



**NORTHERN CAPE DEPARTMENT OF SPORT, ARTS
AND CULTURE**

BID NUMBER: NCDSAC-001-2018/19

**APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE CLEANING SERVICES TO THE
DEPARTMENT FOR A PERIOD OF THIRTY SIX (36)
MONTHS**

MAY 2018

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NCDSAC-001-2018/19	CLOSING DATE:	22 JUNE 2018	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY SIX (36) MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MAIN RECEPTION					
DEPARTMENT OF SPORT, ARTS AND CULTURE					
22 ABATTOIR ROAD					
KIMBERLEY 8301					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
NAME:					
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
		[IF YES ENCLOSE PROOF]		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	Sport, Arts and Culture		CONTACT PERSON	Mr. H Nieuwenhuizen	
CONTACT PERSON	Mrs. Segomotso Lidzebe and Mr. Luthendo Raphulu		TELEPHONE NUMBER	(053) 807 4920	
TELEPHONE NUMBER	053 807 4970 & 053 807 4926		FACSIMILE NUMBER	(053) 807 4623	

FACSIMILE NUMBER	(053) 807 4623	E-MAIL ADDRESS	hnieuwhuizen@ncpg.gov.za
E-MAIL ADDRESS	slidzebe@ncpg.gov.za and lraphulu@ncpg.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

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

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

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

80/20
or
90/10

Where

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

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

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

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

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

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

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

NCP 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 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.



**NORTHERN CAPE DEPARTMENT OF SPORT, ARTS
AND CULTURE**

B.1.1.1

PURPOSE AND BACKGROUND

NCDSAC-001-2018/19

Department of Sport, Arts and Culture

B1.1.1

PURPOSE AND BACKGROUND

Purpose

Suitably experienced service providers are invited to submit a tender bid to provide cleaning services to the Department.

Background

The Department of Sport, Arts and Culture has different sites where cleaning services are required.

Vision

A Department committed to creating a prosperous and empowered Province united in the advancement of its sport, heritage, and arts and culture.

Mission

To reserve all the people of the Northern Cape by promoting, protecting and developing sport and the diverse cultures of our Province and at the same time are catalysts in development programmes, economic empowerment and other activities thereby entrenching nation building and social cohesion.

Values

The values of the South African Constitution

The Batho Pele principles

Transformation by ensuring access, equity and redress

Accountability and transparency

Service Excellence

Beneficiary Orientated



**NORTHERN CAPE DEPARTMENT OF SPORT, ARTS
AND CULTURE**

B1.2 – SPECIAL CONDITIONS OF CONTRACT

NCDSAC-001-2018-19

B1.2 - SPECIAL CONDITIONS OF CONTRACT

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

B1.2.1

1. Proprietary Information

Department of Sport; Arts and Culture considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to Department of Sport, Arts and Culture. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of Department of Sport, Arts and Culture.

2. You are hereby invited to bid for the rendering of cleaning services to the Department of Sport, Arts and Culture.

3. Vendors should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by Department of Sport, Arts and Culture in regard to anything arising from the fact that pages are missing or duplicated.

4. Validity Period

Responses to this bid received from vendors must be valid for a period of 90 days counted from the closing date of the bid. Therefore the bid will expire on **19 September 2018**.

5. Bids for the rendering of cleaning services

5.1 **Bids should be submitted** with clear reference to each document attached and all bound in a sealed envelope endorsed, "**RENDERING OF CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE**". The sealed envelope must be placed in the tender box at the Main Reception Area of

the **Department of Sport, Arts and Culture Building**, 22 Abattoir Road, Ashburnham, Kimberley, 8301 by no later than **11h00 on 22 June 2018**. The closing date, company name and the return address must also be endorsed on the envelope.

- 5.2 If a courier service company is being used for delivery of the bid document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- 5.3 No bid received by telegram, telex, email, facsimile or similar medium will be considered.
- 5.4 Where a bid document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late tender. **Late bids will not be considered.**
- 5.5 The bidder is responsible for all the cost that he/she shall incur related to the preparation and submission of the bid document.
- 5.6 **The bidder will carry the risk to ensure that his/her bid document is submitted in the tender box of the Department of Sport, Arts and Culture if services of the South African Postal Office are used.**
- 5.7 **An Exempted Micro Enterprise (EME)** is required to submit a original certified sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by Regulation 6 and 7 of the Preferential Procurement Regulations 2017.

5.8 The Department of Sport, Arts and Culture reserves the right to cancel any bid.

5.9 The bidder must submit the following documents for pre-qualification:

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – NCP 1	YES	Complete and sign the supplied pro forma document.
Tax Status Tax Clearance Certificate	YES	<ul style="list-style-type: none"> i. SARS Tax Clearance Pin to validate the bidder's tax matters must be included in the bid document. ii. Proof of Registration on the Central Supplier Database. iii. Vendor number (MAAA...) iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest – NCP 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBBEE.
Declaration of Bidder's Past Supply Chain Management Practices – NCP 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – NCP 9	YES	Complete and sign the supplied pro forma document.
Compulsory Briefing Session Certificate – Annexure A	Yes	Bidder must submit Annexure A as proof that they have attended the Compulsory Briefing Session.
Joint Venture Bidders (All Parties) must individually complete NCP 4, 8 and 9.	Yes	Joint Venture Bidders must individually complete: <ul style="list-style-type: none"> i. NCP 4 ii. 8 and iii. 9.
Joint Venture Agreement by bidders	Yes	Joint Venture Bidders must submit a Joint Venture Agreement.

