**25. Force
Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 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 <i>20 May 2000</i> ,	
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 <i>Mabel House (Pty) Ltd.</i>	
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:	

**RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL
DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK
STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

PRICING SCHEDULE [SBD 3.3]

NW-TEN 02 (016) 2024/2025

**RENDERING OF STANDARD
CLEANING AND HYGIENE
SERVICES FOR THE
DEPARTMENT OF
AGRICULTURE, LAND REFORM
AND RURAL DEVELOPMENT
OFFICE AT LOUIS LE GRANGE
BUILDING VAN RIEBECK STREET
(PETER MOKABA STREET) FOR A
PERIOD OF THIRTY-SIX (36)
MONTHS**

RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

PRICING SCHEDULE

(Cleaning Services)

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

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

Cleaners

PRICE BREAKDOWN	CLEANERS (INC VAT) PER HR	QUANTITY	No of hours to be worked	PERIOD	TOTAL
Basic salary per cleaner	R.....	1	8 hrs per day	36 Months	R.....
LEAVE					
NB: Please indicate no of days cleaners are allowed for leave in 36 Months					
Bonus	R	1	1 per annum		R
Leave	R.....	1	36 Months		R.....
UIF	R.....	1	36 Months		R.....
COIDA	R.....	1	36 Months		R.....
UNIFORM	R.....	1	2 Sets Per annum		R.....
Total					R.....

RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

SUPERVISOR

<u>PRICE BREAKDOWN</u>	<u>SUPERVISOR INC VAT per hr</u>	<u>No of hours to be worked</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL</u>
Basic salary per cleaner	R.....	8 hrs	1	36 Months	R.....
LEAVE NB: Please indicate no of days cleaners are allowed for leave in 36 Months					
BONUS	R	1	36 Months	R	
LEAVE	R.....	1	36 Months	R.....	
UIF	R.....	1	36 Months	R.....	
COIDA	R.....	1	36 Months	R.....	
UNIFORM	R.....	1	2 Sets	R.....	
TOTAL				R.....	

HYGINE SERVICES

<u>PRICE BREAKDOWN</u>	<u>HOURLY RATE INC VAT</u>	<u>PERIOD IN A MONTH</u>	<u>QUANTITY</u>	<u>PERIOD</u>	<u>TOTAL COST</u>
Basic cost For Removal Of Waste And Replenishment		8 Days	8	36 MONTHS	R.....
TOTAL					R

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

RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

ONCE OFF INSTALLATION MATERIAL FOR HYGIENE SERVICES

PRICE BREAKDOWN	Quantity	Unit Cost inc Vat	Total Cost inc Vat
Automated Sanitary Disposal Bins	01	R.....	R.....
Sanitary Hygiene Bags	01	R.....	R.....
Hand Wash liquid Dispenser	02	R.....	R.....
Automatic Air freshener Dispenser	01	R.....	R.....
Hand Paper Towel Dispenser	02	R.....	R.....
Seat wipes dispenser	01	R.....	R.....
Urinal Drip Sanitizer	01	R	R
3 Tier lockable toilet paper holder	02	R.....	R.....
Waste Bins	01	R.....	R.....
TOTAL			R

Cleaning materials and equipment

PRICE BREAKDOWN	Monthly rate	Period	Total Cost incl Vat
Cleaning material	R.....	36 Months	R.....
Cleaning Equipment	R.....	36 Months	R.....
TOTAL			R.....

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

**RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL
DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK
STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

PRICING SCHEDULE [SBD 3.3]

SUMMARY OT TOTAL COST

SERVICES REQUIRED	PERIOD	TOTAL
1- Basic Salary cleaners	36 Months	R.....
2- Basic Salary Supervisor	36 Months	R.....
3- Hygiene services	36 Months	R.....
4- Once off Installation material for hygiene services	36 Months	R.....
5- Cleaning Materials And Equipment	36 Months	R.....
TOTAL BID PRICE		R.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

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

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth North West Province	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.
- 4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.
- 4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.
- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

YES		NO	
-----	--	----	--

- 5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm:

- 6.2. Company registration number:

- 6.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S) SURNAME AND NAME: DATE: ADDRESS:	
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agriculture, land reform & rural development

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

CHIEF DIRECTORATE: NORTH WEST PROVINCIAL SHARED SERVICE CENTRE
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TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT OFFICE AT LOUIS LE GRANGE BUILDING VAN RIEBECK STREET (PETER MOKABA STREET) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that can render cleaning services for the Department of Agriculture, Land Reform and Rural Development for Provincial District office at Louis Le Grange Building Van Riebeck Street (Peter Mokaba Street) for a period of Thirty-six (36) months.

