



Directorate: Finance and Supply Chain Management, P. O Box 1716, Quigney, EAST LONDON, 5201. Block H, Ocean Terrace, Quigney, EAST LONDON. Tel (043) 7430078; Fax (043) 743 0532

Enquiries: Lusanda Zenani

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE,
LAND REFORM & RURAL DEVELOPMENT

REQUEST NUMBER: RQ - 020390

**DESCRIPTION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER
CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF RURAL
DEVELOPMENT AND LAND REFORM, 40 BLAKEWAY ROAD, MTHATHA A
PERIOD OF EIGHTEEN (18) MONTHS 01 DECEMBER 2024 – 31 MAY 2026**

CLOSING DATE: 25 November 2024

CLOSING TIME: 11H00

**QUOTATION RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE
ACCEPTED FOR CONSIDERATION**

1. Attached please find LA1.1; Terms of Reference and General Conditions and Contract 2010 (GCC); SBD1; SBD 4 and SBD 6.1 furnish us with a bid proposal.
2. The attached forms must be completed in detail and returned with your proposal. Bid proposals must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid Number, Bid Description and closing date and time.
3. **An envelope can be placed in the bid box at the foyer of the Block H, Ocean Terrace, 15 Corner Moore and Coutts Street, Quigney, East London to Department of agriculture, land reform & rural development**

REQUEST FOR QUOTATION: CLEANING OF MTHATHA OFFICE FOR A PERIOD 18 MONTHS

BID NO:	BID DESCRIPTION:	AVAILABILITY OF BID DOCUMENTS:	CLOSING DATE:	ENQUIRIES:
RQ:020390	Appointment of a suitable Service Provider to Render Cleaning and Hygiene Services for the Department of Rural Development and Land Reform, 40 Blakeway Road, Mthatha a period of eighteen (18) months 01 December 2024 – 31 May 2026.	Bidders can visit www.dalrrd.gov.za to download the document OR Visit Department of Agriculture, Land Reform & Rural Development office as follows: Mthatha, 40 Blakeway Road Available as from Tuesday, 19 November 2024 during working hours between 08:30am to 16:00 pm.	Monday, 25 November 2024 at 11:00 Proposals must be addressed, and hand delivered to: Department of agriculture, land reform & rural development – Eastern Cape Provincial Shared Service Centre Block H, Ocean View Terrace, Coultts Street Quigley, East London. Proposals to be deposited in the tender box situated in the foyer of the abovementioned office which is opened 24 hours a day and 7 days a week. Telephonic, telegraphic, telex, facsimile, e-mail and late proposals will not be accepted	Quotations Procedures: Ms. L. Zenani / Ms. N Dekeda on Tel: 043 701 8100/38 / 55 Technical information: Ms. A. King on 047 532 5959 (Anna.Marie King @dalrrd.gov.za) OR Ms. A. Joubert 043 701 8169 (Alma.Joubert@dalrrd.gov.za)

MANDATORY REQUIREMENTS.

Applications that do not meet the following requirements will be disqualified:

NB: Failure to attend/submit/attach proof of the following requirements with the proposal will disqualify the bidder's proposal.

- Successful registration on the Central Supplier Database (CSD) - (CSD Number or CSD report print-out).
- Compliance Tax Status Pin or Valid Tax Clearance Certificate where, consortium / joint ventures / sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- Fully completed of **BILL OF ITEMS**
- Valid Certificate of cleaning association from any accredited association.
- Existing cover or a letter confirming that the bidder is still covered and must be not older than 6 months for Public Liability insurance policy from a reputable insurance company indicating the following:
 - Name of the Insurance Company
 - Name of the Bidder
 - Policy Number
 - Type of Insurance/ Cover

OR

Letter of intent/ quotation and be not older 6 months for Public Liability Insurance from a registered insurer indicating the following:

- Name of the Insurance Company

- Name of the Bidder
 - Type of Insurance/ Cover
 - Proof of registration for UIF from Department of Labour with reference number.
 - Valid Certificate of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with Department of Labour or The Tenderer must submit the letter of good standing for **Cleaning Services** related projects. In the event of the Tenderer being a joint venture/consortium, the letter of good standing for **Cleaning Services** related projects of the **individual members** must also be provided.
 - The company must attach reference letters from previous employers for cleaning services rendered which indicates a minimum of 2 years' experience in rendering hygiene services and the reference letter / Testimonial must have the following:
 - Date of commencement and completion
 - Signed and stamped reference letters
 - The letters must be on the client's letter head and should contain the following details: client's company name, name of person who may be contacted and telephone number, description of whether the project was successful or not. NB: Purchase orders or appointment letters will not be considered/accepted
 - Letter of good standing from the Companies bankers to verify financial capability not older than 3 months.
 - Companies must have an office in the Eastern Cape and proof of address where the offices are situated in order for the Department to be able to verify the premises, one of the following must be provided:
 - A valid municipal service account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months from the closing date and of the bid
- OR
- A valid lease agreement signed by both party's lessee and lessor. (Failure to submit signed letter from both lessee and lessor will result in disqualification)
- OR
- A letter on the letterhead of the ward councilor/traditional authority/council that must be signed, stamp, not older than 6 months from the closing date of the bid.
- OR
- Title deed reflecting the name of the owner or director of the company.



