



public works  
& infrastructure

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

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE  
DURBAN REGIONAL OFFICE**

**REFERENCE NUMBER – DBNQ23/04/03**

**SERVICE DESCRIPTION: JUSTICE: DEVONSHIRE REGIONAL OFFICE:  
PROVISIONING OF CLEANING & HYGIENE SERVICES FOR THE  
PERIOD OF 05 MONTHS (6283.62 SQM)**

**SUBMITTED BY:**

Company Name: \_\_\_\_\_

CSD registration: \_\_\_\_\_

**CLOSING DATE: 12/04/2023 @11:00**

**TENDER BOX LOCATION: ADDRESS: 157 Monty Naicker Street -Box Number 16**

<b>TECHNICAL ENQUIRIES</b>	<b>OTHER ENQUIRIES</b>
Name : Jabu Ngcokana	Name : Gugulethu Mbongwa
Contact number : 083 289 8156	Tel no. : 031 314 7003
Email: <a href="mailto:jabu.ngcokana@dpw.gov.za">jabu.ngcokana@dpw.gov.za</a>	Email : <a href="mailto:gugulethu.mbongwa@dpw.gov.za">gugulethu.mbongwa@dpw.gov.za</a>



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**REPUBLIC OF SOUTH AFRICA**

Private Bag X54315, DURBAN 4000 Int. Code: +27 31 Tel: 314 7000 website: [www.publicworks.gov.za](http://www.publicworks.gov.za)  
Supply Chain Management: Miss Gugulethu Mbongwa – 031 314 7003  
Project Leader – Ms. Jabu Ngcokana

## REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at **JUSTICE: DEVONSHIRE REGIONAL OFFICE**

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: Corner of Pixley Ka Seme (Aliwal Street) and Samora Machel (West Street)**

Item	Description	Quantity / Period
1	<b>PROVISIONING OF CLEANING &amp; HYGIENE SERVICES FOR THE PERIOD OF 05 MONTHS (6283.62 SQM)</b>	<b>05 months</b>

**CLOSING DATE: 12/04/2023 : CLOSING TIME @ 11:00AM**

**NB: No late documents will be accepted.**


Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. ***“You may claim VAT only if you are a VAT Vendor”***.

### **TERMS AND CONDITIONS**

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully

SIGNATURE:

 Gugulethu Mbongwa  
04/04/2023

DATE:

**For: National Department of Public Works and Infrastructure**

**Acknowledgement of the request to quote**

Sign for acceptance \_\_\_\_\_

**Company Stamp**

Sign for rejection \_\_\_\_\_

## PA 32: INVITATION TO BID PART A

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	DBNQ23/04/03	CLOSING DATE:	12/04/2022	CLOSING TIME:
				11:00
DESCRIPTION	JUSTICE: DEVONSHIRE REGIONAL OFFICE:PROVISIONING OF CLEANING & HYGIENE SERVICES FOR THE PERIOD OF 05 MONTHS (6283.62 SQM)			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
157 Monty Naicker Street, Durban				
Box number 16				
OR POSTED TO:				
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
		TCS PIN:		OR CSD No:
SIGNATURE OF BIDDER				DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

- |                           |  |
|---------------------------|--|
| <b>1. BID SUBMISSION:</b> | <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMED: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMED: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID</p> |
|---------------------------|--|

**DOCUMENTATION.**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

**Note Well:**

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

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

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

### THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

<b>Quotation description:</b>	<b>JUSTICE DEVONSHIRE REGIONAL OFFICE: PROVISIONING OF CLEANING AND HYGIENE SERVICE FOR PERIOD OF 5 MONTHS (6283.62 sqm)</b>		
<b>Quote no:</b>	DBNQ23/	<b>Closing date:</b>	
<b>Closing time:</b>	11:00	<b>Validity period:</b>	30 days

#### 1. RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those quotations who satisfy the eligibility criteria stated in the quotation document may submit the quotation.
2	<input checked="" type="checkbox"/>	Quotation offer must be properly received on quotation closing date and time specified on the invitation, fully completed and signed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink.
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
5	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
6	<input checked="" type="checkbox"/>	<b>Registration on Central Supplier Database (CSD)</b>
7	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
8	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
9	<input checked="" type="checkbox"/>	<b>Submission of valid copy of BCCCI certificate</b>

- 1.2. Indicate administrative requirements applicable for this quotation. Suppliers 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 three (3) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
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 40): Declaration of Designated Groups for Preferential Procurement.
4	<input checked="" type="checkbox"/>	<b>Submission of (PA-10): General Condition of Contract.</b>
5	<input checked="" type="checkbox"/>	<b>Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.</b>
6	<input checked="" type="checkbox"/>	<b>Submission of letter of Good Standing (COIDA)</b>
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	