2. PHYSICAL ADDRESS: **LOUIS LE GRANGE BUILDING
3RD FLOOR
VAN RIEBECK STREET (PETER MOKABA)
POTCHEFSTROOM
2520**

Initials.....TF.....

3. SCOPE OF WORK

Description:	Quantities:	Comments
Size (±)	3RD floor	Overall approximate size is 570m ²
Cleaners required:	01 working supervisor 01 Cleaners	02 cleaners.
Number of floors	01	
Number-of closed offices	07	
Boardrooms	01	Tiles
Number of toilets	01	NB: 1 female cubicle; 1 cubicle for the male toilet,
Kitchens	01	
Entrance	01	Main entrance
Passages	01	
Server and patch rooms	1 Server rooms	This area requires minimal cleaning under supervision.
Store/ Strong rooms	01	This area requires minimal cleaning under supervision.
Archive room	01	This area requires minimal cleaning under supervision.

Initials...TF.....

<u>TASK DESCRIPTION</u>	<u>FREQUENCY</u>
A. OFFICES, BOARDROOMS	
Rouf surface (Non slippery floor):	
➤ Sweep with a dust control mop	Daily
➤ Clean with a damp mop	Daily
➤ Strip and seal floor	Daily
Ceramic Tiles:	
➤ Sweep with a dust control mop	Daily
➤ Spot brush and clean soil marks with suitable cleaning chemicals	Daily
➤ Clean with damp mop	Daily
Polish all wooden furniture	Daily
Empty dustbins, waste paper baskets, wash and replace plastic inners	Twice Daily
Wash water jugs and drinking glasses with dish washing liquid and refill with fresh water	Daily
Clean material partitions inside offices	Weekly
Deep cleaning of carpets and upholstered furniture with a suitably cleaning chemicals	Quarterly or when required
Dust/ Clean picture frames	Weekly
Damp wash vinyl covered furniture	Daily
Spot clean marks from walls, doors, paint work and light strip and seal floor.	Twice Monthly
Apply liquid metal polish, to brass door handles, window stays and window faster	Monthly
B. CLEANING OF SERVER ROOM	
Server room (Must be cleaned under the supervision of IT personnel)	Weekly
Sweep with mop sweeper or with a dust control mop	Weekly
Wipe with a damp mop with suitably diluted disinfectant	Weekly
Strip and seal floor	Monthly
Burnishing floor with the polishing machine	Weekly
Pick up, clean all waste receptacles and dispose of all litter	Daily

Scrubbing, cleaning all waste receptacles and dispose of all litter	Daily
Glass doors at the entrances must be cleaned with a damp cloth suitably diluted disinfectant	Daily
Spot clean all glass; windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m.	Daily
Clean picture frames and glass with suitable cleaning chemicals	Weekly
Clean noticeboards	Weekly
Clean skirting with suitable cleaning materials	Weekly
Clean handrails / banisters with suitable cleaning chemicals	Daily
C. CLEANING OF STAIRCASES	
(Normal Floor)	
Sweep with a mop sweeper or with a dust control mop	Daily
Sweep with a damp mop	Weekly
Scrubbing and polishing	Weekly
Scrubbing, cleaning and polishing of staircases with suitable cleaning chemicals.	Weekly
D. WINDOW CLEANING	
Clean both faces of partition glass	Once Weekly
Clean accessible interior faces of all windows below 2m	Weekly
E. DOORS	
Doors must be sanitized three times a day	3 Times a day
E. KITCHEN	
VINYL FLOORS	
➤ Sweep with a mop sweeper or with a dust control mop	Daily
➤ Wipe with a damp mop, with suitable diluted disinfectant (mopping)	Daily
➤ Burnishing floor with the polishing machine	Weekly

