

# **Bid No:JHB.24/28**

**CLOSING DATE:**

**14 NOVEMBER 2024 @ 11:00**

**ADVERT DATE:**

**25 OCTOBER 2024**

**SERVICE: NDPWI : DEPARTMENT OF  
JUSTICE: RENDERING OF CLEANING  
SERVICES AT RANDBURG MAGISTRATE  
COURT FOR A PERIOD OF 24 MONTHS**

**DOCUMENT WILL BE SOLD AT A NON-REFUNDABLE**

**EFT DEPOSIT OF R200-00 debit/credit/cheque card.**

**Non-compulsory site briefing meeting : 31/10/2024 at 11:00AM  
Venue : Randburg Magistrate Court , 18 Shepherd Ave,  
Brynbrink, Randburg, 2125.**

**Enquiries: Ms. Mantsi Nyapisi 011 713 6065**

**Or**

**Ms. Cikizwa Ntshanga – (011) 713-6078**

**Mr. James Lesejane – (011) 713-6233**

**PA-09 (GS): LIST OF RETURNABLE DOCUMENTS**

<b>Project title:</b>	<b>DEPARTMENT OF JUSTICE: RANDBURG MAGISTRATE COURT: RENDERING OF CLEANING SERVICES FOR A PERIOD OF 24 MONTHS</b>		
<b>Project Leader:</b>	MANTSI NYAPISI	<b>Bid / Quote no:</b>	JHB24/28

**1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

<b>Bid Document Name:</b>	<b>Number of Pages:</b>	<b>Returnable document:</b>
PA 32: INVITATION TO BID	02 Pages	<input checked="" type="checkbox"/>
PA 04 (GS): NOTICE AND INVITATION TO BID	06 Pages	<input checked="" type="checkbox"/>
COST BREAKDOWN	02 Pages	<input checked="" type="checkbox"/>
DPW-07 (FM): FORM OF OFFER AND ACCEPTANCE	04 Pages	<input checked="" type="checkbox"/>
PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)	10 Pages	<input checked="" type="checkbox"/>
PA-11: DECLARATION OF INTEREST	03 Pages	<input checked="" type="checkbox"/>
PA-15.1: RESOLUTION OF BOARD OF DIRECTORS	02 Pages	<input checked="" type="checkbox"/>
PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES	02 Pages	<input checked="" type="checkbox"/>
PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES	03 Pages	<input checked="" type="checkbox"/>
PA-16 PREFERENCE POINTS CLAIM FOR BIDS	10 Pages	<input checked="" type="checkbox"/>
PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT	02 Pages	<input checked="" type="checkbox"/>
SPECIFICATION FOR THE RENDERING OF CLEANING SERVICES	24 Pages	<input checked="" type="checkbox"/>
EXECUTION PLAN	02 Pages	<input checked="" type="checkbox"/>
LETTER FOR TENDERING PURPOSE FROM THE DEPARTMENT OF LABOUR IN RESPECT OF COIDA  OR  VALID LETTER OF GOOD STANDING FROM THE DEPARTMENT OF LABOUR IN RESPECT OF COIDA	01 Pages	<input checked="" type="checkbox"/>
UNDERTAKING TO MAKE USE OF SOUTH AFRICAN NATIONAL STANDARD APPROVED CLEANING MATERIALS  DECLARATION TO COMPLY WITH EPWP REQUIREMENTS  DECLARATION FOR SECURITY SCREENING  DECLARATION FOR SECURITY SCREENING	04 Pages	<input checked="" type="checkbox"/>
The DPW-16 (EC): COMPULSORY SITE INSPECTION CERTIFICATE	01 Pages	<input checked="" type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>



	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

## PA 32: INVITATION TO BID PART A

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	JHB 24/28	CLOSING DATE:	14/11/2024
		CLOSING TIME:	11:00
DESCRIPTION	DEPARTMENT OF JUSTICE: RANDBURG MAGISTRATE COURT: RENDERING OF CLEANING SERVICES FOR A PERIOD OF 24 MONTHS		

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).**  
 BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

OR POSTED TO:

### SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
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) R
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

## PART B TERMS AND CONDITIONS FOR BIDDING

- 1. BID SUBMISSION:**
  - 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
  - 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
  - 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
  - 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.**

- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

**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 **a firm and final offer.**
- 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-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF

<b>Project title:</b>	DEPARTMENT OF JUSTICE : RANDBURG MARGISTRATE COURT : RENDERING CLEANING SERVICES FOR A PERIOD OF 24 MONTHS.		
<b>Bid no:</b>	JHB 24/28		
<b>Advertising date:</b>	25/10/2024	<b>Closing date:</b>	14/11/2024
<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).

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 type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input 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 type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. Attendance of compulsory site briefing
7	<input checked="" type="checkbox"/>	Bid offer be properly received on the bid closing date and time specified on invitation, fully completed in ink. DPW-7 (FM): Form of Offer and Acceptance must be fully completed and signed.
8	<input type="checkbox"/>	
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 .
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"/>	<p>Bidders who do not have employees or have never employed workers before must submit the following document :</p> <p>Submission of a Valid Letter for Tendering Purpose obtainable from the Department of Labour in respect of COIDA</p> <p>Bidders who have had employees and bidders who have employees must submit the following document:</p> <p>Submission of valid Letter of Good standing from the Department of Labour in respect of COIDA</p>
8	<input checked="" type="checkbox"/>	<p>In terms of submitting Public Liability Insurance Certificate the bidder should complete and sign and undertaking to agree that in the event that any injury or damage may occur the bidder will responsible for all the legal claims that may arise while on duty during the execution of the bidder's duties on site.</p> <p>The bidder should sign and undertaking to make use of South African National Standard approved Cleaning materials.</p> <p>The bidder should sign the declaration to comply with EPWP requirements.</p> <p>The bidder should sign the declaration for security screening.</p>
9	<input checked="" type="checkbox"/>	<p>The salary rates on the Cost Breakdown should not be less than what the Department of Labour has stipulated for cleaners wages.</p> <p>There must be an increase in the salaries in the salaries for the second year on the cost breakdown.</p>
10	<input checked="" type="checkbox"/>	<p>The DPW-16(EC) :Compulsory site inspection Certificate must be completed by the bidder and signed by DPW official .(Attendance register will serve as proof where the Project Manager did not sign the DPW -16)</p>

**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 BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td></tr> <tr> <td>2.</td><td>Located in a specific Local Municipality or District</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> </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 BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>	2.	Located in a specific Local Municipality or District	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement 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 BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>												
2.	Located in a specific Local Municipality or District	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul>												





## Notice and Invitation to Bid: PA-04 (GS)

	Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)		<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)	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%	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit</li> </ul>

	owned by black people (Mandatory)		where applicable.
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>
<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 78 De Korte ,Braamfontein ,2017 . A non-refundable bid deposit of R 200 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **non-compulsory** pre bid meeting with representatives of the Department of Public Works will take place at Randburg Magistrate court,18 Shepherd Ave ,Brynbrink ,Randburg ,2125 on 31/10/2024 starting at 11:00. Venue **insert venue.** (if applicable)

## 6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Mantsi Nyapisi	<b>Telephone no:</b>	011 713 6065
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	Mantsi.Nyapisi@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	Thabile Nhlapo	<b>Telephone no:</b>	011 713 6104
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	Thabile.Nhlapo@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 120 BRAAMFONTEIN 2017 ATTENTION: <b>PROCUREMENT SECTION: ROOM GROUND FLOOR</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>Department of public works and infrastructure Minrallia Building 78 Dekorte Street, Braamfontein GROUND FLOOR</p>
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public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

### COST BREAKDOWN RANDBURG MAGISTRATE COURT

The total bid price for this service must include all labour, uniforms, equipments and material required for the proper execution of the work and shall be carried over to the form of offer (DPW-07) which must be returned together with this document.

The completion period of the service is **24 months**

The bidder must fill in this Cost Breakdown in full. Both monthly and 12 months price must be filled in full as well as the total for 24 months.

#### RANDBURG MAGISTRATE COURT YEAR 01

Items	Year 1	
	Monthly	12 Months (year1)
Salaries cleaners (29)	R	R
UIF cleaners (29)	R	R
COIDA /Provident Fund cleaners (29)	R	R
Leave pay cleaners (annual/sick/family resp)		
Bonus cleaners (accumulative payable once a year) (29)	R	R
Salaries Supervisor (01)	R	R
UIF Supervisor (01)	R	R
COIDA / Provident Fund Supervisor (01)	R	R
Leave pay Supervisor (annual/sick/family resp)		
Supervisor Bonus (accumulative payable once a year) (01)	R	R
Uniform - PPE (All employees) (30) Protective clothing for cleaners, supervisor and project leader (full attire i.e. worksuit or industrial house coat and safety shoes)	R	R
Equipment's (All necessary equipment i.e vacuum cleaner, scrubbing machine, mop, bucket, etc for the completion of the contract)	R	R
Materials: (All material shall be deemed to be included , toilet papers, hand towel , liquid soap etc)	R	R
Deep cleaning of carpets bi-annually ( $\pm 2100\text{m}^2$ square metres)	R	R
Overheads	R	R
Profit	R	R
Sub Total (Year 1)	R	R
VAT @ 15%	R	R
Grand Total year 01	R	R
Name of bidder.....		Signature.....



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

The total bid price for this service must include all labour, uniforms, equipments and material required for the proper execution of the work and shall be carried over to the form of offer (DPW-07) which must be returned together with this document.