Notice and Invitation for Quotation: PA-03 (GS)

**2. Points scoring system applicable for this bid:**

80/20 points scoring system

**Indicate the Price weighting applicable to this bid:**

	<b>Weighting percentage (must add up to 100 %)</b>
<b>Price:</b>	<b>100% of 80 points</b>
<b>Total:</b>	<b>100%</b>

**3. Method to be used to calculate points for specific goals**

	<p><b><u>For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.</u></b></p>
	<p><b>1. An EME or QSE which is at least 51% owned by black people (Mandatory) 10 Points</b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
<input checked="" type="checkbox"/>	<p><b>2. An EME or QSE which is at least 51% owned by women (Mandatory) 4 Points</b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
	<p><b>3. An EME or QSE which is at least 51% owned by people with disabilities(Mandatory) 2Points</b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Medical Certificate</li> </ul>

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	<ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration</li> </ul>
	<ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
	<p><b>4. An EME or QSE which is at least 51% owned by youth (Mandatory) <span style="float: right;">2 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
	<p><b>5. Located in a specific Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) <span style="float: right;">2 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>

**4. COLLECTION OF QUOTATION DOCUMENTS:**

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on ***insert date*** at the following address ***insert physical address insert postal code***.

A ***select*** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at ***insert address*** on ***dd/mm/yyyy*** starting at ***insert time***.

**5. ENQUIRIES RELATED TO QUATATION DOCUMENTS MAY BE ADDRESSED TO:**

<b>DPW Project Leader:</b>	J NGCOKANA	<b>Telephone no:</b>	031-314 7270
<b>Cell no:</b>	083 289 8156	<b>Fax no:</b>	
<b>E-mail:</b>	Jabu.ngcokana@dpw.gov.za		

Notice and Invitation for Quotation: PA-03 (GS)

## 6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is \_\_\_\_\_ on \_\_\_\_\_  
 Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.  
 Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.  
 All bids must be submitted on the official forms – (not to be re-typed)

<p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><i>Department of Public Works and Infrastructure          157 Monty Naicker Road, by Securities. (bidders to note that entrance in Dr Pixley Ka Seme is temporarily closed)          Box 16</i></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b>  <i>Department of Public Works and Infrastructure          Private Bag X54315          Durban          4000</i></p>	<p>OR</p>	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><i>N/A</i></p>
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**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

**TENDER DBNQ**

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**RETURNABLE DOCUMENTS**

**AND**

**TERMS OF REFERENCE**

**FOR THE**

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**APPOINTMENT OF A SERVICE PROVIDER**

**FOR THE**

**RENDERING**

**OF**

**CLEANING SERVICES**

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**AT THE**

**DEPARTMENT OF JUSTICE OFFICE (DEVONSHIRE)**

**IN THE**

**KWAZULU NATAL**

**FOR A**

**PERIOD OF 05 MONTHS**

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**APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF CONTRACT CLEANING SERVICES AT THE DEPARTMENT OF JUSTICE OFFICES FOR A PERIOD OF 05 MONTHS**

**1. INTRODUCTION**

The Department of Public Works (DPW) invites bids for the provision of contract cleaning services at specified premises occupied by, or under the control of, the Department of Justice and Constitutional Development.

**2. DURATION OF CONTRACT**

The contract will endure for a period of five (05) months calculated from the date of acceptance of the bid offer made by the successful bidder.

**3. SUBMISSION REQUIREMENTS**

- 3.1 Bidders must be registered with the Bargaining Council for the Contract Cleaning Services Industry (BCCI) in KZN.
- 3.2 Bidders must be registered on (CSD) **Central Supplier Database** NB: ensure the overall Tax status is *compliant*.
- 3.3 Bidders must comply strictly with the Basic Conditions of Employment Act (BCEA), Act 75 of 1997, as amended and any applicable sectoral determination in regard to salaries and wages on contract cleaning services.

**4. CONTRACTUAL ASPECTS**

- 4.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 4.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 4.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 4.4 The terms of this contract force the bidder to absorb all 06 employees that are currently on site. This is not negotiated appointed bidder will absorb all cleaners on site, failing will lead the contract being terminated.

- 4.5 Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the Department.
- 4.6 The successful bidder must advise the Regional Manager: Department of Public Works immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

## 5. WORK SCHEDULE

- 5.1 The official working hours for this contract, will be from 07:00 to 15:30, Monday to Friday. Lunch break between 12:00 to 13:00 will be permitted.
- 5.2 The service required in terms of this bid will be for week days only, therefore, not required on weekends or public holidays. Absence from work must be managed internally by the successful bidder and not hamper service delivery.