Resolution by the board of directors for the establishment of the Joint Venture.	Yes	Resolution by the board of directors for the establishment of the Joint Venture must be submitted and signed by both parties.
Registration on Central Supplier Database (CSD)	NO	The bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your bid. Visit https://secure.csd.gov.za/ to obtain your vendor number (MAAA...). Submit proof of registration.
Company/Entity profile and capability	No	Non-submission will lead to lower scores during functionality.
Project Plan	No	Non-submission will lead to lower scores during functionality.
Proof of insurance (third party)	No	Non-submission will lead to lower scores during functionality.
Detailed Cost Breakdown of the Price Schedule and Labour Costs including VAT. (Total hours and cost per hour).	No	Non-submission will lead to lower scores during functionality.
Concise CV's of the supervisors to be assigned to this work.	No	Non-submission will lead to lower scores during functionality.
Names of at least three reference where work of a similar nature was undertaken and a brief description of the nature and the scope of the work.	No	Non-submission will lead to lower scores during functionality.
Certificate of compliance with Occupational Health and Safety Standards.	Yes	Valid certificate to be submitted for established businesses. (Newly established businesses to submit proof of registration/application.)
Valid letter of good standing with Compensation for Occupational Injuries	Yes	Valid certificate to be submitted for established businesses. (Newly established businesses to submit

and Diseases Act (COIDA) and UIF.		proof of registration/application.)
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6. Kindly note that the **DEPARTMENT OF SPORT, ARTS AND CULTURE** is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
7. Bids are evaluated in accordance with the Preferential Procurement Policy Framework Act, 2000 as well as the Preferential Procurement Regulations, 2017.
8. The bidder hereby offer to render all or any of the goods and or services described in the attached documents to the **DEPARTMENT OF SPORT, ARTS AND CULTURE** on the terms and conditions and in accordance with the specifications stipulated in this bid document.
9. Bids submitted by legal persons must be signed by a person or persons duly authorised thereto by a resolution of the Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
10. The bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the DEPARTMENT OF SPORT, ARTS AND CULTURE during the validity period indicated and calculated from the closing hour and date of the bid.
11. This bid and its acceptance shall be subject to the terms and conditions contained in this bid document.
12. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response, cover all the work/item(s) specified in the bid response documents, cover all his/her

obligations under a resulting contract and that he/she accept that any mistakes regarding this bid will be at his/her risk.

13. The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.
14. **Failure to comply with any of the conditions as set out above will invalidate the bid.**
15. **Legal Implications** - The successful service providers must be prepared to enter into a service level agreement with the Department of Sport, Arts and Culture.
16. **Counter Conditions** - Bidder's attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in invalidation of such bids.
17. **Prohibition of Restrictive Practices** - In terms of Section 4(1) 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:
 - 17.1 directly or indirectly fixing a purchase or selling price or any other trading condition;
 - 17.2 dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - 17.3 collusive bidding.

18. If a bidder(s) or contractor(s), in the judgement of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.
19. **Fronting** - The Department of Sport, Arts and Culture supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Sport, Arts and Culture condemns any form of fronting.
 - 19.1 The Department of Sport, Arts and Culture, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
 - 19.2 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder/contractor to prove that fronting does not exist.
 - 19.3 Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department of Sport, Arts and Culture may have against the bidder/contractor concerned.

20. The Department reserves the right to increase/decrease sites during the term of the agreement on the same terms and conditions of the bid. The prices as per the submitted bid will apply.

21. **Compulsory Site Meeting**

A compulsory clarification meeting will be held on Friday, 08 June 2018 at 10:00 at Mayibuye Centre, Boardrooms 4 & 5 (Top Floor) at Galeshewe, Cnr Shaka & Hulana Street, Kimberley, 8301. **Registration will start from 08:00.** Bidders are encouraged to come early to ensure a smooth registration process. **Doors will be closed 10:15; all bidders that will be arriving after 10:15 will be regarded as late.**

Bidders must take note that Annexure A (Compulsory Briefing Session Certificate Form) forms part of the returnable documents that must be submitted with the bid. If Annexure A is not submitted together with the bid documents your bid will be disqualified.



**NORTHERN CAPE DEPARTMENT OF SPORT, ARTS
AND CULTURE**

PART B2: RETURNABLE DOCUMENTS

B2.1 – LIST OF RETURNABLE DOCUMENTS

NCDSAC-001-2018/19

PART B2: RETURNABLE DOCUMENTS

B2.1 - List of Returnable Documents

DEPARTMENT OF SPORT, ARTS AND CULTURE

RENDERING OF CLEANING SERVICES TO THE DEPARTMENT.

B2.1 List of Returnable Documents

The bidder must complete the following returnable documents:

1 Returnable Schedules required only for bid evaluation purposes

- Record of Addenda to Bid Documents
- Compulsory Enterprise Questionnaire
- Schedule of bidder's experience

2 The following documents must be accompany all applications:

- i. Bidder registration on central supplier database for government;
- ii. Submission of latest central supplier database report;
- iii. Latest SARS Tax Clearance Pin;
- iv. Company/Entity profile and capability;
- v. **An Exempted Micro Enterprise (EME)** is required to submit a original certified sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by Regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- vi. Resolution by the board of directors for the establishment of a Joint Venture;
- vii. In case of a Joint Venture, a Joint Venture Agreement signed by all parties;
- viii. In case of a Joint Venture, Latest SARS 'Tax Clearance Pin" of all bidders should be submitted and central supplier database reports of both parties;
- ix. In case of a Joint Venture a consolidated Original Certified sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by Regulation 6 and 7 of the Preferential Procurement Regulations 2017 for **Exempted Micro Enterprises (EME's)**;
- x. Certified copies of Identity Documents of the Main Shareholders/Directors of the Company, except for listed companies, where an original copy of a company letterhead must be submitted;
- xi. Project Plan;
- xii. Certificate of compliance with Occupational Health and Safety Standards;
- xiii. Valid letter of good standing with COIDA and UIF for established business and proof of registration/application for new businesses;