The completion period of the service is **24 months**

The bidder must fill in this Cost Breakdown in full. **Both monthly and 12 months price must be filled in full as well as the total for 24 months.**

### RANDBURG MAGISTRATE COURT YEAR 02

Items	Year 2	
	Monthly	12 Months (year2)
Salaries cleaners (29)	R	R
UIF cleaners (29)	R	R
COIDA cleaners (29)	R	R
Leave pay cleaners (annual/sick/family resp)		
Bonus cleaners (accumulative payable once a year) (29)	R	R
Salaries Supervisor (01)	R	R
UIF Supervisor (01)	R	R
COIDA / Provident Fund Supervisor (01)	R	R
Leave pay Supervisor (annual/sick/family resp)		
Supervisor Bonus (accumulative payable once a year) (01)	R	R
Uniform - PPE (All employees) (30) Protective clothing for cleaners, supervisor and project leader (full attire i.e. worksuit or industrial house coat and safety shoes)	R	R
Equipment's (All necessary equipment i.e vacuum cleaner, scrubbing machine, mop, bucket, etc for the completion of the contract)	R	R
Material (All material shall be deemed to be included , toilet papers, hand towel , liquid soap etc)	R	R
Deep cleaning of carpets bi-annually ( $\pm 2100\text{m}^2$ square metre)	R	R
Overheads	R	R
Profit	R	R
Sub Total (year 2)	R	R
VAT @ 15%	R	R
Grand Total (year 2)	R	R
Total Grand price for (Year 01 + Year 02) to be carried over to DPW-07		R

Name of bidder .....

Signature .....

## DPW-07 (FM): FORM OF OFFER AND ACCEPTANCE

Tender no: JHB 24/28

### OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

DEPARTMENT OF JUSTICE: RANDBURG MAGISTRATE COURT: RENDERING OF CLEANING SERVICES FOR A PERIOD OF 24 MONTHS

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies ) IS:**

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

### THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: ..... ..... And: Whose Registration Number is: ..... And: Whose Income Tax Reference Number is: ..... CSD supplier number: .....	OR	Natural Person or Partnership: ..... ..... Whose Identity Number(s) is/are: ..... Whose Income Tax Reference Number is/are: ..... CSD supplier number: .....
---	----	---

**AND WHO IS (if applicable):**

Trading under the name and style of: .....

### AND WHO IS:

Represented herein, and who is duly authorised to do so, by:  Mr/Mrs/Ms: ..... In his/her capacity as: .....	<b>Note:</b> <b>A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</b>
---	--

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

Tender no: JHB 24/28

**WITNESSED BY:**

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ..... ☐The official alternative ..... ☐Own alternative (only if documentation makes provision therefore) ☐

(N.B.: Separate Offer and Acceptance forms  
are to be completed for the main and for  
each alternative offer)

**SECURITY OFFERED:**

The Service Provider will provide one of the following forms of security:

(1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☐(2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) Yes ☐ No ☐(3) Retention of 2.5% of the Contract Sum (excl. VAT) Yes ☐ No ☐(4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) Yes ☐ No ☐

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

**Other Contact Details of the Tenderer are:**

Telephone No. .... Cellular Phone No. ....

Fax No. ....

Postal address .....

Banker ..... Branch.....

Bank Account No. .... Branch Code .....

Registration No of Tenderer at Department of Labour .....

**ACCEPTANCE**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

**Tender no:** JHB 24/28

**The terms of the contract, are contained in:**

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

**For the Employer:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works
<b>Address of Organisation:</b>	

**WITNESSED BY:**

Name of witness	Signature	Date



Tender no: JHB 24/28

**Schedule of Deviations**

<b>1.1.1. Subject:</b>
<b>Detail:</b>
<b>1.1.2. Subject:</b>
<b>Detail:</b>
<b>1.1.3. Subject:</b>
<b>Detail:</b>
<b>1.1.4. Subject:</b>
<b>Detail:</b>
<b>1.1.5. Subject:</b>
<b>Detail:</b>
<b>1.1.6. Subject:</b>
<b>Detail:</b>

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

PA-10: General Conditions of Contract (GCC)

## PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES:

The purpose of this document is to:

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

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

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

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## PA-10: General Conditions of Contract (GCC)

### General Conditions of Contract

#### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

## PA-10: General Conditions of Contract (GCC)

- 1.16. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **"Project site"** where applicable, means the place indicated in bidding documents.
- 1.21. **"Purchaser"** means the organization purchasing the goods.
- 1.22. **"Republic"** means the Republic of South Africa.
- 1.23. **"SCC"** means the Special Conditions of Contract.
- 1.24. **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **"Written" or "in writing"** means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

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

## 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

## PA-10: General Conditions of Contract (GCC)

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### 6. Patent rights

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

### 7. Performance security

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

### 8. Inspections, tests and analyses

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

#### PA-10: General Conditions of Contract (GCC)

- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

#### 9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

#### 10. Delivery and documents

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

#### 11. Insurance

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

#### 12. Transportation

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

#### 13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

## PA-10: General Conditions of Contract (GCC)

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

### 14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:

- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

### 15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

### 16. Payment

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

### 17. Prices

## PA-10: General Conditions of Contract (GCC)

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

### 18. Contract amendments

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

### 19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

### 20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

### 21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

### 22. Penalties

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

### 23. Termination for default

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



## PA-10: General Conditions of Contract (GCC)

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

- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:
- i) The name and address of the supplier and/or person restricted by the purchaser;
  - ii) The date of commencement of the restriction
  - iii) The period of the restriction; and
  - iv) The reasons for the restriction.

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

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

## 24. Anti-dumping and countervailing duties and rights

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

## PA-10: General Conditions of Contract (GCC)

### 25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

### 26. Termination for insolvency

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

### 27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

### 28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## PA-10: General Conditions of Contract (GCC)

### 29. Governing language

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

### 30. Applicable law

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

### 31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### 32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

### 33. National Industrial Participation Programme (NIPP)

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

### 34. Prohibition of Restrictive Practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date

## 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.

<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-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: \_\_\_\_\_ (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-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>

			<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> <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> <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)	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>																
<p><b>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.</b></p> <p><b>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.</b></p> <p><b>Table 3</b></p> <table border="1"> <thead> <tr> <th>Serial No</th><th>Specific Goals</th><th>Preference Points Allocated out of 10</th><th>Documentation to be submitted by bidders to validate their claim</th></tr> </thead> <tbody> <tr> <td>1.</td><td>An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)</td><td>4</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE 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> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul> </td></tr> <tr> <td>3.</td><td>An EME or QSE or any entity which is at least 51%</td><td>2</td><td> <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> </td></tr> </tbody> </table>				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>
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	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 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>

**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:

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in 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) (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)
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

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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

# PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **JHB 24/28**

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
3.		%	<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
4.		%	<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
5.		%	<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
6.		%	<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
7.		%	<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
8.		%	<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
9.		%	<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
10.		%	<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
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
12.		%	<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

# 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: JHB 24/28

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

Name of representative		Signature	Date

**REPUBLIC OF SOUTH AFRICA**



***DEPARTMENT OF PUBLIC WORKS***

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**TERMS OF REFERENCE: SPECIFICATION FOR THE  
RENDERING OF CLEANING SERVICES FOR 24  
MONTHS AT RANDBURG MAGISTRATE COURT**

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THE BUILDING IS SITUATED AT

**DEPARTMENT OF JUSTICE: RANDBURG MAGISTRATE COURT**

**THE CONTRACT WILL BE FOR A PERIOD OF 24 MONTHS FROM DATE OF ACCEPTANCE OF THE SUCCESSFUL BIDDER BY THE DEPARTMENT OF PUBLIC WORKS SQUARE METERAGE TO BE CLEANED IS ±1800m<sup>2</sup>**

**SPECIFICATION FOR THE CLEANING OF BUILDING**

1.	Cleaning Services must be supplied for the period Mondays to Fridays excluding Public Holidays. Arrangements must be made by the Contractor with the occupants of the building for times when the services are required or can be carried out.	
1.1	<b>DAILY</b>	
1.1.1	All floors, steps, escalators, passages, entrances, lifts and tea Kitchens.  Polish and shine all floor and floor surfaces	Sweep / damp sweep to ensure a high degree of tidiness.  Polish with approved floor polish to ensure high gloss floors
1.1.2	Ashtrays and wastepaper baskets in offices, passage and entrances.	Empty, wash or wipe with a damp rag, and replace as found.
1.1.3	Toilet bowls, toilet seats, loose urinals, and wash basins, tiles, mirrors, showers, restrooms and drinking fountains.	Clean and disinfect with approved disinfecting materials as required.
1.1.4	Desks and furniture in offices as well as glass writing surfaces & telephones.	Dust off with dust rag or wipe with a damp cloth.
1.1.5	Windowsills, glass doors and hand rails.	Dust and wipe with a damp cloth if required.
1.1.6	Outside, cement surfaces, around buildings. As well as internal courtyards that form part of the building / garages and paving.  Vacuum all carpet floor covering	Pick up any rubbish daily.  Vacuum floor mats/carpets to remove all dust
1.1.8	Computer rooms, strong rooms and cash halls cleaning must be arranged with the occupant.	
1.1.9	Courts must be cleaned before 9H 00 am.	
1.1.10	Cells must be cleaned daily.	

1.1.11	After 14H00 all the rubbish bins and ashtrays must be cleaned and washed in all the offices, lobbies and hallways.	
1.1.12	Rubbish lying around must be removed immediately when found during the day.	
1.2	<b>WEEKLY</b>	
1.2.2	Toilet doors, venetian blinds, partitioning, door taps and metal surfaces.	Damp wipe or wash with recognised washing liquid where necessary and scrubbed.
1.2.3	Walls and ceilings	Must be dusted/ Damp wipe.
1.2.4	All brass items inside and outside the building	Must be cleaned with polish and well buffed.
1.2.5	All the safes and storerooms	Must be cleaned.
1.2.6	Furniture	Must be polished with approved polish. Either spray or liquid.
1.2.7	Telephones, heaters and fans	Wipe with a damp cloth, which has been put in liquid with a disinfecting liquid.
1.2.8	Marble surfaces, stone and cement floors, outside steps and stairs.	Machine washes with soap solution. Neutral detergent.
1.2.9	Tar surfaces, parking areas, parking garages. As well as outside cement surfaces around buildings.	Sweep clean with brooms and scrub if dirty.
1.2.10	Carpets must be vacuumed [weekly].	
1.2.11	Floors / Wooden floors must be sprayed and buffed / scrubbed and polished.	
1.2.12	The rubbish must be put in front of the building every applicable day to be taken away by the Municipality.	
1.2.13	The Rubbish bins outside must be placed once a week and the garbage bags must be changed frequently as and when necessary.	