## 6. MINIMUM REQUIREMENTS

- 6.1 Bidders need to take account of the cleaning standards and norms as per **Schedule A** which must be applied during the course of the services.
- 6.2 Bidders must indicate compliance or non-compliance in Schedule A on a paragraph basis. Indicate compliance with the relevant paragraph by marking the **YES** box and non-compliance by marking the **NO** box. Bidders must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to this part of the bid submission. Answering questions or supplying detail by referring to other sections will not be accepted. Should bidders fail to indicate compliance to the requirements, DPW will assume that the bidder is not in compliance or agreement with the statement(s) as specified in the bid and the bid will be eliminated from further evaluation.

## 7. NATURE AND SCOPE OF SERVICES TO BE RENDERED

- 7.1 The Scope of work is as per **Schedule B** which is mandatory tasks and associated deliverables in normal working hours.

## 8. EVALUATION METHODOLOGY

- 8.1 Only qualifying bids are evaluated in terms of the 80/20 preference points system, where the 80 points will be used for price and the 20 points are awarded to the bidder.

## 9. PRICING

- 9.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule C** which must be submitted together with the bid documents.
- 9.2 The prices quoted must be firm for the duration of the contract and it is expected that bidders will cover the risk of price increases in the composition of the pricing structure.
- 9.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form.
- 9.4 Bidders' attention is drawn to **Schedule D** to assist them in compiling their bid price. The items listed in the schedule are not exhausted and bidders must allow for any or all other requirements in order to effect the necessary cleaning services.

## 10. SPECIFICATIONS & STANDARDS

- 10.1 Unless otherwise specified, the products to be utilised under this contract must comply with the relevant standards of the South African Bureau of Standards (SABS).
- 10.2 Bidders must complete and submit **Schedule E** to indicate what type of products they intend to use under this contract.
- 10.3 The Department may request samples of the products, which must be provided within seven (7) days upon request.

## 11. ORDERS

- 11.1 This specification and other submitted bid documents and the signed Offer and Acceptance will constitute the Contract between the successful bidder and the Department.
- 11.2 An Official Order will be issued to the successful bidder indicating the period of the Agreement (06 months).

## 12. PAYMENTS

- 12.1 Payment will be made monthly on submission of an **Original Invoice** for the services rendered and delivery notes.
- 12.2 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works** and deposited in the invoice boxes provided on the ground floor Public Works Building Corner Aliwal (**Samora Machel**) and West Street (**Dr Pixley Ka Seme**).

- 12.3 The original invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, contractor's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the contractor.
- 12.4 The original invoice must be submitted at the beginning of the first week of each month.
- 12.5 Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an acceptable, original and valid tax invoice.
- 12.6 The successful bidder shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other moneys required to be paid in terms of the applicable law.

### **13. DISCLAIMER**

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

### **14. ABSENCE OF OBLIGATION**

No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment documentation has been signed. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

### **15. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT**

- 15.1 In the event that the Department fails to pay the Contractor without valid reason, for 30 days, the contractor may cancel the contract by giving the Department one (1) month written notice of such cancellation.
- 15.2 In case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 15.3 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 15.4 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery from the user Departments.

15.5 Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of at least three written notifications during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.

15.6 For purposes of this contract a “written notification” shall include a notification transmitted by e-mail or facsimile.

**16. OTHER**

Inquiries can be directed as follows:

**Bid Enquiries** :  
Tel: (031) 314 7270

**Specification Enquiries** : G Mbongwa  
Tel: (031) 314 7003

**SCHEDULE A**

**CLEANING STANDARDS AND NORMS**

#	REQUIREMENTS	COMPLY		
		YES	NO	IF “NO”, INDICATE DEVIATIONS
1.	<p><b>Cleaning Detergents</b></p> <ul style="list-style-type: none"> <li>o Ammoniated liquid detergent cleaners shall comply with SABS 1225</li> <li>o Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256</li> <li>o Liquid acidic cleaner for sanitary ware shall comply with SABS 1257</li> </ul>			
2.	<p><b>Disinfections</b></p> <ul style="list-style-type: none"> <li>o Disinfectant liquids of the coal tar type shall comply with SABS 47</li> <li>o Disinfectant containing stabilised chlorine shall comply with SABS 643</li> <li>o Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032</li> <li>o Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459</li> </ul>			
3.	<p><b>Polish</b></p> <ul style="list-style-type: none"> <li>o The Bidder will be advised by DPW representative which furniture to be polished</li> </ul>			