**agriculture, land reform
& rural development**

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



OFFICE OF THE DIRECTOR:

Mthatha District Office: ALFRED NZO & OR TAMBO RSSC

40 Blakeway Road, Mthatha, 5100

Tel: 047 532 5959/ cell: 0828244817; website, www.dalrrd.gov.za. Enquiries:email: yuyisa.sifanele@dalrrd.gov.za

Enquiries: Ms V.G Mdlalo-Sifanele

Designation: Acting District Director: OR TAMBO & ALFRED NZO RSSC

Telephone No:082 824 4817

APOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM, 40 BLAKEWAY ROAD, MTHATHA A PERIOD OF EIGHTEEN (18) MONTHS 01 DECEMBER 2024 – 31 MAY 2026.

PHYSICAL ADDRESS: 40 BLAKEWAY ROAD
MTHATHA
5100

OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that will render cleaning and hygiene services in the Department of Agriculture, Land Reform and Rural Development: for the Mthatha Office for a period of eighteen (18) months.

1. AREAS TO BE CLEANED

- Floors: (Ground floor, and outside offices)
- Toilets: (Ground floor, outside)
- Veranda (outside)
- Kitchens x 1 (Ground floor)
- Reception Area (Ground floor)
- Boardroom /Meeting Room
- Store room / Server room
- Offices (17) and Visitors +-15 daily
- Entrance and Parking Area

1Initials.....

- Gardening Service
- Surface to be cleaned approximately 456.07m²

2. CLEANING TIME

- Daily from Monday – Friday between 07:00-16:00, except where specifically mentioned. Cleaning work should under no circumstances disrupt the routine activities of the Department.

3. NUMBER OF CLEANERS REQUIRED:

- Two (2) cleaners (**females**) and one (1) gardener (**male**) with **full uniform every day and have winter uniform**. Service Provider to do inspection on a monthly basis to the office
- **Service Provider must change Cleaners Uniform when requested and Damaged/
Torn**

3.1 SCOPE OF CLEANING INCLUDES THE FOLLOWING

- Floors and carpets
- Waste and waste paper basket
- Furniture and equipment
- Telephone instrument
- Electrical Equipment's
- Doors
- Toilets and Restrooms
- Lightning
- Staircases
- Windows
- Packing Areas and Paving
- Walls
- Equipment Room
- Gardening
- Replenish Soap and Paper Towels
- Disinfect and Clean Toilet, Urinals

2Initials.....L.....

- Clean hand wash basins
- Wipe wall mounted mirrors
- Internal window washing
- External window washing
- Office deep cleaning
- Carpet cleaning
- Remove and clean picture frames and clean picture glasses
- Dust window blinds

4. MANDATORY REQUIREMENTS.

Applications that do not meet the following requirements will be disqualified:

NB: Failure to attend/submit/attach proof of the following requirements with the proposal will disqualify the bidder's proposal.

- Successful registration on the Central Supplier Database (CSD) - (CSD Number or CSD report print-out).
- Compliance Tax Status Pin or Valid Tax Clearance Certificate where, consortium / joint ventures / sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- Fully completed of **BILL OF ITEMS**
- Valid Certificate of cleaning association from any accredited association.
- Existing cover or a letter confirming that the bidder is still covered and must be not older than 6 months for Public Liability insurance policy from a reputable insurance company indicating the following:
 - Name of the Insurance Company
 - Name of the Bidder
 - Policy Number
 - Type of Insurance/ Cover

OR

Letter of intent/ quotation and be not older 6 months for Public Liability Insurance from a registered insurer indicating the following:

- Name of the Insurance Company
- Name of the Bidder

3Initials.....L.....

