

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

**Tender no:** PEC 06/2021

**OFFER**

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

**PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES : PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (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: .....	<b>OR</b>	Natural Person or Partnership: ..... ..... Whose Identity Number(s) is/are: ..... Whose Income Tax Reference Number is/are: ..... CSD supplier number: .....
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**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>
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**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**Tender no:** PEC 06/2021

**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)

**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:** PEC 06/2021

**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: PEC 06/2021

**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.

## DPW-04.2 (GS): - CONTRACT FORM: RENDERING OF SERVICES

This form must be filled in duplicate by both the service provider (part 1) and the purchaser (part 2). Both forms must be signed in the original so that the service provider and the purchaser would be in possession of originally signed contracts for their respective records.

### Part 1: Contract Form completed by the Service Provider:

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) \_\_\_\_\_ in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number PEC 06/2021 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz  
 Invitation to bid (PA - 03: GS)  
 Pricing schedule(s)  
 Filled in task directives / proposal  
 Preference Certificates in terms of the PPPFA regulations 2017 (PA -16)  
 Declaration of interest (PA -11)  
 Special Conditions of Contract;
  - (ii) General Conditions of Contract; (PA -10) and
  - (iii) Other **Specify**
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

### Part 2: Contract Form completed by the Purchaser:

1. I **Insert name** in my capacity as **Insert capacity** accept your bid under reference number **Insert ref no** dated **Insert date** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

Description of service:	Price (VAT inclusive)	Completion date:	B-BBEE Status Level Contributor

**SIGNATURES OF THE CONTRACTING PARTIES:**

Thus done and signed at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
 Name of signatory hereof warrants

\_\_\_\_\_  
 for and behalf of the **Department of Public Works** who by signature authorization hereto

\_\_\_\_\_  
 Capacity of signatory

\_\_\_\_\_  
 as Witness

\_\_\_\_\_  
 Name of signatory

\_\_\_\_\_  
 for and behalf of the **Bidder** who by signature hereof warrants authorization hereto

\_\_\_\_\_  
 Capacity of signatory

\_\_\_\_\_  
 as Witness

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

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF *PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS*

Project title:	<b>PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS</b>
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Bid no:	PEC 06/2021		
Advertising date:	07 May 2021	Closing date:	01 June 2021
Closing time:	11:00 am	Validity period:	56 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
<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.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Bidder's Past Supply Chain Management Practices
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	<b>Registration on National Treasury's Central Supplier Database (CSD)</b>
<input checked="" type="checkbox"/>	Copy of joint venture agreement if bidder is a joint venture and / or consortium.
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
<input checked="" type="checkbox"/>	Compliance to Local Production and Content requirements as per PA36 and Annexure C
<input checked="" type="checkbox"/>	Bidders must attend a Compulsory Site Meeting.
<input checked="" type="checkbox"/>	Use of black ink only, bidders should initial next to each and every corrections made on DPW 07 and BOQ
<input checked="" type="checkbox"/>	Submission of fully completed BBBEE Certificate or Sworn affidavit.
<input checked="" type="checkbox"/>	Submission of fully completed bill of quantities and form of offer.

**Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below**

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women

	<input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;
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This bid will be evaluated according to the preferential procurement model in the PPPFA:  
(Tick applicable preference point scoring system)

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

**Note:** Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

<b>Minimum functionality score to qualify for further evaluation:</b>	
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Functionality criteria:	Weighting factor:
<b>Total</b>	<b>100 Points</b>

Subject to sub-regulation 6(2) and /or 7(2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0



- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6(2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) and 7(1) respectively
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act

**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, A non-refundable bid deposit of R 0,00 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 on starting at Venue

**ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:**

<b>DPW Project Leader:</b>	Mcebisi Mzinzi	<b>Telephone no:</b>	041 408 2196
<b>Cell no:</b>	084 919 0093	<b>Fax no:</b>	
<b>E-mail:</b>	Mcebisi.mzinzi@dpw.gov.za		

**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 3919  <i>Port Elizabeth</i>          6065</p> <p>ATTENTION:  <b>PROCUREMENT SECTION: ROOM 292-294</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><i>Cnr of Hancock &amp; Roberts Street          Eben Donges Building          Hancock Street          Ground Floor</i></p>
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**COMPILED BY:**

Mcebisi Mzinzi		PM	
Name of Project Leader	Signature	Capacity	Date



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

<b>Project title:</b>	PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS		
<b>Project Leader:</b>	M MZINZI	<b>Bid / Quote no:</b>	PEC 06/2021