- xiv. Concise CV's of the supervisors to be assigned to this work;
- xv. Name of three (3) references on company letterhead signed by a delegated official where similar work was conducted;
- xvi. Fully completed bid documents reflecting the following:
 - NCP 1 - Invitation to bid;
 - NCP 4 - Declaration of interest;
 - NCP 6.1 - Preference points claim form;
 - NCP 8 - Declaration of bidders past supply chain practices;
 - NCP 9 - Certificate of independent determination;
 - **Joint Venture Bidders (all parties) must individually complete NCP 4, 8 and 9.**
 - General conditions of contract

Record of Addenda to tender documents

We confirm that the following communications received from the Department before the submission of this Bid offer, amending the Bidding documents, have been taken into account in this bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attach additional pages if more space is required.

Signed _____ Name _____ Enterprise Name _____	Date _____ Position _____
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Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

a member of any municipal council
 a member of any provincial legislature
 a member of the National Assembly or the National Council of Province
 a member of the board of directors of any municipal entity
 an official of any municipality or municipal entity

an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
 a member of an accounting authority of any national or provincial public entity
 an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

a member of any municipal council
 a member of any provincial legislature
 a member of the National Assembly or the National Council of Province
 a member of the board of directors of any municipal entity
 an official of any municipality or municipal entity

an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
 a member of an accounting authority of any national or provincial public entity
 an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Enterprise name

B2.2 - RETURNABLE SCHEDULES

Schedule of the Tenderer's Experience

The following is a statement of similar work successfully executed by myself / ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work inclusive of VAT (Rand)	Date completed

Signed _____

Date _____

Name _____

Position _____

Enterprise Name _____

**NORTHERN CAPE PROVINCE
POROFENSE YA KAPA BOKONE**

**NOORD-KAAP PROVINSIE
IPHONDO LA SEMNTLA-
KOLONI**

**Dept. Sport, Arts and Culture
Lefapha La Metshameko, Botaki
Le Setso**



**Dept. Sport, Kuns en Kultuur
Isebe Lezemidlalo, Ubicisa,
Nenkcubeko**

SUB-DIRECTORATE: PUBLIC PROCUREMENT

COMPULSORY BRIEFING SESSION CERTIFICATE – 08 JUNE 2018 @ 10:00

BID NUMBER: NCDSAC-001-2018/19 (CLEANING SERVICES)

ANNEXURE A

Name of bidding company	
Name of bidding company representative	
Signature of bidding company representative	
Signature of Department of Sport, Arts and Culture representative	

(BIDDERS MUST NOTE THAT THIS DOCUMENT FORMS PART OF THE RETURNABLE DOCUMENTS THAT MUST BE SUBMITTED WITH THE BID. IF THIS DOCUMENT IS NOT SUBMITTED TOGETHER WITH THE BID DOCUMENTS YOUR BID WILL BE DISQUALIFIED).



DEPARTMENT OF SPORT, ARTS AND CULTURE

TERMS OF REFERENCE

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

1. CONDITIONS OF THE CONTRACT

The cleaning service contracts will have a commence date and an expiring date. The cleaning service contracts will be in force for a period to be expressed in months. These conditions will form part of the contract.

2. THE PRINCIPLE AND PRACTICE OF THE CONTRACTOR

The absolute cleanliness of the buildings shall be the contractor's prime objective. Staff discipline and effectiveness through the correct supervision shall ensure a high quality of service at all times.

3. TENDERS

3.1 Tenders must be completed in all respects as failure to comply therewith may result in the tender not being considered for evaluation purposes.

3.2 The measurements and flooring type has been provided for bidding and costing purposes.

4. PERSONNEL

- 4.1 A locally based labour force shall be used and **100%** of current **thirteen (13)** employee cleaning staff of the Department must be absorbed by the successful bidder.
- 4.2 Employee's wages must be based on the latest published minimum employee's wages. The annual increase will be effective where necessary.
- 4.3 Details of the capacity in which such personnel will be appointed i.e. supervisory capacity, cleaners, etc as well as the quantity and gender of each of the category of employees that shall be employed for rendering of the services should be submitted.
- 4.4 Bidders are advised to visit all sites / premises before submitting a bid so as to satisfy her / himself in respect of appearance and layout, access to the site / premises, areas suitable or available for storage of cleaning material or equipment and any other circumstance which could affect rendering of cleaning services. No claims resulting from such factors will be considered afterwards.
- 4.5 The preferred bidder is obliged to register all personnel / employees immediately for UIF with the Department of labour. Salary advices must be provided with monthly salaries.
- 4.6 Proof of UIF registration as well as copies of salary advices must be submitted to Contract Management within one (1) month of commencement of contract.

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

5. WORKING HOURS

- 5.1 The official working hours will be as from 07h00 to 15h30, Mondays to Fridays with the exception of public holidays.
- 5.2 The contractor shall ensure that there is a supervisor on duty at all times during official hours.
- 5.3 Should any work need to be carried out over weekends or after the official working hours, application in writing shall be made to the Department giving all names and ID numbers of staff who will carry out this work.
- 5.4 Contractor shall ensure that proper record is kept for work performed after hours, weekends and holidays.
- 5.5 All complaints shall be received by the supervisor, and be attended to immediately without delay, but should a delay occur, the complaints shall be attended to within 24hours.

