



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, Durban, 4000, Tel (031) 314 7000
Corner of West and Aliwal Streets, Durban

**From: NATIONAL DEPARTMENT OF PUBLIC WORKS
Tel: (031) 314 7159 / (031) 314 7003
Enquiries: Ms. Nompilo Mngomezulu / Vuyisile Sibeko Ref: DBNQ23/11/04**

ERRATUM NOTICE FOR : DBNQ23/11/04 That was advertised on the Departmental website on the 03/11/2023 with the incorrect contract period of 18 Months instead of 16 Months.

DBNQ23/11/04 : Justice : Dukuza Magistrate Court

Provision of Cleaning and Hygiene Services for the period of 16 Months

PLEASE NOTE THAT DBNQ23/11/04 WAS ADVERTISED WITH THE INCORRECT CONTRACT PERIOD ON THE DEPARTMENTAL WEBSITE, HOWEVER THE CORRECT ONE IS UPLOAD BELOW . NOTE THAT THE CONTRACT PERIOD WILL BE 16 MONTHS.

**TENDERERS MUST TAKE NOTE OF" DBNQ23/11/04 still on the website
ORIGINAL ADVERT DATE: 03/11/2023**

ERRATUM ADVERT DATE: 07/11/2023

Supply Chain Management
For: REGIONAL MANAGER

Lefapha la Dltiro tsa Setshaba Department of Public Works Lefapha la Mesebetsi ya Setjhaba Kgoro ya Mešomo ya Setshaba Ndzawulo ya Mintirho ya Vaaki LITiko leTemisebenti yaHulumende Yemphakatsi lSebe leMisebenzi yoluNtu UmNyango wezemlSebenzi yomPhakathi uMnyango Wemisebenzi Yomphakathi eMiphakathini Muhasho wa Mishumo ya Tshitshavha Departement van Openbare Werke

TENDER BULLETIN

FORM FOR SUBMITTING: - A NEW TENDER NOTICE or
 AN ERRATUM NOTICE or
 AN INVITATION TO REGISTER ON SUPPLIER DATABASE NOTICE

FOR PUBLICATION IN THE GOVERNMENT TENDER BULLETIN

To submit a Cancellation notice, use TForm2, for a Results notice use TForm3, for a Responses from Suppliers notice use TForm4

***Type of Tender Notice:** (Select an option) New Tender Erratum Invitation to Register on Supplier Database

TENDER CATEGORY:

***Tender Category:** SUPPLIES: GENERAL

REQUIRED AT:

Province: KwaZulu-Natal ***Department or Entity:** Department of Public Works

Division or Section: Supply Chain Management

TENDER DETAILS:

***Tender / Quotation No:** DBNQ23/11/04

***Closing Date:** 2 0 2 3 - 1 1 - 1 0 (CCYY-MM-DD)

***Closing Time:** 1 1 H 0 0 (HH:MM)

Date of Original Publication: (only required for ERRATUM notice) For a New Tender or Invitation to Register on Supplier Database advertisement this date field is disabled

***Short Description of Tender:**

Justice : Dukuza Magistrate Court : Provision of Cleaning and Hygiene Services for the period of 16 Months
 Tender to be awarded to the highest scoring acceptance tender. Points will be allocated for:
 (a) Price and Preference points scoring system applicable is 80/20: according to formula in PPPFA: Regulations 2022.
 (b) It is compulsory that service providers must be registered on the Central Supplier Database.
 (c) Bidders to take note of requirements for allocation of points for specific goal stipulated in both PA 03 and PA 16.

BRIEFING SESSION and SITE MEETING(S):

Briefing Session Details:

Briefing Session Date: [] [] [] [] [] [] [] [] [] []

Briefing Session Time: [] [] [] [] [] []

Site Meeting(s) - Meeting Place(s), Date(s) and Time(s)

This is a multi-page form. Please complete all relevant sections before submitting the form for publication.