➤ Strip and seal floor	Monthly
CERAMIC TILES	
➤ Sweep with a mop sweeper or with a dust control mop/ broom	Daily
➤ Clean with a damp mop	Daily
Supply Kitchen waste bin (20lt)	1 Unit (Once Off)
Empty, clean and wash dustbin with suitably diluted disinfectant	Twice Daily
Kitchen, cupboards must be cleaned with water and with suitably diluted disinfectant	Daily
Microwave ovens must be washed with water and with suitably diluted disinfectant	Daily
Fridge must be defrosted and washed with water and with suitably diluted disinfectant	Once Quarterly
Fridge exterior must be cleaned	Daily
Departmental cutlery and crockery used must be cleaned with water and suitably diluted disinfectant.	Daily
Kitchens must be neat and tidy at all times	Daily
Empty, clean and wash dustbin and shredding machines	Daily
F. WASTE DISPOSAL	
Rubbish bags should be taken to the municipality collection point within the vicinity.	Daily
Rubbish bins must be washed with suitably diluted disinfectant	Weekly
G. STRONG /STORE ROOM	
Sweeping and dusting of cabinets under supervision	Weekly
Vacuum carpet area under supervision	Weekly
H. TOILET CLEANING	
Cleaning of toilets with toilet cleaning soap and with a suitable diluted disinfectant (closet pans, wash bins and mirrors)	Daily
Washing of toilets floors, walls, doors and pipes with a suitable diluted disinfectant	Daily

Replace toilet paper	On going
Empty, wash dustbin with a suitable diluted disinfectant and replace plastics bags	2 x Daily
Wash floors according to type	Quarterly
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. 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	1 Unit (once off)
G. SANITARY HYGIENE BAGS FOR SANITARY TOWELS	
Supply and installation of plastic bag	Weekly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	When required
H. URINAL DRIP SANITIZER Sanitizer to be serviced (to ensure that blockages are cleared), refilled and maintained.	
I. SEAT WIPES/SANITIZER	
Supply and installation of seat wipe dispensers in both female and male toilets	2 Units (once off)
Seat wipes must 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)	2 Units (once off)
Toilet 2 ply roll 350 sheets must be replenished	48 x 10 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 and kitchen	2 Units (once off)
Hand wash liquid must be replenished (+500ml)	Twice Weekly
Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
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 and kitchen must be automated	2 Units (once off)
Paper towels must be replaced	15 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 and Disability toilets	1 Unit (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.	

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

No	Item description for Supply & Install	Quantity
1	Waste bins for Toilets Empty and clean waste bins with a suitably diluted disinfectant & replace plastic bags. Waste bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	01 Unit (Once Off)
2	Hand paper towel and automated dispenser • Supply and installation of paper towel dispenser in both female, male toilets & kitchens • Electronic Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault. • Reflex Paper Hand Towel Dispenser • Strong, Durable and Lockable • Hand to Paper Operation • Portion Control Mechanism • Dimension +-Height-475, Depth-235mm, Width -410mm • Strong and Absorbent-2 Ply • +- 200 X 300mm High Quality Paper (SANS Approved)	02 Units (Once Off)
3	Seat wipes(Foam) • Supply and installation of plastic bags dispensers per female toilet cubicle • One (1) dispenser per female cubicle Sanitary disposal bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault	01 Units (Once-Off) Twice Weekly Replace
4	Automated sanitary disposal bins • Must have self-closing tight fitting lids with trap doors with non-touch opening / closing mechanism • One (1) bin per female cubicle	01 Unit (Once Off)

	Sanitary disposal bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
5	Urinal drip sanitizer Must be installed in urinals men's toilets and be replaced free of charge in the event of mechanical malfunctioning or factory fault.	01 Unit (Once Off)
6	Sanitary hygiene bags for sanitary towels • Supply and installation of plastic bags dispensers per female toilet cubicle • One (1) dispenser per female cubicle Sanitary disposal bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault	01 Unit (Once Off)
7	3 Tier Lockable Toilet Paper Holder • Supply and Install the toilet paper dispenser. • At least height 385mm, depth 140mm, width • Holds a minimum of 3 toilet papers The Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	2 Units (Once Off)
8	Hand wash foam and dispenser • Supply and installation of liquid soap dispenser in both female and male toilets and kitchens Soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	02 Units (Once Off)
9	Automatic air freshener	1 Unit (Once Off) (Refilled Once Monthly)