6. DISTURBANCE

- 6.1 The contractor shall not permit any work to be carried out, or allow anything to happen on the site that shall be of nuisance to the department or any departmental staff members.
- 6.2 The cleaning staff members will communicate with each other in the passage quietly and not in the offices. No undue noise shall be tolerated at any time.
- 6.3 All cleaning staff members shall further be informed when officials are busy in the office and should the phone ring, they are to be silent and switch off all equipment in use; should this not occur, drastic steps shall be taken against the contractor. Cleaning staff members who do not adhere to this shall be removed from the site.

7. INDEMNITY

The contractor will indemnify, protect, defend and hold harmless the client from and against any and all claims, demands, action and proceedings whatsoever including all fees, costs and expenses incurred in respect there of arising from the execution of work in terms of his service.

8. PAYMENT

- 8.1 The contractor shall submit on the 15th of each month, a valid invoice for each building to the Department, which is responsible for the payment thereof. These invoices shall be used as proof of all services that will be rendered during that month, and shall be in accordance with the tender. Payments shall be received within thirty (30) days as from

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

the above date. **No collection of payments shall be permitted and no fax copies of invoices shall be acceptable as proof of work.**

- 8.2 The amount payable in respect of wages and number of employees must be stated on the invoice as well.
- 8.3 Any service that is rendered that is not in accordance with the contract shall be invoiced separately, clearly given the name of the building, etc. However, **only** additional work that has been authorised by the inspector responsible for the contract shall be liable for any additional payments.
- 8.4 No advance payments or part thereof shall be allowed or permitted.
- 8.5 Should there be during the duration of this contract, any change in the labour rates of the staff members that shall be implemented by the Labour department, the contractor shall be liable for all increases. (Such increases shall only be authorised once document proof has been obtained of such an increase). All such additional claims shall be applied for in writing and no faxes shall be entertained in this regard.
- 8.6 All bidders must calculate and include an inflation increase for year 2 and 3 not exceeding 5%.

9. COMPLIANCE WITH REGULATIONS

- 9.1 All work shall comply with the following Act and Regulations:

The Occupational Health and Safety Act 85 of 1993 and regulations

Sectoral Determination 1: Contract Cleaning Sector

- 9.2 All equipment to be used on the sited shall comply at all times, with the Law on Machinery and Safety Law (**Law no 6 of 1983**).
- 9.3 Should the contractor fail to take the adequate precautions in terms of the above legislation and should he not respond adequately when requested to remedy an unsafe situation, the Department shall reserve the right to issue an instruction to an outside contractor so as to rectify the situation. The issuing of such instruction shall in no way relieve the contractor of his obligation to indemnify the Department and any additional cost incurred as a result of this instruction shall be borne by the Contractor.

10. TERMINATION OF CONTRACT

- 10.1 The Department shall reserve the right at any given time, to terminate this Contract, or part thereof, with one calendar month's notice in writing.
- 10.2 Any such termination shall only occur, should a section of the building (s) become unoccupied at any given time. Any such change to the contract, shall lead to an adjustment in the monthly contract amount.

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

- 10.3 A further termination of the contract shall apply, if the contractor is not co-operating with the Department or not operating in accordance with the contractual specification.
- 10.4 The service providers shall be in breach of contract if he / she:
 - 10.4.1 Fails to commence with cleaning services as prescribed herein;
 - 10.4.2 Fails to proceed with cleaning service with due diligence;
 - 10.4.3 Stops, abandons or suspends cleaning services before expiry date of the contract, and
 - 10.4.4 Refuses or neglects to comply with any of the conditions of his / her contract or any specifications given in terms of this bid.

11. UNBROKEN SERVICE

- 11.1 Should the service provider experience any form of labour unrest during the duration of this contract, he / she will be expected to ensure that cleaning services continue as per special conditions of bid / contract.
- 11.2 No payments will be effected for days on which the services were not rendered

12. DAMAGE TO PROPERTY

- 12.1 Should any damage be caused to **any property** pertaining to the Department, either by any staff member or piece of equipment, it shall be made good to the complete satisfaction of the Department at no cost to the Department.

13. CHEMICALS TO BE USED

- 13.1 All chemicals are to be SABS approved. All toilet paper that is to be used within the buildings shall be to the SABS 648 specification. **Only two (2) ply toilet paper** shall be allowed. If the user department decide to purchase short supplied toilet paper, or any other cleaning material; the cost thereof will be deducted from the contractor's monthly payment.
- 13.2 The contractor shall not store any flammable chemicals, on any of the Department sites, without obtaining prior written authority from the department.
- 13.3 No chemicals are to be used on any of the sites that can result in damage to any surface, or furniture.
- 13.4 It shall be the contractor's responsibility to supply liquid soap in all of the cloakrooms pertaining to the contract. This includes the supply and installation of liquid soap holders if necessary.

14. RESPONSIBILITY OF THE DEPARTMENT

- 14.1 The Department shall appoint various staff members within the buildings to monitor the contract. These staff members shall act on behalf of the Department at all times, and shall be answerable to the Departmental Head responsible for this contract.
- 14.2 The Department will provide a store/ office for use by the Contractor.

15. RESPONSIBILITY OF THE CONTRACTOR

15.1 General

- 15.1.1 The contractor undertakes:
To adhere to all safety regulations at all times, and also to act in the interest of the Department and to ensure that all the buildings are neat and tidy at all times, both internally as well as externally.

