INVITATION TO BID

NDOH 11 / 2015-2016

Appointment of a service provider to render cleaning services at Medical Bureau for Occupational Diseases for a period of 2 years.

Compulsory Site Inspection.
Date: 07 September 2015 at 10h00.
Venue: Medical Bureau for Occupational Diseases; 144 De Korte Street; Braamfontein; Johannesburg.
APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES AT MBOD FOR A PERIOD OF 2 YEARS.

REQUIRED BY: NATIONAL DEPARTMENT OF HEALTH

1. Kindly furnish us with a bid for the services shown on the attached forms.

2. The General Contract Conditions (GCC) as well as the attached SBD1, SBD2, SBD3.3, SBD4, SBD6.1, SBD 8 and SBD 9.

3. If you are a sole agent or sole supplier you indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax in order to decide whether the price quoted is fair and reasonable. This information, which will be treated as strictly as confidential is required only if the total amount involved exceeds R 500 000-00.

4. The attached forms must be completed in detail and returned with your bid. Each bid document must be submitted in a separate, envelope on stipulation the following information: Name and Address of the Bidder, Bid Number and Closing Date of Bid.

5. The bid must be addressed and posted to the Director-General, Department of Health, Private Bag X 828, PRETORIA 0001, to reach the destination not later than the closing date and time or must be deposited in the entrance of the Department of Health’s Bid box located in C/O Thabo Sehume & Struben streets, Civitas building, Pretoria at the reception of Department of Health.

Signed By:

Mr B. Masanabo
Director: SCM
FOR: DIRECTOR GENERAL
CONDITIONS FOR COMPLETION OF BID DOCUMENTS

If any of the following bid forms are not completed and signed or not handed in with your bid proposal on closing date and time, your proposal will be immediately disqualified.

* SBD1 (Invitation to bid) (Make sure it is signed)
* SBD2 (Tax Clearance Certificate) Certificate must be original and valid.
* SBD 3.1 or SBD 3.2 or SBD 3.3 (Pricing schedule) If not filled please refer to an Annexure or addendum where price is mentioned.
* SBD 4 (Declaration of interest) (Make sure it is signed)
* SBD 6.1 (Preference claim form) Must be signed regardless if points are claimed or not. (Make sure it is signed)
* B-BBEE Status level Verification Certificate (Original or certified copy)

* SBD 8 (Declaration of Bidder’s past supply chain management practices) (Make sure it is signed)

SBD 9 (Bid rigging) Make sure it is signed and completed

* Please note: No tippex is allowed. All changes must be scratched out and a signature next to each change.

* Bid documents must be completed with ink (blue or black) and not typed.

IF NONE OF THE ABOVE MENTIONED CONDITIONS IS MET, YOUR BID WILL BE DISQUALIFIED.
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)


DESCRIPTION: Appointment of a service provider to render cleaning services at Medical Bureau for Occupational Diseases for a period of 2 years.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Department of Health, Private Bag X 828, Pretoria, 0001. Att: Mr. L. Makahfola

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
Department of National Health, c/o Struben and Thabo Sehume streets, Civitas building, Pretoria

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week. Underneath you will find a map of where the BID box is situated.

PRETORIA CITY CENTRE

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER..................................................................................................................................................
POSTAL ADDRESS..................................................................................................................................................
STREET ADDRESS..................................................................................................................................................
TELEPHONE NUMBER                                      CODE......NUMBER..................................................................
CELLPHONE NUMBER..........................................................................................................................................
FACSIMILE NUMBER                                      CODE ........NUMBER................................................................
E-MAIL ADDRESS..................................................................................................................................................
VAT REGISTRATION NUMBER.......................................................... ....................................................................... 

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)                  YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)                    YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)........................................................ ........
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR..............................................................................................
A REGISTERED AUDITOR .........................................................
[TOCK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?                     YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER...........................................................................................................................................
DATE........................................................................................................................................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED........................................................................................................

TOTAL BID PRICE............................... TOTAL NUMBER OF ITEMS OFFERED ..............................................