DOCUMENTS AVAILABLE FROM:

*Address (Specify details for Hard Copy Documents / Email / Website as applicable, as well as the document cost for each option):

1. Bid document are available for free download on www.publicworks.gov.za

Payment Details:

No cost

Document Notes:**POST OR DELIVER DOCUMENTS TO:*****Address:**Supply Chain Management
National Department of Public Works
Private Bag x54315, Durban 4000**Document Delivery Instructions:**BOX 16, National Department of Public Works
157 Monty Naicker Street, Durban
Quotation received after closing time (11:00a.m) will not be accepted**SPECIFICATIONS / TECHNICAL CONTACT DETAILS:****Name:** Ms. Nompilo Mngomezulu**Telephone:** 021 402 2131 / 072 632 2403**Fax Nr:** 086 630 9560**Email:** nompilo.mngomezulu@dpw.gov.za**Office Hours:** 08:00 am - 16:00 p.m.**TENDER CONTACT DETAILS:****Name:** Vuyisile.Sibeko / Gugulethu Mbongwa / Anele Madyantyi**Telephone:** 031 314 7208 / 031 314 7003 / 031 314 7139**Fax Nr:** 086 630 9560**Email:** vuyisile.sibeko@dpw.gov.za / gugulethu.mbongwa@dpw.gov.za / anele.madyantyi@dpw.gov.za**Office Hours:** 08:00 am - 16:00 p.m.**Additional Notes:****TENDER SUBMITTED BY:*****Advertiser Name:** Vuyisile Sibeko**Advertiser Email:** vuyisile.sibeko@dpw.gov.za***Date Submitted:** 2 0 2 3 - 1 1 - 0 7***Advertiser Telephone:** 031 314 7208***For Publication in the Government Gazette on:** 2 0 2 3 - 1 1 - 0 7 (CCYY-MM-DD)



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
DURBAN REGIONAL OFFICE

REFERENCE NUMBER – DBNQ23/11/04

**SERVICE DESCRIPTION : JUSTICE : DUKUZA MAGISTRATE COURT :
PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE
PERIOD OF 16 MONTHS**

SUBMITTED BY:

Company Name: _____

CSD registration: _____

CLOSING DATE: 10/11/2023 @11:00
Box Number 16 – 157 Monty Naicker Street

| TECHNICAL ENQUIRIES | OTHER ENQUIRIES |
|---|--|
| Name : Nompilo Mngomezulu | Name : Vuyisile Sibeko |
| Contact number : 021 402 2131 / 072 632 2403 | Tel no. : 031 314 7208 |
| Email: nompilo.mngomezulu@dpw.gov.za | Email : vuyisile.sibeko@dpw.gov.za |



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, DURBAN 4000 Int. Code: +27 31 Tel: 314 7000 website: www.publicworks.gov.za
Supply Chain Management: Ms. Vuyisile Sibeko – 031 314 7208
Works Management – Ms. Nompilo Mngomezulu

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: DUKUZA MAGISTRATE COURT: DBN23/11/04**

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 | Provision of Cleaning and Hygiene Services for the period of 16 Months | 16 Months |

CLOSING DATE: 10/11/2023 : 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:

DATE:

For: National Department of Public Works and Infrastructure

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

| | | | | | |
|-------------|---|---------------|------------|---------------|-------|
| BID NUMBER: | DBNQ23/11/04 | CLOSING DATE: | 10/11/2023 | CLOSING TIME: | 11H00 |
| DESCRIPTION | JUSTICE: DUKUZA MAGISTRATE COURT: PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE PERIOD OF 16 MONTHS (2783.62sqm) | | | | |

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)

Corner of Dr Prixley Ka Seme and Samora Machel Street
Durban, 4000

OR POSTED TO:
Private Bag X 54315
Durban, 4000

SUPPLIER INFORMATION

| | | | |
|--|----------|--------|---------|
| NAME OF BIDDER | | | |
| POSTAL ADDRESS | | | |
| STREET ADDRESS | | | |
| TELEPHONE NUMBER | CODE | NUMBER | |
| CELLPHONE NUMBER | | | |
| FACSIMILE NUMBER | CODE | NUMBER | |
| E-MAIL ADDRESS | | | |
| VAT REGISTRATION NUMBER | | | |
| | TCS PIN: | OR | CSD No: |
| SIGNATURE OF BIDDER | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | | | |

| | | | |
|--|--|--|---|
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE (1'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