**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>
DPW-07 (EC): FORM OF OFFER AND ACCEPTANCE	04 Pages	<input checked="" type="checkbox"/>
DPW-04,2 (GS): CONTRACT FORM:RENDERING OF CLEANING SERVICES	02 Pages	<input checked="" type="checkbox"/>
PA-09 (GS): LIST FOR RETURNABLE DOCUMENTS	01 Pages	<input checked="" type="checkbox"/>
PA-10 GENERAL CONDITIONS OF CONTRACT	10 Pages	<input checked="" type="checkbox"/>
PA-11: DECLARATION OF INTEREST AND BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	05 Pages	<input checked="" type="checkbox"/>
PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS	01 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	03 Pages	<input checked="" type="checkbox"/>
PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OF JOINT VENTURE	03 Pages	<input checked="" type="checkbox"/>
PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011	06 Pages	<input checked="" type="checkbox"/>
EME/QSE SWORN AFFIDAVIT-BBBEE EXEMPTED MICRO ENTERPRISE	04 Pages	<input checked="" type="checkbox"/>
PA-29: CERTIFICATE OF INDEPENDENT BID DETERMINATION	04 Pages	<input checked="" type="checkbox"/>
PA-36: TOGETHER WITH ANNEXURE C: DECLARATION OF LOCAL PRODUCTION AND CONTACT FOR DESIGNATED SECTORS	05 Pages	<input checked="" type="checkbox"/>
PA-40: DECLARATION OF DESIGNED GROUPS FOR PREFERRED PROCUREMENT	02 Pages	<input checked="" type="checkbox"/>
SPECIFICATION (INCLUDING COST BREAKDOWN)	15 Pages	<input checked="" type="checkbox"/>
CK DOCUMENTS	ATTACH	<input checked="" type="checkbox"/>
CSD PROOF OF REGISTRATION	ATTACH	<input checked="" type="checkbox"/>
ID'S OF DIRECTORS	ATTACH	<input checked="" type="checkbox"/>

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



## PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

<b>Project title:</b>	<b>PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS</b>		
<b>Bid no:</b>	PEC 06/2021	<b>Reference no:</b>	N/A

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

**1. CIDB REGISTRATION NUMBER (if applicable)**

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

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

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

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

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

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

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

<sup>1</sup> "State" means –

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

<sup>2</sup> "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

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

3.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

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

Position occupied in the state institution:.....

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

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

3.8.1 If so, furnish particulars:.....  
 .....

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

3.9.1 If so, furnish particulars.  
 .....  
 .....

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other)

between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?  YES  NO

3.10.1 If so, furnish particulars.

.....  
 .....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?  YES  NO

3.11.1 If so, furnish particulars:

.....  
 .....

**4. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

5.1	<i>Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</i> <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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5.2	<i>If so, furnish particulars:</i>		
5.3	<i>Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</i> <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
5.4	<i>If so, furnish particulars:</i>		
5.5	<i>Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</i>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
5.6	<i>If so, furnish particulars:</i>		
5.7	<i>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
5.8	<i>If so, furnish particulars:</i>		

## 6. CERTIFICATION

I the undersigned (full name) \_\_\_\_\_ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false:

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8



## PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS

<b>Project title:</b>	<b>PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS</b>		
<b>Tender / Bid no:</b>	PEC 06/2021	<b>Reference no:</b>	N/A

I, \_\_\_\_\_ (surname and name),  
 identity number, \_\_\_\_\_ do hereby declare that I am a registered medical  
 practitioner, with my practice number being \_\_\_\_\_, practising at  
 \_\_\_\_\_ (Physical or postal addresses)  
 declare that I have examined Mr. / Ms. \_\_\_\_\_,  
 identity number \_\_\_\_\_ and have found the said person to be  
 permanently disabled or having a recurring disability.

“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.” –

The nature of the disability is as follows:

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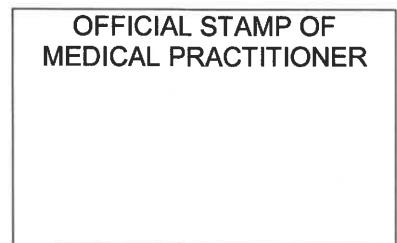


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Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## 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:**

1. 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)

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 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
1			
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20			

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:

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(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:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- 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).
- 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).
- 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)*



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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (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 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).



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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2. The value of this bid is estimated to **Select** R50 000 000 (all applicable taxes included) and therefore the...**80/20**.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	<b>80</b>
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

## Preference Points Claim for Bids: PA-16

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

## Preference Points Claim for Bids: PA-16

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

**80/20**                      **or**                      **90/10**

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

Where

**P<sub>s</sub>**     =     Points scored for comparative price of bid under consideration

**P<sub>t</sub>**     =     Comparative price of bid under consideration

Preference Points Claim for Bids: PA-16

$P_{min} =$  Comparative price of lowest acceptable bid

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

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

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

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

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

Preference Points Claim for Bids: PA-16

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

**8 SUB-CONTRACTING (relates to 5.5)**

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

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
.....%

(ii) the name of the sub-contractor? .....

(iii) the B-BBEE status level of the sub-contractor?  
.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

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

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number .....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

Preference Points Claim for Bids: PA-16

5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding process;
  - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

- 1. ....
- 2. ....

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME)**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Tender No.</b>	
<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

- I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

- Please Confirm on the below table the B-BBEE Level Contributor, by **ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

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

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

\_\_\_\_\_  
 Commissioner of Oaths  
 Signature & stamp



## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

<b>Project title:</b>	PORT ELIZABETH: NEW LAW COURT MAGISTRATES OFFICES: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS		
<b>Bid no:</b>	PEC 06/2021	<b>Reference no:</b>	

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

## Certification of Independent Bid Determination: PA-29

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

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

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

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

## Certification of Independent Bid Determination: PA-29

- (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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



### Certification of Independent Bid Determination: PA-29

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

<sup>3</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.

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.

Name of Bidder	Signature	Date	Position



## PA-36: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**



1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
UNIFORM	100 %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



LOCAL CONTENT DECLARATION (REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. PEC 06/2021.....