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: National Health
Contact Person:  Lethogonolo Makhafola
Tel:  012 395 8935
Email: Makhal@health.gov.za
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. M Makhathini
Tel: (011) 713-6810
Email: Makhama@health.gov.za
TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
**Purpose**

Select the applicable option ................................................................. Tenders  Good standing

If “Good standing”, please state the purpose of this application

---

**Particulars of applicant**

| Name/Legal name (Initials & Surname or registered name) |
| Trading name (if applicable) |
| ID/Passport no | Company/Close Corp. registered no |
| Income Tax ref no | PAYE ref no |
| VAT registration no | SDL ref no |
| Customs code | UIF ref no |
| Telephone no | CODE - NUMBER |
| E-mail address | |
| Physical address | |
| Postal address | |

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

| Surname |
| First names |
| ID/Passport no | Income Tax ref no |
| Telephone no | CODE - NUMBER |
| E-mail address | |
| Physical address | |
Particulars of tender (If applicable)

<table>
<thead>
<tr>
<th>Tender number</th>
<th>Estimated Tender amount</th>
<th>Expected duration of the tender</th>
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Particulars of the 3 largest contracts previously awarded

<table>
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<tr>
<th>Date started</th>
<th>Date finalised</th>
<th>Principal</th>
<th>Contact person</th>
<th>Telephone number</th>
<th>Amount</th>
</tr>
</thead>
</table>

Audit

Are you currently aware of any Audit investigation against you/the company? ........................................... YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

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

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

<table>
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<tr>
<th>Name of representative/agent</th>
<th>Date</th>
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Declaration

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

<table>
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<tr>
<th>Name of applicant/Public Officer</th>
<th>Date</th>
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Notes:

1. It is a serious offence to make a false declaration.
   (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
   (b) without just cause shown by him, refuses or neglects to-
      (i) furnish, produce or make available any information, documents or things;
      (ii) reply to or answer truly and fully, any questions put to him ...
   As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.
# Pricing Schedule – Non-Firm Prices

## Purchases

**Note:** Price adjustments will be allowed at the periods and times specified in the bidding documents. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

Name of Bidder: 

Bid number: NDOH 11/2015-2016

Closing Time: 11:00

Closing date: 28 September 2015

Offer to be valid for 120 days from the closing date of bid.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>BID PRICE IN RSA CURRENCY <strong>(ALL APPLICABLE TAXES INCLUDED)</strong></th>
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- Required by:  
- At:  
- Brand and model:  
- Country of origin:  
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s):  
- Period required for delivery:  
- Delivery: *Firm/not firm

**“All applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

*Delete if not applicable
PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES.

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

\[ Pa = (1 - V)Pt \left( \frac{R1t}{R1o} + \frac{R2t}{R2o} + \frac{R3t}{R3o} + \frac{R4t}{R4o} \right) + VPt \]

Where:

- \( Pa \) = The new escalated price to be calculated.
- \( (1-V)Pt \) = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- \( D1, D2.. \) = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors \( D1, D2... \) etc. must add up to 100%.
- \( R1t, R2t... \) = Index figure obtained from new index (depends on the number of factors used).
- \( R1o, R2o \) = Index figure at time of bidding.
- \( VPt \) = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

<table>
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<tr>
<th>Index</th>
<th>Dated</th>
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4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

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<tr>
<th>FACTOR (D1, D2 etc. eg. Labour, transport etc.)</th>
<th>PERCENTAGE OF BID PRICE</th>
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## B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

<table>
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<tr>
<th>PARTICULARS OF FINANCIAL INSTITUTION</th>
<th>ITEM NO</th>
<th>PRICE</th>
<th>CURRENCY</th>
<th>RATE</th>
<th>PORTION OF PRICE SUBJECT TO ROE</th>
<th>AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD</th>
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2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

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<tr>
<th>AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:</th>
<th>DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE</th>
<th>DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE</th>
<th>DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE</th>
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .................................................................

2.2 Identity Number: ..................................................................................................................

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

2.4 Company Registration Number: ........................................................................................

2.5 Tax Reference Number: ......................................................................................................

2.6 VAT Registration Number: ................................................................................................