PLEASE NOTE: The contractor will be held responsible for any damage caused to vehicles.		
1.2.14	Lift, floor, doors, roof, walls	Wash with soap solution.
1.2.15	All copper and brass fittings.	Polish with approved metal polish.
1.2.16	Loose mats and wall-to-wall carpeting.	Vacuum and remove marks and stains where necessary.
1.3	<b>MONTHLY</b>	
1.3.1	Wood, block and vinyl floors.	Scrub as required to remove marks / stains and polish with non-slip polish.
1.3.2	Walls, lampshades and all surfaces that can be cleaned.	Damp wipe / Wash to insure a high degree of tidiness.
1.3.3	All wooden panels against walls	Must be polished.
1.3.4	All the lights	Must be dusted.
1.4	<b>QUARTERLY</b>	
1.4.1	Glass partitions windows and doors.	Wash to insure a high degree of tidiness.
1.4.2	Furniture with material coverings.	Vacuum and remove stains and dirty marks.
1.4.3	Parking areas including basements and garages.	Machine scrub with soap solution.
1.4.4	Windows	Wash to ensure high degree of tidiness
1.4.5	Strip and seal the floor.	To ensure high degree of shining.
1.5	<b>MONTHLY</b>	
1.5.1	Shampoo carpet with high foam liquid	To maintain colour
2.	<b>THE SERVICE PROVIDER WILL BE RESPONSIBLE FOR THE PROVISION OF:</b>	
2.1	Polisher Machines Mop Trolleys and Vacuum cleaners	
2.2	Toilet paper [Single ply 500 sheets – White] ( twice per day in each bathroom)	
2.3	Hand soap [SABS approved – bars or liquid]	
2.4	Disinfectants and air fresheners [SABS approved Neutral detergent which sanitises and leaves a fragrant smell]. Similar to Germatol	
2.5	Paper hand towels ( Folded or a roll depending on the type of dispenser installed once per week)	
2.6	Ammoniated liquid detergent (Handy Andy or similar to handy Andy)	
2.7	Dish Wash Liquid	
2.8	Deo-blocks	
2.9	Gel detergent (Citrus/Pine gel)	

2.10	Floor Sealer or Polymer floor dressing	
2.11	Spray products ( <b>Spray buff polish</b> )	
2.12	Descaler ( <b>Toilet Bowl Cleaner</b> )	
2.13	Furniture polish	
2.14	Heavy duty non-ammoniated stripper	
2.15	The provision of sterile containers ( <b>she- bins</b> ) in ladies toilets in which sanitary towels may be disposed of required [ <b>Similar to Steiner's system with weekly or fortnightly service</b> ].	
2.16	Refuse bags and <b>all other consumables including brooms and brushes</b>	
3.	<b>GENERAL</b>	
3.1	Warning signs must be provided and displayed when the floors are washed or polished.	
3.2	Safety belts must be supplied and worn each time the windows are being washed on the outside.	
3.3	An Authorised officer from Department of Public Works will carry out regular inspections to ensure that the work is done according to the above-mentioned specifications.	
3.4	In the above-mentioned specification the following words namely Dust, Sweep, Clean, Wash, Vacuum and Polish has the meaning as set out here under.	
3.4.1	Dust	Clean with a duster and dust cloth.
3.4.2	Sweep	Clean away all dirt and dust with a broom.
3.4.3	Clean	Wipe with a wet cloth and remove marks if any by applying a cleaning detergent.
3.4.4	Wash	Clean all dirt and dust with a mop.
3.4.5	Vacuum	Vacuum all dirt and dust clean with a vacuum cleaner or brush.
3.4.6	Polish	Apply a polish, which is applicable, and polish with applicable instrument after floors, counters, furniture, wood panels or copper work had been dusted, cleaned or washed.
4.	<b>PROVISION OF CLEANING MATERIALS AND EQUIPMENT</b>	
4.1	<p>The contractor will be responsible for the provision of all cleaning materials and equipment that may be required to ensure efficient service. In this regard the contractor will ensure he/she has equipment in stock to see that there is no disturbance or delay in the service been offered.</p> <p>The equipment must at all times be clean and in a working condition Maintenance of the equipment is the contractor's responsibility.</p>	
4.2	The contractor undertakes to provide proper plastic bags for the removal of wastepaper basket paper at own cost. This waste paper must be delivered to a central point daily on the ground floor of the building or in and area as agreed to with the building manager.	
5.	<b>CONDITIONS RELATING TO THE PERSONNEL OF THE CONTRACTOR</b>	
5.1	The contractor's personnel must make use of store and rest room facilities as indicated. It will be the responsibility of the contractor to ensure that these facilities are clean and tidy.	

5.2	The contractor and his/her personnel are prohibited from reading or going through records in offices.
5.3	Files and other correspondence on desks, racks, etc., must be placed back in the position in which it was found after cleaning such areas.
5.4	The contractor undertakes to keep the number of workers allowed in a building to the essential amount required and that the necessary supervision of staff will be strictly monitored and supervised.
5.5	Personal hygiene of the contractor, his personnel, and agents must be maintained at an acceptable standard at all times.
5.6	In accordance with the law on control and entry to public areas and vehicles, 1985(law 5.3 of 1985), employees will be subject to the conditions as set out in Article Z (2) of the mentioned law.
5.7	The occupant of an office shall have the right to request employees of the contractor to leave an office if he/she receives a visitor or telephone call.
5.8	Employees of the contractor shall not loaf about the building or use the benches or chairs in public areas to relax on. At the end of each workday and no later than the normal closing time, all employees of the contractor must be out of the premises. No employee is allowed after working hours except if they have permission from the responsible officer in charge of the building.
5.9	Personnel of the contractor have, subject to other conditions of this contract, right of entry to all areas to supply a service. If the service is not required in a specific area at certain times then entry to the area is prohibited.
5.10	Without prejudicing the contractor's right to choose his/her own personnel, the Department reserves the right to, at all times to indicate personnel to the contractor who is a security, health or safety risk. Such persons will not be allowed to be used by the contractor to carry out his duties.
5.11	In such a case the contractor will immediately honour the Departments request and shall have no claim of loss or damage against the Department.
5.12	Each employee of the contractor will be provided with a photo identity card by the contractor. The card must have the following particulars, a) Name of Firm (Contractor) b) Name of employee c) Identity number of Employee d) Signature of the Employee
5.13	The employee will wear the permit on a visible place when he/she is working in the involved building. The necessary control over these permits must be provided as not to allow such permits to fall into unauthorised hands.
5.14	The employees or persons in the service of the contractor who are working in or around an involved building providing the services as stated in this contractor must at all times be dressed in a manner which is to the Departments approval.
5.15	No information may be provided by the contractor or his affiliates of state activities to the public or news media.

6.	<b>IDENTITY</b>
6.1	The contractor and his/her affiliates enter on the premises at own risk.
6.2	The contractor indemnifies the Department against any occurrence that he is aware of or not aware of his/her personnel that are used for services that fall outside this contract.
6.3	The contractor will at own cost take out an insurance policy against any claim, cost, loss or damage resulting from duties and shall ensure that such insurance is valid for the entire period of the contractor. Such an insurance Policy must be handed over to the Department on termination of this contract.
7	<b>ELECTRICAL EQUIPMENT</b>
7.1	The contractor shall not use defective electrical equipment, which could cause the earth leakage to trip. Any damage of whatever nature caused by this will be for the contractor account. All leads and extension leads must be of the correct capacity to carry the load of the involved machinery and will be 3 phases and not 2 phases.
7.2	The contractor may only use electrical equipment that will normally be used in normal circumstance for purposes named in this agreement. The contractor may under no circumstances fiddle with the electrical installations in the building or make changes to it without the Departments prior consent.
7.3	With the exception of connections at existing power points provided by the Department, the contractor may not make connections to the electrical system. Only equipment that does not require above 1250 watts to operate may be used at such power points
7.4	The equipment used by the contractor shall where applicable comply with the law on Machinery and Occupational Safety, 1985 (Law no. 6 of 1993). Under no circumstances shall the equipment used such as vacuum cleaners etc., exceed the sound factor of 66aB (Decibels) within one meter of the equipment.
8.	<b>NUISANCE</b>
8.1	The contractor and his/her personnel will not be allowed to perform any act or duty on the premises, which in the mind of the Department will be of nuisance, danger or possible nuisance or danger to any person on the premises or that could cause damage to the property.
8.2	Personnel must behave in a soberly orderly manner at all times.
8.3	Silence must be reasonably maintained at all times.
9.	<b>CURTAILMENT OF SERVICES</b>
9.1	<p>The Department reserves the right to change any part of the service as a whole with one month's written notice to the contractor.</p> <p>This, however, will only occur if a certain part(s) of the premises is vacated, the occupants change or for security reasons. The contract amount shall, in such a case be amended from the date of vacating the premises with an amount as agreed upon.</p>



9.2	Should the premises or part(s) of the premises where the service is rendered be damaged or destroyed by force major (viz major) the Department will, in it's discretion determine which part(s) of the premises cannot or should not be put to further use for the original utilisation and in respect of the unusable part(s) of the premises, the parties will no longer be bound by the stipulations of this agreement and no claim for indemnification in the favour of the one party against the other shall result there from. In respect of the remaining part(s) of the premises which will still be used, the stipulations of this agreement will remain in force, but the contract amount will be reduced with a relevant sum as mutually agreed to, as of the date of such change, if the damaged premises is repaired the Department can request the contractor to resume the cleaning service by one month written notification in which case the stipulations of the contract in respect of the rendering of the service and the contract price will be applicable.
10.	<b>CAUTION SIGNBOARDS</b>
10.1	The contractor will be compelled to display neat caution signboards or signs, of which the size and design must be clearly visible in the area where the contractor or his employees are busy working. (Such as toilets, passages etc.) The signs must also be clearly visible in areas where the services rendered can cause injuries to any person or persons and must be able to attract a persons attention to show that services are been carried out in the area.
10.2	It is hereby specially agreed upon that the Contractor throughout the duration of the contract period, will be compelled to do everything within his/her means and wherever practicable possible to ensure that all signs, printwork, notices, or any written material that is displayed in accordance with clause 9.1 appear in English.
11.	<b>BREACH OF CONTRACT</b>
11.1	If the services rendered are interrupted or temporarily suspended as a result of any labour dispute, civil summons, a local or national disaster or any other cause outside the reasonable control of the Contractor both parties will agree mutually on methods to continue with essential services.
12.	<b>PERIOD OF CONTRACT</b>
12.1	The term of this contract shall be for a period of (24) Twenty four months as from the date of acceptance.
13.	<b>INFLAMMABLE AND POISONOUS MATERIAL AND OTHER CHEMICALS</b>
13.1	The Contractor shall not use or store any poisonous or highly inflammable substances and other chemicals on the premises without the written consent of the Department or the rendering of the service or any other purpose.
14.	<b>SUB-LETTING</b>
14.1	Neither the whole nor any portion of this contract shall be made over or transferred to any other party without the prior written consent of the Director-General, Department of Public Works or his Deputy having been obtained.
15.	<b>EQUIPMENT</b>
15.1	The contractor will be responsible for the provisioning and maintenance of all equipment, which may be necessary to ensure effective service. In this regards the Contractor will ensure that there will be no break in the service.

