

## PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE :36 MONTHS

<b>Project title:</b>	SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE :36 MONTHS
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<b>Bid no:</b>	CPTSC 12/24		
<b>Advertising date:</b>	07/08/2024	<b>Closing date:</b>	28/08/2024
<b>Closing time:</b>	11:00	<b>Validity period:</b>	84 days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☐ NO ☒

**Note 1:** Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria: <sup>1</sup>	Weighting factor:
<b>Total</b>	<b>100 Points</b>

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

<b>Minimum functionality score to qualify for further evaluation:</b>	N/A
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(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

N/A
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### 2. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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#### 2.1. Indicate which preference points scoring system is applicable for this bid:

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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<sup>1</sup>The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

### 3. RESPONSIVENESS CRITERIA

**3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:**

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input checked="" type="checkbox"/>	Submission of record of attending compulsory briefing session. The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive
7	<input checked="" type="checkbox"/>	The bidder must submit three (3) completed projects in the sanitary removal industry with a minimum accumulated value of R100 000.00.  The following documents must be submitted in relation to the above: 1. Appointment letter(s) with clear contract description, contract value, contract duration and contact details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration and contact details. OR 3. Purchase order with clear contract description, contract value and contact details.  AND The above documents must be accompanied by the reference letters, which must be aligned to the submitted completed projects. (with clear description, contract value, contract duration and contact details.)  Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified
8	<input checked="" type="checkbox"/>	The bidder must submit a fully completed Pricing Schedule and transfer the total price to the PA-32 (Invitation to Bid form) as provided in the tender document. Failure to transfer the total price from the pricing schedule will result to the bid being disqualified
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	

**3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.**

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
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2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	

**3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals:**

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

#### 4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

<input checked="" type="checkbox"/>	<b>4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.</b>		
	<b>Table 1</b>		
	Serial No	Specific Goals	Preference Points Allocated out of 20
	1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10
	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2
			Documentation to be submitted by bidders to validate their claim
			<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
			Or <ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul>
			Or <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul>
			Or <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul>



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			Or
			<ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



**4.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
	4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
	OR			
	5. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable</li> </ul>

**5. COLLECTION OF BID DOCUMENTS:**

- ☒ Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)

- ☒ Alternatively; Bid documents may be collected during working hours at the following address Customs House Building. A non-refundable bid deposit of R 100,00 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at Customs House on 15/08/2024 starting at 11:00. Venue Customs House Dome, 3rd Floor. *(if applicable)*

## 6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Thandiwe Makhubela	<b>Telephone no:</b>	021 402 2237
<b>Cellular phone no</b>	072 134 4944	<b>Fax no:</b>	
<b>E-mail</b>	Thandiwe.makhubela@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	Owethu Zibaya	<b>Telephone no:</b>	021 402 2345
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	Owethu.zibaya@dpw.gov.za		

## 7. DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms

<p><b>BID DOCUMENTS MAY BE POSTED TO:</b></p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X</p> <p>ATTENTION: <b>PROCUREMENT SECTION: ROOM</b></p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p>	OR	<p><b>DEPOSITED IN THE TENDER BOX AT:</b></p> <p>Front Entrance Customs House Building Lower Heerengracht Ground floor Main Entrance</p>
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## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid / Tender Document)

Bid / Tender Number: CPTSC12/24 \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

- \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_  
in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)  
and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)



Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

1. \* Delete which is not applicable.
2. NB: This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

#### RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(Project description as per Bid /Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid /Tender Document)*

### PA-15.3: Special Resolution of Consortia or Joint Ventures

B. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES / NO**

- 2.2.1 If so, furnish particulars:

.....  
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES / NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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<sup>2</sup> 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.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4



## PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **CPTSC 12/24**

Name of Tenderer .....