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

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7  Are you or any person connected with the bidder presently employed by the state?  YES / NO

2.7.1  If so, furnish the following particulars:

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

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

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

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

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

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

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

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

2.8.1  If so, furnish particulars:

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

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

………………………………………………………………
………………………………………………………………
………………………………………………………………

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

YES/NO

2.10.1 If so, furnish particulars.

………………………………………………………………
………………………………………………………………
………………………………………………………………

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

YES/NO

2.11.1 If so, furnish particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………

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

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<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
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4 DECLARATION

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

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

-----------------------------------------------------------------------------------------
Signature                       Date
-----------------------------------------------------------------------------------------
Position                        Name of bidder
-----------------------------------------------------------------------------------------

May 2011
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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.3.1.1 PRICE</strong></td>
</tr>
<tr>
<td><strong>90</strong></td>
</tr>
<tr>
<td><strong>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</strong></td>
</tr>
<tr>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed **100**

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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**

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- \(P_s\) = Points scored for comparative price of bid under consideration
- \(P_t\) = Comparative price of bid under consideration
- \(P_{min}\) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
</tbody>
</table>
5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ……………… = ……………….(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING
8.1 Will any portion of the contract be sub-contracted?  YES / NO (delete which is not applicable)

8.1.1 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?  YES / NO (delete which is not applicable)

9  DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm ........................................................................................................

9.2 VAT registration number .................................................................................................

9.3 Company registration number .........................................................................................

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? ........................................

9.8 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-BBEE status level of contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution

WITNESSES:

1. ..............................................

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

SIGNATURE(S) OF BIDDER(S)

2. ..............................................

DATE:...........................................
ADDRESS:...........................................
..............................................
..............................................
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.3</td>
<td>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?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>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?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

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.

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.

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

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

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

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________________________

(Name of Institution)

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

I certify, on behalf of:_______________________________________________________ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

................................................................. .................................................................
Signature                                      Date

................................................................. .................................................................
Position                                      Name of Bidder

Js914w 2
GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010
NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
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
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 contract 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 forfeit of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

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

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

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

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

28. Limitation of liability

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser’s country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a biddert(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.
Cleaning and Hygiene Services for the National Department of Health Specifications

The National Department of Health intends to procure the services of Supplier who will work pro-actively and in partnership with us for the provision of planned cleaning and Hygiene services in the MBoD (Medical Bureau for Occupational Diseases) building, 144 De Korte str, Braamfontein.

1. SCOPE OF WORK

1.1 MAIN ENTRANCE: Area at the front including the steps, disability ramp.
1.2 TWO RECEPTION AREA: the reception counter and the area behind.
1.3 CONSULTING ROOMS IN THE MEDICAL AREA.
1.4 ALL BUILDING SURROUNDING AREAS.
1.5 2 X BOARDROOMS.
1.6 LECTURE HALL.
1.7 DINING, ATRIUM AND PAUSE AREA
1.8 4 x PARKING LEVELS: Parking bays, Reception areas on each level, Passages from on all 4 levels. Pipes and Pillars
1.9 STAIRWELLS: All Stairwells. (Entire building)
1.10 VENTILATION ROOMS.
1.11 ALL BATHROOM/TOILET FACILITIES.
1.12 GLASS DOORS AND WINDOW PARTITIONS INCLUDING FRAMES: Ground Main Entrance (Reception), Security Access Booths, Restaurant, Glass doors in all passages and Glass encased security booths at access points on all parking levels.
2. **APPROXIMATED MEASUREMENTS FOR THE AREAS TO BE COVERED IN M²**

**SQUARE METRES**)

2.1 First Floor: 2074 m² (sqm)
2.2 Second Floor: 2074 m² (Sq m)
2.3 Third Floor: 1035 m² (sqm)
2.4 Fourth Floor: 210 m² (sqm)
2.5 Stairwells: 585 m² (sqm)
2.6 Parking area: 648 m² (sqm)
2.7 Podium area: 1235 m² (sqm)
2.8 Building surrounding areas: 214 m² (sqm)
2.9 Ground Floor: 1035 m² (sqm)
2.10 Clinic: 6600 m² (sqm)
2.11 Basement: 16189 m² (sqm)