4.	<p><b>Finishers (Walls &amp; Floors)</b></p> <ul style="list-style-type: none"> <li>○ Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224</li> <li>○ Floor sealer for vinyl flooring will comply with SABS 1042 applied in accordance with the manufacturer's instructions</li> <li>○ Ceramic tiles must be cleaned with normal tile cleaner</li> <li>○ Wipe and strip wooden wall finishes with approved detergent complying with SABS 525</li> <li>○ Tile surfaces are to be cleaned with approved detergent complying with SABS 525</li> <li>○ All cleaning and maintenance of floor shall be carried out in accordance with SABS Code 0170</li> <li>○ Screed floor tiles to be cleaned with approved detergent complying with SABS 525</li> <li>○ Laminated floor covering to be cleaned with approved detergent complying with SABS 525</li> </ul>			
5.	<p><b>Carpets</b></p> <ul style="list-style-type: none"> <li>○ All carpets must be vacuumed, cleaned daily with industrial standard equipment</li> </ul>			
6.	<p><b>Dusting, Wiping, Clean, etc.</b></p> <ul style="list-style-type: none"> <li>○ Wipe all surfaces areas with a clean damp cloth</li> <li>○ All ornaments, window sills needs to be dusted</li> <li>○ Turnstiles to be cleaned and polished</li> <li>○ Non-slip polish to be used on all surfaces</li> </ul>			
7.	<p><b>Overall Requirements</b></p>			
	<ul style="list-style-type: none"> <li>○ Provide adequate vacuum cleaners, brooms, mops, dusters, cloths, detergents and cleaning trolleys</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Attached list of proposed equipment to be used</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Attached Organogram indicating the proposed team for this contract</li> </ul>			
8.	<p><b>Personnel Requirement</b></p>			
	<ul style="list-style-type: none"> <li>○ Conduct business in a courteous and professional manner</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Ensure that all personnel working under this contract are in good health and pose no risk</li> </ul>			

	to any DPW employees			
	○ Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified			
	○ Ensure that all personnel under this contract are adequately trained prior to the commencement of the contract			
	○ Ensure that replacement staff is available should the need arise			
	○ Ensure that DPW is informed of any removal and replacement of personnel			
	○ All personnel must be SA Citizens and DPW reserves the right to validate citizenship			
<b>9.</b>	<b>General Conditions</b>			
	○ Equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act and any Regulations promulgated in terms of this Act and the standard instructions of DPW			
	○ Provide all personnel working under this contract with adequate Personnel Protective Equipment (PPE) and clothing and to ensure these items are worn at all times			
	○ Comply with the relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc.			
	○ DPW will not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract			
	○ DPW will not accept responsibility for accounts / expenses incurred by the Service Provider that was not agreed upon by the contracting parties			
	○ All broken / damaged items such as toilet seats, taps, etc. must be reported to the Court Manager for urgent attention ○ All cleaning equipment such as brooms, mops, cloths must be cleaned with an applicable			



	disinfectant on a daily basis			
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## SCHEDULE B SCOPE OF WORK

DESCRIPTION	FREQUENCY
<b>OFFICES, WAITING AREAS, BOARDROOMS, CUBICLES, COURT ROOMS, ETC.</b>	
Furniture:	
o Wipe work stations and filing cabinets	Daily
o Clean / dust chairs	Weekly
o Wipe and dust Boardroom tables	Daily
o Vacuum upholstered chairs	Weekly
Internal Glassed:	
o Wipe glazed doors, including handles and frames	Daily
o Wipe glazed windows, including frames	Daily
Carpet Floor Covering:	
o Vacuum	Daily
o Spot clean marks	Daily
o Deep cleaning carpets	Twice per Annum
o Deep cleaning of high traffic areas	As and when required
Wall Cleaning:	
o Clean internal walls	Adhoc
o Passage walls	Adhoc
Floor Cleaning:	
o Broom sweep and wash floor tiles	Daily
Telephones	
o Dust and damp-wipe telephones, including cables, etc.	Weekly
Curtains & Blinds:	
o Wipe and dust blinds	Weekly

○ Vacuum curtains	Weekly
Plants:	
○ Water plants	Weekly
○ Clean artificial plants and plant containers	Weekly
Wipe / clean light switches, door handles and air condition diffuses	Weekly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
<b>HALL AND TELLER'S COUNTERS</b>	
Floor / wooden tiles:	
○ Broom sweep and wash tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
Wipe / clean security glass at teller's counters	Daily
Wipe / clean security entrance cubicle glass, doors and handles	Daily
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception and security furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
Wipe / clean directory boards	Weekly
<b>KITCHEN</b>	
Replenish hand towels	Daily
Floor / wooden tiles:	
○ Broom sweep and wash tiles	Daily
○ Machine scrub	Monthly