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

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

Note Well:

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

¹ 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

| | | | |
|------------------------|---|------------------|------------|
| Quotation description: | JUSTICE: DUKUZA MAGISTRATE COURT: PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE PERIOD OF 16 MONTHS (2783.62sqm). | | |
| Quote no: | DBNQ23/11/04 | Closing date: | 10/11/2023 |
| Closing time: | 11H00 | Validity period: | 30 days |

1. 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 PA-32: Invitation to Bid |
| 6 | <input type="checkbox"/> | Submission of record of attending compulsory briefing session. <i>insert motivation why the tender clarification meeting is declared compulsory</i> |
| 7 | <input checked="" type="checkbox"/> | Registration on National Treasury's Central Supplier Database. |
| 8 | <input checked="" type="checkbox"/> | <i>Submission of certified copy of BCCCI certificate, valid as at the time of closing (subject to verification)</i> |
| 9 | <input checked="" type="checkbox"/> | <i>Submission of fully completed Bill of Quantity.</i> |
| 10 | <input type="checkbox"/> | <i>Specify other responsiveness criteria</i> |
| 11 | <input type="checkbox"/> | <i>Specify other responsiveness criteria</i> |
| 12 | <input type="checkbox"/> | <i>Specify other responsiveness criteria</i> |

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 |
| 6 | <input type="checkbox"/> | Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance. |
| 7 | <input checked="" type="checkbox"/> | Submission of letter of Good Standing (COIDA) |
| 8 | <input type="checkbox"/> | Specify other responsiveness criteria |
| 9 | <input type="checkbox"/> | Specify other responsiveness criteria |
| 10 | <input type="checkbox"/> | Specify other responsiveness criteria |

1.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

| | | |
|---|-------------------------------------|--|
| 1 | <input checked="" type="checkbox"/> | Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 |
| 2 | <input checked="" type="checkbox"/> | A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider |

2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID

3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

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

Table 1

| Serial No | Specific Goals | Preference Points Allocated out of 20 | Documentation to be submitted by bidders to validate their claim |
|-----------|---|---------------------------------------|--|
| 1. | An EME or QSE which is at least 51% owned by black people (Mandatory) | 10 | <ul style="list-style-type: none"> SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable. |
| 2. | Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) | 2 | <ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> |

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".

| | | | |
|----|---|---|--|
| | | | <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder. |
| 3. | An EME or QSE which is at least 51% owned by black women (Mandatory) | 4 | <ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. |
| 4. | An EME or QSE which is at least 51% owned by black people with disability (Mandatory) | 2 | <ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDPSA). |
| 5. | An EME or QSE which is at least 51% owned by black youth (Mandatory) | 2 | <ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. |

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

5.1. Technical enquiries may be addressed to:

| | | | |
|-----------------------------|-------------------------------|----------------------|--------------|
| DPWI Project Manager | Nompilo Mngomezulu | Telephone no: | 021 402 2131 |
| Cellular phone no | 072 632 2403 | Fax no: | |
| E-mail | Nompilo.Mngomezulu@dpw.gov.za | | |

5.2. SCM enquiries may be addressed to:

| | | | |
|-------------------|--|---------------|--|
| SCM Official | | Telephone no: | |
| Cellular phone no | | Fax no: | |
| E-mail | | | |

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11:00** on **insert date**.

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>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p><i>Corner of Dr Pixley Ka Seme and Samora Machel Street, Durban, 4000</i></p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>Private Bag X 54315</i></p> | OR | <p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p><i>insert e-mail address</i></p> |
|---|----|---|



ANNEXURE TO PA-03 (GS):

NOTICE AND INVITATION FOR QUOTATION

| | | | |
|-------------------|---|------------------|------------|
| Project title: | JUSTICE : DUKUZA MAGISTRATE COURT: PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE PERIOD OF 16 MONTHS | | |
| Reference no: | 19/2/3/2/12/833 | | |
| Quotation No: | DBNQ23/11/04 | | |
| Advertising date: | 03/11/2023 | Closing date: | 10/11/2023 |
| Closing time: | 11:00am | Validity period: | 30 Days |