- Type of Insurance/ Cover
- Proof of registration for UIF from Department of Labour with reference number.
- Valid Certificate of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with Department of Labour or The Tenderer must submit the letter of good standing for **Cleaning Services** related projects. In the event of the Tenderer being a joint venture/consortium, the letter of good standing **for Cleaning Services** related projects of the **individual members** must also be provided.
- The company must attach reference letters from previous employers for cleaning services rendered which indicates a minimum of 2 years' experience in rendering hygiene services and the reference letter / Testimonial must have the following:
 - Date of commencement and completion
 - Signed and stamped reference letters
 - The letters must be on the client's letter head and should contain the following details: client's company name, name of person who may be contacted and telephone number, description of whether the project was successful or not.

NB: Purchase orders or appointment letters will not be considered/accepted
- Letter of good standing from the Companies bankers to verify financial capability not older than 3 months.
- Companies must have an office in the Eastern Cape and proof of address where the offices are situated in order for the Department to be able to verify the premises ,one of the following must be provided:

A valid municipal service account (water, sanitation, rates, and electricity) in the name of the bidder/s or active director/s not older than 6 months from the closing date and of the bid

OR

A valid lease agreement signed by both party's lessee and lessor. (Failure to submit signed letter from both lessee and lessor will result in disqualification)

OR

A letter on the letterhead of the ward councilor/traditional authority/council that must be signed, stamp, not older than 6 months from the closing date of the bid.

OR

Title deed reflecting the name of the owner or director of the company.

4Initials.....

5. BILL OF ITEMS

ITEMS	QUANTITY	PRICE PER UNIT	TOTAL PRICE
-------	----------	----------------	-------------

FLOORS & GARDENING

Hard Brooms	3 each		
Soft Brooms	3 each		
Rake	1		
Spade	1		
Watering can	1		
Horse pipe	1		
Tree Trimming scissor/ Gardening trimmer	1		
Hand brooms and dust pans	4 each		
Tile Mops	4 each		
Trolley mop	2		
Polish for Tile Floors	5l x 2 =10l		
Power Clean – PH Neutral Floor cleaner (Ammonia floor stripper)	5l x 2 =10l		
Vacuum Cleaner Low Noise with vacuum bags	1		
Scrubbing Brush	2		
Liquid air freshener – perfumed (sweet – cherry)	5l x 2 =10l		
Hand Sanitizer 70% alcohol and 10 containers of 1 litre	5l x 2 =10l		
Deep Cleaning			

5Initials.....*h*.....

FURNITURE

Furniture Polish – Mr Mini	6x2=12		
Feather Dusters (Long and Short)	2 x long 2 x short		
Yellow Duster	3 x 6 packs		
Cleaning Cloths (Cotton)	2x12 = packs		
Dusting Cloths (Micro Fibre)	3x6 packs = 18 micro fiber		
Leather Seats Polish	2 packs		
Dust Bin Bags and liner for the office	50		

WINDOWS

Windolene (Window cleaner)	5l x2 =10 L		
Squeegee cleaner	4		

TOILETS

Air Freshener -Aroma	6X2 =12		
Toilet Brushes	4		
Paper Towel (Hand)	6 Packs		
Hand gloves and masks	2 packs		
2 ply toilet paper	48x2 =96		
Domestos / Omo bleach	6x1= 6		
She-bins	1		
Pine Gel	5lx1= 5l		
Hand soap	5lx1= 5l		
Toilet Bowl Cleaner – Liquid	5lx1= 5l		
Toilet wipes	10 packs wipes		
Disposal bin for toilet wipes	4		

6Initials.....*h*.....

KITCHEN

Handy Andy	5lx1= 5l		
Dishwashing Liquid	5lx1= 5l		
Bleach	5lx1= 5l		
Dishcloths	2x3 small pack 2x3 large pack		
Cleaning Sponges	2x 4 packs		
Black Refuge Bags (Heavy Duty)	20		
Sunlight bar soap	2 bar per month		
Chemical Liquid	1x6 packs 750ml = 6 packs		

ANNEXURE A- PRICING SCHEDULE FOR LABOUR

<u>PRICE BREAKDOWN</u>	<u>HUMAN RESOURCES</u>
Basic salary per cleaner	
Hourly rate per cleaner	
Overtime	
Leave pay	
Sick leave	
UIF	
Public Holiday	
Bonus (if applicable)	
COIDA	
Skills development levy	
Provident fund	
Usage of Cleaning Material, Equipment, Machinery, Deep and Carpet Cleaning	
Service fee	

7Initials.....^L.....

ADDITIONAL ITEMS

(PLEASE NOTE THAT THIS REFERES TO ITEMS THAT MIGHT HAVE BEEN OMITED BY THE DEPARTMENT AND DEEM TO BE NECESSARY FOR THIS PARTICULAR SERVICES)

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL BID PRICE FOR 18 MONTHS BEFORE VAT			R.....
VAT (if applicable)			R.....
TOTAL BID PRICE FOR 18 MONTHS AFTER VAT (if applicable)			R.....