15.2 Key

- 15.2.1 No keys belonging to the administration or any other buildings shall be in the possession of any staff members other than the supervisor.

15.3 Electrical Equipment

- 15.3.1 The contractor shall ensure that he/ she is in a position to purchase all relevant equipment needed for execution of this contract
- 15.3.2 All equipment must be suitable for use in a standard 15 amp 3 prong socket single phase supply.
- 15.3.3 The contractor shall list all equipment to be used in the following categories:

	Equipment	Make	RPM
1.	Buffing machines		
2.	Vacuum cleaners		
3.			

- Any other equipment to be used on the contract in order to fulfil it as specified

15.4 Warning Signs:

- 15.4.1 The contractor shall be responsible for the provision of warning signs in all areas of operation. All such warning signs shall be placed in areas, where people could be injured, e.g. from wet floors. The warning signs are to be used when toilets are serviced etc.
- 15.4.2 The Warning sign shall be neat and easy to read from a distance of +/- 1 meter. All warning signs shall be passed by the Department prior to being ordered or before being allowed to be used in the buildings.

15.5 Carpets (Stain Removal)

15.5.1 All stains shall be removed immediately wherever possible in order to prevent permanent damage to carpets.

15.5.2 Prior to any stain being removed from a carpet, or carpet tiles, the sensitivity of the product to be used for the removal shall be tested on an inconspicuous area to determine the colourfastness. Once the stain/s has been removed completely, the damp pile shall be brushed up.

15.6 Window cleaning

15.6.1 The contractor shall ensure that he/ she shall be fully equipped so as to enable him/ her to clean all the windows in all the buildings.

15.6.2 Should any special equipment be needed, such as ladders, scaffolding for the cleaning of windows in the buildings, the contractor will provide for this equipment at his own costs.

15.7 Toilet Cleaning

15.7.1 Toilets shall be serviced the very last thing of the day and prior to 07h30 each morning.

15.7.2 Toilets must be equipped with paper towels.

15.8 Refuse Bags

15.8.1 All refuse bags to be used within the building(s) shall be of the clear plastic type.

15.9 Tea Rooms, Lounges and Kitchen services

15.9.1 The contractor shall be responsible for the washing of dishes, cups and saucers etc. on a daily basis in the mornings and afternoons. Specific times will be established once tenders have been finalised.

15.10 Supervisor/ Foreman

15.10.1 A contact person (supervisor) shall be empowered to act on behalf of the Contractor, and shall be equipped with a cellular phone.

15.10.2 The contact person shall be present on the site at all times during official working hours and will attend to all problems that may arise.

15.10.3 All complaints shall be received by the supervisor, and be attended to immediately without delay, but should any delay occur the complaints should be attended to within 24 hours.

15.11 Cleaning of Computers

- 15.11.1 All computer screens must be cleaned by using appropriate screen cleaning solution.

18. UNIFORM

- 18.1 It is the responsibility of the contractor to provide standard uniform to all cleaners for ease of identification and must comply with Health and Safety regulations.

19. ITEMS TO BE SUPPLIED BY THE CONTRACTOR

- 19.1 All chemicals, material, equipment and necessary personal needed for the successful execution of a contract.
- 19.2 Toilet fresheners are to be used in all toilets, as well as urinal tabs in all the urinals.

20. SPECIFICATION FOR CLEANING SERVICES

CARPETING	FREQUENCY
Vacuum clean	Daily
Spot clean soil marks	Daily
Shampoo and steam clean	Quarterly
Remove unsightly threads	When occurs
DUSTING AND CLEANING	
Dust and clean all desks, tables, cabinets, computers and other horizontal surface	Daily
Dust and clean all high level surfaces	Weekly
Dust and clean all walls, surfaces and picture frames	Weekly
Clean all telephones	Weekly
Clean all blinds	Monthly
Clean and dust all stair rails, hand rails, balustrades frequently	Daily
Glass and Metal Work	
Clean all glass doors	Daily
Clean all interior and exterior faces of all windows including mullions and window sills	Monthly
Clean all metal fittings	Weekly
FLOOR CLEANING VINYL/STONE	
Sweep and mop tile areas	Daily
Removal of spillage's	Daily
Wet mopping all surfaces	Daily

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

Disinfecting	Daily
Scrub free areas	Daily
Buffing, spray cleaning	Daily
Vacuum, all areas	Daily
Sweeping	Daily
Spot removal	Daily
WASTE DISPOSAL	
Empty and clean all wastepaper bins and receptacles	Daily
Remove tea/ coffee receptacles	Daily
Remove all waste to agreed location	Daily
TOILETS	
Empty and clean receptacles	Daily
Clean and sanitise all bowls, seats, basins and urinals	Daily
Clean mirrors	Daily
Clean and polish bright metal fittings	Daily
Clean and sanitise walls, door partitions and glazed or ceramic tiles	Weekly
Clean, mop and sanitise floor according to type	Daily
Replenish toilet paper and hand towels in toilets	Continuously
Clean and disinfect with an approved fungicide	Daily
Replenish liquid soap in dispenser	Continuously
TEA- ROOMS, LOUNGES / KITCHENS	
Empty and clean waste receptacles	Daily
Dust, clean and polish tables	Daily
Clean area around tea/coffee vending machine	Continuously
Clean, mop and sanitise floor according to type	Daily
Wash cutlery and crockery	Daily
Clean sink and wipe down cupboards	Daily
TRAINING ROOMS & OFFICES	
Clean jugs and glasses and refill with clean water	Continuously
Clean floors, tables, chairs and computers	Daily
Clean window sills	Daily
Empty Dustbins	Daily
MISCELLANEOUS	
Clean direction boards	Daily
Clean entrance patio	Daily
Keep designated smoking areas clean	Daily
SICK BAY	
Vacuum and cleaning of Window sills	Daily
BALCONIES	
Cleaning	Weekly
Scrubbing	Weekly