16.	<b>SUPERVISION</b>
16.1	The contractor must ensure that there is always effective supervision of staff and activities at all times.
16.2	Continuous, within reachable supervision are called for, daily Monday to Friday, Public Holidays excluded.
16.3	Supervisors must in all respects respond to reasonable request of the appointed personnel.
17.	<b>OBLIGATIONS OF THE CONTRACTOR</b>
17.1	Where practically possible, all complaints concerning the service being performed, must receive immediate attention, but in any case not later than the following workday.
17.2	The Contractor undertakes:
17.2.1	To co-operate with the safety officer of the building at al times and
17.2.2	To keep the resting facilities, which are supplied neat and tidy at all times.
17.3	<p>In carrying out the Contract, the Contractor shall conform to all laws, regulations or By Laws of any Department of State, Provincial Administration or Local Authority which may be applicable hereto, for instance the Occupational health and Safety Act, Act 85 of 1993.</p> <p>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 this contract or it's implementation</p>
18.	<p><b>DRESS CODE</b></p> <p>The successful bidder will be required:</p> <ol style="list-style-type: none"> <li>1) to ensure that a uniform displaying the company logo and name are worn at all times</li> <li>2) Ensure that staff uniform is clean and neat at all times.</li> <li>3) To ensure that all cleaning staff wear identity tags at all times, when cleaning services are rendered in the building</li> </ol>

18.1	<p><b>SITE MEETING</b></p> <p>Bidders are advised that:</p> <p>1. No Site meeting will be held</p> <p>Officer which <u>must</u> be contacted is:</p> <p><b>Ms Mantsi Nyapisi</b></p> <p><b>Tel. No. [011] 713 6065</b></p> <p><b>At Cnr Dekorte and Debeer Street, Braamfontein. Mineralia Building</b></p>
19.	<b>CONTRACT AMOUNT</b>
19.1	<p>The contract amount for the period is R ----- for 24 months</p> <p>Please indicate: VAT included / VAT excluded.</p>
20.	<b>PAYMENTS</b>
20.1	A period of 30 days after submission of an original invoice and all supporting documents must be allowed for payment to be effected.
20.2	The successful Tenderer, must for the purpose of payment, register himself with the Department of Public Works by completing the applicable form within <b>TWO (2) weeks</b> after the tender has been approved, in order to be paid electronically. THE PMIS CREDIT ORDER INSTRUCTION is obtainable from the Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or cnr Dekorte and Debeer Street, Mineralia Building, Braamfontein and must be completed.
20.4	The Contractor shall receive no payment for day(s) when the cleaning service has not been rendered. The contractor must provide a relief worker if the permanently appointed cleaner is unable to render the cleaning service due to illness or has taken a leave.
20.3	An original invoice regarding the service rendered must be sent to Department of Public Works (National) to reach the office on the first day of every month.
21.	<b>PRO-RATA DECREASE OF PAYMENT:</b>
21.1	If at any time the service is not rendered in accordance with the conditions of the contract or the specification, the right is reserved to adjust payment pro-rata.

21.2	Similarly, no departure from or breach of or failure to comply with any of the conditions shall be deemed to be a condemnation, waiving or ratification of such departure, breach or failure to comply unless such condemnation, waiving or the Department of Public Works has agreed non-fulfilment to in writing.
22.	<b>TERMINATION OF SERVICE</b>
22.1	The stipulations of the <u>State Tender Board's General Conditions and Procedures</u> (PA-10) apply in particular to cases of any failure to comply with any of the conditions of contract, or where an unsatisfactory service is rendered.

## Deep cleaning

### DEEP CLEANING PROCEDURE

#### Definitions

An intensive, heavy-duty clean using chemicals, mechanical actions and high-pressure cleaners.

**Chemicals** are the products used and conform to the following specifications

- 1) All chemicals are SABS/STANSA approved
- 2) All chemicals are environmentally friendly
- 3) Chemicals contain bactericides and disinfectants
  - i) **Sterilizer** – kills all microbes leaving a sterile surface
  - ii) **Disinfectant** – kill most known microbes – usually benchmark organisms selected for their difficulty to kill
  - iii) **Sanitiser** – reduces the number of specified organisms to a certain safe level.
  - iv) **Virucide** – kills most known viruses
  - v) **Fungicide** – used to kill fungi such as athlete's foot etc
  - vi) **Tuberculocide** – kills the bacteria, which causes TB. It is a separate classification, since TB bacteria are very hardy.

DEEP CLEANING OF BUILDING	
AREA	ACTION
<u>Cells and surrounding areas</u>	<p>All accessible fixtures and fittings are cleaned and disinfected.</p> <p>Where possible traps on urinals and basins, gratings and other parts are removed so that the unit can be cleaned thoroughly. All walls, partitions, and floors surrounding the units will be washed. All units are high pressure blasted to flush deposits or growths through the plumbing into the main line. All defective sanitary fittings and plumbing will be reported. Lights will be cleaned.</p> <p>Where possible graffiti will be removed, however should it be engraved, painted or indelible we will not be held responsible for this.</p> <p>Thoroughly clean and disinfect the immediate areas</p> <p>Floors will be washed with neutral detergent and disinfectants.</p>
<u>Floors</u>	
<u>General areas</u>	<p>All accessible fixtures and fittings are cleaned and disinfected. Where possible shower drains and traps on urinals and basins, gratings and other parts are removed so that the unit can be cleaned thoroughly. All walls, partitions, and floors surrounding the units will be washed. All units are high pressure blasted to flush deposits or growths through the plumbing into the main line. All defective sanitary fittings and plumbing will be reported. Lights will be cleaned.</p>
<u>Hand basins, showers, baths &amp; sinks</u>	<p>All taps, plugs, chains outlets, channels and gullies are cleaned and disinfected. Taps are polished.</p> <p>Remove all scale deposits and algae from internal and external surfaces.</p> <p>Clean deposits and any obstruction from overflows.</p> <p>Clean and remove deposits from floor channels and outlets and grids.</p> <p>Apply chemicals to remove deposits from inside of waste pipes.</p>

<b><u>Toilets</u></b>	<p>Toilet seats are removed and inner bowl is desiccated and algae, bacteria and uric acid incrustations are removed from the all areas. Particular attention is paid to under the bowl rim as well as to the handles. Internal and external surfaces and thoroughly cleaned and disinfected. Toilet seat is then scrubbed, cleaned and disinfected and then replaced.</p> <p>Remove all uric acid encrustation and other deposits from toilet bowl, S-bend and under rim of toilet.</p> <p>Clean and disinfect all surfaces of the bowl, including tap and underneath surface of the seat, flat cover, cistern handle and also compartment door handles.</p>
<b><u>Urinals</u></b>	<p>Bowl is desiccated and algae, bacteria and uric acid incrustations are removed from the unit of fitment. Where possible trap is removed and cleaned and disinfected. All waste is washed away from trap area. Internal and external surfaces and thoroughly cleaned and disinfected.</p> <p>Remove uric acid encrustation and other deposits from all surfaces of the urinal, including channel, outlet, outlet grip, step, spurge pipes and tipper cover.</p> <p>Clean and disinfect all surfaces.</p>
<b><u>Walls, doors</u></b>	<p>Walls will be cleaned with a neutral detergent and disinfectants. Where possible graffiti will be removed, however should it be engraved, painted or indelible the Department will not be held responsible for this.</p> <p>Thoroughly clean and disinfect the immediate areas.</p>
<b><u>Waste and Soil Pipes</u></b>	<p>All surfaces from the sanitary units as far as the stack pipes are desiccated and disinfected. Deposits are removed from the soiled waste pipe and left in a free flowing condition.</p>
<b><u>Channels &amp; Gullies</u></b>	<p>Deposits are cleared and removed from surfaces, traps and gratings. Surfaces and thoroughly cleaned and disinfected.</p>

***(This must be done at the start of the contract and thereafter every six months. This is NOT normal day to day cleaning, but a highly specialised cleaning method)***

**NOTA BENE:** The contractor must adhere to the following Acts:

- Basic Conditions of Employment Act no. 75 of 1997.
- Occupational Health and Safety Act no. 85 of 1993.

**PLEASE NOTE**

- The contractor will be held liable for any damage or loss suffered by the State as a result of the contractors own or his/her employee's negligence or intent which originated at the site.
- The State is indemnified against any liability compensation or legal expenses in respect of the following cases: The contractor will be notified in writing of the particulars of each claim he/she is liable for:
- Loss or injuries which might be sustained during the execution of duties.
- Damage to or destruction of any equipment or property of the contractor.

**Name of bidder :** \_\_\_\_\_

**Signature :** \_\_\_\_\_





public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

### **A 24 MONTHS TERM CONTRACT, FOR THE RENDERING OF CLEANING SERVICE AT RANDBURG MAGISTRATE COURT**

This is a (EPWP) Extended Public Works Program opportunity tender.