	Supply and installation of automatic air freshener dispenser in both female and male toilets& ground floor in public information counters and passages Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
No	Cleaning Material chemicals	Quantity
1	Polish for office wooden furniture (Spray non sticky)	(750ml)10 sprays monthly(12 per pack)x 36 months
2	Tile cleaners as per type of floor	25lt x twice monthly (36 months)
3	Pine Gel	25lt x twice monthly(36 months)
4	Handy Andy (non amonaited)	25lt x twice monthly (36 months)
5	Bleach with a strength less than 0,35%	25lt x twice monthly (36 months)
6	Wooden Floor cleaner polish	25lt x twice monthly (36 months)
7	Carpet Cleaner	25lt x twice monthly (36 months)
8	Hand soap	25lt x twice monthly (36 months)
9	Refuse bags plastic	20 bags monthly
10	Toilet paper pack of 48 , 2ply 350 sheets	48 rolls pack x 10 on monthly basis (36 month)
11	Dishwasher liquid	25lt x twice monthly (36 months)
12	Brooms soft	2 per year (1 annually for 36)
13	Trolley buckets with Mops	2 per year (1 annually for 36 months)
14	Toilet bowel cleaner	25lt x twice monthly (36

		months)
15	Deo Blocks	10 boxes monthly per (36 months)
16	Cloves (M,L,XL)	Pack of 12 twice monthly(36 months)
17	Dish clothes	Pack 20 monthly x 36 months
18	Dump Cloths	Pack 20 monthly x 36 months
19	Mutton cloths	Pack 20 monthly x 36 months
	Accessories	
1	Low Noise industrial Hoover	1 machine (must be replace if malfunctioning or mechanical faults)
2	Mop Wringler with a bucket	2 once off (to be preplaced if broken)
3	Soft Brooms	3 once in 36 months(to be preplaced if broken)
4	Plastic long handle scoop Brooms with dust pans (adjustable 6m)	3 once in 36 months (to be preplaced if broken)
5	Feather duster (adjustable 6m length)	3 once in 36 months(to be preplaced if broken)
6	Window squeezer(Adjustable to 9m length)	3 once in 36 months (to be preplaced if broken)
7	Scrubbing brushes	10 pack twice in 36 months
8	Econo Janitorial Trolley	3 once in 36 months
9	Three-four step ladder	1 once off
10	Microfibre 2in1 mop	3 once in 36 months be replaced once broken
11	Tinta Hygiene Brooms 300mm soft	3 once in 36 months be replaced once broken
12	Mops soft and hard	3 once in 36 months be replaced once broken

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 Trained 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 Pandemics, that will ensure that the employees salaries will not be affected. i.e. when cleaners are not at work due to Pandemics.

4. MANDATORY REQUIREMENTS

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

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

- 4.2. Valid **Letter for tender purposes** or **letter of good standing** for Compensation for Occupational Injuries Disease Act. 1993 [COIDA] obtainable from the Department of Labour).
- 4.3. 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)**. 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.
- 4.4. The Service Provider must submit the existing cover for Public Liability insurance policy from any registered insurance company **or** submit documentary proof/ letter of intent/Quotation from registered insurers. The cover should be of the minimum value of R 1 000 000 for the duration of the contract.
- 4.5. Attendance of a compulsory briefing session and site inspection.

5. STAFFING REQUIREMENT

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

6. PROPOSAL REQUIREMENTS

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. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula.
- Company profile with contact details and addresses
Detailed list of current and completed contracts of the similar nature/references
- Safety file

- A valid Tax clearance certificate issued by South African revenue service (SARS), where consortium/ joint ventures are involved each party to the association must submit a separate valid Tax clearance/Tax Compliance Pin.
- Attach Central Supplier Database (CSD) report, ID copies of member/directors, CIPC registration and proof of disability (if applicable)
- Proof of locality within the North West Province (Lease agreement/ Municipal rate bill, Letter from Tribal Council)

7. EVALUATION CRITERIA

- A. The 80/20 preference points system as prescribed in the Preferential Procurement Regulations (PPR) 2022 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 Specific goals.
- 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.

7.1 First Stage -Evaluation of Functionality

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

The applicable values that will be utilized when scoring each criterion 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
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1. ABILITY AND CAPABILITY

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. 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. <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> <i>II. 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> <i>III. 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> <i>IV. 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> <i>V. 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>	20	55
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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) <i>I. Training and skills development plan does not outline the requirements as specified in the ToR -Poor (1)</i> <i>II. Training and skills development plan inadequately and poorly address requirements in the ToR –Average (2)</i> <i>III. Training and skills development plan adequately address most of the requirements in the ToR - Good (3)</i> <i>IV. Training and skills development plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i> <i>V. Training and skills development plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i>	10
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) <i>I. Protective clothing does not outline the requirements as specified in the ToR -Poor (1)</i> <i>II. Protective clothing inadequately and poorly addresses requirements in the ToR –Average (2)</i> <i>III. Protective clothing adequately addresses most of the requirements in the ToR - Good (3)</i> <i>IV. Protective clothing adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4)</i> <i>V. Protective clothing exceptionally specifies the manner in which the project will be delivered and indicate additional value adds – Excellent (5)</i>	05