	Open drains	Ongoing
	WINDOWS	
	Cleaning	Quarterly

21. REFERENCES

Name of three (3) references / contact persons on company letterhead signed by a delegated official and their telephone numbers where similar work was conducted:

Company	Contact Person	Contact number



DEPARTMENT OF SPORT, ARTS AND CULTURE

COST SCHEDULES

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

OVERALL PRICING SCHEDULE – ALL MEASUREMENTS FOR ALL BUILDINGS AND OFFICES

Overall Total of 1 st year including VAT	R
Overall Total of 2 nd year including VAT	R
Overall Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

NOTE: THIS AMOUNT MUST AGREE WITH THE AMOUNT AS STATED ON YOUR NCP 1 DOCUMENT, TOTAL BID PRICE (ALL INCLUSIVE).

THE MEASUREMENTS AND FLOORING TYPE HAS BEEN PROVIDED FOR BIDDING AND COSTING PURPOSES.

1. HEAD OFFICE – 22 ABATTOIR ROAD (THREE STAFF MEMBERS)

AREA	MEASUREMENTS
Finance stoep	67 m ²
Finance stoep	34 m ²
HOD stoep	31 m ²
HOD stoep	24 m ²
LIBRARY BLOCK E	
E18	14 m ²
E19	14 m ²
E17	15 m ²
E16	15 m ²
E15	14 m ²
E14	14 m ²
E13	14 m ²
E12	15 m ²
E12	15 m ²
E20	15 m ²
E10	18 m ²
E9	16 m ²
E51	20 m ² (Tiles)
E8	18 m ²
E7	18 m ²
E21	102 m ² (Tiles)
E22	39 m ² (Carpets)
E35	15 m ² (Carpets)
E34	18 m ²
E23	18 m ²
E1	18 m ²
E2	18 m ²
E3	21 m ²
E4	17 m ²
E5	60 m ² (Carpets)
E6	40 m ²
E52	400 m ²
E53	400 m ²
E54	23 m ²

E55	24 m ²
E56	12 m ²
E57	13 m ²
E58	13 m ²
E59	13 m ²
Passage	1000 m ²
Space 1 Floor paint grey	155 m ²
Space 2 Passage pint grey	8 m ²
Space3 Store room for books	27 m ²
Space 4 Store room for books	30 m ²
Space 5 Stoep grey	5 m ²
Space 6 Store room	12 m ²
Space 7 Presentation area	12 m ²
Space 8 IT Sector	18 m ²
Space 9 Gang	27 m ² (Tiles)
Space 10 Passage	32 m ² (Tiles)
Space 11 IT storeroom	37 m ²
IT Passage	13 m ²
Space 12	5 m ² (Carpet)
Space 13	5 m ² (Carpet)
Space 14	15 m ² (Tiles)
Space`15	12 m ² (Carpet)
Training room	72 m ²
Tool store	55 m ²
BLOCK D	
D11	
D23	11 m ² Tiles
D22	10 m ² Tiles
Passage 1	32 m ²
D21	11 m ²
D20	10 m ²
D25	13 m ²
Store	2 m ²
D24	10 m ²
D12	17 m ²
D19	11 m ²
D18	11 m ²

D13	11 m ²
D16	12 m ²
D14	12, m ²
D17	11 m ²
D15	12 m ²
Stoep	141 m ²
HR AND HERITAGE	
A26 Passage	18 m ² Tiles
A6	11 m ²
A9	26 m ²
A7	11 m ²
A2	12 m ²
A1	13 m ²
A8	8 m ²
A25 Passage	45 m ² Tiles
A12	23 m ²
A11	23 m ²
A10	22 m ²
A9	15 m ²
A8	11 m ²
A19	19 m ²
A19a	14 m ²
A19b	11 m ²
A20	4 m ²
A16	12 m ²
A18	15 m ²
A15	12 m ²
A14	12 m ²
A17	15 m ²
A13	12 m ²
A27	5 m ²
A21 Passage	9 m ²
A21a	11 m ²
A22	8 m ²
A23	6 m ²
Passage outside	121 m ²

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

Block stoep	12 m ²
BLOCK H HURMAN RESOURCE	
Room 1	4mx30x3m
Room2	4mx30x3m
Room3	4mx880x2985
Room4	3x888x330
Room5	3x888x310
Room6	3x888x2970
Room7	3x860x2900
Room8	3x860x2920
Room9	3x 860x 2920
Room10	3x940x3000
Room11	3x950x3000
Fax Room 12	2x40x2600
Toilet	1740x980
	1740x950
Toilet	1730x1110
Room13	2770x210
Room14	1700x530x3
Room15	3850x2920
Passage	140x18x3
	3900x4130
BLOCK D	
Room1	7mx4100 Carpets
Room2	6mx550x3x920x390 Carpets
Room3	5,600 Carpets
Room 4	5600x3670 Carpets
Room 5	5,680X3860 Carpets
Room 6	5,600X3860 Carpets
Room 7	5,600x3920 Carpets
Room 8	27mx80m1,530 Carpets
BLOCK G	
G 18	15,013m ² Carpets
G19	18,170m ² Carpets
G20	17,882m ² Carpets
Cival room	3,911m ² Carpets
G15	16,620m ² Carpets
G16	21,576m ² Carpets
G17	17,190m ² Carpets
G14	26,517m ² Carpets