BIDDERS TO TAKE NOTE OF THE FOLLOWING

- **Additional condition : Project will be awarded considering fair distribution of work amongst service providers**
- Bidder must be in good standing with Workman's Compensation (COIDA)
- Bidder to submit a copy of BCCCI certificate, valid as at the time of closing (subject to verification)
- Submission of PA 32 form of offer and acceptance

Compiled by SCM Practitioner

Signature: 



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

TENDER DBNQ

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE

RENDERING

OF

CLEANING SERVICES

AT THE

DEPARTMENT OF JUSTICE OFFICE (DUKUZA)

IN THE

KWAZULU NATAL

FOR A

PERIOD OF 16 MONTHS

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF CONTRACT CLEANING SERVICES AT THE DEPARTMENT OF JUSTICE OFFICES FOR A PERIOD OF 16 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 sixteen (16) 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 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.

4.5 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 for attaining B-BBEE status level contributor.

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 (16 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. PROVISION OF MATERIALS AND EQUIPMENT

The contractor will be responsible for the provision of all materials and equipment that may be required to ensure efficient service. In this regard the contractor will ensure he/she has equipment in stock to see that there is no interruption in the service.

LIST OF EQUIPMENT NEEDED ON SITE

- Wringer bucket X 2
- Industrial floor polisher X1
- Caution signs (wet floor) X 3
- 20m Extension cord X 1
- Window squeegees (Long and Short) X 6

All equipment must be clean and in a fully functional and safe condition at all times. Comply with all applicable regulations. Maintenance of the equipment is the contractor's responsibility.

All equipment shall be supplied by and shall remain the property of the Contractor, unless otherwise specified.

The Contractor will ensure that there will be no break in the service.

17. OTHER

Inquiries can be directed as follows:

Bid Enquiries :
Tel: (031) 314 7

Specification Enquiries : Ms N Mngomezulu
Tel: (021) 402 2131

SCHEDULE A

CLEANING STANDARDS AND NORMS

| # | REQUIREMENTS | COMPLY | | |
|----|--|--------|----|------------------------------|
| | | YES | NO | IF "NO", INDICATE DEVIATIONS |
| 1. | Cleaning Detergents <ul style="list-style-type: none">○ Ammoniated liquid detergent cleaners shall comply with SABS 1225○ Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256○ Liquid acidic cleaner for sanitary | | | |

| | | | | |
|----|---|--|--|--|
| | ware shall comply with SABS 1257 | | | |
| 2. | <p>Disinfections</p> <ul style="list-style-type: none"> ○ Disinfectant liquids of the coal tar type shall comply with SABS 47 ○ Disinfectant containing stabilised chlorine shall comply with SABS 643 ○ Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032 ○ Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459 | | | |
| 3. | <p>Polish</p> <ul style="list-style-type: none"> ○ The Bidder will be advised by DPW representative which furniture to be polished | | | |
| 4. | <p>Finishers (Walls & Floors)</p> <ul style="list-style-type: none"> ○ Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224 ○ Floor sealer for vinyl flooring will comply with SABS 1042 applied in accordance with the manufacturer's instructions ○ Ceramic tiles must be cleaned with normal tile cleaner ○ Wipe and strip wooden wall finishes with approved detergent complying with SABS 525 ○ Tile surfaces are to be cleaned with approved detergent complying with SABS 525 ○ All cleaning and maintenance of floor shall be carried out in accordance with SABS Code 0170 ○ Screed floor tiles to be cleaned with approved detergent complying with SABS 525 ○ Laminated floor covering to be cleaned with approved detergent complying with SABS 525 | | | |
| 5. | <p>Carpets</p> <ul style="list-style-type: none"> ○ All carpets must be vacuumed, cleaned daily with industrial standard equipment | | | |
| 6. | <p>Dusting, Wiping, Clean, etc.</p> <ul style="list-style-type: none"> ○ Wipe all surfaces areas with a | | | |