ISSUED BY: (Procurement Authority / Name of Institution): NDPW

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial\_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
(b) I have satisfied myself that:
(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Table with 2 columns: Description and Value. Rows include Bid price, excluding VAT (y) (R), Imported content(x), as calculated in terms of SATS 1286:2011 (R 0), Stipulated minimum threshold for local content (paragraph 3 above) (100 %), and Local content %, as calculated in terms of SATS 1286:2011 (100 %).

If the bid is for more than one product, the local content percentages for each



**product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_ **DATE:** \_\_\_\_\_





**Annex D**

**Imported Content Declaration - Supporting Schedule to Annex C**

(D1) Tender No. PEC 06/2021  
 (D2) Tender description: CLEANING SERVICES FOR 24 MONTHS  
 (D3) Designated Products: UNIFORM  
 (D4) Tender Authority: NDPW  
 (D5) Tendering Entity name:  
 (D6) Tender Exchange Rate: Pula

Note: VAT to be excluded from all calculations

EU GBP

**A. Exempted imported content**

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
<b>(D19) Total exempt imported value</b>										R 0	

This total must correspond with Annex C - C 21

**B. Imported directly by the Tenderer**

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
<b>(D32) Total imported value by tenderer</b>										R 0	

**C. Imported by a 3rd party and supplied to the Tenderer**

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
<b>(D45) Total imported value by 3rd party</b>										R 0	

**D. Other foreign currency payments**

Calculation of foreign currency payments					Summary of payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	
<b>(D52) Total of foreign currency payments declared by tenderer and/or 3rd party</b>						

Signature of tenderer from Annex B

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

**(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above** R 0

This total must correspond with Annex C - C 23

## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

<i>(E1)</i>	<b>Tender No.</b>	<input type="text" value="PEC 06/2021"/>
<i>(E2)</i>	<b>Tender description:</b>	<input type="text" value="CLEANING SERVICES FOR 24 MONTHS"/>
<i>(E3)</i>	<b>Designated products:</b>	<input type="text" value="UNIFORM"/>
<i>(E4)</i>	<b>Tender Authority:</b>	<input type="text" value="NDPW"/>
<i>(E5)</i>	<b>Tendering Entity name:</b>	<input type="text"/>

**Note: VAT to be excluded from all calculations**

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	<i>(E6)</i>	<i>(E7)</i>	<i>(E8)</i>
<b><i>(E9)</i> Total local products (Goods, Services and Works)</b>			

*(E10)* **Manpower costs** (Tenderer's manpower cost)

*(E11)* **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

*(E12)* **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

***(E13)* Total local content**

**This total must correspond with Annex C - C24**

**Signature of tenderer from Annex B**

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



## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

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 FOR PREFERENTIAL PROCUREMENT

### 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), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

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



## SPECIFICATION COMPLIANCE SCHEDULE

**NEW LAW COURTS MAGISTRATES OFFICE PROVISION OF CLEANING OF SERVICES IN FOR A PERIOD OF TWENTY FOUR (24) MONTHS**

Bid number: **PECG /2021**

Name of bidder.....

Closing Date:

Closing Time: **11:00am**

**OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.**

The **Bidder is required to indicate, adjacent to each paragraph** in the column provided for this purpose, whether the bidder is in **compliance with the bid specifications** and to what extent by writing **“Yes” or “No”**. **If any comments must be made with regard to the latter, this must be provided on an addendum in which case the bidder must make reference to the relevant specification and attach any documentation, where required.**

*In the event where a **written proposal for the service** is included in the bid, an **electronic version of such proposal** on disc must also be submitted with the bid.*

**THE DPW RESERVES THE RIGHT TO AWARD THIS BID IN PART, OR IN WHOLE, OR NOT TO MAKE ANY AWARD AT ALL.**



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
1.	<p><b>DESCRIPTION OF THE PREMISES</b></p> <p>Physical address: NEW LAW COURTS MAGISTRATES OFFICE</p> <p>No. of occupants : ±2467</p> <p>Visitors per day : average of ±2890 per day</p> <p>Structure: Brick buildings with 184 offices, eight holding cell, TWO security booth, three strong room, six magistrate court chambers, 11 magistrates office, four waiting areas, TWENTY TWO toilets, THREE kitchens, etc.</p>	YES	NO
2.	<p><b>REQUIRED PERSONNEL</b></p> <p>Number of cleaners : 30 cleaners</p> <p><b>SERVICE TO BE RENDERED BETWEEN MONDAY &amp; FRIDAY</b></p> <p>Unless otherwise requested by the client at no extra cost.</p> <p>Time between 7h30 and 16h00 eight hours a day.</p>	YES	NO
3.	<p><b>SIZES OF AREAS TO BE SERVICED:</b></p> <p>Building Area to be cleaned is 24 000m<sup>2</sup></p>	YES	NO
4.	<p><b>DELIVERABLES: STANDARD METHOD &amp; FREQUENCY OF CLEANING</b></p>	YES	NO
4.1	<p>Unless otherwise stated, the under-mentioned should be done daily using mostly 70% alcohol based content of sanitizers to limit the spread of the current deadly virus on daily basis.</p> <p>(a) The contents of each room – daily.</p> <p>(b) All surfaces and partitions - daily.</p> <p>(c) The stock in the storerooms – as listed in page in 9.</p>		
4.2	<p><b>Courtyards</b></p> <p>(a) Sweep and wash so that all dust, leaves etc. are removed – daily</p> <p>(b) Paving: hose down with clean water or scrub - weekly.</p>	daily every 4 hours	
4.3	<p><b>Blinds</b></p> <p>(a) Dust indoor blinds - weekly</p> <p>(b) Damp sanitized cloth-wipe indoor blinds –</p> <p>(c) Sanitize window sill once – daily</p>	daily every 3 hours	
4.4	<p><b>Doors</b></p> <p>(a) Remove dirty spots on wooden and metal doors - daily.</p> <p>(b) Sanitize door-knobs/handle with an approved metal polish where applicable - daily</p> <p>(c) Wipe and sanitize glass door clean - daily.</p>	daily every 3 hours	