☐ EME<sup>1</sup>
☐ QSE<sup>2</sup>
☐ Non EME/QSE (tick applicable box)

### 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
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11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
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# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
 ## State date of South African citizenship obtained (not applicable to persons born in South Africa)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

## PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **CPTSC 12/24**

### 2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

**REPUBLIC OF SOUTH AFRICA**

**NATIONAL DEPARTMENT OF PUBLIC WORKS &  
INFRASTRUCTURE (NDPWI)**

**SANITARY REMOVAL: SUPPLY, INSTALLATION AND  
MAINTANANCE OF HYGIENE SERVICE**

**FOR**

**THREE (3) YEAR TENDER**

**IN**

**THE WESTERN CAPE**

OFFICE OF THE REGIONAL MANAGER  
NATIONAL DEPARTMENT OF PUBLIC WORKS  
PRIVATE BAG X9027  
CAPE TOWN  
8000



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**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

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3. SUMMARY PAGE	11

## **TERMS OF REFERENCE**

### **1. SCOPE OF CONTRACT**

This contract is for the removal and replacement of Sanitary Bins as well as small plastic bags hanged behind the door from the buildings as detailed in Schedule A.

#### **1.1 UNCERTAINTY ABOUT SCOPE**

Should the Contractor be uncertain about the scope of work to be executed under this contract, NDPWI must be immediately requested to clarify its instructions.

### **2. THE BID DOCUMENT**

**2.1** The pages of this Bid document are numbered consecutively. The Bidder shall, before submitted his Bid, check the number of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or if this Bid document contains any obvious errors, the Bidder shall obtain a directive, in writing, from the Department.

**2.2** The text of the Bid document and other documents, as prepared by the Department, shall be adhered to and no alteration, erasure, omission or addition thereto by the Bidder will be accepted.

### **3. DEFINITIONS & INTERPRETATION**

- “Bid”: includes “tender, and vice versa.
- “Contractor / Service Provider”: means the successful bidder in terms of this Bid, and Supplier as referred to in the General Conditions of Contract
- “Premises” and “site”: means the physical location where the services are to be rendered.
- “The Contract”: means the contract arising from the formal acceptance of a bid, governed by the General Conditions Contract, and as supplemented and/or varied by the terms of this document.
- “The Department” / “NDPWI”: means the National Department of Public Works and Infrastructure (NDPWI)
- “The General Conditions of Contract”: means the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

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**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

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- “User Department” / “Client”: means the Department of Justice and Constitutional Development (DOJCD).
- Any reference to the singular shall include the plural, and *vice versa*, unless the context clearly indicates otherwise.
- Any reference to one gender shall include the other, as well as gender-neutral persons and/or entities.

#### **4. PROVISION OF TRANSPORT**

The Contractor shall provide all the necessary transport and labour for the duration of the contract.

#### **5. OBSERVANCE OF HEALTH REGULATIONS**

All regulations prescribed by the State Health Department or by the local government authority concerned, which have a bearing on this contract, must be observed meticulously by the contractor.

#### **6. REMOVALS**

Sanitary Bin removals shall be as stated in the schedule A annexed hereto and shall be carried out to the satisfaction of the NDPWI.

#### **7. CLEANING OF SANITARY BINS**

Sanitary Bins must be changed with SABS approved bactericide which is active against known transmitted diseases. Bins should be sterilised and fitted with new bin liners on each service. Lids must have handles for cleaner's convenience.

#### **8. DEFAULT**

The contractor shall be liable for all expenses which may be incurred by his/her failure to perform any portion of this contract and the manner in which the service ought to be performed shall, in case of complaints be decided finally by the Department.

#### **9. DAMAGE**

The contractor shall make good all damage, which was caused by him/her or his/her employees within five working days of being given written notice to do so. If not, the expenses of having the repairs affected shall be for the Contractor's account.

In the event of the damage being caused to the contractor's equipment by the NDPWI due to negligence or malicious behaviour/acts, the equipment shall be made good by the Contractor and the costs for such damage shall be charged to the NDPWI.



## **10. SESSION AND ASSIGNMENT**

Neither the whole nor any portion of the contract shall be ceded, assigned, made, sub-contracted or transferred to any other party without the prior written consent of the Department having been obtained.

## **11. PAYMENT**

- (a) The Contractor shall be paid monthly in arrears on submission of an invoice. The job card must be certified by the Officer in charge of the relative building or institution or his/her nominated official, to the effect that the quantities reflected thereon are correct and that the service has been performed satisfactorily.
- (b) The contractor shall receive payment only for removals actually performed.
- (c) The Department shall not be liable or responsible for payment of any extra removals performed by the contractor without prior written permission of the NDPWI.

## **12. RATES TO INCLUDE TAX AND LABOUR**

### **12.1 UNIT RATES / PRICES**

The NDPWI reserves the right to make adjustments before awarding the contract to individual unit rates in these schedules as necessary to eliminate errors, discrepancies, or that which is considered to be reasonable or unbalanced rates and to balance the totals without altering the Tender Amount.

### **12.2 FIXED PRICE CONTRACT**

This contract is a fixed priced contract and no adjustments shall be made for any increases or decreases on quoted rates, except for VAT rate adjustments.

## **13. PRICING**

- 13.1** Failure to quote for all items will lead to disqualification of the bid.
- 13.2** Price changes will only be considered if VAT increases or decreases.
- 13.3** Prices quoted for each year as per the pricing schedule, must be firm and market related.

## **14. CONTRACT PERIOD**

This tender shall be valid for a period of 36 (thirty six) months commencing from the date of the letter of acceptance and will not be extended for a further period.

## **15. DOCUMENTS**

The following documents must be read in conjunction with this tender.



**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

**SCHEDULE A**

	PLACE	UNIT PRICE (Each)	TIMES OF REMOVAL	NO. OF BINS INCLUDING SERVICE	YEAR ONE (unit price x no of bins x 24 removals = year one)	YEAR TWO (price escalation)	YEAR THREE (price escalation)
	Citrusdal Periodic Magistrates Court	R44.33	Fortnightly	1	R1 063.92	R1 149,03	R1 240,95

	PLACE	UNIT PRICE (Each)	TIMES OF REMOVAL	NO. OF BINS INCLUDING SERVICE	YEAR ONE	YEAR TWO	YEAR THREE
1.	Acacia Park	R	Fortnightly	3	R	R	R
2.	Fernwood Estate	R	Fortnightly	3	R	R	R
3.	Groote Schuur Estate	R	Fortnightly	4	R	R	R
4.	Atterbury House/The Box	R	Fortnightly	5	R	R	R
5.	Cape High Court	R	Fortnightly	60	R	R	R
6.	Cape Town Magistrates Court	R	Fortnightly	21	R	R	R
7.	Cape Town: Community Court, Norlen House	R	Fortnightly	5	R	R	R
8.	Customs House	R	Fortnightly	40	R	R	R
9.	Justitia Building	R	Fortnightly	26	R	R	R
10.	Labour Court, Loop Street	R	Fortnightly	4	R	R	R
11.	Liberty Life Centre	R	Fortnightly	4	R	R	R
12.	Masters of High Court, Dullar Omar Building	R	Fortnightly	32	R	R	R
13.	Cape Town: Union Castle Building	R	Fortnightly	4	R	R	R
14.	Albertinia Magistrates Court	R	Fortnightly	4	R	R	R
15.	Ashton Periodic Magistrates Court	R	Fortnightly	3	R	R	R
16.	Athlone Magistrates Court	R	Fortnightly	10	R	R	R
17.	Athlone: Bhorat Centre – (Maintenance Court)	R	Fortnightly	3	R	R	R