**TOTAL FLOOR SPACE: 31 899 m² (sqm)**

3. **SPECIAL CONDITIONS**

3.1 The Department reserves the right not to award the contract.
3.2 **Bidders who do not comply with Mandatory requirements will automatically be disqualified.**
3.3 It is the responsibility of the Service Provider to ascertain that their staff members are well trained and that staff activities, equipment and cleaning materials/chemicals used conform to the provisions of the *Occupational Health and Safety Act, 1993.*
3.4 Cleaners employed by the Service Provider should be clothed in clean and neat identifiable uniforms with name tags at all times when active on the premises.
3.5 Damages to the structure and surface; walls and floors, or any graffiti, stains and marks should be brought to the attention of Directorate: Support Services.
3.6 The department requires a major monthly service for bathrooms (Disinfection of sanitary bins, deep cleaning of toilet and urinal facilities) and a day-to-day cleaning service for the remainder of the building.
3.7 All equipment, usable material and consumables must be SABS approved, user friendly, non-corrosive, and be without side effects to the end-users.
3.8 All products e.g. soap must be organic or green products.
3.9 Machinery used to clean the parking areas must absorb dust and should not pollute the environment when used (vacuum equipment) to ensure the safety of staff members and the user.
3.10 The parking must be deep-cleaned only on weekends.
3.11 Monitoring and evaluation of consumables will be done randomly by Support Services staff to ensure these comply with requirements as stipulated.
3.12 A mandatory performance audit will be conducted on all aspects of the agreement entered into with the Service Provider on a quarterly basis.
3.13 The Service Provider should ensure that all used feminine sanitary consumables are disposed of as hygienically as possible.
3.14 The Service Provider should ensure that monthly performance meetings are held.
3.15 At the expiry of the agreement, the Service Provider should, at its own cost, remove all items installed by the Service Provider.
3.16 It is compulsory for Bidders to attend the **Briefing session and Site inspection**. **Bidders who do not attend the compulsory site visit and information session will automatically be disqualified.**
3.17 Should the Special conditions be found to be in contradiction with the General Conditions of Contract (GCC), then the Special conditions will take precedence.
3.18 Bidders must quote on all the individual items under the pricing schedule, item 9 (9.1 through 9.5) of these specifications, which quote should include a total monthly cost for all consumables and services. **Should bidders fail to quote as requested their proposals will be disqualified.**
3.19 **If no references and certification of a proven 5 years experience is attached the bidder's proposal will be disqualified.**
3.20 **Bidders failing to meet all the mandatory requirements (general & bathroom) will be disqualified.**
3.21 Bidders will be requested to submit a detailed work plan for the entire MBoD building also mentioning time frames on how they are going to conduct their daily cleaning services.
3.22 The service provider will be expected to indicate how many Managers, Supervisors and Cleaners are going to be needed as the specification and lay-out.

3.23 The shortlisted bidders will be requested to allow the Evaluation Committee Members from MBoD access into the building they are currently servicing within their five contracted period.

3.24 Bidders will be requested to submit their current Sanitary Waste Disposal Certificate.

3.25 It is also the responsibility of the service provider to ensure that UIF, COIDA, SDL, PROVIDENT FUNDS contributions, as per the Department of Labor Regulation are paid up to date and proof as per “Letter of good standing” is submitted when requested.
## 4. GENERAL MANDATORY REQUIREMENTS