○ Strip tiles	Monthly
Wipe / clean and disinfect appliances	Daily
Wipe down / clean and disinfect inside cupboard and doors	Daily
Wipe / clean and disinfect kitchen zinc	Daily
Wipe / clean and disinfect kitchen utensils, cutlery and crockery	Daily
<b>LIFTS</b>	
Broom sweep floor	Daily
Wipe all Mirrors	Daily
Wash and clean floor	Daily
Damp-Wipe control panel and all vertical surfaces	Daily
<b>ENTRANCE HALL</b>	
Floor / wooden tiles:	
○ Broom sweep and wash tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Vacuum carpets (if applicable)	Daily
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
<b>ABLUTION FACILITIES</b>	
○ Clean and was all urinals, wash hand basins and water closets	Daily
○ Wipe all Mirrors	Daily
○ Clean down and wipe all toilet doors	Daily
○ Replenish soap dispensers	Continuously
○ Place toilet rolls in dispensers	Continuously

○ Refill automated air fresheners (if applicable)	Daily
○ Replenish hand towels	Continuously
○ Empty SHE bins	Weekly
<b>Floor Tiles:</b>	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
<b>Wall tiles splash backs:</b>	
○ Wash tiles	Daily
<b>COORIDORS / PASSAGES</b>	
<b>Floor Tiles:</b>	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
○ Polish floors	Monthly
Dust / wipe / clean furniture, walls, doors, handles, cupboard doors, vending machines, public telephone booths, counter tops	Daily
Polish public benches	Weekly
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
<b>STORE ROOM</b>	
Broom sweep, wash floors and vacuum	Daily
<b>WASTE DISPOSAL</b>	
Clean and empty all waste bins and receptacles	Daily
Wash all waste bins and receptacles	Weekly
<b>WINDOWS</b>	
Dust / clean / wash window sills	Daily
Cleaning of windows (internal and external)	Quarterly
Cleaning inter-office windows	Weekly
Removal of all bird droppings on windows	Weekly

<b>CELLS AND HOLDING AREAS</b>	
Broom sweep floors	Daily
Wash and disinfect walls and doors	Weekly
Empty, clean and disinfect waste bins	Daily
Deep cleaning holding areas and cells	Monthly
Deep cleaning of toilets	Monthly
Clean and disinfect toilet bowls and urinals	Daily
Remove graffiti marks	As and when required
Dust / clean metal bars	Daily
<b>DEEP CLEANING TOILETS</b>	
Cleaning toilets by spray	Monthly
<b>PEST CONTROL</b>	
Ants (Spray)	Every after three months
Cockroaches (Spray)	Every after three months
Rats (Pallets)	Every after three months
<b>GROUNDS UPKEEP</b>	
Dispose of all litter	Daily
Broom sweep yard	Weekly
Hose wash hard standing	Twice Monthly
<b>REFUSE AREA / ROOM</b>	
Broom sweep, clean, wash and disinfect refuse room / area	Weekly
Ensure refuse bins is ready for pick up by Municipality / removal company	Weekly
Clean, Wash and disinfect drains	Daily
Wipe down, clean and disinfect walls	Weekly
Wash and disinfect refuse bins	Weekly
<b>BASEMENT AREA (If applicable)</b>	
Broom sweep floors	Weekly
<b>FIRE ESCAPE STAIRS (If applicable)</b>	
Broom sweep floors	Weekly
<b>GENERAL (ALL AREAS)</b>	

Damp-wipe signage (of various sizes)	Weekly
Dust picture frames (of various sizes)	Twice Weekly
Spot clean finger marks from paintwork and light switches	Daily
Vacuum blinds	Monthly
Wipe and clean finger, water, coffee marks, etc. on all surfaces	Daily
Clean hand rails	Weekly
Clean and polish all upright metal fittings	Weekly
Wipe all internal doors	Weekly
Wipe all metal and timber shelves	Monthly
Dust light fittings	Twice Monthly
Wash / clean external entrance façade and pillars	Monthly
Wipe / clean external notice boards	Weekly
Remove graffiti marks	As and when required
	Weekly

### SCHEDULE C (PART 1)

### PRICING SCHEDULE

## DEVONSHIRE MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID  
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS  
3. FAILURE TO COMPLY WITH BCCI WAGES RATES FOR EMPLOYEES IN THIS SECTION WILL RESULT IN DISQUALIFICATION DURING THE BIDDING PROCESS.

#### SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

- a. *This below rates include the following: actual monthly wages, BCCCI levies, uniforms, NCC & COIDA*

POSITION	SALARIES/ WAGES				
	LEGISLATIVE RATES PER HOUR	QTY	RATE	MONTHS	TOTAL AMOUNT
General worker	R	06	R	FOR 05 MONTHS	R

DOJ: Devonshire M/O: 05 months cleaning and hygiene services

Page 14

Any reference to the word "contractor" herein or in any other documentation shall be construed to have the same meaning as the word "supplier".



Total wages and allowances for 06 General workers for 05 MONTHS	05 MONTHS	R
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## 2. CONSUMABLES AND CHEMICALS

OTHER COSTS	QTY	COSTS PER MONTH	TOTAL AMOUNT
<b>2.1 Cleaning Chemicals</b>			
Pink Soap/hand soap 5 Lt	05	R	R
Germitol/ pine gel 5 Lt	05	R	R
Sunlight liquid 5Lt	05	R	R
Handy Andy 5 Lt	05	R	R
Pine gel 5L	05	R	R
Floor polish 5Lt	02	R	R
Jeyes Fluid 5 Lt	01	R	R
Deo-block 5kg/ Sweet cherry 5lt	02	R	R
Furniture Polish 5L	02	R	R
Bleach (Jik) 5Lt	05	R	R
Sanitizers 5L	02	R	R
Vim 5kg	01	R	R
<b>Sub-Total for 06 months</b>			R
<b>2.2 Consumables to be supplied monthly</b>			
Toilet Paper (1 ply) 48 Rolls	30 packs	R	R
Paper Towel roll with stand	10 Rolls	R	R
Refuse Bags (pack of 20's)	05 Rolls	R	R
Kitchen sponges	30	R	R
Yellow dusters (5 in a pack)	05	R	R
<b>Sub-Total for 06 months</b>			R
<b>2.3 Consumables to be supplied once-off:</b>			Total cost
<i><b>NB:</b> These are items that have a limited expectancy and that are normally discarded;</i>		<b>Once-off</b>	
Gloves Latex (10's)	01	R	R
Mutton cloth 500g	01	R	R
Banister brooms	01	R	R
Swaps (pack of 05's)	02	R	R
Soft Brooms	05	R	R
Mops	35	R	R

Dust pan with handles	05	R	R
Feather dusters (long)	05	R	R
Window cleaner 5L	01	R	R
Machine pads : black/blue/red (box/pack)	01	R	R
<b>Sub-Total for 05 months</b>			<b>R</b>

**HYGIENE SERVICES**

				<b>COST PER MONTH</b>
Chemicals for sanitary bins (Including hygienic bin liners, She bags and disinfectant chemical)	19 bins to be serviced	Once per week for each calendar month of contract	R	R
Air fresheners with batteries and Refills	12	Every month 10 min setting time and last 30 days	R	R
Pee/ urinal mats	01	Every month	R	R
<b>Sub-total for 05 months</b>				<b>R</b>

**1. EQUIPMENT (RENTAL PRICE)**

<b>Polisher x 1</b>	R	R
<b>Vacuum cleaner x 2</b>	R	R
<b>Sign board x 4</b>	R	R
<b>Wringer buckets x 2</b>	R	R
<b>Total</b>		<b>R</b>

**Summary cleaning and hygiene services for 06 months**

<b>(a) Cleaning Chemicals</b>			<b>R</b>
<b>(b) Monthly Consumables</b>			<b>R</b>
<b>(c) Once off consumable</b>			<b>R</b>



<b>(d) Equipment</b>			<b>R</b>
<b>(e) Hygiene services</b>			<b>R</b>
<b>(f) Overheads</b>			<b>R</b>
<b>(g) Sub-Total</b>			<b>R</b>
<b>(h) Profit</b>			<b>R</b>
<b>(i) Vat</b>			<b>R</b>
<b>(j) Overheads</b>			<b>R</b>
<b>(k) Profit</b>			<b>R</b>
<b>(l) Safe file</b>			<b>R</b>
<b>(m) VAT (15%)</b>			<b>R</b>
<b>(n) Sub-Total: Salaries &amp; Wages (As from 1 above)</b>			<b>R</b>
<b>Grand Total for 05 months: (Grand total to be forwarded on PA-32)</b>			<b>R</b>

## SCHEDULE D

### CHECKLIST FOR COMPILING BID PRICE

This schedule is inserted to assist bidders in compiling the bid price. The listed items are provided to indicate to the bidders what the minimum is that should be allowed for in the bid. The items as listed are not necessarily exhausted and bidders may add to the list as it suits their requirements. Bidders must therefore make allowance for any other items in their bid price in order to effect the necessary cleaning services.