8Initials.....*L*.....

6. BUILDING ENTRANCES

- Glass doors must be washed before 07:30 and 15:00.

7. FLOORS WITH CARPETS AND PASSAGES

- Carpets: Vacuum daily and spot cleaning of carpets as required.
- Office passages must be stripped by cleaning company every 6 months to take out polish steins.

8. FLOORS WITHOUT CARPETS

- **Daily:** Sweep floors daily with implements that control dust. Mop with water and soap mixture to remove all dirt and stickiness. The floors must be stripped every three months with non-ammoniac stripper. Build up with non-slip polish (contractor must provide warning signs)
- Protective Clothing such as overalls, knee pads, boots etc. should always be worn .
- Cleaning specific areas as and when required.
- Carpets must be vacuumed weekly and washed quarterly.

9. WASTE AND WASTE PAPER BASKETS

- **Daily:** Empty all baskets twice a day and return where found.
- Collect garbage in plastic bags, supplied by the contractor, and place at the central collection point indicated.

10. FURNITURE AND EQUIPMENT

- **Daily:** Dusting of cabinets, pedestals, filing cabinets, cupboards, book cases, coffee tables, desks and all other furniture and surfaces, window panes, mirrors and notice boards up to 2m height.
- Polish with approved polish once a week (occupants must be warned in advance) as per work roster.

11. TELEPHONE INSTRUMENTS

- Wipe daily with damp cloth.

9Initials.....h.....

12. WATERBOTTLES/CUTLERY/CROCKERY

- Glasses and water bottles must be cleaned and re-filled twice a day.
- Cutlery and crockery used during the meetings must be cleaned
- Washing of staff mugs when necessary
- Making tea/coffee for meetings and when required.

13. STATUES, MODELS, WATCHES, RADIOS, COMPUTER EQUIPMENT, TELEVISIONS, VIDEO EQUIPMENT, FAX MACHINES, PHOTOCOPIER, FRANKING AND SOUND EQUIPMENT

- Must always be cleaned

14. DOORS

- Must be cleaned / dusted on the inside and outside weekly.
- Doorknobs and handles must be wiped daily with a damp cloth. If made of copper/chrome it must be polished monthly.

15. TOILETS AND REST ROOMS ON THE PREMISES

- **Twice daily:** Sweeping of floors with implements that control dust and washing with water and detergent.
- Wash toilet seat and bidet thoroughly with water and detergent. Wash both sides of seat and wipe dry twice a day.
- Wash basins and drinking fountains to clean finger marks and water pools.
- Supply daily sufficient air freshener, toilet paper, soap for each basin and paper towels.
- The bins must be sterilized and emptied every second week and when required

16. LIGHTING

- All fluorescent lights and light shades must be feather dusted monthly.

17. STAIRCASES

- Staircases must be swept daily and stairs surrounding walls and hand railings must be cleaned daily.
- Hand rails made of copper/chrome must be polished weekly. Hand rails made of wood must be wiped with a damp cloth daily and polished twice a month.

18. WINDOWS

- Windows must be washed from the inside and outside quarterly.
- Copper or chromed window latches and sliding surfaces must be polished monthly.

19. WALLS

- Walls must be washed when and where necessary without causing damage to the walls.

20. BOARD ROOMS

- Boardrooms must be cleaned every day and when required or as per instruction from the department.

21. BUILDING PARKING AREA

- Must be swiped every second day of a week to be cleaned and when it is dirty.

22. KITCHEN

- Clean cupboard every week
- Basin must be clean and dishes

23. SECURITY IDENTIFICATION

- The contractor must supply each employee with a photo identification card.
- The name tag must have the following information:
 - The name of the firm (contractor)
 - Name of the employee
 - **Always Wear full uniform (5 days working days of the week)**
- The name tag must always be worn to be visible whilst on the premises of the Department. The contractor must have sufficient control over the permits to prevent any unauthorized use thereof.
- A list of names of all employees, who are to be employed on this contract, as well as their replacements, must be furnished beforehand.
- In order to ensure the quality of service rendered and to exercise control over the employees of the contractor, it is expected of the contractor to have a supervisor

11 Initials.....

present on the premises during the execution of the service referred to in this agreement and a cell phone must be provided.