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	(d) Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.		
4.5	<p><b>Glass</b></p> <p>(a) All outdoor glass surfaces of buildings specified in the contract, washed with a degreasing agent and equipment that will not scratch the surface, and later sanitized –daily.</p> <p>(b) All indoor glass surfaces of building specified in the contract, washed with a degreasing agent and equipment that will not scratch the surface, and sanitized daily.</p> <p>(c) A cloth damped into a bleach solution or sanitizer may be used-daily.</p>	<b>Daily every 3 hours</b>	
4.6	<p><b>Elevators:</b></p> <p>Disinfect elevators-daily</p> <p>Thoroughly clean sanitise-daily</p> <p>Sweep inside and clean the mirrors- daily</p>	<b>daily every 3 hours</b>	
4.7	<p><b>Furniture</b></p> <p>(a) Wipe, dust and polish wooden furniture everywhere with an approved polish. Such polish should not be greasy or sticky, and should not come off on anything it comes into contact with after it has been polished - weekly.</p> <p>(b) Remove dirty spots from glass tops, desks and other furniture in an appropriate way - daily.</p> <p>(c) Sanitizer/ dipped damp cloth-wash glass tops of furniture and polish - daily.</p> <p>(d) Remove dirty spots from glass doors of bookcases/file rack and sanitize - daily.</p> <p>(e) Sanitizer dipped damp cloth-wipe glass doors of bookcases - daily.</p> <p>(f) Sanitizer dipped damp-cloth wipe those parts of furniture covered in leather or other cover - daily.</p> <p>(g) Sanitizing of table counters - daily.</p> <p>(h) Wipe empty shelves with a sanitizer damp cloth - daily.</p> <p>(i) Disinfect open shelves and contents as well as desks without removing the contents - daily.</p> <p>(j) Vacuum those parts of furniture covered with fabric - weekly.</p>	<b>daily every 3 hours</b>	
4.8	<p><b>Inside walls</b></p> <p>(a) disinfect fingerprints spots on walls, paintwork, electric switches, etc. - daily</p> <p>(b) Disinfect wooden panels and partitions - daily.</p> <p>(c) Wash wall tiles with bleach - daily.</p> <p>(d) Disinfect window sills with soap and water - daily.</p> <p>(e) Clean notice boards - daily.</p>	<b>daily</b>	<b>every 4 hours</b>
4.9	<b>Toilets</b>	<b>daily every 3 hours</b>	





Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB
		Frequency in which the services to be rendered.
	<p>The sanitary disposal bins in ladies toilets should be disposed of in a clean manner by placing the contents in separate appropriate plastic bags. The contents must be removed from site <b>fortnightly</b>.</p> <p>A surface sanitizer should be provided for both ladies &amp; gents-be constantly monitored</p>	
<b>4.10</b>	<p><b>Rubbish-bins</b> The rubbish bin should be removed, disinfected and disposed in a designated dumping area. This must be done in a clean manner by placing the contents in separate appropriate plastic bags. The contents must be removed from site on a daily basis.</p>	<b>daily twice a day.</b>
<b>4.11</b>	<p><b>Toilet pans, seats, covers, urinals, towel rails and taps</b> (a) Clean and disinfect with a 70% alcohol based sanitizer disinfectant - twice daily. (b) Sanitise and polish all metal surfaces - daily. (c) A normal hand soap should at all times be available in the ablutions-daily (d)</p>	<b>daily every 2 hours</b>
<b>4.12</b>	<p><b>Showers</b> Clean and disinfect with an approved disinfectant - daily.</p>	<b>twice a daily.</b>
<b>4.13</b>	<p><b>Mirrors</b> Remove marks and apply a disinfectant in all mirrors - daily.</p>	<b>twice a daily.</b>
<b>4.14</b>	<p><b>Wall tiles</b> (a) Remove dirty spots and disinfect - daily. (b) Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.</p>	<b>twice a daily.</b>
<b>4.15</b>	<p><b>Walls, doors (painted) and partitions</b> (a) Remove dirty spots, including from unpainted doors - daily. (b) Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily. (c)</p>	<b>twice a daily.</b>
<b>4.16</b>	<p><b>Visible pipes</b> Clean all visible pipes - daily.</p>	<b>twice a daily.</b>
<b>4.17</b>	<p><b>Floors</b> (a) Damp cloth-wash floors with an approved disinfectant - daily. (b) Remove dirty spots and rubbish - daily.</p>	<b>twice a daily.</b>