<table>
<thead>
<tr>
<th>MANDATORY REQUIREMENTS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Bidders must have a minimum of five (5) years proven experience in the commercial/industrial cleaning industry. A list of references must be attached. <em>(If no references and certification of a proven 5 years experience is attached the proposal will be disqualified).</em></td>
<td></td>
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<tr>
<td>4.2 Cleaning services will be undertaken from Monday to Friday, or as and when requested, e.g. over the weekends or after hours.</td>
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<tr>
<td>4.3 The Supplier must ensure that there is adequate number of cleaners on site.</td>
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<tr>
<td>4.4 It is the responsibility of the Supplier to supply the required equipment/accessories and consumables for the service, and all equipment must carry at least a one-year guarantee and must be of an acceptable standard. In cases where the equipment is of an inferior quality, the Bidder will be liable to replace such equipment without additional costs levied against the department.</td>
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<tr>
<td>4.5 Samples of all consumable items may be required for evaluation from the shortlisted Bidders only.</td>
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<tr>
<td>4.6 Bidders must submit a detailed breakdown of the proposed charges/costs including VAT as per pricing schedule in section 6.</td>
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<tr>
<td>4.7 The Supplier will have to use their equipment and consumables with the exception of toilet papers for the duration of the contract.</td>
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</tr>
<tr>
<td>4.8 All equipment supplied must be made of a durable, strong, rust-free type of material and must not be easily vandalized. Installation of bathroom accessories must be done by the bidder. No drilling of walls allowed.</td>
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</tr>
</tbody>
</table>
5. REQUIREMENTS FOR THE BATHROOMS

5.1 All costs for bathroom installations must be included in the price.
5.2 The Department shall determine the exact position of where the item(s) should be installed at the start of the installation process.
5.3 Equipment that needs to be mounted on walls should be installed in such a way that it will not damage any existing structures or fittings (No drilling allowed).
5.4 In the event that departmental equipment/installations need to be removed and/or replaced, it is expected that the Service Provider will retain the quality and colour of the item(s) to be replaced.
5.5 The Service Provider will be liable for any damaged and/or stolen items they during the installation period of the scope of work as well as for the replacement thereof.
5.6 The Service Provider should, during routing cleaning, inspect all equipment/stock/items to ensure the proper functioning thereof and report any defects to the department.

6. MANDATORY REQUIREMENTS FOR BATHROOMS/ TOILETS

Bidders should indicate **YES** or **NO** next to each mandatory requirement and **Bidder** who fail to complete all the requirements, the proposal will be disqualified.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6.1 SANITARY BINS</strong></td>
<td></td>
<td></td>
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<tr>
<td>6.1.1 The container must be of such a nature that when it is used, the contents thereof are invisible</td>
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<td></td>
</tr>
<tr>
<td>6.1.2 The container must be provided with an antiseptic liquid/powder to ensure that all germs are killed and to prevent bad smells</td>
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</tr>
<tr>
<td>6.1.3 With every service of the container, new liquid/powder must be provided and where plastic bags are used, it must be supplied by the supplier, and must also be included in the price</td>
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<td></td>
</tr>
<tr>
<td>6.1.4 The container must be hygienic</td>
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<td></td>
</tr>
<tr>
<td>6.1.5 The liquid/powder used in the container should be SABS approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
</tr>
<tr>
<td>6.1.6 Containers should be vandalism-proof</td>
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<td></td>
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<tr>
<td>6.1.7 Containers must, where necessary be supplied with removable type bags.</td>
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</tbody>
</table>
### 6.1.8 The Service Provider must indicate the method and frequency for the thorough cleansing and disinfection of these containers.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Y</td>
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</tbody>
</table>

6.1.9 When the containers are removed from the premises for thorough cleaning and treatment for disinfection, these should be replaced with temporary containers of the same product, size and quality at no extra cost to the department.

6.1.10 The Service Provider should indicate whether a deodorizer is placed in the container provided and if disposable plastic bags will cater for the necessary precautions and hygienic purposes.

6.1.12 Every container should be provided with a fastening mechanism to prevent unauthorised removal thereof but the mechanism must be of such a nature that the container could, if necessary be easily removed for cleaning purposes.