Representative: Ms M Nyapisi

Office hours Tel: (011) 713 6065

Cell: 082 048 7408

## **ADDITIONAL DETAILS AND GENERAL INSTRUCTIONS REGARDING THIS TENDER**

### **1. Time frame and location**

A 24 months term contract for rendering of daily cleaning services and deep cleaning services at Department of Justice – Randburg Magistrate Court through EPWP programme.

### **2. Description of tender / Scope of works**

**NB: THESE ARE ONLY MINIMUM GUIDELINES, EXACT QUANTITIES CANNOT BE GIVEN OR ESTIMATED. CONTRACTOR WILL BE RESPONSIBLE TO SUPPLY SUFFICIENT REQUISITES AT ALL TIME DURING THE CONTRACT PERIOD.**

#### **Scope of Cleaning Contract**

**\*Approximate area to be cleaned: 9 849 m<sup>2</sup>**

**Including mobile offices**

<b>i. Number Of Floors</b>	<b>2</b>
<b>ii. Number Of Toilets</b>	<b>44</b>
<b>iii. Number Of Tea Kitchens</b>	<b>5</b>
<b>iv. Number Of Levels Of Basement</b>	<b>0</b>
<b>v. Number of cells</b>	<b>28</b>
<b>vi. Any Other (Specify)</b>	<b>Pavements</b>

#### **Occupants**

**\*State Approximate Total Occupants at Any One Time**

**Permanent staff ±200**

**Visitors per day ±400**

### **3. Site inspection (as advertised in the Gov. Gazette)**

### **4. Guidelines**

**÷ 700 m<sup>2</sup> to 1000 m<sup>2</sup> per cleaner**

÷ ±26 packets/bales of (48) of toilet rolls per month  
÷

## **5. Task descriptions :**

### **5.1 Dusting**

**5.1.1** Unless otherwise stated, the under-mentioned should be dusted with a soft cloth or duster which is commercially available for this purpose, so that it is, in the opinion of the State, clean every day.

**5.1.2** Stock in storerooms should be dusted on request, but at least once a month.

**5.1.3** Clean and disinfect all telephones (daily)

**5.1.4** Dust all horizontal surfaces (low level) – (weekly)

**5.1.5** Dust all high ledges and fittings (weekly)

**5.1.6** Dust all vertical surfaces to height of 2.5 metres (walls, cabinets etc) (weekly)

**5.1.7** Dust all windows ledges (high and low) (weekly)

### **6. Courtyards**

**6.1** Sweep and wash in accordance with the finish so that all dust, leaves etc. are removed - daily.

**6.2** Paving: hose down with clean water or scrub - weekly.

### **7. Blinds**

**7.1** Dust indoor blinds - weekly

**7.2** Damp-wash indoor blinds - monthly.

### **8. Doors**

**8.1** Remove dirty spots on wooden and metal doors - daily.

**8.2** Polish door-knobs with an approved metal polish where applicable - weekly.

**8.3** Keep glass door clean – daily (frequently)

**8.4** Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.

## **9. Glass/window cleaning**

- 9.1** All outdoor glass surfaces of buildings specified in the contract, excluded those mentioned in paragraphs 8.3 and 8.4, washed with a degreasing agent and equipment that will not scratch the surface, and polished as required – daily x2.
- 9.2** All indoor glass surfaces of building specified in the contract, excluded those mentioned in paragraphs 8.3 and 8.4, washed with a degreasing agent and equipment that will not scratch the surface, and polished as required - monthly.
- 9.3** Dust/wash/damp-wash partition glass and those mentioned in paragraphs 9.1 and 9.2 maintain a high degree of neatness - daily.
- 9.4** Clean partition glass. (spot cleaning daily)
- 9.5** Clean interior faces of all accessible windows (monthly)
- 9.6** Windows to be cleaned inside and outside (monthly)
- 9.7 Entrance and Receptions**
- 9.7.1** sweep entrance steps and entrance steps (frequently)
- 9.7.2** clean doormats and walls (frequently)
- 9.7.3** wash steps (weekly)
- 9.8 Glass and metal Work:**
- 9.8.1** spot clean glass doors (daily)
- 9.8.2** clean and polish all bright metal fittings (weekly)

### **Meeting, Board Rooms, Interview rooms, Training rooms and Executive Board Rooms, Court rooms**

- Polish desks and office furniture (weekly)
- Wash vinyl covered furniture (monthly)
- Vacuum cloth covered furniture (monthly)
- Vacuum free standing cloth partitions (quarterly)
- Wall paper finish spot clean (weekly)

## **9.9 Floor Maintenance**

### **Stone Floors (Marble, Terrazzo, Ceramic Tiles, etc)**

- Sweep (daily)
- Damp mop (daily)

## **Rugs and carpeting**

### ***Vacuum clean thoroughly:***

- Heavy traffic areas (daily)
- Medium traffic areas (alternative days)
- Light traffic areas (twice weekly)

## **10. Elevators**

10.1 Clean elevators - daily. (frequently)

## **11. Furniture**

11.1 Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy, and should not come off on anything it comes into contact with after it has been polished - weekly.

11.2 Remove dirty spots from glass tops, desks and other furniture in an appropriate way - daily.

11.3 Damp-wash glass tops of furniture and polish - daily.

11.4 Remove dirty spots from glass doors of bookcases - daily.

11.5 Damp-wash glass doors of bookcases - daily.

11.6 Damp-wash those parts of furniture covered in leather or imitation leather - daily.

11.7 Cleaning of counters - daily.

11.8 Treat upholstered or leather-covered parts of furniture with an approved agent - monthly.

11.9 Wipe empty shelves with a damp cloth - daily.

11.10 Dust open shelves and contents as well as desks without removing the contents - daily.

11.11 Vacuum those parts of furniture covered with fabric - weekly.

## **12. Inside walls**

12.1 Remove spots and fingerprints on walls, paintwork, electric switches, etc. - daily

12.2 Dust wooden panels and partitions - daily.

12.3 Damp-wash wall tiles - daily.

**12.4** Wash window sills with soap and water - daily.

**12.5** Clean notice boards - daily.

### **13. Toilets and Ablutions**

- Maintain floor according to the type (daily)
- Damp mop floor with disinfectant (daily)
- Empty and clean all waste receptacles (daily)
- Clean and sanitise all bowls, basin, urinals, showers and baths where applicable (daily)
- Clean all mirrors (daily)
- Clean all metal fittings
- Spot clean walls, doors and partitions and lockers where applicable (daily)
- Replenish consumables, i.e. toilet paper, hand soap (contractor to supply daily)

NB: A dedicated hygiene controller must be available to ensure that all dispensers are stocked accordingly throughout the day

#### **13.1 Rubbish-bins**

All rubbish-bins should be emptied and washed with an approved disinfectant. The contents of the rubbish-bins in ladies' toilets should be dispensed of in a clean manner by putting it in a separate appropriate plastic bag and placing it in garbage cans outside - twice daily for men's and ladies' toilets.

#### **Waste Disposal**

- Empty and clean all ashtrays (daily)
- Empty and clean all waste receptacles (daily)
- Remove all waste to specified areas (daily)

#### **13.2 Toilet pans, seats, covers, urinals, towel rails and taps**

**13.2.1** Clean and disinfect with an approved disinfectant - twice daily.

**13.2.2** Clean and polish all metal surfaces - daily.

**13.2.3** An approved agent at the expense of the contractor should be put in toilet pans to prevent deposits forming - weekly.

Replenish consumables i.e. toilet paper, hand soap.

#### **13.3 Showers**

**13.4** Clean and sanitise all bowls, basins, urinals showers and baths (where applicable) (daily)

### **13.5 Mirrors**

Clean all mirrors - daily.

### **13.6 Wall tiles and paintwork**

- Spot clean all low surfaces, i.e. glass, walls doors and light switches(weekly)

**13.6.1** Remove dirty spots - daily.

**13.6.2** Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.

### **13.7 Walls, doors (painted) and partitions**

**13.7.1** Remove dirty spots, including from unpainted doors - daily.

**13.7.2** Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.

### **13.8 Visible pipes**

Clean all visible pipes - daily.

### **13.9 Floors**

**13.9.1** Damp-wash floors with an approved disinfectant - daily.

**13.9.2** Remove dirty spots and rubbish - daily.

**13.9.3** Non-slip cleaning agents should be used. Employees may not be exposed to wet/slippery floors.

### **13.10 Incinerators**

Damp-wash with approved disinfectant - daily.

### **13.11 Clogging**

Approved agents should be put in basins and urinals to prevent clogging - weekly.

### **13.12 Glazed/enamelled surfaces**

Wash only with an approved liquid agent. No abrasives or scouring materials may be used.

### **13.13 Toiletries**

The following toiletries must be provided by the Cleaning Contractor at his/her expense, in sufficient amounts as required, and should be available at all times. It should be put in the various toilets and replenished or replaced as required:

- 13.13.1 Disposable paper towels for containers currently installed in toilets.
- 13.13.2 Single-ply 500 sheets virgin paper toilet paper.
- 13.13.3 Toilet soap as approved, either bars or liquid anti-bacteria soap.
- 13.13.4 Air-fresheners as approved.

#### **14. Telephones**

Wipe with a damp cloth with suitably diluted disinfectant - daily.

#### **15. Stairs (including fire-escapes)**

- 15.1 Dust handrails and fittings (daily)
- 15.2 Maintain landings, treads and risers according to finish (daily)
- 15.3 Clean fire escapes (weekly)
- 15.4 Wipe banisters with a damp cloth - daily.
- 15.5 Polish unpainted banisters as in paragraph 12.1 - monthly.

#### **16. Floors (including stairs and fire-escapes)**

Clean floors and carpets in order to maintain a high gloss and/or degree of neatness - daily.