| | | | | |
|-----------|--|--|--|--|
| | <ul style="list-style-type: none"> ○ clean damp cloth ○ All ornaments, window sills needs to be dusted ○ Turnstiles to be cleaned and polished ○ Non-slip polish to be used on all surfaces | | | |
| 7. | <i>Overall Requirements</i> | | | |
| | <ul style="list-style-type: none"> ○ Provide adequate vacuum cleaners, brooms, mops, dusters, cloths, detergents and cleaning trolleys | | | |
| | <ul style="list-style-type: none"> ○ Attached list of proposed equipment to be used | | | |
| | <ul style="list-style-type: none"> ○ Attached Organogram indicating the proposed team for this contract | | | |
| 8. | <i>Personnel Requirement</i> | | | |
| | <ul style="list-style-type: none"> ○ Conduct business in a courteous and professional manner | | | |
| | <ul style="list-style-type: none"> ○ Ensure that all personnel working under this contract are in good health and pose no risk to any DPW employees | | | |
| | <ul style="list-style-type: none"> ○ Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified | | | |
| | <ul style="list-style-type: none"> ○ Ensure that all personnel under this contract are adequately trained prior to the commencement of the contract | | | |
| | <ul style="list-style-type: none"> ○ Ensure that replacement staff is available should the need arise | | | |
| | <ul style="list-style-type: none"> ○ Ensure that DPW is informed of any removal and replacement of personnel | | | |
| | <ul style="list-style-type: none"> ○ All personnel must be SA Citizens and DPW reserves the right to validate citizenship | | | |
| 9. | <i>General Conditions</i> | | | |
| | <ul style="list-style-type: none"> ○ 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 | | | |
| | <ul style="list-style-type: none"> ○ 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 | | | |
| | <ul style="list-style-type: none"> ○ Comply with the relevant employment legislation and | | | |

| | | | | |
|--|--|--|--|--|
| | applicable bargaining council agreements, including UIF, PAYE, etc. | | | |
| | o DPW will not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract | | | |
| | o DPW will not accept responsibility for accounts / expenses incurred by the Service Provider that was not agreed upon by the contracting parties | | | |
| | o All broken / damaged items such as toilet seats, taps, etc. must be reported to the Court Manager for urgent attention o All cleaning equipment such as brooms, mops, cloths must be cleaned with an applicable disinfectant on a daily basis | | | |

**SCHEDULE B
SCOPE OF WORK**

| DESCRIPTION | FREQUENCY |
|--|-----------|
| OFFICES, WAITING AREAS, BOARDROOMS, CUBICLES, COURT ROOMS, ETC. | |
| 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 Glazed: | |
| o Wipe glazed doors, including handles and frames | Daily |
| o Wipe glazed windows, including frames | Daily |
| Carpet Floor Covering: | |
| o Vacuum | Daily |

| | |
|---|----------------------|
| ○ Spot clean marks | Daily |
| ○ Deep cleaning carpets | Twice per Annum |
| ○ Deep cleaning of high traffic areas | As and when required |
| Wall Cleaning: | |
| ○ Clean internal walls | Adhoc |
| ○ Passage walls | Adhoc |
| Floor Cleaning: | |
| ○ Broom sweep and wash floor tiles | Daily |
| Telephones | |
| ○ Dust and damp-wipe telephones, including cables, etc. | Weekly |
| Curtains & Blinds: | |
| ○ 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 |
| HALL AND TELLER'S COUNTERS | |
| 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 |
| KITCHEN | |
| Replenish hand towels | Daily |
| Floor / wooden tiles: | |
| o Broom sweep and wash tiles | Daily |
| o Machine scrub | Monthly |
| o 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 |
| LIFTS | |
| Broom sweep floor | Daily |
| Wipe all Mirrors | Daily |
| Wash and clean floor | Daily |
| Damp-Wipe control panel and all vertical surfaces | Daily |
| ENTRANCE HALL | |
| Floor / wooden tiles: | |
| o Broom sweep and wash tiles | Daily |
| o Machine scrub | Monthly |
| o 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 |
| ABLUTION FACILITIES | |
| ○ 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 |
| Floor Tiles: | |
| ○ Broom sweep and wash floor tiles | Daily |
| ○ Machine scrub | Monthly |
| ○ Strip tiles | Monthly |
| Wall tiles splash backs: | |
| ○ Wash tiles | Daily |
| COORIDORS / PASSAGES | |
| Floor Tiles: | |
| ○ 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 |
| STORE ROOM | |
| Broom sweep, wash floors and vacuum | Daily |
| WASTE DISPOSAL | |
| Clean and empty all waste bins and receptacles | Daily |
| Wash all waste bins and receptacles | Weekly |
| WINDOWS | |
| 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 |
| CELLS AND HOLDING AREAS | |
| 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 |
| DEEP CLEANING TOILETS | |
| Cleaning toilets by spray | Monthly |
| PEST CONTROL | |
| Ants (Spray) | Every after three months |
| Cockroaches (Spray) | Every after three months |
| Rats (Pallets) | Every after three months |
| GROUNDS UPKEEP | |
| Dispose of all litter | Daily |
| Broom sweep yard | Weekly |