### 6.2 SANITIZER DRIP-FEED SYSTEM

6.2.1 The system must be able to release the chemical fluid every 90 seconds.

6.2.2 The fluid must be fragrant and not harmful to the user.

6.2.3 It should not leave any stains after use.

### 6.3 FOAM SEAT SANITIZER

6.3.1 The chemical used for the seat wipes should be anti-bacterial for sterilization purposes.

6.3.2 It should be effective in eliminating cross-contamination.

6.3.3 Containers should be vandalism-proof.

6.3.4 Containers should be mounted in such a way that it cannot be removed by unauthorized persons.

6.3.5 The product should be serviced by the Supplier and must indicate the frequency (weekly, monthly etc.).

### 6.4 AIR FRESHENERS

6.4.1 Air freshener containers should not be mounted and should not be easily removable by unauthorized persons.

6.4.2 It must be user friendly and be easily monitored.

6.4.3 Super fine odor and neutralizing fragrance.

6.4.4 It must give warning sign on low batteries and refilling
7. **ACTIVITIES/DUTIES (BIDDERS SHOULD COMPLY TO ALL ACTIVITIES DESCRIBED)**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.1 FLOOR MAINTENANCE</strong></td>
<td><strong>7.1 FLOOR MAINTENANCE</strong></td>
</tr>
<tr>
<td>7.1.1 Sweep and mop all reception areas</td>
<td>Daily before 07:00; and as required</td>
</tr>
<tr>
<td>7.1.2 Sweep and mop podium area</td>
<td>Daily before 07:00, and as required</td>
</tr>
<tr>
<td>7.1.3 Sweep and mop the cafeteria (Dining area when functioning)</td>
<td>Daily and as required</td>
</tr>
<tr>
<td>7.1.4 Sweep and mop lifts passage from South to North including parking reception areas</td>
<td>Daily and as required</td>
</tr>
<tr>
<td>7.1.5 Sweep three disable ramps</td>
<td>Daily before 07:00, and as required</td>
</tr>
<tr>
<td>7.1.6 Mop three disable ramps</td>
<td>Daily</td>
</tr>
<tr>
<td>7.1.7 Vacuum and clean carpeted Boardrooms and their passages.</td>
<td>Daily</td>
</tr>
<tr>
<td>7.1.8 Clean the fire hydrants</td>
<td>Once a week and as and when required</td>
</tr>
<tr>
<td><strong>7.2 GENERAL: GROUND AND PODIUM LEVELS</strong></td>
<td><strong>7.2 GENERAL: GROUND AND PODIUM LEVELS</strong></td>
</tr>
<tr>
<td>7.2.1 Dust the wood-clad areas and the standing lights</td>
<td>Twice a week</td>
</tr>
<tr>
<td>7.2.2 Spot-clean all low level surfaces, e.g. Light switches, door handles, etc</td>
<td>Daily</td>
</tr>
<tr>
<td>7.2.3 Clean and dust the sculpture on the podium level</td>
<td>Daily</td>
</tr>
<tr>
<td>7.2.4 Clean the tiled walls</td>
<td>Twice a week</td>
</tr>
<tr>
<td>7.2.5 Wipe and shine the stairs rails and pillars</td>
<td>Daily</td>
</tr>
<tr>
<td>7.2.6 Dust skirting</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>7.3 LIFTS</strong></td>
<td><strong>7.3 LIFTS</strong></td>
</tr>
<tr>
<td>7.3.1 Wipe the interior including floors as well as the lifts mirrors</td>
<td>Daily, before 07:00 and as required</td>
</tr>
<tr>
<td>7.3.2 Wipe the interior lift handles</td>
<td>Daily</td>
</tr>
<tr>
<td>7.3.3 Clean lifts door tracks</td>
<td>Twice a week</td>
</tr>
<tr>
<td>7.3.4 Clean staircases</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>7.4 STAIRCASES AND VENTILATION ROOMS</strong></td>
<td><strong>7.4 STAIRCASES AND VENTILATION ROOMS</strong></td>
</tr>
<tr>
<td>7.4.1 Sweeping and mopping of staircases</td>
<td>Daily</td>
</tr>
<tr>
<td>7.4.2 Sweeping and mopping of Ventilation rooms</td>
<td>Twice a week</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>FREQUENCY</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>BATHROOMS</strong></td>
<td></td>
</tr>
<tr>
<td>7.5.1 Clean with disinfectant; dirt, grime, spills, finger marks, <em>etc.</em></td>
<td>Daily</td>
</tr>
<tr>
<td>7.5.2 Empty and clean all bins</td>
<td>Daily</td>
</tr>
<tr>
<td>7.5.3 Clean and sanitize toilet bowls and urinals</td>
<td>Daily</td>
</tr>
<tr>
<td>7.5.4 Disinfect basins, showers and metal finishing</td>
<td>Daily</td>
</tr>
<tr>
<td>7.5.5 Clean mirrors and wipe hand dryers and spot cleaning of walls, doors and partitions</td>
<td>Daily</td>
</tr>
<tr>
<td>7.5.6 Clean shower stalls in the gymnasium area with disinfectant</td>
<td>Monthly <em>(Specialized cleaning)</em></td>
</tr>
<tr>
<td>7.5.7 Full scrub, de-scaling and deep cleaning of shower floors and walls of the gymnasium</td>
<td>Twice a week <em>(Specialized cleaning)</em></td>
</tr>
<tr>
<td>7.5.8 Empty, clean and disinfect sanitary bins</td>
<td></td>
</tr>
<tr>
<td><strong>PERIMETER</strong></td>
<td></td>
</tr>
<tr>
<td>7.6.1 Entrance Carpet/Mat, steps and front pavement cleaned</td>
<td>Daily and as and when required</td>
</tr>
<tr>
<td>7.6.2 Sweep the pavement around. Dekorte streets of the building</td>
<td>Daily, e.g. disposing of garbage on sidewalks</td>
</tr>
<tr>
<td>7.6.3 Wash the inside area surrounding the building</td>
<td>Monthly <em>(Specialized cleaning)</em></td>
</tr>
<tr>
<td><strong>WASTEDISPOSAL</strong></td>
<td></td>
</tr>
<tr>
<td>7.8.1 Empty bins and remove garbage to the designated area</td>
<td>Daily</td>
</tr>
<tr>
<td>7.8.2 Clean bins</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>PARKING BAYS AND RAMPS</strong></td>
<td></td>
</tr>
<tr>
<td>7.8.1 Cleaning of parking bays</td>
<td>Quarterly Basis <em>(Specialized cleaning)</em></td>
</tr>
<tr>
<td>7.8.2 Spot cleaning</td>
<td>Daily before 07:00</td>
</tr>
</tbody>
</table>
8. **BATHROOM ACCESSORIES**