##### **16.1 Vinyl, vinyl-asbestos tiles, linoleum, asphalt, rubber and similar coatings**

- 16.1.1 If floors or parts thereof have not been treated with two coats of an approved dry gloss, non-slip, metallised, hard coat polymer agent, the Contractor should apply it. The relevant surface should be properly cleaned prior to application and, if required, old polish should be removed with an appropriate agent. If a polish remover is used, the floor should be rinsed with clean water and properly dried.
- 16.1.2 If floors have already been treated with a metallised polymer agent, it should be re-applied as soon as it becomes worn out.
- 16.1.3 Should entry to offices or high traffic make it difficult to treat floors as in 16.1.1 and 16.1.2 above during normal office hours, it should be done after office hours.
- 16.1.4 Wipe and remove marks like mud spots - daily.



**16.1.5** Spray polishing for which an approved polymer agent is used (e.g. a solution of water and the agent described in 16.1.1 and 16.1.2 above) should only be done after the floor has been wiped with a "dust magnet", and frequently enough to maintain the polymer coating.

**16.2** Wooden floors and block-floors

**16.2.1** Sweep and remove all dirty marks - daily.

**16.2.2** Polishing, with an approved non-slip polish, should be done as follows, after the floor has been wiped with a damp mop.

**16.2.2.1** High traffic (like passages)

Apply polishing agent and polish – weekly or on request

**16.2.2.2** Offices, with or without loose carpets

Apply polishing agent and polish – weekly or on request

**16.2.3** As soon as an unsightly layer of old polish has built up, it should be scrubbed off and a new coat re-applied.

**16.3** Carpets (wall-to-wall and loose)

**16.3.1** Vacuum all carpets - weekly.

**16.3.2** Thorough vacuuming as follows:

**16.3.2.1** High traffic (like passages)

Twice a week or on request

**16.3.2.2** Offices

Once a week or on request

**16.3.3** Clean spots if it is not permanent stains and a carpet wash is not required. There should be guarded against the use of cleaning agents that could damage or discolour the carpet.

**16.3.4** When carpets are washed, dirty marks or stains should be removed (see par. 16.3.3) after which the carpet should be thoroughly vacuumed. The carpets should then be washed with an appropriate carpet washing machine. It should be ensured at all times that the carpets do not become excessively wet. All water should be removed until the carpets are damp only. Occupants should be requested not to walk on the damp carpets, if possible - four times a year, after hours.

**16.3.5** Carpet to be washed twice a year with approved detergent.

**16.3.6** Shake out and clean entrance carpets and dust carpets - daily.

**16.4** Indoor concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)

**16.4.1** Remove all dirty spots and sweep - daily.

**16.4.2** Scrub with soap and water - weekly.

**16.4.3** Polish all polished surfaces - daily.

**16.5** Outdoors concrete surfaces and paving (marble, ceramics, terrace tiles etc. excluding those in toilets)

**16.5.1** Stoeps, passages, footways and water canals should be swept with appropriate brooms and dirty spots removed - daily.

**16.5.2** Pick up all rubbish on paving - daily.

**16.5.3** Sweep paving with a hard broom - daily.

**16.5.4** Unpolished stoeps and walkways should be washed or scrubbed with soap and water - weekly.

**16.5.5** Polishing of polished stoeps - weekly.

**16.6** Parking areas, garages and loading zone.

**16.6.1** Clear all conspicuous rubbish - daily.

**16.6.2** Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent - monthly.

**16.6.3** Sweep parking area - weekly, after hours or when convenient to do so.

## **17 Rubbish removal**

**17.1.1** Waste baskets

**17.1.2** Empty all waste baskets - daily.

**17.1.3** Damp-wash or wash - weekly.

**17.1.4** Empty rubbish-bins in lobbies and passages - daily.

**17.1.5** Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet, tiles.

**17.1.6** Ash-trays

17.1.7 Empty and damp-wash/wash all ash-trays - daily.

17.1.8 Empty and damp-wash/wash all large ash-trays outside conference rooms - three times daily.

17.1.9 The contents of wastebaskets and ashtrays and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.

17.1.10 Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.

17.1.11 The Contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated - daily.

17.1.12 Leaves, paper and other rubbish falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the Contractor, and put in an appropriate place on the premises.

17.2 Rubbish should be temporarily stored on the premises in proper rubbish bins provided by the State or garbage bags provided by the Contractor.

17.3 Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.

## **18 Drinking water**

Fresh drinking water should be provided in the water-bottles made available in offices, passages, conference and training rooms - daily before 07:30.

## **19 Curtains**

All curtains, including linings and drapes should be removed by the Contractor. The Contractor will also return it to its original positions - on request, but at least twice a year.

## **20 Kitchens**

- Floors dusted and washed daily.
- Counters washed daily. (twice)
- Cupboards cleaned, dusted inside weekly to enhance pest control.
- 

Opinion of the State, clean every day.

## **21. Service times**

Daily cleaning (Excluding weekends and public holidays)

Specification: Cleaning service at Randburg Magistrate Court

Signature: \_\_\_\_\_

Monday to Friday  
06:00am to 15:00pm

**22. Excluded areas/or under supervision**

- Electrical and Mechanical Plant rooms
- Strong rooms
- Store rooms
- All areas/services not mentioned in Scope of work

**23. Other Services Agreement**

- Cleaning of carpets to be done on quarterly basis

**24. Parking, Pavements/outside areas**

- to be cleaned with water (monthly)
- oil stains to be removed (monthly)

**25. Prisoner holding cells (where applicable)**

- To be stripped and polished (every three months)
- To be buffed (weekly)

**26. Cleaning Equipment needed for this project but not limited to the below listed and should be in full functional condition throughout the contract period**

- 1 x Standard speed buffing/polisher machine with accessories
- 3 x 40lt industrial vacuum cleaners
- 2 x 10lt Industrial vacuum cleaners
- 20 x Double bucket Trolley Mops
- 29 x Window cleaning kits

**27. General requirements**

The National Department of Public Works intends entering into a contract with a suitable Bidder for the abovementioned area in Johannesburg

It will be expected from Bidders to be aware of the following requirements in order to be successful in obtaining the contract.

**28. Tender administration**

Tenders are required to submit a bid for execution of the tasks as detailed in this bid document. The tender is to include all tasks, without any amendment, omission or addition.

The contractors will be evaluated on price, and preference.

Bidder's attention is drawn to the fact that the sites have stringent security requirements.

- The three highest scoring bidders will be asked to undergo SSA clearance
- During the evaluation process the successful bidder will have to secure a comprehensive security clearance for all his work force. Appointment will be depending on the granting of security clearance.

Contractor to educate him/herself with all regulations, security and guidelines as laid down by the Department.

Contractor and his personnel have to be SSA security clearance before starting the contract.

- For security clearance the Department requires the company to submit the follow documentation for screening of service providers:
  - i. Memo giving a brief description of the services to be rendered/Company profile.
  - ii. Copy of Registration documents (CK, Pty. (Ltd.), and sole propriety).
  - iii. Valid Tax Clearance Pin (must be valid for a period of six months).
  - iv. Certified ID copies of company directors and all the staff that will be involved in the project, not older than three months.
  - v. Original finger prints on all the ID copies – **at the cost of the Contractor or its own employees.**

#### **29. Services requires**

The work to be performed according to the enclosed specification and pricing data for the execution of this supply and maintenance tender, without amendments.

#### **30. Protocol**

The contractor to be aware of the protocol and the sensitivity of the nature of the client and ensure conduct of the contractor or personnel is accordingly.

#### **31. Access**

- 1.1. Contractor to notify office personal entering the office. The Court/Office manager must be informed prior to delivery by the contact person. Contact details will be made available to successful contractor.
- 1.2. Contractor to be accompanied by internal security officers to the office manager's office on the first day of service. A representative of the contractor must always be available on site while the cleaners are performing their duties.

### **32. Terrain / Site Inspection**

Prospective tenderers are requested to attend the non-compulsory information meeting as advertised in the Government Gazette.

### **33. Compliance with Regulations**

Security arrangements and regulations will be applicable and must be adhered to by the contractor.

### **34. Representative of National Department of Public Works (NDPWI)**

NDPWI contract manager of National Department of Public Works or his delegated representative will act on behalf of National Department of Public Works.

The NDPWI contract manager, or his representatives, which names will be communicated to the contractor, is the only persons that may instruct the contractor to execute any tasks.

### **35. Responsibility**

35.1. The contractor must indemnify NDPWI against any claims from a third party and all costs including legal fees in connection with such a claim for loss or damage caused by: the death, injury or illness of any person, or damage of property on the contractor or other person. (Public liability insurance and All Risk insurance):

35.1.1 That may arise or in connection with the execution of this requirement.

35.1.2 That may arise or in any connection with an action by the contractor or/and his workers.

35.1.3 NDPWI undertakes to notify in writing the particulars of every claim that the contractor is responsible for.

35.1.4 NDPWI shall not be held responsible for any loss due to theft or damage of any sort of the contractor's property or any items that are kept on NDPWI's property.

35.2.1 NDPWI reserves the right to withhold payments to settle any amount of money being owned by the contractor. Settlement is done through mediation if applicable.

35.3 The contractor will be held responsible for any damage or theft by him or any of his staff, through negligence or accident, to the property or goods of NDPWI and its staff, in the normal performance of their duties. A claim for this can be instituted by NDPWI for the full amount against the contractor. A certificate by NDPWI contract manager acting for NDPWI will be considered proof of the amount owing.

### **36. Indemnification**

- a. The contractor and his workers enter the property at their own risk.
- b. The contractor must indemnify NDPWI from any claims or damage that might occur where staff is employed in any work falling outside of the terms of the quotation.
- c. The contractor performs as an independent contractor and not as an agent or employee of NDPWI and has no authority to bind NDPWI to another party. The contractor must indemnify NDPWI against any claims or court action including legal fees (with lawyers and client expenses) that are instituted against NDPWI.

### **37. Breach of agreement**

**If the service is not to the satisfaction of NDPWI contract manager, NDPWI has the right to withhold payment at pricing data rates or pro-rata.**

In the event of breach by the contractor of any of the terms and conditions of this contract, and in the event that the contractor fails to remedy such breach within 5 working days after receiving written notice from NDPWI to do so, NDPWI shall without prejudice to any other rights that it may have, be entitled to exercise all or any of the following rights:

- a. To terminate the agreement.
- b. To suspend further payment to the contractor
- c. To appoint any other person or persons to complete the work in which event the contractor shall be held liable for costs incurred in such appointment as well as the cost of damage suffered.

### **38. Termination of agreement**

NDPWI shall have the right to terminate the agreement without prejudice to any of its other rights on occurrence of any of the following acts:

On breach of the agreement.

- a. On commencement of any action for the dissolution and/or liquidation of the contractor, except an amalgamation or restructuring approval in advance by NDPWI.

- b. If the contractor receives a court order to be placed under judicial management or to commence liquidation procedures that is not withdrawn or struck out within five working days;
- c. If the contractor informs NDPWI that it intends to cease performing its obligation in terms of the agreement;
- d. If the contractor informs NDPWI that it is incapable of completing the project;
- e. If, in the opinion of NDPWI, the contractor acted dishonestly.
- f. If the security clearance is revoked.

NDPWI reserves the right to, in the absence of breach or the event referred to supra, terminate this Agreement at any time by giving (24) twenty four hours' notice to the contractor.

In the event of the agreement being terminated for whatever reason, the contractor will be entitled to compensation for work done.

### **39. Cancellation**

The Department reserves the right to withdraw the contract following notification to this effect within 24 hours.

The Department will cancel the contract with immediate effect if, at site hand over if the Contractor does not have all the resources or proof of resources to complete the contract and if the contractor does not supply the resources within the 21 working days site establishment period.

### **40. Limitation on cession**

The rights and obligation of the parties in terms of the agreement shall be personal and incapable of being ceded, assigned or delegated by either of them to any person outside of NDPWI and the contractor, save with the written consent of the other party.

Each party warrants that it is acting as a principal and not as an undisclosed principal.

### **41. Curtailing of Service**

- a. NDPWI retains the right to withhold any portion or the property as whole with 24 hours written notice to the contractor; the quotation price will be adjusted pro rata from the date of the withholding.
- b. In case the property or part(s) thereof that are subject to the service are in anyway damaged by an act of God or fire, NDPWI shall at its discretion



decide which portion(s) of property cannot be used as part of the original sites part. Both parties shall not be bound by this quotation and no claim for the damages shall be instituted by either party. As for the remaining portion(s) of the property that would still be in use, the quotation shall stay as is but the quotation price will be adjusted from the date of the incident and will be reduced pro rata.

#### **42. Interruptions of Service**

If the service is interrupted or temporally suspended because of a labour dispute, riot, a local or national disaster, or other causes out of the control of the contractor, both parties must agree to a way of seeing to it that essential services can continue. In such event, the contractor will only be remunerated for actual services performed for that period.

#### **43. Restrictions**

- a. NDPWI retains the right to issue such instructions as it deems necessary from time to time, for the maintenance of good order in and on the property. Any instruction only affects the contractor after 48 hours, and after written notice thereof has been received by him, except, where the instruction is in connection with safety, the instruction is directly binding on the contractor.
- b. After such an instruction has been received by the contractor any transgression thereof or any neglect of any request therein shall be seen as a breaking of the stipulations of these conditions.
- c. The contractor shall only fill, clean and service his equipment at a site indicated by NDPWI contract manager.
- d. The contractor or any of his employees may not under any circumstances use any of NDPWIs buildings or any portions thereof as a home. No preparation of food or drinks is allowed on any part of the property.
- e. The contractor and his workers shall under no circumstances use the fire hoses or other firefighting equipment on the property during the performance of this service.
- f. The contractor or any of his employees may not under any circumstances use any facility on the terrain, or within a one kilometre radius, for a mass meeting.

#### **44. Service times**

##### **Normal Working hours**

Employer may not set task or hours of work that requires a worker to work:

- More than forty hours in any week

- More than five days in a week
- More than eight hours on any day

A full service must be provided daily Monday to Friday, service times are stipulated as daily from 6am to 14:30pm on weekdays. Services that cannot be rendered during weekdays will be rendered during the weekends, prior arrangements to be made with the client. Overtime allowance to be included in the pricing schedule (BOQ)

### **Lunch Breaks**

- A worker may not work for more than five hours without taking a meal break of at least 30 minutes duration
- An employer and worker may agree on longer meal breaks

## **45. Obligations of NDPWI**

- a. NDPWI contract manager, or his representatives, shall act as informant between the contractor, and NDPWI.
  - b. NDPWI shall, as available at existing points, supply water that is necessary for the delivery of this service, free of charge to the contractor. Should water not be available or not provided by NDPWI, the contractor will make its own arrangements in this regard without a right of recourse against NDPWI.

## **46. Obligation of the Contractor**

### **a. The contractor must also do the following**

- 46.1.1 Comply with the emergency measures and procedures that are fixed from time to time to the Departments satisfaction.
- 46.1.2 Keep all facilities that are supplied to the contractor or by the contractor neat and tidy at all times.
- 46.1.3 Any foreign objects noted in, and on, the work areas must be brought to the attention of the Departments contact person.
- 46.1.4 Taps that are in a specific work area must be closed when the work is completed. No water must be wasted.
- 46.1.5 During the contract period the contractor must comply with any law and regulation laid down by parliament and local or any other authorities that have any reference to the service.

46.1.6 In all cases, notice must be given, and to pay all costs that must be paid in connection with the service and indemnify the Department against all losses and legal cost for damages.

46.1.7 If the monies are not paid by the contractor, the Department can pay directly to the authorities any costs involved and recover the costs from the contractor.

46.1.8 Noise must be kept to reasonable limits.

## **47 Supervision**

47.1 The contractor must at all times have strict and effective supervision of the workers performance by appointing at least **1 Project manager**, dedicated to the contract for the full 24 months, **1 cleaning supervisor** dedicated to the contract for the full 24 months, **12 cleaners** dedicated to the contract for the full 24 months

47.2 The Contract manager must have at least four years applicable experience in project management

47.3 The Site Supervisor must have at least three years of applicable experience in cleaning service

## **48 Conditions in relation to personnel of the contractor**

**48.1** The contractor's staff may use the toilet facilities that are indicated to the contractor by NDPWIs contract manager. The contractor is responsible to provide toilet paper and cleaning material.

**48.2** Workers that do services must be dedicated personal. These workers shall at the cost of the contractor be classified by the SAPS Security Branch as trustworthy.

**48.3** In accordance with the act on the Control of Admission to Public Premises and Transport Act, Act 53 of 1985, workers shall be subject to the requirements of Article 2 (2) of the incorporated act.

**48.4** The contractor's workers shall not wonder around aimlessly on grounds or make use of the chairs in the public areas to relax even over lunch times.

**48.5** Personnel of the contractor, subject to the conditions of the contract, have entrance to all areas to perform the service. If the service is not required in any area at a specific time no entrance to these areas will be allowed.

**48.6** In such a case the contractor shall react immediately to such a request from NDPWI and as a result of such a request will not have the right to claim for any loss or damage against NDPWI. The contractor must indemnify NDPWI from any claims arising from the workers involved.

- 48.7** If NDPWI has any information in connection with any of the contractors personnel that are involved in the performance of this contract, the contractor can request NDPWI to supply such information to him without delay.
- 48.8** The identity card must be carried by the workers on the site while he/she is present on the property. The contractor will control and be responsible for the identity cards in such a manner that no unauthorised person gains entry to the property.
- 48.9** Personal hygiene must at all times be kept by the contractor and the workers.
- 48.10** Staff must behave in a sober and quiet manner.
- 48.11** The contractors workers which must be on the property for the performance of this service must at all times be dressed neatly and properly to the satisfaction of NDPWI.
- 48.12** No information may be supplied to the public or news media in connection with the contractor's activities.
- 48.13** The quantity of staff on site as per proof of resources must at all times be maintained.

## **49 Equipment**

- 49.1** The contractor shall be responsible for the supply and maintenance of all equipment that will be necessarily for the satisfactory delivery of this service for the full period of the tender.
- If servicing the equipment required that the equipment must leave the premises, or if the equipment will be out of service for longer than 24 hours, a replacement must be made available within 24 hours.
- The Department will inspect the equipment on a regular basis to ensure that the equipment is in a good working condition and reflect the equipment as indicated as available at award of tender.
- The Department cannot borrow or give equipment to the contractor.
- 49.2** The equipment used by the contractor must comply with the regulations on machinery of the Occupational, Health, and Safety Act, Act 85 of 1996. At the cost for the contractor, the contractor is to supply all staff with the correct personal protective equipment required to perform their duties in compliance of OHSA.

- 49.3 The Department reserve the right to prevent the employees from the contractor to operate equipment of the contractor that do not conform to the safety rules and regulations.
- 49.4 The Department will provide space for the storage of equipment.

## **50 Consumable items**

The contractor shall at own cost be responsible for supplying all consumable items including plastic rubbish bags, toilet paper for staff as well at all task specific consumables, necessary material for effective service.

## **51 Advertisements**

- 51.1 The contractor will be compelled to supply neat warning signs or boards, which are of a size and design so as to be seen and recognized by the general public. These board/signs must be in place where ever work by the contractor's workers is in progress so as to bring to the attention of any person/staff that work is in progress.
- 51.2 The contractor or his staff may not exhibit any article or object that NDPWI regards as offensive or undesirable. In this case NDPWI decision is regarded as final and binding on the contractor and staff.

## **52 Warning signs**

- 52.1 The contractor will be compelled to supply neat warning signs or boards, which are of a size and design so as to be seen and recognized by the general public. These board/signs must be in place where ever work by the contractor's workers is in progress so as to bring to the attention of any person/staff that work is in progress.
- 52.2 The contractor must have all warnings/signs made in English for the full term of this quotation.

## **53 Inflammable and Toxic Chemicals**

The contractor shall not store or use any poisons, highly inflammable chemicals or materials on the property without the written consent of NDPWI for the delivery of these services. No long term storage is allowed.

## **54 Remuneration of Service**

- 54.1 NDPWI undertakes to pay the contractor per month, on completion of the month's maintenance, on fully completed upgrades as signed off by NDPWI Contract manager, and the EPWP reports are submitted.
- 54.2 Payment shall be made within 30 calendar days after an invoice has been submitted by the contractor to NDPWI, certified as correct and according to the quotation conditions, and the quotation submitted, by NDPWI contract manager.