24. COMMENCEMENT DATE

- The commencement date of the contract will start on the 01 December 2024 – 31 May 2026 for a period of eighteen (18) months. The Service Provider is expected to be available for the commencement of the contract for the site handover and preparation for commencement at his or her own expense. Failure to comply may result in the contract being terminated.

25. SITE INSPECTION

- A site inspection of the building is recommended before submitting quotations. The building is in 40 Blakeway Road, Mthatha. Telephone number is ~~045 807 2500~~ 047 532 5959

26. SPECIAL CONDITIONS OF CONTRACT:

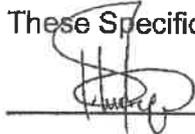
- Service Provider shall sign a Service Level Agreement (SLA) upon appointment.
- Communication should be directed to Ms. A Joubert on 043 701 8169 as the Employer's Agent. Each communication between the Employer and the Tenderer shall be to or from the Employer's Agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The Employer shall not take any responsibility for non-receipt of communications from or by a Tenderer.
- The service provider should be available to commence with the service within days as indicated in the tender document.
- Service Providers that will be appointed in the first 18 months will be expected to permanently install toilet paper roll holders, paper towel dispensers, soap and sanitizer dispenser and hand blowers and shall not be removed at the end of the contract.
- Second phase of the next 18 months the Service Provider will be expected to maintain and refill the equipment.

12Initials.....L.....

- Site visits with the representative of the employer can be requested if there is a need from the Service Provider side.
- The department reserves the right not to accept the lowest cost proposal.
- Check responsive tender offers for arithmetical errors, correcting them in the following manner:
- If a bill of quantities (or schedule of quantities or schedule of rates) applies and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate will be corrected.
- The tenderer must supply all cleaning material and equipment necessary for the carrying out of the contract at their own expense.
- The department reserves the right to terminate the contract should the performance of the service provider be unsatisfactory; given the fact that contractor has been an engaged on the matter for more than two times and there are records of discussions.
- All staff must be suitable dressed in the Cleaning Company's corporate colours bearing their identity.
- The tenderer must be in possession of the necessary cover for any risks that may arise out of the contract, therefore companies need to produce proof of valid public liability insurance within 1 month after the contract has been signed with the successful bidder, failure to do so may lead to termination of the contract.
- The tenderer may also be expected to produce proof of valid Unemployment Insurance Employment (UIF) and Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA) within 7 days after the contract has been signed with the successful bidder, failure to do so may lead to termination of contract.
- Compliance to wage labour rates & Basic Condition of Employment as per the Department of Employment and Labour's regulation.
- 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.

- Service Provider should note that due to office closure wages, salaries of the cleaning must not be affected.
- The Service Provider must stipulate the salary payment date and indicate if bonus will be paid to the staff.
- All equipment to be supplied must be durable and SANS approved, and all cleaning chemicals supplied must be market and SABS approved.
- 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.
- No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- The onus lies with the Service Provider to make sure that the Cleaning Staff are presentable, identifiable and provided with uniforms (PPE).
- All safety and security regulations will be strictly adhered to as laid down by the department.
- When supplies are delivered it should be properly checked and sign by the Department Representative.
- Service Providers presenting information intentionally incorrect or fraudulent will be disqualified and be dealt with in terms of blacklisting procedures.
- Although adequate thought has been given into the drafting of this document, errors such as typos may occur which the department will not be responsible for.

These Specifications have been checked and approved as follows:



Name & Surname: Ms L. Lukreko

Date: 19 November 2024

Approved//~~Not Approved~~/Approved with comments



Name & Surname: Ms VG. Mdlalo Sifanele

Date: 19 November 2024

14Initials.....L.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

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

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

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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RQ:020390	CLOSING DATE:	25 November 2024	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM, 40 BLAKEWAY ROAD, MTHATHA A PERIOD OF EIGHTEEN (18) MONTHS 01 DECEMBER 2024 – 31 MAY 2026				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, 15 COUTTS STREET, OCEAN TERRACE - BLOCK H, QUIGNEY, EAST LONDON, TENDER BOX SITUATED AT THE GROUND FLOOR OR EMAIL THE QUOTATION ON THE EMAIL PROVIDER BELOW.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms N Dekeda and Ms L Zenani		CONTACT PERSON	Ms. A. King and Ms. A. Joubert	
TELEPHONE NUMBER	043 701 8138/55		TELEPHONE NUMBER	047 532 5959 and 043 701 8169	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nobuntu.dekeda@dalrrd.gov.za and Lusanda.zenani@dalrrd.gov.za		E-MAIL ADDRESS	Anna.MarieKing@dalrrd.gov.za Or Alma.Joubert@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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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:

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	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:

80/20

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

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

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: