

15 AUGUST 2024

**TENDER NUMBER: CPTSC12/24**

**NOTICE TO TENDERERS: ADDENDUM NO.1**

**PROJECT TITLE:**

**CAPE TOWN: SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE: 36 MONTHS**

Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment is to be included with the above tender document when submitting the tender on the closing date.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:**

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards



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Deputy Director: SCM



**THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1 MUST BE SUBMITTED TOGETHER WITH THE TENDER DOCUMENT**

DEPARTMENT OF PUBLIC WORKS – CAPE TOWN

CUSTOMS HOUSE BUILDING

HEERENGRACHT STR

8000

Dear Sir/Madam

**PROJECT TITLE:**

**SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE: 36 MONTHS WORKS TENDER NUMBER:**

**CPTSC12/24**

Changes to the document:

- **ATTACHEMENT OF OUTSTANDING DOCUMENTS**
- Kindly note the following amendments on the advertised tender document:

| <b>ADDITIONS REQUIRED IN TERMS OF THIS ADDENDUM:</b>  |
|---|
| Terms of Reference contents consist of eleven (11) pages, page 6 is added.  |
| Submission of a PA32 (Invitation to bid) and PA 16 (Preference Points Claim Form).  |
| See attached amended pricing schedule to include sub-totals, total amount and grand total offer.  |
| Summary Page on page 11, the word "VAT" is removed from year 1 total, year 2 total and year 3 total and the VAT should be included on 15% of grand total offer. |
| Extension of tender closing date by seven days, from 28 August 2024 to 5 <sup>th</sup> September 2024.  |

I/We \_\_\_\_\_ accept that this Addendum forms part of the Tender Document.

(a) Have noted the contents of this Addendum

(b) Have fully considered this Addendum

(c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATUS:** This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.



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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## 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).

- "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 NDWPI 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 NDWPI.

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## **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.





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

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- (i) Municipal by-laws and any special requirements of the Local Government Authority.
- (ii) Occupational Health and Safety Act no. 85 of 1993

## **16. SCHEDULE OF REQUIREMENTS**

Tenderers are required to submit schedule A (Pricing Schedule, Pg. 7-11) in all respects together with their tenders.

## **17. VARIATIONS IN CONTRACT**

Should any of the premises served by this Contract be vacated or should the service for any other reason become wholly unnecessary, the Contractor agrees to claim no payment in respect of such centre and the contract shall be considered as cancelled in respect of such centre.

## **18. SITE VISITS**

Contractors must visit the various sites to familiarise themselves with the circumstances and conditions pertaining to the service.

The Contractor will indemnify, protect, defend and hold harmless the Client from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof arising out of;

- (a) Any claim in respect of any taxes payable by the contractor.
- (b) Any claim for Workmen's Compensation Insurance or any loss for which the Contractor is liable.
- (c) Any claim by the third person including any employees of the Client of the Contractor for any loss resulting from any bodily injury and or damage to property by any act or omission of the Contractor or any of its employees or agents.

**--- END ---**



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

**SCHEDULE A**

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

|     | PLACE   | UNIT<br>PRICE<br>(Each) | TIMES OF<br>REMOVAL | NO. OF BINS<br>INCLUDING<br>SERVICE | YEAR<br>ONE | YEAR TWO | YEAR<br>THREE |
|-----|---|-------------------------|---------------------|-------------------------------------|-------------|----------|---------------|
| 1.  | Acacia Park   | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 2.  | Fernwood Estate                                       | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 3.  | Groote Schuur<br>Estate                               | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 4.  | Atterbury<br>House/The Box                            | R                       | Fortnightly         | 5                                   | R           | R        | R             |
| 5.  | Cape High Court                                       | R                       | Fortnightly         | 60                                  | R           | R        | R             |
| 6.  | Cape Town<br>Magistrates Court                        | R                       | Fortnightly         | 21                                  | R           | R        | R             |
| 7.  | Cape Town:<br>Community Court,<br>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,<br>Loop Street                          | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 11. | Liberty Life Centre                                   | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 12. | Masters of High<br>Court, Dullar<br>Omar Building     | R                       | Fortnightly         | 32                                  | R           | R        | R             |
| 13. | Cape Town:<br>Union Castle<br>Building                | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 14. | Albertinia<br>Magistrates Court                       | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 15. | Ashton Periodic<br>Magistrates Court                  | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 16. | Athlone<br>Magistrates Court                          | R                       | Fortnightly         | 10                                  | R           | R        | R             |
| 17. | Athlone: Bhorat<br>Centre –<br>(Maintenance<br>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<br>PRICE<br>(Each) | TIMES OF<br>REMOVAL | NO. OF BINS<br>INCLUDING<br>SERVICE | YEAR<br>ONE | YEAR TWO | YEAR<br>THREE |
|-----|---|-------------------------|---------------------|-------------------------------------|-------------|----------|---------------|
| 18. | Atlantis<br>Magistrates Court               | R                       | Fortnightly         | 12                                  | R           | R        | R             |
| 19. | Beaufort West<br>Magistrates Court          | R                       | Fortnightly         | 5                                   | R           | R        | R             |
| 20. | Bellville<br>Magistrates Court              | R                       | Fortnightly         | 28                                  | R           | R        | R             |
| 21. | Bishop Lavis<br>Magistrates Court           | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 22. | Blue Downs<br>Magistrates Court             | R                       | Fortnightly         | 17                                  | R           | R        | R             |
| 23. | Bonnievale<br>Magistrates Court             | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 24. | Bredasdorp<br>Magistrates Court             | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 25. | Caledon<br>Magistrates Court                | R                       | Fortnightly         | 7                                   | R           | R        | R             |
| 26. | Calitzdorp<br>Magistrates Court             | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 27. | Ceres Magistrates<br>Court                  | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 28. | Citrusdal Periodic<br>Magistrates Court     | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 29. | Clanwilliam<br>Magistrates Court            | R                       | Fortnightly         | 6                                   | R           | R        | R             |
| 30. | Darling Periodic<br>Magistrates Court       | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 31. | Franschoek<br>Periodic<br>Magistrates Court | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 32. | George Family<br>Advocate Court             | R                       | Fortnightly         | 5                                   | R           | R        | R             |
| 33. | George<br>Magistrates Court                 | R                       | Fortnightly         | 21                                  | R           | R        | R             |
| 34. | Goodwood<br>Magistrates Court               | R                       | Fortnightly         | 14                                  | R           | R        | R             |
| 35. | Grabouw<br>Magistrates Court                | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 36. | Gugulethu:<br>Fezeka<br>Community Court     | R                       | Fortnightly         | 7                                   | R           | R        | R             |
| 37. | Heidelberg<br>Magistrates Court             | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 38. | Hermanus<br>Magistrates Court               | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 39. | Hopefield<br>Magistrates Court              | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 40. | Khayelitsha<br>Magistrates Court            | R                       | Fortnightly         | 43                                  | R           | R        | R             |
| 41. | Knysna<br>Magistrates Court                 | R                       | Fortnightly         | 18                                  | R           | R        | R             |
| 42. | Kuilsriver<br>Magistrates Court             | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 43. | Laaiplek<br>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<br>PRICE<br>(Each) | TIMES OF<br>REMOVAL | NO. OF BINS<br>INCLUDING<br>SERVICE | YEAR<br>ONE | YEAR TWO | YEAR<br>THREE |
|-----|--|-------------------------|---------------------|-------------------------------------|-------------|----------|---------------|
| 44. | Ladismith<br>Magistrates Court               | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 45. | Laingsburg<br>Magistrates Court              | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 46. | Leeu Gamka<br>Periodic<br>Magistrates Court  | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 47. | Lutzville Periodic<br>Magistrates Court      | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 48. | Malmesbury<br>Magistrates Court              | R                       | Fortnightly         | 7                                   | R           | R        | R             |
| 49. | Mitchell's Plain<br>Magistrates Court        | R                       | Fortnightly         | 23                                  | R           | R        | R             |
| 50. | Montagu<br>Magistrates Court                 | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 51. | Moorreesburg<br>Magistrates Court            | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 52. | Mosselbay<br>Magistrates Court               | R                       | Fortnightly         | 12                                  | R           | R        | R             |
| 53. | Muizenberg<br>Magistrates Court              | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 54. | Murraysburg<br>Magistrates Court             | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 55. | Oudtshoorn<br>Magistrates Court              | R                       | Fortnightly         | 15                                  | R           | R        | R             |
| 56. | Paarl Magistrates<br>Court                   | R                       | Fortnightly         | 12                                  | R           | R        | R             |
| 57. | Paarl Regional<br>Office                     | R                       | Fortnightly         | 7                                   | R           | R        | R             |
| 58. | Parow<br>Magistrates Court                   | R                       | Fortnightly         | 15                                  | R           | R        | R             |
| 59. | Philippi<br>Magistrates Court                | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 60. | Piketberg<br>Magistrates Court               | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 61. | Porterville<br>Magistrates Court             | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 62. | Prince Albert<br>Magistrates Court           | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 63. | Rawsonville<br>Periodic<br>Magistrates Court | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 64. | Riversdale<br>Magistrates Court              | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 65. | Robertson<br>Magistrates Court               | R                       | Fortnightly         | 3                                   | R           | R        | R             |
| 66. | Simon's Town<br>Magistrates Court            | R                       | Fortnightly         | 9                                   | R           | R        | R             |
| 67. | Somerset West<br>Magistrates Court           | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 68. | Stellenbosch<br>Magistrates Court            | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 69. | Strand<br>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<br>PRICE<br>(Each) | TIMES OF<br>REMOVAL | NO. OF BINS<br>INCLUDING<br>SERVICE | YEAR<br>ONE | YEAR TWO | YEAR<br>THREE |
|-----|--|-------------------------|---------------------|-------------------------------------|-------------|----------|---------------|
| 70. | Swellendam<br>Magistrates Court              | R                       | Fortnightly         | 8                                   | R           | R        | R             |
| 71. | Thembaletu<br>Magistrates Court              | R                       | Fortnightly         | 10                                  | R           | R        | R             |
| 72. | Touws River<br>Periodic<br>Magistrates Court | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 73. | Tulbagh<br>Magistrates Court                 | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 74. | Uniondale<br>Magistrates Court               | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 75. | VanRhynsdorp<br>Magistrates Court            | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 76. | Vredenburg<br>Magistrates Court              | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 77. | Vredendal<br>Magistrates Court               | R                       | Fortnightly         | 4                                   | R           | R        | R             |
| 78. | Wellington<br>Magistrates Court              | R                       | Fortnightly         | 6                                   | R           | R        | R             |
| 79. | Wolseley<br>Magistrates Court                | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 80. | Worcester<br>Magistrates Court               | R                       | Fortnightly         | 26                                  | R           | R        | R             |
| 81. | Worcester Family<br>court                    | R                       | Fortnightly         | 2                                   | R           | R        | R             |
| 82. | Wynberg<br>Magistrates Court                 | R                       | Fortnightly         | 30                                  | R           | R        | R             |
| 83. | Merweville<br>Periodic Court                 | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 84. | Villiersdorp<br>Periodic Court               | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 85. | Barrydale Periodic<br>Court                  | R                       | Fortnightly         | 1                                   | R           | R        | R             |
| 86. | <b>SUB-TOTAL</b>                             |                         |                     |                                     | R           | R        | R             |

**Sub-totals must be carried forward to the summary page, Page 11.**



**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 must be carried over to the bid form which must be returned together with this document.

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

| <b>YEAR 1 SUB-TOTAL</b>   | <b>YEAR2 SUB-TOTAL</b> | <b>YEAR 3 SUB-TOTAL</b> | <b>TOTAL AMOUNT</b> |
|---|------------------------|-------------------------|---------------------|
| <b>R</b>  | <b>R</b>               | <b>R</b>                | <b>R</b>            |
| <b>OPERATIONAL COSTS (      %)</b><br>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>GRAND TOTAL OFFER:</b><br>(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 the grand total offer price to PA-32 (Invitation to Bid form) as provided in the tender document.

Failure to transfer the grand total offer price from the pricing schedule to the PA32 will result to the bid being disqualified.

## Invitation to Bid: PA-32

## PART A

### INVITATION TO BID (EXEMPTION)

|  |  |  |  |   |         |
|--|--|--|--|---|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                         |  |  |  |   |         |
| BID NUMBER:  | CPTSC 12/24  | CLOSING DATE:  | 05/09/2024                                       | CLOSING TIME:   | 11H00   |
| DESCRIPTION  | SUPPLY, INSTALLATION & MAINTENANCE OF HYGIENE SERVICES (SANITARY BINS/SHE BINS) AT WESTERN CAPE :36 MONTHS |  |  |   |         |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT</b>                                     |  |  |  |   |         |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)                                      |  |  |  |   |         |
| Customs House Building, Lower Heerengracht, Ground floor Main Entrance, Cape Town  |  |  |  |   |         |
| OR POSTED TO:  |  |  |  |   |         |
|  |  |  |  |   |         |
|  |  |  |  |   |         |
| <b>SUPPLIER INFORMATION</b>  |  |  |  |   |         |
| NAME OF BIDDER   |  |  |  |   |         |
| POSTAL ADDRESS   |  |  |  |   |         |
| STREET ADDRESS   |  |  |  |   |         |
| TELEPHONE NUMBER   | CODE   |  | NUMBER   |   |         |
| CELLPHONE NUMBER   |  |  |  |   |         |
| FACSIMILE NUMBER   | CODE   |  | NUMBER   |   |         |
| E-MAIL ADDRESS   |  |  |  |   |         |
| VAT REGISTRATION NUMBER  |  |  |  |   |         |
|  |  |  |  |   |         |
|  |  | TCS PIN:   |  | OR  | CSD No: |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                            |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW ] |         |
| SIGNATURE OF BIDDER  |  |  |  | DATE  |         |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) |  |  |  |   |         |
| TOTAL NUMBER OF ITEMS OFFERED  |  |  |  | TOTAL BID PRICE ('ALL APPLICABLE TAXES)   |         |
|  |  |  |  |   |         |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>   |  |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |   |         |
| DEPARTMENT/ PUBLIC ENTITY  |  |  | CONTACT PERSON                                   |   |         |
| CONTACT PERSON   |  |  | TELEPHONE NUMBER                                 |   |         |
| TELEPHONE NUMBER   |  |  | FACSIMILE NUMBER                                 |   |         |
| FACSIMILE NUMBER   |  |  | E-MAIL ADDRESS                                   |   |         |
| E-MAIL ADDRESS   |  |  |  |   |         |

Invitation to Bid: PA-32

## PART B TERMS AND CONDITIONS FOR BIDDING

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

**Note Well:**

- |    |  |
|----|--|
| a) | In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT. |
| b) | All delivery costs must be included in the bid price, for delivery at the prescribed destination.  |
| c) | The price that appears on this form is the one that will be considered for acceptance as <b>a firm and final offer</b> .   |
| d) | The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).   |
| e) | Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.                  |

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies





## PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1. GENERAL CONDITIONS

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

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

### 1.2 Preference Points System to be applied

*(tick whichever is applicable).*

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10** or **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

### 1.3 Points for this tender shall be awarded for:

#### 1.3.1 Price; and

#### 1.3.2 Specific Goals

### 1.4 The maximum points for this tender are allocated as follows:

| CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM | <input checked="" type="checkbox"/> 80/20 | <input type="checkbox"/> 90/10 |
|---|---|--------------------------------|
| PRICE   | 80  | 90                             |
| SPECIFIC GOALS                                    | 20  | 10                             |
| Total points for Price and Specific Goals         | 100                                       | 100                            |

## 1.5 Breakdown Allocation of Specific Goals Points



**1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

**Table 1**

| Serial No | Specific Goals  | Preference Points Allocated out of 20 | Documentation to be submitted by bidders to validate their claim   |
|-----------|---|---------------------------------------|--|
| 1.        | An EME or QSE which is at least 51% owned by black people (Mandatory)   | 10                                    | <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 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 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>  |

|    |  |   |   |
|----|--|---|---|
|    |  |   | and <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul> |
| 5. | An EME or QSE 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>   |



**1.5.2. 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 2 below are applicable.**

**Table 2**

| Serial No | Specific Goals  | Preference Points Allocated out of 20 | 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)   | 10                                    | <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> Or |

|    |   |   |  |
|----|---|---|--|
|    |   |   | <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)                  | 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 (NCPDSA).</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> |
|----|--|---|---|

**1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 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 3**

| 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%   | 2                                     | <ul style="list-style-type: none"><li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li></ul>  |

|  |                             |   |   |  |
|--|-----------------------------|---|---|--|
|  |                             | owned by black women (mandatory)  |   |  |
|  | 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 BBEE 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> |
|  | <b>OR</b>                   |   |   |  |
|  | 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 BBEE Certificate or Sworn Affidavit where applicable</li> </ul>  |

**Black people** mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{\max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 4: Specific goals for the tender and points claimed are indicated per the table below.**

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

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

| The specific goals allocated points in terms of this tender  | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|--|--|--|--|--|
| 1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people | 4  | 10   |  |  |
| 2. Located in a specific Local Municipality or District Municipality or Metro or   | 2  | 2  |  |  |



| The specific goals allocated points in terms of this tender  | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|---|---|---|---|
| Province area for work to be done or services to be rendered in that area  |   |   |   |   |
| 3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women                  | 2   | 4   |   |   |
| 4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability | 2   | 2   |   |   |
| 5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*                | 2   | 2   |   |   |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

State Owned Company  
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

|                             |       |
|-----------------------------|-------|
| .....                       |       |
| SIGNATURE(S) OF TENDERER(S) |       |
| SURNAME AND NAME:           | ..... |
| DATE:                       | ..... |
| ADDRESS:                    | ..... |
|                             | ..... |
|                             | ..... |
|                             | ..... |

## 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 |
|-----------------------|--|

|                          |            |                         |            |
|--------------------------|------------|-------------------------|------------|
| <b>Bid no:</b>           | CPTS12/24  |                         |            |
| <b>Advertising date:</b> | 07/08/2024 | <b>Closing date:</b>    | 05/09/2024 |
| <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 |
|---|-----|

(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

|     |
|-----|
| N/A |
|-----|

### 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) |
|---|---|

#### 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 |
|--|---|---|

<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.<br>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.<br><br>The following documents must be submitted in relation to the above:<br>1. Appointment letter(s) with clear contract description, contract value, contract duration and contact details.<br>OR<br>2. Service Level Agreement with clear contract description, contract value, contract duration and contact details.<br>OR<br>3. Purchase order with clear contract description, contract value and contact details.<br><br>AND<br>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.)<br><br>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 to PA-32 (Invitation to Bid form) as provided in the tender document.<br>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"/> | <p><b><u>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.</u></b></p> <p><b><u>Table 1</u></b></p> <table> <tr> <th>Serial No</th><th>Specific Goals</th><th>Preference Points Allocated out of 20</th><th>Documentation to be submitted by bidders to validate their claim</th></tr> <tr> <td>1.</td><td>An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)</td><td>10</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td></tr> <tr> <td>2.</td><td>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)</td><td>2</td><td> <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> </td></tr> </table> |                                       |  | Serial No | Specific Goals | Preference Points Allocated out of 20 | 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) | 10 | <ul style="list-style-type: none"> <li>SANAS Accredited BBEE 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> |
|-------------------------------------|--|---------------------------------------|--|-----------|----------------|---------------------------------------|--|----|---|----|--|----|---|---|--|
| Serial No                           | Specific Goals   | Preference Points Allocated out of 20 | 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)  | 10                                    | <ul style="list-style-type: none"> <li>SANAS Accredited BBEE 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> |           |                |                                       |  |    |   |    |  |    |   |   |  |



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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 (NCPDSA).</p> |
|  | <b>OR</b>                   |   |   |  |
|  | 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 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 4022345 |
| <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<br/>DEPARTMENT OF PUBLIC WORKS<br/>PRIVATE BAG X</p> <p>ATTENTION:<br/><b>PROCUREMENT SECTION: ROOM</b></p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING<br/>DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p> | <p>OR</p> | <p><b>DEPOSITED IN THE TENDER BOX AT:</b></p> <p>Front Entrance<br/>Customs House Building<br/>Lower Heerengracht<br/>Ground floo Main Entrance</p> |
|---|-----------|---|