**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

	PLACE	UNIT PRICE (Each)	TIMES OF REMOVAL	NO. OF BINS INCLUDING SERVICE	YEAR ONE	YEAR TWO	YEAR THREE
18.	Atlantis Magistrates Court	R	Fortnightly	12	R	R	R
19.	Beaufort West Magistrates Court	R	Fortnightly	5	R	R	R
20.	Bellville Magistrates Court	R	Fortnightly	28	R	R	R
21.	Bishop Lavis Magistrates Court	R	Fortnightly	8	R	R	R
22.	Blue Downs Magistrates Court	R	Fortnightly	17	R	R	R
23.	Bonnievale Magistrates Court	R	Fortnightly	3	R	R	R
24.	Bredasdorp Magistrates Court	R	Fortnightly	2	R	R	R
25.	Caledon Magistrates Court	R	Fortnightly	7	R	R	R
26.	Calitzdorp Magistrates Court	R	Fortnightly	3	R	R	R
27.	Ceres Magistrates Court	R	Fortnightly	4	R	R	R
28.	Citrusdal Periodic Magistrates Court	R	Fortnightly	1	R	R	R
29.	Clanwilliam Magistrates Court	R	Fortnightly	6	R	R	R
30.	Darling Periodic Magistrates Court	R	Fortnightly	2	R	R	R
31.	Franschoek Periodic Magistrates Court	R	Fortnightly	2	R	R	R
32.	George Family Advocate Court	R	Fortnightly	5	R	R	R
33.	George Magistrates Court	R	Fortnightly	21	R	R	R
34.	Goodwood Magistrates Court	R	Fortnightly	14	R	R	R
35.	Grabouw Magistrates Court	R	Fortnightly	4	R	R	R
36.	Gugulethu: Fezeka Community Court	R	Fortnightly	7	R	R	R
37.	Heidelberg Magistrates Court	R	Fortnightly	4	R	R	R
38.	Hermanus Magistrates Court	R	Fortnightly	2	R	R	R
39.	Hopefield Magistrates Court	R	Fortnightly	2	R	R	R
40.	Khayelitsha Magistrates Court	R	Fortnightly	43	R	R	R
41.	Knysna Magistrates Court	R	Fortnightly	18	R	R	R
42.	Kuilsriver Magistrates Court	R	Fortnightly	8	R	R	R
43.	Laaiplek Magistrates Court	R	Fortnightly	1	R	R	R



**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

	PLACE	UNIT PRICE (Each)	TIMES OF REMOVAL	NO. OF BINS INCLUDING SERVICE	YEAR ONE	YEAR TWO	YEAR THREE
44.	Ladismith Magistrates Court	R	Fortnightly	3	R	R	R
45.	Laingsburg Magistrates Court	R	Fortnightly	4	R	R	R
46.	Leeu Gamka Periodic Magistrates Court	R	Fortnightly	1	R	R	R
47.	Lutzville Periodic Magistrates Court	R	Fortnightly	2	R	R	R
48.	Malmesbury Magistrates Court	R	Fortnightly	7	R	R	R
49.	Mitchell's Plain Magistrates Court	R	Fortnightly	23	R	R	R
50.	Montagu Magistrates Court	R	Fortnightly	3	R	R	R
51.	Moorreesburg Magistrates Court	R	Fortnightly	3	R	R	R
52.	Mosselbay Magistrates Court	R	Fortnightly	12	R	R	R
53.	Muizenberg Magistrates Court	R	Fortnightly	1	R	R	R
54.	Murraysburg Magistrates Court	R	Fortnightly	2	R	R	R
55.	Oudtshoorn Magistrates Court	R	Fortnightly	15	R	R	R
56.	Paarl Magistrates Court	R	Fortnightly	12	R	R	R
57.	Paarl Regional Office	R	Fortnightly	7	R	R	R
58.	Parow Magistrates Court	R	Fortnightly	15	R	R	R
59.	Philippi Magistrates Court	R	Fortnightly	8	R	R	R
60.	Piketberg Magistrates Court	R	Fortnightly	2	R	R	R
61.	Porterville Magistrates Court	R	Fortnightly	3	R	R	R
62.	Prince Albert Magistrates Court	R	Fortnightly	3	R	R	R
63.	Rawsonville Periodic Magistrates Court	R	Fortnightly	1	R	R	R
64.	Riversdale Magistrates Court	R	Fortnightly	8	R	R	R
65.	Robertson Magistrates Court	R	Fortnightly	3	R	R	R
66.	Simon's Town Magistrates Court	R	Fortnightly	9	R	R	R
67.	Somerset West Magistrates Court	R	Fortnightly	8	R	R	R
68.	Stellenbosch Magistrates Court	R	Fortnightly	4	R	R	R
69.	Strand Magistrates Court	R	Fortnightly	5	R	R	R



**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

	PLACE	UNIT PRICE (Each)	TIMES OF REMOVAL	NO. OF BINS INCLUDING SERVICE	YEAR ONE	YEAR TWO	YEAR THREE
70.	Swellendam Magistrates Court	R	Fortnightly	8	R	R	R
71.	Thembalethu Magistrates Court	R	Fortnightly	10	R	R	R
72.	Touws River Periodic Magistrates Court	R	Fortnightly	1	R	R	R
73.	Tulbagh Magistrates Court	R	Fortnightly	2	R	R	R
74.	Uniondale Magistrates Court	R	Fortnightly	2	R	R	R
75.	VanRhynsdorp Magistrates Court	R	Fortnightly	1	R	R	R
76.	Vredenburg Magistrates Court	R	Fortnightly	4	R	R	R
77.	Vredendal Magistrates Court	R	Fortnightly	4	R	R	R
78.	Wellington Magistrates Court	R	Fortnightly	6	R	R	R
79.	Wolseley Magistrates Court	R	Fortnightly	2	R	R	R
80.	Worcester Magistrates Court	R	Fortnightly	26	R	R	R
81.	Worcester Family court	R	Fortnightly	2	R	R	R
82.	Wynberg Magistrates Court	R	Fortnightly	30	R	R	R
83.	Merweville Periodic Court	R	Fortnightly	1	R	R	R
84.	Villiersdorp Periodic Court	R	Fortnightly	1	R	R	R
85.	Barrydale Periodic Court	R	Fortnightly	1	R	R	R



**SUPPLY, INSTALLATION AND MAINTANANCE OF HYGIENE  
SERVICE (SANITARY BINS (SHE BINS)) AT WESTERN CAPE:  
36 MONTHS**

**SUMMARY PAGE**

**NB:** 1. The total bid price for this service must include all labour and material required for the proper execution of the work and shall be carried over to the bid form which must be returned together with this document.

<b>1) YEAR ONE TOTAL INCLUDING VAT<sup>1</sup></b>	First year: First 12 months after date of awarding (0 months – to 12 months)
<b>2) YEAR TWO TOTAL INCLUDING VAT<sup>2</sup></b>	Second year: Second 12 months after date of awarding (13 months – 24 months)
<b>3) YEAR THREE TOTAL INCLUDING VAT<sup>3</sup></b>	Third year: Third 12 months after date of awarding (months 25 – to 36)

<b>YEAR ONE TOTAL</b>	<b>YEAR TWO TOTAL</b>	<b>YEAR THREE TOTAL</b>	<b>AMOUNT</b>
<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>OPERATIONAL COSTS (     %)</b> Labour, material required, bins required, transport, etc.			<b>R</b>
<b>MARK-UP/ PROFIT PERCENTAGE (   %)</b>			<b>R</b>
<b>15% VAT (If registered VAT)</b>			<b>R</b>
<b>TOTAL OFFER:</b> (To be carried forward to the Invitation to Bid Form PA-32)			<b>R</b>

- The Bidder must submit a fully completed Pricing Schedule and transfer to PA-32 (Invitation to Bid form) as provided in the tender document.

Failure to transfer the total price from the pricing schedule will result to the bid being disqualified.