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	(c) Clean floors with a water mixed with bleach and apply non-slippery polish agent always display a warning sign.		
4.18	<b><u>Incinerators</u></b> Damp cloth-wash with approved disinfectant - daily.	daily	twice a day
4.19	<b><u>Clogging</u></b> Approved agents should be put in basins and urinals to prevent clogging - daily.	daily	twice a day
4.20	<b><u>Glazed/enamelled surfaces</u></b> Wash only with an approved alcohol based disinfectant agent. No abrasives or scouring materials may be used.	daily	twice a day
4.21	<b><u>Toiletries</u></b> (a) The following toiletries must be provided by the service provider, sufficient amounts as stipulated in the term of reference, and should be available at all times. It should be put in the various toilets holder/dispensers and must be available at all times:  i. Disposable hand paper towels dispensers to be installed and be at all-times be available when needed for use by the client.  ii. Single-ply toilet paper – be available at all times need for use.  iii. Toilet soap dispensers - be replenished daily, as and when required.  iv. Air-fresheners dispensers <b>for all toilets</b>  v. Sanitary bins only to be provided in ladies and serviced weekly.  <i>To be constantly monitored</i>	daily	every 3 hours
4.22	<b><u>Telephones</u></b> Wipe hard surfaces including telephone and computers with a damp cloth with suitably diluted disinfectant – in the event that they are sharing a line daily. Disinfect -decorating ornaments- daily Disinfect -framed photos	daily	every 3 hours
4.23	<b><u>Stairs (including fire-escapes)</u></b> (a) Dust as in paragraph 3.1 (b) Wipe banisters with a damp sanitized cloth – twice daily. (c) Apply furniture Polish where necessary- daily.	daily	every 3 hours
4.24	<b><u>Floors and Staircase</u></b> Wash Floors with a disinfectant floors- daily Polish with a non-slip floor polish-daily	daily	3 times a day



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	Maintain neatness in the floor-daily Scrub and seal -every week		
4.25	<p><b>Court rooms and office</b></p> <p>(a) 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 floor stripping agent. If a polish remover is used, the floor should be rinsed with clean water and properly dried.</p> <p>(b) If floors have already been treated with a metallised polymer agent, it should be re-applied as soon as it becomes worn out.</p> <p>(c) Should entry to offices/court room or high traffic make it difficult to treat floors during normal office hours, it should be done after office hours.</p> <p>(d) Wipe and remove marks like mud spots - daily.</p> <p>(e) Spray polishing for which an approved polymer agent is used (e.g. a solution of water and the agent) should only be done after the floor has been wiped with a "dust magnet", and frequently enough to maintain the polymer coating.</p>	daily	twice a day
4.26	<p><b>Inmates holding cells</b></p> <p>(a) Sweep and remove all dirty marks - daily.</p> <p>(b) Disinfect the entire cell room.</p> <p>(c) Use bleach or an alcohol based floor and surface sanitizer.</p>	daily	twice a day
4.27	<p><b>High traffic (like passages)</b></p> <p><i>Wash with a bleach and other bacteria homicide disinfectant</i></p>	daily	3 times a day
4.28	<p><b>Offices, with or without loose carpets</b></p> <p>(a) <i>Apply polishing agent and polish - weekly.</i></p> <p>(b) <i>As soon as an unsightly layer of old polish has built up, it should be scrubbed off and a new coat re-applied.</i></p> <p>(c) <i>The floor should be sanitize with an alcohol based sanitizer or a thick bleach mixed thick water.</i></p>	daily	twice a day
4.29	<p><b>Carpets (wall-to-wall and loose)</b></p> <p>(a) Vacuum all carpets – weekly and deep cleaned to remove stains quarterly.</p> <p>(b) Thorough vacuuming as follows:</p> <p><b>(1) High traffic (like passages)</b> To be thoroughly cleaned daily.</p> <p><b>(2) Offices</b> To be spring cleaned once a week</p>	daily	twice a day



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
4.30	<p><b>Clean spots if it is not permanent stains and a carpet wash is not required. Guard against the use of cleaning agents that could damage or discolour the carpet.</b></p> <p>(a) When carpets are washed, dirty marks or stains should be removed 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 - two times during the contract duration, after hours.</p> <p>(b) Shake out and clean entrance carpets and dust carpets - daily.</p>	daily	twice a day
4.31	<p><b>Indoor concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)</b></p> <p>(a) Remove all dirty spots and sweep - daily. (b) Scrub with bleach and water - weekly. (c) Polish all polished surfaces - daily.</p>	daily	twice a day
4.32	<p><b>Outdoors concrete surfaces and paving (marble, ceramics, terrace tiles etc. excluding those in toilets)</b></p> <p>(a) Stoops, passages, footways and water canals should be swept with appropriate brooms and dirty spots removed - daily. (b) Pick up all rubbish on paving - daily. (c) Sweep paving with a hard broom - daily. (d) Unpolished stoops and walkways should be washed or scrubbed with soap and water - weekly. (e) Polishing of polished stoops - weekly.</p>	daily	twice a day
4.33	<p><b>Ceilings</b></p> <p>(a) Remove visible dust, cobweb only in reachable areas. (b) Building related work, to be referred to DOJ. (c) This can only be done with a feather duster.</p>	YES	NO
4.34	<p><b>Parking areas, garages and loading zone.</b></p> <p>(a) Clear all conspicuous rubbish - daily. (b) Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent - monthly. (c) Sweep parking area - weekly,</p>	YES	NO