The information provided is done in good faith by the Department. The Department does not accept any liability for the correctness thereof. All bidders must indicate compliance with the veracity of all information contained in the bid, conversances with the onsite conditions and that they have the capacity to fulfil the requirements of this bid.

In compiling the bid price, the bidders' attention is drawn to, but not limited to the items as listed below.

It must be borne in mind that the quantities must be for the duration of the contract.

<b>CHECKLIST FOR COMPILING BID PRICE</b>
<b>Labour Costs:</b> <ul style="list-style-type: none"> <li>○ Salary (One staff member per 650m<sup>2</sup> is considered average)</li> <li>○ UIF Pension / Provident Fund</li> </ul>

<ul style="list-style-type: none"> <li>○ Supervisor</li> <li>○ Replacement for staff: Leave, sick leave, etc.)</li> </ul> <p><b>Uniforms for Staff:</b></p> <ul style="list-style-type: none"> <li>○ ID Cards</li> <li>○ Shoes</li> <li>○ Overall –Dress (Ladies) and / or Suit (Men)</li> </ul>
<p><b>Material (Chemicals / Consumables)</b></p> <p><u>Do not forget to make allowances for:</u></p> <p>Hand soap / liquid soap for soap dispensers; brasso; Handy Andy (or equal); deo block 100 gram round blocks; furniture polish – Mr Min (or equal); disinfectant pine / germitol / calpine; jeyes fluid, liquid bleach; liquid window cleaning detergent; graffiti remover; cement cleaner; mutton cloth; heavy duty black bags; red pads for polisher; black pads for polisher; floor sealer; floor stripper; penlight AA batteries, etc.</p>
<p><b>Equipment and Machinery:</b></p> <p><u>Do not forget to make allowances for:</u></p> <p>Polymer; scrubbing machine; extension leads; industrial vacuum cleaners; polish applicator; caution signboards (e.g. “floor wet”, “slippery”); dust pan; medium platform broom (soft / hard); household broom; rubber hand gloves; mop; bucket; toilet brush; trolley, yellow dusters; all-purpose scrubbing brush.</p> <p><b>NB:</b> Has allowance been made for equipment / machinery?</p>
<p><b>Toilet Paper and hand Towels:</b></p> <p>A continued supply of toilet paper, hand towels and soap must be supplied to all ablution facilities.</p> <p><b>NB:</b> Toilet paper: single ply, white only, 1<sup>st</sup> grade – 500 sheet, SABS code 174 – minimum requirement</p>
<p><b>Window Cleaning:</b></p> <p>Has allowance been made for internal and external cleaning of windows?</p>

**SCHEDULE E**

**CLEANING MATERIALS LIST AND PRODUCT DATA SHEET**

ITEM	PRODUCT NAME	CODE	SABS APPROVED (Y/N)	SUPPLIER NAME
<b>Chemical Useable:</b>	/			
Floor liquid cleaner				

Hand Soap / liquid for dispensers				
Brasso				
Handy Andy or of equal quality				
Deo blocks or of equal quality				
Furniture polish – Mr Min or of equal quality				
Disinfectant pine / germitol / calpine or of equal quality				
Jeyes fluid or of equal quality				
Liquid bleach				
Liquid window cleaning detergent				
Graffiti remover				
Cement cleaner				
Liquid soap				
Mutton Cloth				
Heavy duty black bags				
Red pads for polisher				
Black pads for polisher				
Floor sealer				
Floor stripper				
Drain / trap cleaner				
Sanitiser/disinfectant for gullies/gutters/channels				
General surface disinfectant/ cleaner				
<b>Toilet Paper:</b>				
Toilet paper (single				

ply, white only, 1 <sup>st</sup> grade – 500 sheet, code 174) – minimum requirement to be supplied				
<b>Paper hand Towel:</b>				
Paper Hand Towels (Kim-dry)				

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

<b>Project title:</b>	<b>JUSTICE: DEVONSHIRE REGIONAL OFFICE: PROVISIONING OF CLEANING AND HYGIENE SERVICE FOR PERIOD OF 05 MONTHS (6283.62sqm).</b>		
<b>Project Leader:</b>	J NGCOKANA	<b>Bid / Quote no:</b>	DBNQ