	Contingency Plan : Outline the Plan during Pandemics, Natural Disaster, Strikes, absenteeism , Financial challenges which may arise during the execution of the contract . • A plan that does not outline flexibility and turnaround time in problem solving -Poor (1) • A plan that does not outline flexibility and turnaround time in problem solving inadequately and poorly –Average (2) • A plan that outlines flexibility and turnaround time in problem solving adequately - Good (3) • A plan that outlines flexibility and turnaround time in problem solving adequately specified and is acceptable for implementation – Very good (4) A plan that outlines flexibility and turnaround time in problem solving and indicate additional value adds – Excellent (5)	20	
2. METHODOLOGY	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. I. Methodology and proposed plan do not outline the requirements as specified in the ToR -Poor (1) II. Methodology and proposed plan inadequately and poorly address requirements in the ToR –Average (2) III. Methodology and proposed plan adequately address most of the requirements in the ToR - Good (3) IV. Methodology and proposed plan adequately specified all requirements in the ToR and is acceptable for implementation – Very good (4) V. Methodology and proposed plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds – Excellent (5)	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).

7.2. Second Stage - Evaluation In Terms Of 80/20 Preference Points System

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

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.

Specific goals for the tender and points claimed are indicated per the table below.
(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Promotion of SA owned enterprises based in the North West Province	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 8 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the

following basis:

- **Percentage ownership equity** $\times 2 \div 100$ = number of points claimed.

(V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:

- **Percentage ownership equity** $\times 3 \div 100$ = number of points claimed

8. TERMS AND CONDITIONS OF THE PROPOSAL

- 8.1. Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.
- 8.2. Appointed service provider must ensure compliance to wage labour rates as per the department of labour 's regulation.
- 8.3. The Service Provider should not qualify the proposal with his/her own conditions.
Any qualifications to the terms and conditions of this bid will result in disqualifications
- 8.4. In cases where company, partnerships of close corporation commences business for the first time or either do not have capital; the following particulars must be furnished:
- 8.5. Full particulars of a registered, reputable financial institute/company that will assist with the commencement of project e.g. buying material and equipment.
- 8.6. Service Provider must give the assurance that all workers will be under proper supervision. Any liaison in regard to the daily needs will be through the supervisor and not directly workers. Supervisor must ensure that cleaning materials are available at all times and that it should be replaced as required.
- 8.7. The Service Provider must arrange the insurance policy with a reputable insurance company **OR** submit documentary proof/letter of intent/Quotation. Premiums must be paid monthly after the award for the duration of the project. Failure to comply the Department will reserve the right to pay the premiums and to deduct such payments from money owed by the contractor.
- 8.8. 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.
- 8.9. The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS.
- 8.10. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- 8.11. Proof of quotations or any other documents is required for Public Liability

- 8.12. Insurance for bidding process; however, proof of registration or contract/agreement must be submitted by the successful bidder within the period of seven working days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.
- 8.13. In a case where a bidder does not have registered employees under his/her name a letter to tender must be attached to avoid disqualification (obtainable from department of Labour), however proof of registration for employees **must** be submitted by the successful bidder within a period of thirty (30) days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.
- 8.14. Service Provider must on a monthly basis submit proof of payment from the Department of Labour for his/her registered employees.
- 8.15. Any short coming in this term of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- 8.16. On quarterly basis the service provider should submit to the department the trainings attended by the employees.
- 8.17. 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.
- 8.18. The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- 8.19. Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider **(Two sets of uniform and name tags per annum)**
- 8.20. Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- 8.21. Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month.
- 8.22. In case where the Department decides to move to another office or close some of the office's information will be communicated prior and the Service Provider will need to make provision.
- 8.23. All cleaning equipment and detergents should be provided by the bidder.

- 8.24. All employees will undertake a security screening before commencing with the work at the departmental premises and this will be conducted by the department.

9. THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT SHALL:

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

10. SERVICE LEVEL AGREEMENT

- 10.1. The Department of 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.
- 10.2. Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department;
- 10.3. No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the Department, except where duly authorized to do so in writing by the Department;
- 10.4. Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in the Department;

- 10.5. The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the Department;
- 10.6. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

11. PUBLICATION

- Twenty-one (21) days;
- Departmental website & E-tenders

06. ENQUIRIES

Technical Enquiries

Mr Gezani Khosa

018 388 7122

SCM Related Queries

Ms. Boiketlo Lekoma

018 388 7113