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
4.35	<p><b>Rubbish removal</b> <u>Waste baskets</u></p> <p>(a) Empty office waste bins - daily. (b) Damp-wash and disinfect waste buckets -daily. (c) Empty rubbish-bins in lobbies and passages - daily. (d) Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.</p>	daily	twice a day
4.36	<p><b>Ash-trays</b></p> <p>(a) Empty and damp-wash/wash all ash-trays - daily. (b) Empty and damp-wash/wash all large ash-trays outside conference rooms - three times daily. (c) 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. (d) Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles. (e) The Contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated - daily. (f) 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 service provider, and put in an appropriate place on the premises. (g) Rubbish should be temporarily stored on the premises in proper rubbish bins provided by the State or garbage bags provided by the service provider. (h) Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.</p>	daily	twice a day
4.37	<p><b>Drinking water</b></p> <p>Fresh drinking water should be provided in the water-Jugs/bottles made available in offices, passages, conference and training rooms – Twice daily.</p> <ul style="list-style-type: none"> <li>• Making of tea for DOJ staff members</li> <li>• Washing of dishes with dishwashing liquid &amp; bleach.</li> </ul>	daily	twice a day
4.38	<p><b>Curtains</b></p> <p>Remove dust from the curtains Maintain a good shape and look A worn out one to be reported and fixed by DOJ</p>	daily	twice a day
4.39	<p><b>Kitchens</b></p> <p>(a) Floors dusted and washed daily. (b) Counters washed daily. (c) Cupboards cleaned, dusted inside weekly to enhance pest control. (d) Disinfect all surface area every two hours</p>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
		YES	NO
5	<p><b>EQUIPMENT, CLEANING MATERIAL AND HYGIENIC SERVICES TO BE USED</b></p> <p><b>5.1 Equipment</b></p> <p>All equipment is to be heavy duty industrial</p> <ul style="list-style-type: none"> <li>i. 8 x Buffing machine</li> <li>ii. 12x Vacuum machine</li> <li>iii. 16 x Hygiene trolleys</li> <li>iv. Regulatory warning Signs</li> <li>v. All other equipment (brooms, mops, etc.)</li> </ul> <p><b>5.2 Cleaning Material</b></p> <ul style="list-style-type: none"> <li>i. Kim dry 10 boxes 240 inside</li> <li>ii. Multipurpose cleaner 25 ltr X 8</li> <li>iii. Floor Polish 25ltr X 6</li> <li>iv. Floor Stripper 25ltr X 4</li> <li>v. Thick Bleach 25 ltr X 8</li> <li>vi. Floor sealer 25ltr X 6</li> <li>vii. Wall marks remover 10 ltr X 5</li> <li>viii. Dish washing liquid soap 5 X 5ltr</li> <li>ix. Furniture Polish (6 X 400mil)*6</li> <li>x. Mutton cloth roll 400g X 5 X4</li> <li>xi. <b>Industrial dust pan half yearly X 24 once off</b></li> <li>xii. <b>1.8 metre feather dust X 24 once off</b></li> <li>xiii. <b>Kitchen towel once off 12 once off</b></li> <li>xiv. Safety commercial gloves half arm X 120 monthly</li> <li>xv. Plastic disposable apron for cover 50 pm X 4</li> <li>xvi. 38 Visor 0.4mm PET, 400 microns, re-usable, easy to clean, 32mm washable elastic, 10mm Pvc foam.</li> <li>xvii. <b>Toilet brushes 60 once off</b></li> <li>xviii. Insecticides (400mil X 6) 6</li> <li>xix. Office bins liner 15ltr bin X 20 pkt X 10</li> <li>xx. 70 % alcohol based Sanitizer 25ltr X 6</li> <li>xxi. 20X 250 surgical masks per monthly</li> <li>xxii. Refuse bag X 20 X 10</li> <li>xxiii. Soft Commercial brooms X 30 pa</li> <li>xxiv. Platform broom X 30 pa</li> <li>xxv. Mega mop 600g 30 pa</li> <li>xxvi. 38 Gun shaped 500mil spray bottle once off</li> </ul> <p><b>5.3 Hygienic Services</b></p> <ul style="list-style-type: none"> <li>I. Foot operated Sanitary Bins, 68 bins (service twice a month)</li> </ul>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<ul style="list-style-type: none"> <li>II. Auto Urinal sanitizer 500mil X 48</li> <li>III. Auto hand soap dispenser 500mil X 60</li> <li>IV. Auto hand disposable paper towel dispensers 240 X 200metre</li> <li>V. Auto seat sanitizer 80</li> <li>VI. Auto toilet spray dispenser 48 x(200mil)</li> </ul> <p><b>5.4 Toiletries</b></p> <ul style="list-style-type: none"> <li>i. 15 bales two ply toilet paper</li> <li>ii. 35 One ply toilet papers</li> </ul>		
6	<p><b><u>RESPONSIBILITY OF THE SUCCESSFUL SERVICE PROVIDER</u></b></p> <p>6.1 The successful service provider must:</p> <ul style="list-style-type: none"> <li>(a) Provide all cleaning material and equipment necessary for the proper execution of the cleaning service in terms of the specifications.</li> <li>(b) Maintain its equipment in working order.</li> <li>(c) Ensure that fair labour practices are complied with.</li> <li>(d) Indemnify, protect, defend and hold harmless the Department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of: <ul style="list-style-type: none"> <li>i. Any claim in respect of any taxes payable by the Contractor.</li> <li>ii. Any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 (WCA) or for any loss for which the Contractor is liable.</li> <li>iii. Any claim in respect of the Occupational Health and Safety Act. Bidders are referred to the Written Agreement on Occupational Health and Safety bound into this document.</li> <li>iv. Any claim by any third person including any employees of the Department or of the Contractor for any loss resulting from any bodily injury and/or damage to property by an act or omission of the Contractor or any of its employees, servants or agents.</li> </ul> </li> <li>(e) Observe all statutory Conditions of Employment e.g., wages and other contributions, hours of work, overtime or leave applicable etc. to the Contract Cleaning Industry. (refer to paragraph 8.2(a) )</li> </ul>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<p>(f) Supply the labour force to render the cleaning service in terms of the specification. This labour force is to conduct itself in an efficient and professional manner in carrying out their duties and keep disturbances to the occupants of the building to a minimum.</p> <p>(g) After award of the contract, complete the Written Agreement on Occupational Health and Safety as referred to in paragraph 7(a)(iii) below</p> <p>(h) Ensure that its supervisor, who must be identified in writing to the DPW's project leader and empowered to act for him/her, is present on site during the official working hours. Must attend to any problems or complaints that may arise and directives given to him/her by the DPW's project leader. Ensure that the supervisor is contactable at all times.</p> <p>(i) Ensure that a meeting between the service provider and a project leader of the DPW takes place once a month.</p> <p><i>(j) Ensure that EPWP labour reports are submitted monthly. (Attendance register and labour payment register)</i></p> <p>(k) Ensure that replacement staff is available at all times (for e.g. absences, industrial actions etc.) The service provider must ensure that all its contracted staff adhere to the daily starting and ending times for the specified services and that the DPW could request to replace cleaning staff when necessary.</p> <p>(l) Keep the facilities provided by the DPW clean and tidy.</p> <p>(m) Conform to all applicable legislation, Municipal By-Laws or directives issued by the Eastern Cape Provincial Government (ECPG).</p> <p>(n) Comply with the facility/site's security and emergency policies and procedures.</p> <p>(o) Ensure that all staff employed are issued with protective clothing with the company's logo, as well as nametags.</p> <p>(p) Accept responsibility and liability for the safekeeping of its equipment on the premises provided by the DPW.</p> <p>(q) Supply <b>toiletries as indicated in paragraph 5.4</b></p> <p>(r) Provide regulatory <b>warning signs</b> in all areas of operation.</p> <p>(s) The contractor must be fully equipped to clean all windows in the building (inside as well as outside). <b>Window cleaning</b> is to take place at least once every month. <b>Provide all necessary special equipment required for window cleaning such as ladders, scaffolds, etc.</b> At commencement of the contract the contractor is to submit a program showing when the windows will be cleaned.</p>		





Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
7.	<p><b>LIABILITY</b></p> <p>a. The service provider will indemnify, protect, defend and hold harmless the Department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of:</p> <ul style="list-style-type: none"> <li>i. Any claim in respect of any taxes payable by the service provider.</li> <li>ii. Any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 (WCA) or for any loss for which the Contractor is liable.</li> <li>iii. Any claim in respect of the Occupational Health and Safety Act. Bidders are referred to the Written Agreement on Occupational Health and Safety bound into this document.</li> <li>iv. Any claim by any third person including any employees of the Department or of the service provider for any loss resulting from any bodily injury and/or damage to property by an act or omission of the service provider or any of its employees, servants or agents.</li> </ul>		
8.	<p><b>EVALUATION CRITERIA</b></p> <p>8.1 <b><u>Phase 1 – Bidding Legislative requirements</u></b></p> <p>All prospective bidders <b>MUST</b> comply with the following minimum bidding criteria:</p> <ul style="list-style-type: none"> <li>(a) Completion in full of the DPW-07 Form of Offer.</li> <li>(b) <i>Submission of CSD Central Supplier Database</i></li> <li>(c) Completion in full of the Specification Compliance Schedule above.</li> <li>(d) Duly completed Declaration Forms (PA).</li> <li>(e) Where applicable (Joint Ventures and Consortiums) submission of a duly signed Memorandum of Understanding detailing the roles and responsibilities of all parties. In such cases valid and original tax clearance certificates of all parties are required.</li> <li>(f) Preference points will only be awarded in terms of an original or certified copy of a B-BBEE status level of contribution certificate issued by an accredited verification agent (SANAS or IRBA). In the case of a Joint Venture or Consortium, a consolidated B-BBEE</li> </ul>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<p>certificate in the name of the Joint Venture or Consortium is required.</p> <p><b>FAILURE COMPLY WITH THE ABOVE WILL DISQUALIFY THE BIDDER:</b></p> <p><b>NB: Bidders that passed responsiveness tests in Phase 1 will proceed to Phase 2.</b></p> <p><b>8.2 Phase 2 - Verification of the Bidding price</b></p> <p>(a) Fully completed Annexure A - any bidder who submitted an offer below the Cleaning Contract: Sectoral Determination 1 (15 February 2020) will not be considered for participation in the evaluation phase,</p> <p>(b) All transport costs including the transportation of materials to the Magistrate Court to render the service is included under the monthly costing for transport on Annexure "A", <b>a 6% increase allowance for year two, where applicable</b></p> <p>(c) All cleaning materials specified and required to render the service are included under the monthly costing of cleaning materials on Annexure "A". Cleaning materials includes toilet paper, disposable hand towels, urinal tabs, toilet fresheners, liquid soap etc. per month (<b><u>e.g. paragraphs 4.21, 5.2, etc. above</u></b>).</p> <p>(d) The monthly overheads which must include all specified equipment and the maintenance thereof as specified in <b>paragraphs 5.1, 6.1 (a), 6.1 (b), 6.1 (q) and 6.1 (r) above.</b></p> <p><b>Failure to submit the information requested will result in your bid being regarded as non-compliant.</b></p> <p>NB: The publications are obtainable from the: South African Department of Labour online website: <a href="http://www.labour.gov.za">http://www.labour.gov.za</a></p> <p><b>8.3 Phase 3 – Preference Point System</b></p>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB	
		Frequency in which the services to be rendered.	
	<p>Bidders who complied with Sectorial Determination and fully completed Annexure A will be evaluated further in terms of the preference point system (80/20)</p> <p><b>8.4 Phase 4- Physical verification</b></p> <p>A site and the asset verification of the bidder for further evaluation.</p>		