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

G13	13,471m2 Carpets
Kitchen	24,942m2 Carpets
G13	26,594m2 Carpets
G3	12,692m2 Carpets
G4	12,692m2 Carpets
G2	13,692m2 Carpets
G9	53,347m2 Carpets
BLOCK F FINANCE	
F4	16,469m2 Carpets
F3	18,374m2 Carpets
F2	15 m ² Carpets
Passage	19,606m2+10,347 Tile
F5	11,630m2 Carpets
F6	10,672 Carpet
Toilet	8,327m2 Tile
F7	14,330m2
F9	15,317m2
F10	15,666m2
Passage	9,210m2
F11	11,444m2 Carpets
F13	9,826m2
F18	56,774m2
F20	7,167m2
BLOCK C	
Passage	30,702m2
C3	22,175m2 Carpet
C4	22,175m2 Carpet
C5	22,175m2 Carpet
C6	22,191m2 Carpet
C7	21, 590m2 Carpet
Passage	3,955m2 Tile
C8	3,955m2 Carpet
C9	4,955m2 Carpet
C10	19,808m2 Carpet
C11	20,808m2 Carpet
C15	24,411m2 Carpet
C18	23,411m2 Carpet

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

C16	14,591m2 Carpet
C17	13,491m2 Carpet
C18	15,318m2 Carpet
Passage 14	3,822m2 Tile
C13	4.2 m2 Tile
RECEPTION AREA	
Space 1	2614+3,9m
Space 2	16,5m2 office
Space 3	10,5m2 office
Space 4	9m2

Description	Price per month
	Head Office (All)
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

CLEANING SERVICES TERMS OF REFERENCE: NCDSAC-001-2018/19

2. ARCHIVES (ONE STAFF MEMBER)

AREA	MEASUREMENTS
Front Entrance	179 m ² (Tiles)
Reception	16 m ² (Tiles)
Strong room lobby	129 m ² (Tiles)
Strong room 1	748 m ² (Painted floor)
Admin Passage	70 m ² (Tiles)
Reading room 6	90 m ² (Carpets)
Room 10	20 m ² (Tiles)
Room 18	23 m ² (Tiles)
Registry 21	22 m ² (Tiles)
Bindery 19	20 m ² (Tiles)
Room 15	9 m ² (Tiles)
Room 16	29 m ² (Tiles)
Kitchen	12 m ² (Tiles)
Gentleman toilets	17 m ² (Tiles)
Disabled toilets	3 m ² (Tiles)
Ladies Toilet	16 m ² (Tiles)
Server room	11 m ² (Tiles)

Description	Price per month
	Archives
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

3. NAMAQUA DISTRICT (TWO STAFF MEMBERS)

AREA	MEASUREMENTS
Namabeep office	2303 m ²
Calvinia	1581 m ²

Description	Price per month
	Namakwa District (All)
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

4. ZF MGCAWU DISTRICT (ONE STAFF MEMBER)

Uppington District office

AREA	MEASUREMENTS
Office 1	8 m ²
Office 2	9 m ²
Office 3	5 m ²
Office 4	5 m ²
Office 5	8 m ²
Office 6	8 m ²
Office 7	11 m ²
Office 8	11 m ²
Office 9	9 m ²
Office 10	8 m ²
Office 11	7 m ²
Office 12	7 m ²
Office 13	7 m ²
Office 14	7 m ²
Office 15	6 m ²

Uppington Museum

AREA	MEASUREMENTS
Museum	7000 6 m ²

Description	Price per month
	ZF Mgcawu District (All)
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

5. JOHN TAOLO GAETSEWE DISTRICT OFFICE (ONE STAFF MEMBER)

AREA	MEASUREMENTS
Office 1	42 m ²
Office 2	15 m ²
Office 3	20 m ²
Office 4	15 m ²
Passage	16 m ²
Office 6	8 m ²
Office 7	17 m ²
Office 8	41 m ²
Toilets	15 m ²

Description	Price per month
	John Taolo Gaetsewe District
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

6. PIXLEY KA SEME DISTRICT (TWO STAFF MEMBERS)

Pixley Ka Seme District Office

Pixley Ka Seme District Library

AREA	MEASUREMENTS
Office 1	9 m ²
Office 2	9 m ²
Office 3	10 m ²
Office 4	11 m ²
Office 5	11 m ²
Passage 1	16 m ²
Passage 2	18 m ²
Passage 3	10 m ²
Kitchen	8 m ²
Gentleman toilets	8 m ²
Ladies toilets	8 m ²
Boardroom	15 m ²
Clerk Room	14 m ²
Entrance 1	7 m ²
Entrance 2	7 m ²

AREA	MEASUREMENTS
Stack Area	31 m ²
Stage	15 m ²
Passage 1	8 m ²
Passage 2	8 m ²
Passage 3	14 m ²
Passage 4	10 m ²
Kitchen	8 m ²
Gentleman toilets	5 m ²
Ladies toilets	6 m ²
Room 1	11 m ²
Room 2	11 m ²

Description	Price per month
	Pixley Ka Seme District (All)
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

