



# public works & infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTHAFRICA**

## BID DOCUMENT

**PROJECT DESCRIPTION:** EAST LONDON MAGISTRATE COURT: CLEANING SERVICES FOR THREE (03) MONTHS

**BID NO:** CS23/07/03MM  
**Closing Date:** Tuesday, 28 November 2023  
**Closing Time:** 11H00  
**Bid Briefing Meeting Date:** N/A  
**Bid Briefing Meeting time:** N/A

**Tenderers CSD No:** .....

**Name of the Tenderer:** .....

**Bid Box Address**  
Department of Public Works & Infrastructure  
Eben Donges Building  
Corner Robert & Hancock Street  
Gqeberha  
6001

<b>SCM SPECIFIC ENQUIRIES:</b> Enquires: Sharon de Kock Tel No: 041 408 2156 during office hours Cell No: SCM Official Cell No Email Address: <a href="mailto:Sharon.DeKock@dpw.gov.za">Sharon.DeKock@dpw.gov.za</a>	<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b> Enquires: Mcebisi Mzinzi Tel No: 041 408 2196 during office hours Cell No: 081 032 2503 Email Address: <a href="mailto:Mcebisi.Mzinzi@dpw.gov.za">Mcebisi.Mzinzi@dpw.gov.za</a>
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## SUMMARY OF BID INFORMATION

<b>Bid Number</b>	CS23/07/03MM	
<b>Bid/ Project Description</b>	EAST LONDON MAGISTRATE COURT: CLEANING SERVICES FOR THREE (03) MONTHS	
<b>Bid Closing date &amp; Time</b>	Tuesday, 28 November 2023	<b>11H00</b>
<b>Bid Briefing Date &amp; Time (if applicable)</b>	N/A	N/A
<b>Venue</b>	N/A	
<b>SCM SPECIFIC ENQUIRIES:</b>	Sharon de Kock	<a href="mailto:Sharon.DeKock@dpw.gov.za">Sharon.DeKock@dpw.gov.za</a>
	041 408 2156	SCM Official Cell No
<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b>	Mcebisi Mzinzi	<a href="mailto:Mcebisi.Mzinzi@dpw.gov.za">Mcebisi.Mzinzi@dpw.gov.za</a>
	041 408 2196	081 032 2503
<b>Bid Document Price</b>	Free of Charge	
<b>Procurement Plan Reference Number</b>	N/A	
Points to be allocated for an area for work to be done or services to be done in that area	Buffalo City Metropolitan Municipality	

## PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	EAST LONDON MAGISTRATE COURT: CLEANING SERVICES FOR THREE (03) MONTHS		
Bid no:	CS23/07/03MM	Procurement Plan Reference no:	N/A
Advertising date:	Wednesday, 22 November 2023	Closing date:	Tuesday, 28 November 2023
Closing time:	11H00	Validity period:	120 calendar days

### RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07
6	<input checked="" type="checkbox"/>	There will be no bid briefing meeting.
7	<input checked="" type="checkbox"/>	Bidders will be evaluated as per Special Conditions of Bid (SCB-1)
8	<input checked="" type="checkbox"/>	The minimum labour rates tendered by the bidder must not be less than the Basic hourly rate per cleaner as published in terms of the Sectoral Determination 1, Contract Cleaning Sector of South Africa for the relevant area as at the closing date of the bid
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	

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

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer



ALL BIDDERS MUST BE COMPLETE THIS ANNEXURE

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

15 x Cleaners			
Item	Description	Departmental Guide	Bidder's offer
			Month's Rate
1.	Basic salary - hourly rate that must not be less than that published in terms of Government Notice	<i>Please note: If this rate is incorrect, the bidder is required to at least comply with the minimum sectorial determination rate for the relevant area as gazetted at the closing date of the bid.</i>	Bidder's hourly rate R..... / hour
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..... / month
<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.	3 days per year + 3 months x hourly rate x 8 hours per days	R..... / month
4.	Sick Leave (pro rata per month) based on minimum determined days per year	3 days per year + 3 months x hourly rate x 8 hours per day	R..... / month
6.	Unemployment Insurance Fund (UIF)	1% of basic monthly salary	R..... / month
9.	<b>(EPWP BRANDING &amp; UNIFORM)</b>	<i>See page 10, bullet point 5.5</i>	R..... / month
10.	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R..... / month
11.	Any other allowance/s and or employers contributions must be specified .....		R..... / month
12.	Estimated Monthly Cost per cleaner	Add items 2 to 11	R..... / month
13.	<b>Total Costs for (15) Fifteen cleaner(s) personnel per month</b>	Item 12 x number of cleaner(s)	R..... / month
14.	<b>Total Labour Cost for Three months, carry over to bullet 27</b>	Item 13 x 3 months	R..... for 3 months



ALL BIDDERS MUST BE COMPLETE THIS QUESTIONNAIRE.

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

Costs to be incurred by the bidder:		
Item	Description of item(s) required	A
		Rates
15.	Total Transport Costs	R _____ / month
16.	Equipment (See paragraph 5.1) to hire	R _____ / month
17.	<b>Monthly cleaning material requirements</b> Add monthly cleaning materials in paragraph 5.2 & 5.4)	R _____ / month
18.	Hygienic Services 5.3) Add monthly items in paragraph 4	R _____ / month
19.	<b>EPWP Job creation reporting per beneficiary</b> (Carried over from page 14)	R _____ / month
20.	Operating Costs (excl VAT) ( Item 15+ 16+ 17+18+19)	R _____ / month
21.	Profit and overheads (Excluding VAT)	R _____ / month
22.	Total Operating costs + Profit and Overheads) excluding VAT per month (B20 + B 21)	R _____ / month
23.	Total Operating costs + Profit and Overheads) excluding VAT per months (B22 x 3)	R _____ for 3 month
24.	Escalation on Operating Cost for <b>N/A</b>	R _____ for 3 month
25.	Total Operating Cost for 3 months (Bullet 23 + Bullet 24)	R _____ for 3 month
26.	Total Operating Cost for 3 Months (Bullet 23 +Bullet 25)	R _____ for 3 months
27.	Total Labour costs for 3 months (carried over from bullet 14)	R _____ for 3 months
28.		R _____ for 3 months
29.	Total Cost (Excluding Vat) (Bullet 26 + Bullet 27 + <del>Bullet 28</del> )	R _____ for 3 months
30.	VAT @ 15% (Bullet 29 x 15%)	R _____ for 3 months
31.	TOTAL BID COSTS for 3 months including VAT (Bullet 29 + Bullet 30)	R _____ for 3 months
32.	<b>OFFER IN WORDS:</b>	



public works  
& infrastructure

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REPUBLIC OF SOUTH AFRICA

EAST LONDON MAGISTRATES OFFICES 2023.