NEW LAW COURTS MAGISTRATES OFFICE



### **EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

The contractor shall comply with all the requirements of the Code of Good Practice for Employment and Conditions of Work for Public Works Programme issued in terms of the Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) and the related Ministerial Determination, for the employment of locally employed temporary workers on a labour-intensive infrastructure project under the Expanded Public Works Programme (EPWP)

The **contractor** shall enter into an employment agreement with all workers and provide certified copies of such agreements and Identity documents of the workers to the principal agent within 28 calendar days.

The **contractor** shall maintain daily records with regard to the workers employed and shall, on monthly basis, submit a report to the **principal agent** in the prescribed format. Compulsory indicators such as the project budget, actual project expenditure, number of job opportunities created, demographic characteristics of workers employed, minimum daily wage rate, number of person-days of employment created and number of training person-days, shall be included in the said report all as defined in the guidelines for the Implementation of Labour-Intensive Projects under the Expanded Public Works Programme (EPWP)

Bill No. 1

Preliminaries

#### **NDPW Port Elizabeth Regional Office**

Provision for pricing of compliance with the aforementioned is made under this clause and it is explicitly pointed out all requirements in respect of the aforementioned are deemed to be priced hereunder and no additional claims in this regard shall be entertained.

Fixed rate: R \_\_\_\_\_ Number of cleaners: R \_\_\_\_\_ Period: \_\_\_\_\_

**Carried to Summary**

ANNEXURE A

ALL BIDDERS MUST BE COMPLETE THIS ANNEXURE  
NB: (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

30 x Cleaners				
Item	Description	Departmental Guide	Bidder's offer	
			Year One (1) Month Rate	Year Two (2) Months Offer
1	Basic salary - hourly rate that must not be less than that published in terms of Government Notice	23.87	R	R
2	Total Wage Cost per month	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	R	R
<b>Provisions to be made as additional costs incurred to the minimum rate of pay:</b>				
3	Annual leave provision (pro rata per month) based on minimum determined days per year.	15 days per year ÷ 12 months x hourly rate x 8 hours per days	R	R
4	Sick Leave (pro rata per month) based on minimum determined days per year	10 days per year ÷ 12 months x hourly rate x 8 hours per day	R	R
5	Family Responsibility Leave (pro rata per month) based on minimum determined days per year	3 days per year ÷ 12 months x hourly rate x 8 hours per day	R	R
6	Unemployment Insurance Fund (UIF)	1% of basic monthly salary	R	R
7	Provident fund	5,25% of basic monthly salary	R	R
8	Protection Clothing / Uniform: <b>(Must be EPWP branded)</b>	Allow R1200 for the period	R	R
9	<b>Bonus</b>	annual bonus ÷ 12 months	R	R
10	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R	R
11	Skills Development Levy	1% of monthly wage	R	R
12	Any other allowance/s and or employers contributions must be specified .....		R	R
13	Estimated Monthly Cost per cleaner	Add items 2 to 12	R	R
14	<b>Total Costs for (30) Six cleaner(s) personnel per month</b>	Item 13 x number of cleaner(s)	R	R
15	<b>Total Labour Annual Costs</b>	Item 14 x 12 months	R	R



**ANNEXURE B**  
**(Continues)**

**ALL BIDDERS MUST BE COMPLETE THIS QUESTIONNAIRE.**

**NB: (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

<b>Costs to be incurred by the bidder:</b>			
<b>Item</b>	<b>Description of item(s) required</b>	<b>A</b>	<b>B</b>
		<b>Rate for per months</b>	<b>Total Cost for 24 months</b>
16	Transport Costs (Rate x 24 months)	R	R
17	Equipment (See paragraph 5.1) to hire	R	R
18	<b>Cleaning materials and Toiletries (See paragraph 5.2)</b>		
	<b>Monthly cleaning material requirements (Rate x 24 months)</b> (Add ALL items in paragraph 5.2.1)	R	R
	<b>Once-off cleaning material requirements (Rate x 24 months )</b> (Add ALL items in paragraph 5.2.4)	R	
19	Hygienic Services (Rate x 24 months) (Add ALL items in paragraph 5.4)	R	R
20	<b>EPWP reporting minimum of R100 per beneficiary</b>	R	R
21	Operating Costs (excl VAT)		R
22	VAT (15% for VAT registered suppliers) [15% of Column B21]		R
23	Operating Costs (incl VAT) [Add Columns B16-B20]		R
24	Profit including overheads		R
25	Total Operating Cost with Profit (excl VAT) [Add Columns B21+B24]		R
26	Total Operating Cost with Profit (incl VAT) [Add Columns B23+B24]		R
27	<b>Total Bid Offer (Add Column 15 + Column 25 or 26) for a period of TWENTY FOUR (24) MONTHS</b>	R	