7. MERVIN J ERLANK PRECINCT (THREE STAFF MEMBERS)

Ground Floor	Top Floor	Reception
<u>Carpets</u> A1 - 16m ² A17 - 16m ² A2 - 16m ² A3 - 16m ² A4 - 16m ² A5 - 16m ² A6 - 16m ² A7 - 16m ² A8 - 16m ² A9 - 16m ² A10 - 16m ² A11 - 17m ² A12 - 16m ² A13 - 16m ² A14 - 16m ² A19 - 16m ² Passage - 72m ² <u>Toilets: (Tiles)</u> Male - 25m ² Female - 28m ² <u>Tiles: Passage (Stairs) - 10m²</u> <u>Tiles: Stairs 1 - 16m²</u> 2 - 16m ²	<u>Carpets</u> A1 - 16m ² A17 - 16m ² A2 - 16m ² A3 - 16m ² A4 - 16m ² A5 - 16m ² A6 - 16m ² A7 - 16m ² A8 - 16m ² A9 - 16m ² A10 - 16m ² A11 - 17m ² A12 - 16m ² A13 - 16m ² A14 - 16m ² A19 - 16m ² Passage - 73m ² <u>Toilets: (Tiles)</u> Male - 25m ² Female - 28m ² <u>Tiles: Passage (Stairs) - 10m²</u>	<u>Tiles - 22m²</u> <u>Tiles:</u> Passage - 4m ² + 11m ² <u>Tiles:</u> B8 - 6m ² B9 - 6m ² <u>Tiles:</u> Passage - 11m ² <u>Carpets:</u> B6 - 15m ² B7 - 15m ² <u>Carpets:</u> B4 - 18m ² B10 - 18m ²

Description	Price per month
	Mervin J Erlank Precinct (All)
Number of cleaners	
Wages per month (Compliant with Department of Labour's prescribed minimum wages)	R
Other costs (equipment, clothing, transport, administrative costs, profit)	R
Sub Total:	R
GRAND TOTAL	R

Total of 1 st year including VAT	R
Total of 2 nd year including VAT	R
Total of 3 rd year including VAT	R
TOTAL FOR THE FULL 3 YEAR PERIOD INCL. VAT	R

THIS FORM MUST BE COMPLETED AND BE RETURNED WITH YOUR BID DOCUMENT

EVALUATION CRITERIA

The Department will use the 80/20 preference point system to evaluate bids:

PRICE..... 80

BBEE..... 20

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

THE FOLLOWING CRITERIA WILL APPLY WITH REGARDS TO THE BID:

1. FIRST PHASE - PRE-QUALIFICATION

THIS BID IS ONLY RING-FENCED TO ONE (1) TYPE OF COMPANIES BEING

(i) EME WITH A BBEE STATUS LEVEL 1, OR 2 OR 4.

CRITERIA	COMPLY/NOT COMPLY
EME with a BBEE Status Level 1, or 2 or 4.	

NB:

NON COMPLIANCE TO THE PRE-QUALIFICATION CRITERIA WILL RESULT IN AUTOMATIC DISQUALIFICATION.

2. SECOND PHASE - PRE-QUALIFICATION CRITERIA (MANDATORY DOCUMENTS)

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be non responsive and will not be considered for further evaluations.

Evaluation Criteria
1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent

ITEM	CRITERIA	SCORING MATRIX	WEIGHT	MAX SCORE
1.	Previous experience of company within the cleaning services industry	5 = 3 years plus cleaning services experience. 4 = 2 - 3 years cleaning experience. 3 = 1 - 2 years cleaning experience. 2 = 0 - 1 year cleaning experience. 1 = No cleaning experience.	8	40
2.	Project Plan	5 = The company has	4	20

		<p>submitted a Project plan and has demonstrated understanding of the Department's Business Requirements in line with the terms of reference and provided the required human capital.</p> <p>4 = The company has submitted a Project plan in compliance to the terms of reference but did not specify how often they will conduct deep cleaning.</p> <p>3 = The company has submitted a Project plan, though it did not make provision for a male & female personnel.</p> <p>2 = The company has submitted a project plan which has not indicated various cleaning cycles as required by the terms of reference.</p> <p>1 = The company has submitted a project plan which is not in line to the requirement as per the terms of reference.</p>		
3.	Knowledge and Technical Expertise	<p>5 = The company's bid meets the required specifications, and has provided the necessary personnel for the service.</p> <p>4 = The company's bid is compliant and has provided cleaning services for not less than two years, with the required personnel as per the terms of reference.</p> <p>3 = The company has complied with the required equipment and has provided cleaning services</p>	4	20

		<p>for not less than one year.</p> <p>2 = The company has complied with requirements and does not have experience in providing cleaning services.</p> <p>1 = The company does not comply with the requirements and has not provided cleaning services before.</p>		
4.	Companies based in the Northern Cape	<p>20 = The company is based in the Northern Cape. A municipal account must be provided as proof that the business is conducted on the premises.</p> <p>1 = The company is based outside the Northern Cape.</p> <p>(No affidavit will be accepted)</p>	1	20

NB:

NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHOM TAX MATTERS ARE NOT IN ORDER, SUPPLIER RESTRICTED BY NATIONAL TREASURY AND WHERE DIRECTORS OR MEMBERS ARE GOVERNMENT OFFICIALS.

THE CRITERIA AND WEIGHTING WILL BE BASED ON FUNCTIONALITY WHICH HAS A WEIGHTING OF 100%. ALL THE FUNCTIONALITY CRITERIA ARE MANDATORY AND THE SUPPLIERS NEED TO OBTAIN 70% TO ADVANCE TO THE NEXT STAGE.

PLEASE BE ADVISED THAT THE DEPARTMENT RESERVES THE RIGHT TO CONDUCT DUE DILIGENCE INSPECTIONS PRIOR TO FINAL AWARD OR DURING ANY STAGE OF THE COMMITTEE SITTINGS.