## **55 Joint Venture Agreements**

The relationship between the parties involved in a Joint Venture shall involve a close collaboration between two independent contracting parties and in the circumstances shall not imply any partnership in the legal sense, nor shall it constitute either party NDPWI contract manager or authorized representative of the other party.

## **56 Indulgences**

No extension of time, latitude or any other indulgence which may be given or allowed by either party to the other shall constitute a waiver or alteration of the agreement, or affect such party's rights, or prevent such party from strictly enforcing due compliance with each and every provision of this agreement.

## **57 Expanded Public Works Program (EPWP) Implementation Contractor Obligation**

- A. The contractor to implement EPWP by employing EPWP participants (workers), by Reporting of Work opportunities to the EPWP in a prescribed template
- B. The contractor is referred to Basic Conditions of Employment Act, Act (97) of (1997) as amended, and should be read in conjunction with the Code of Good Practice for employment conditions of work for Expanded Public Works Programme published on the 18<sup>th</sup> February 2011 under Government Gazette No.34032 No. 34032 as these publications are to be read in conjunction with this section of the specification.
- C. The contractor is to pay the EPWP Participants (workers) as per the Department of Labour Rates.

D. All complaints in connection with the service must be attended to and rectified within 48 hours.

## 58 Employment

**58.1** The contractor will employ 30 EPWP Participants (workers) from the local area. The local area is defined as all areas within the Johannesburg Regional office jurisdiction.

**These (participants/workers) are only to be utilised as unskilled workforce and not skilled staff or drivers.**

The number of workers that fall within the following categories must be recorded:

Demographic	EPWP Participants (worker)Target
Youth (i.e. 16 – 35 years of age)	60%
Women	38%
People with disabilities	2%

58.1.1 These EPWP (participants/workers) are only to be utilised as **unskilled workforce** and not skilled staff, drivers or supervisors.

Skilled staff drivers, supervisors and Project manager has to be employed by the contractor additionally to the (12) EPWP staff.

The contractor will sign a temporary contract with EPWP participants as and when required.

58.1.2 The EPWP contractor and employees (participants/workers) are subjected to the provisions set in

- Basic Conditions of Employment Act, 1997 “Code of Good Practice for employment and conditions of work for Expanded. Public Works Programmes published on 18 February 2011 under Government Gazette No. 34032; and

- a) 3 x Two piece overalls, branded with the company logo**
- b) 3 x T-shirts branded, with the company logo**
- c) 2 Pairs of safety boots**

The clothing (uniform) must be in line with the regulations set in the Occupational, Health, and Safety Act, Act 85 of 1996, as amended.

## **58.2 EPWP reporting**

- a) All reports must be kept for three years after completion of the contract for auditing purposes
- b) Submit monthly progress report, to the DPWI EPWP Unit by the 5<sup>th</sup> day of every month. No invoice will be processed without all the reports. On completion of every month the contractor to submit a comprehensive monthly report. EPWP reporting template shall be provided by DPWI.
- c) Daily registers
  - i. Daily registers must be kept on-site, and signed off by the NDPWI Project manager once a month.
  - ii. A summary of all daily registers must be provided to the NDPWI EPWP Unit not later than the 5<sup>th</sup> of every month.
- d) The contractor can appoint a chairperson from the labour force recruited in the surrounding communities, and to address labour related issues.
- e) The EPWP employees are subjected to all the provisions set in the Labour Act, Act 66 of 1995, and Basic Condition of Employment Act, Act 75 of 1997, and may be discipline and their employment may be terminated, after following the provisions of the various acts.





## EXECUTION PLAN FOR RANDBURG MAGISTRATE COURT

1.1	Full time number of Cleaners	29
1.2	Supervisor	01
1.3	Full time workers including the Supervisor	30

**NB. Number of cleaners must not be less than indicated in the execution plan.**

(i) Are you registered in terms of Section 28 of the Unemployment Insurance Act, 1966? **Yes/No**  
If yes, please include copy of registration.

Is proof of registration with UIF attached? **Yes/No**

Are you registered in terms of Section 80 of the Compensation for Occupational Injuries and Diseases Act, 1993 /application thereof? **Yes/No**  
If yes, include Certificate of Compliance / Proof of application

Is Certificate of Compliance attached? **Yes/No**

### Prices

Tender prices must be firm for the duration of the contract.

### Site Inspection

Did you attend the site inspection meeting? **Yes/No**

Certificate submitted? **Yes/No**



**public works  
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Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

**Price Structure**

**Wages**

**Compliance with labour legislation**

Tenders must be registered with the Unemployment Insurance Fund and the Compensation Fund.

Tenderers must also comply with any applicable wage order/ Determination or agreement, in terms of the Labour Relations Act or Wage Act.

**Remuneration**

Is your industry regulated by a wage order/determination?  
Or agreement in terms of the Labour Relations Act? **Yes/No**

If so, what is the minimum wage you pay to unskilled  
Workers in your sector, per month? R \_\_\_\_\_



## UNDERTAKING FOR WAGES

Project title	DEPARTMENT OF JUSTICE: RANDBURG MAGISTRATE COURT: RENDERING OF CLEANING SERVICES FOR A PERIOD OF 24 MONTHS
Quotation number	JHB 24/28
Advert date	25 OCTOBER 2024
Compulsory Site briefing date	01 NOVEMBER 2024
Closing date	11 NOVEMBER 2024

I \_\_\_\_\_ from the Company

### Hereby undertake:

- To pay the cleaner's wages according to the Department of Labour Sectoral Determination in the contract sector. The salaries should not be less than what the Department of Labour has stipulated for Cleaners wages and the amount on the cost breakdown must not be less than the amount on the Execution plan.
- Failure to sign the declaration will deem the bid non-responsive.
- Should the bidder be found not using the approved wages by Department of Labour, the Department will notify the bidder in writing for non-compliance.
- Failure to comply the bid will be terminated.

Signed by : \_\_\_\_\_  
Director of the Company

Company name : \_\_\_\_\_

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



## UNDERTAKING FOR CLEANING MATERIALS AND CHEMICALS

Project title	DEPARTMENT OF JUSTICE: RENDERING OF CLEANING SERVICES AT RANDBURG MAGISTRATE COURT FOR A PERIOD OF 24 MONTHS
Quotation number	JHB 24/28
Advert date	25 OCTOBER 2024
Site briefing date	01 NOVEMBER 2024
Closing date	14 NOVEMBER 2024

I \_\_\_\_\_ from the Company

### Hereby undertake:

- To make use of South African National Standard approved Cleaning materials.
- Should the bidder be found not using the approved cleaning materials and chemicals, the Department will notify the bidder in writing for non-compliance.
- Failure to comply the bid will be terminated.

Signed by : \_\_\_\_\_  
Director of the Company

Company name : \_\_\_\_\_

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



## UNDERTAKING FOR EPWP

Project title	DEPARTMENT OF JUSTICE: RENDERING OF CLEANING SERVICES AT RANDBURG MAGISTRATE COURT FOR A PERIOD OF 24 MONTHS
Quotation number	JHB 24/28
Advert date	25 OCTOBER 2024
Site briefing date	01 NOVEMBER 2024
Closing date	14 NOVEMBER 2024

I \_\_\_\_\_ from the Company

### Hereby undertake:

- To comply with EPWP requirements in terms of job creation and reporting.

**You are further requested to provide the Department with the following information after the first and subsequent months of the contract period.**

- Certified copies of Identity documents for the beneficiaries.
- Attendance registers.
- Proof of payments for their salaries.

Name of the person: \_\_\_\_\_

Signature of representative: \_\_\_\_\_

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



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

## DECLARATION FOR SECURITY VETTING

Project title	DEPARTMENT OF JUSTICE: RENDERING OF CLEANING SERVICES AT RANDBURG MAGISTRATE COURT FOR A PERIOD OF 24 MONTHS
Quotation number	JHB 24/28
Advert date	25 OCTOBER 2024
Site briefing date	01 NOVEMBER 2024
Closing date	14 NOVEMBER 2024

I \_\_\_\_\_ from the Company

### Hereby undertake to:

1. I/We hereby declare that as the company **Director/s** before the bid is awarded will be subjected to a security vetting process and I/We will provide the Department with all the information required to execute the screening process.
2. I/We further declare that, all the **employees** relevant to the bid in question will also be subjected to security vetting, and the required documentation should be submitted to Security Management Unit within 14 days from the date of receipt herein.

Signed by : \_\_\_\_\_  
Director of the Company

Signature : \_\_\_\_\_

Company name : \_\_\_\_\_

Date : \_\_\_\_\_



## UNDERTAKING FOR PUBLIC LIABILITY INSURANCE

Project title	DEPARTMENT OF JUSTICE: RENDERING OF CLEANING SERVICES AT RANDBURG MAGISTRATE COURT FOR A PERIOD OF 24 MONTHS
Quotation number	JHB 24/28
Advert date	25 OCTOBER 2024
Site briefing date	01 NOVEMBER 2024
Closing date	14 NOVEMBER 2024

I \_\_\_\_\_ from the Company

Hereby undertake to:

- Be responsible for all the legal claims that may arise while on duty during the execution of the duties on site in the event that any injury or damage may occur.
- I hereby exonerate the Department from any third party liability that may arise.
- In the event of any legal process against the Department arising within the scope of my responsibility the former will notify the bidder in writing herein.

Signed by : \_\_\_\_\_  
Director of the Company

Signature : \_\_\_\_\_

Company name : \_\_\_\_\_

Date : \_\_\_\_\_



## DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	<b>DEPARTMENT OF JUSTICE: RENDERING OF CLEANING SERVICES FOR THE PERIOD OF 24 MONTHS AT RANDBURG MAGISTRATE COURT</b>		
Tender no:	JHB 24/28	Reference no:	
Closing date:	14/11/2024		

This is to certify that I, \_\_\_\_\_ representing  
\_\_\_\_\_ in the company of  
\_\_\_\_\_ visited the site on: **01/11/2024**

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

MANTSU NYAPISI		
Name of DPW Representative	Signature	Date