### 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 04.2(GS): Contract form: Rendering of Services	2 Pages	<input type="checkbox"/>
PA-03(GS): Notice and invitation for quotation	3 Pages	<input type="checkbox"/>
PA-09-List of Returnable Documents	2 Pages	<input type="checkbox"/>
PA-10: FM Condition of contract	18 Pages	<input checked="" type="checkbox"/>
PA-11: Declaration of interest and bidder's past supply chain management practices	4 Pages	<input type="checkbox"/>
PA-14 Medical certificate for the confirmation of permanent disable status	1 Pages	<input type="checkbox"/>
PA-15.1 Resolution of Board of Directors	1 Pages	<input type="checkbox"/>
PA-15.2 Resolution of Board of Directors to enter into consortia or joint venture	2 Pages	<input type="checkbox"/>
PA-15.3 Special resolution of consortia or joint venture	3 Pages	<input type="checkbox"/>
PA-16 Preference points Claim	6 Pages	<input type="checkbox"/>
Submission of copy of Cleaning Bargaining Council/ NCCA Certificate.	1 Pages	<input type="checkbox"/>
Submission of signed Specification for cleaning Service with Bill of quantity: fully priced and signed	20 Pages	<input type="checkbox"/>
PA- 40 Submission of declaration of designated groups for Preferential Procurement	02 Pages	<input type="checkbox"/>
Submission of fully completed PA- 32 - Invitation to Bid	02 Pages	<input type="checkbox"/>
Submission of copies of registration documents of the company (CK1, CK2 or CR10)	01 Pages	<input type="checkbox"/>
Submission of letter of good standing (COIDA)	01 Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
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	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>



Name of Bidder	Signature	Date

## 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 DBNQ 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 fulfillment 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 **J Ngcokana** in my capacity as **Project Leader** accept your bid under reference number **19/2/3/2/12/800** dated \_\_\_\_\_ 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
<b>JUSTICE: DEVOSHIRE OFFICES C: PROVISIONING OF CLEANING SERVICE FOR THE PERIOD OF 5 MONTHS</b>			

**SIGNATURES OF THE CONTRACTING PARTIES:**

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

_____ Name of signatory hereof warrants	_____ for and behalf of the <b>Department of Public Works</b> who by signature authorization hereto
_____ Capacity of signatory	_____ as Witness
_____ Name of signatory	_____ for and behalf of the <b>Bidder</b> who by signature hereof warrants authorization hereto
_____ Capacity of signatory	_____ as Witness



**REVISED PA-11: BIDDER'S DISCLOSURE**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

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

**REVISED PA-11: BIDDER'S DISCLOSURE**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be,

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

### REVISED PA-11: BIDDER'S DISCLOSURE

disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



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

Table with project details: Project title, Tender / Bid no, Reference no.

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." -

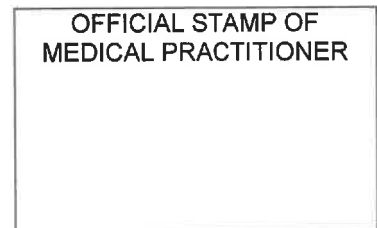
The nature of the disability is as follows:

Three horizontal lines for describing the nature of the disability.

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:**

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

\_\_\_\_\_

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

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

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

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

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

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

	Name	Capacity	Signature
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:

---

---

(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
1			
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

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

**ENTERPRISE STAMP**



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

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

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

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

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

**RESOLVED that:**

**RESOLVED that:**

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
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*The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.*

**Note:**

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



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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **Preference Points System to be applied**

*(tick whichever is applicable).*

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

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

1.3.1 **Price; and**

1.3.2 **Specific Goals**

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

	<b>80/20</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and Specific Goals</b>	<b>100</b>

1.5 **Breakdown Allocation of Specific Goals Points**

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by <b>black people (Mandatory)</b>	10	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
2.	<b>Located in KZN Province</b> area for work to be done or services to be rendered in that area <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>
3.	An EME or QSE which is at least 51% owned by <b>women (Mandatory)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with <b>disability</b> <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy (Mandatory)</li> <li>• Medical Certificate</li> <li>• South African Social Security Agency (SASSA) registration</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
5.	An EME or QSE which is at least 51% owned by <b>youth. (Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

(a) “**tender**” means a written offer in the form determined by an organ of state in

response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration



Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	10	

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Located in KZN Province</b> area for work to be done or services to be rendered in that area	2	
3. An EME or QSE or any entity which is at least 51% owned by <b>women</b>	4	
4. An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b> or	2	
5. An EME or QSE or any entity which is at least 51% owned by <b>youth</b> .*  <b>(Note: only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)</b>	2	

**Note:** \*in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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