The following bathroom accessories should be supplied

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ITEM</strong></td>
<td><strong>QUANTITY</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MALE</strong></td>
<td><strong>FEMALE</strong></td>
</tr>
<tr>
<td>Sanitary bins</td>
<td>N/A</td>
<td>20</td>
</tr>
<tr>
<td>Sanitizer Drip feed system</td>
<td>20 + 24</td>
<td>44</td>
</tr>
<tr>
<td>Seatwipe Dispensers</td>
<td>20 + 24</td>
<td>44</td>
</tr>
<tr>
<td>Air Fresheners</td>
<td>21</td>
<td>21</td>
</tr>
</tbody>
</table>
9. **SCHEDULE OF PRICES**

*All prices quoted must be inclusive of VAT*

<table>
<thead>
<tr>
<th>ITEM 9.1</th>
<th>ITEM 9.2</th>
<th>ITEM 9.3</th>
<th>ITEM 9.4</th>
<th>ITEM 9.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily General Cleaning (Inclusive of consumables).</td>
<td>Specialized Cleaning as per Activities. (Including consumables).</td>
<td>Bathroom consumables excluding general cleaning material.</td>
<td>Bathroom Accessories - Prices must include installation and rental per month</td>
<td>Resources</td>
</tr>
</tbody>
</table>

**Reception Area**
- Disability ramp,
- Boardrooms
- Dining areas,
- 3 X glass-fronted breakaway/waiting rooms on the Podium level

**Staircases and surrounding areas outside,**
- Visitor’s reception,
- Lifts & lift lobbies,
- Entrances at all parking levels,
- Bathrooms

**General Cleaning** that does **not** require daily cleaning as per the Activities.

Refer to the Activities  

<table>
<thead>
<tr>
<th>9.3.1 Air freshener per 250ml</th>
<th>9.4.1 Air freshener dispenser</th>
</tr>
</thead>
<tbody>
<tr>
<td>R .......................</td>
<td>R .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.3.2 Sanitizer Drip feed system Per 500ml</th>
<th>9.4.2 Sanitizer Drip Feed System</th>
</tr>
</thead>
<tbody>
<tr>
<td>R .......................</td>
<td>R .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.3.3 Seat wipe Foam per 500ml</th>
<th>9.4.3 Seat Wipe dispensers</th>
</tr>
</thead>
<tbody>
<tr>
<td>R .......................</td>
<td>R .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.4.4 Sanitary Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>R .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total price/cost per month</th>
<th>Total price/cost per month</th>
<th>Prices must be quoted as per ml requested above</th>
<th>Total price/cost per month</th>
<th>Total price/cost per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>R</td>
<td>Prices must be quoted as per ml requested above</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

9.5.1 Labour/Manpower
9.5.2 Equipment (required as per scope of work and activities)
10. EVALUATION CRITERIA: The 90/10 preference points system will be apply.

- The Evaluation process will be in two (02) Phases, namely:
  - **Phase 1:** Proposals will be assessed according to the technical evaluation criteria as indicated on Annexure A. Bidders must achieve a minimum of 70% in order to be considered for the next Phase; and
  - **Phase 2:** Proposals that received a minimum of 70% on the Technical Evaluation criteria will be evaluated through Pricing and Broad Based Black Economic Empowerment (B-BBEE) using the following criteria:
    - **Pricing** = 90
    - **B-BBEE** = 10

11. ANNEXURE A

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five (5) proven experience in commercial/industrial cleaning</td>
<td>30</td>
</tr>
<tr>
<td>A detailed specific work plan for the MBOD building</td>
<td>30</td>
</tr>
<tr>
<td>Disposal certificate for sanitary waste</td>
<td>15</td>
</tr>
<tr>
<td>Compliance with relevant applicable legislation(UIF; COIDA; gazetted salary scale for cleaners)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>
The Director General: *NAME OF DEPARTMENT

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

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

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

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

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

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

---

**Company / Personal Details**

- Registered Name
- Trading Name
- Tax Number
- VAT Number
- Title
- Initials
- First Name
- Surname

**Address Detail**

- Payment Address
- Postal Code

(Compulsory if Supplier)

**New Detail**

- New Supplier information
- Update Supplier information

- Supplier Type:
  - Individual
  - Department
  - Partnership
  - Company
  - Trust
  - Other (Specify)

- Department Number
(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Account Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Account Number</th>
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</table>

<table>
<thead>
<tr>
<th>Branch Name</th>
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</table>

<table>
<thead>
<tr>
<th>Branch Number</th>
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<table>
<thead>
<tr>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque Account</td>
</tr>
<tr>
<td>Savings Account</td>
</tr>
<tr>
<td>Transmission Account</td>
</tr>
<tr>
<td>Bond Account</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Number</th>
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<table>
<thead>
<tr>
<th>Passport Number</th>
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<table>
<thead>
<tr>
<th>Company Registration Number</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>*CC Registration</th>
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</table>

*Please include CC/CK where applicable

<table>
<thead>
<tr>
<th>Practise Number</th>
</tr>
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</tbody>
</table>

---

Bank stamp

It is hereby confirmed that these details have been verified
against the following screens

**ABSA-CIF screen**

**FNB-Hogans system on the CIS4**

**STD Bank-Look-up-screen**

**Nedbank - Banking Platform under the Client Details Tab**

---

**Contact Details**

<table>
<thead>
<tr>
<th>Business</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
<td>Telephone Number</td>
<td>Extension</td>
</tr>
<tr>
<td>Home</td>
<td>Area Code</td>
<td>Telephone Number</td>
</tr>
<tr>
<td></td>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>Area Code</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Cell</td>
<td>Cell Code</td>
<td>Cell Number</td>
</tr>
</tbody>
</table>

**Email Address**

<table>
<thead>
<tr>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Supplier Signature**

<table>
<thead>
<tr>
<th>Regional Office Sender</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:**

NB: All relevant fields must be completed