| | |
|---|----------------------|
| Hose wash hard standing | Twice Monthly |
| REFUSE AREA / ROOM | |
| 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 |
| BASEMENT AREA (If applicable) | |
| Broom sweep floors | Weekly |
| FIRE ESCAPE STAIRS (If applicable) | |
| Broom sweep floors | Weekly |
| GENERAL (ALL AREAS) | |
| 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**

DUKUZA 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 DEPT OF LABOUR/BCCI WAGES RATES FOR EMPLOYEES IN THIS SECTION WILL RESULT IN DISQUALIFICATION DURING THE BIDDING PROCESS
1. **SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY**
 a. *This below rates include the following: actual monthly wages, BCCCI levies, uniforms, NCC, COIDA, etc.*

| SALARIES / WAGES | | | | |
|--|-------------------|--------------|-------------------|--------------------------|
| POSITION | LEGISLATIVE RATES | MONTHLY WAGE | NO. OF WORKERS | TOTAL FOR MONTHLY SALARY |
| General worker: 01/01//2024 – 28/02/2024 Actual Wage rate | R | R | 02 | R |
| UIF @ 1% of monthly wage | R | R | | R |
| COIDA @ 0.83% of monthly wage | R | R | | R |
| Pro-rata bonus paid on the month of December @ 3% | R | R | | R |
| Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage | R | R | | R |
| Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE. | R | R | | R |
| Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05% | R | R | | R |
| NCCA: The monthly levy is R 2.00 per employee | R | R | | R |
| <i>Total monthly salary inclusive of allowances</i> | | | 02 workers | R |
| Total for 02 months salaries inclusive of allowances | | | 02 workers | R |

| POSITION | LEGISLATIVE RATES | MONTHLY WAGE | NO. OF WORKERS | TOTAL FOR MONTHLY SALARY |
|--|-------------------|--------------|----------------|--------------------------|
| General worker: 01/03/2024 – 28/02/2025 Actual Wage rate Actual Wage rate | R | R | 02 | R |
| UIF @ 1% of monthly wage | R | R | | R |
| Provident Fund @ 6% of monthly wage | R | R | | R |
| COIDA @ 0.83% of monthly wage | R | R | | R |
| Annual bonus paid on the month of December @ 3% | R | R | | R |
| Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage | R | R | | R |
| Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE. | R | R | | R |
| Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05% | R | R | | R |
| NCCA: The monthly levy is R 2.00 per employee | R | R | | R |
| Severance Pay: However the employer must pay the employee on the expiry of the contract one week's remuneration for each completed year service @ 1.92% | R | R | | R |
| Annual Leave: The employer to pay 21 consecutive days annual leave, which equates to 15 working days | R | R | | R |
| Service SETA 23: If you are registered with SARS i.e an employer & annual turnover is in R 6 000 000 per year or payroll in excess of R 500 000 per year then you required to pay to SARS a 1% monthly levy | R | R | | R |
| Total monthly salary inclusive of allowances | | | 02 workers | R |
| Total for 12 months salaries inclusive of allowances | | | 02 workers | R |

| POSITION | LEGISLATIVE RATES | MONTHLY WAGE | NO. OF WORKERS | TOTAL FOR MONTHLY SALARY |
|--|-------------------|--------------|----------------|--------------------------|
| General worker 01/03/2025 – 30/04/2025 Actual Wage rate | R | R | 02 | R |
| UIF @ 1% of monthly wage | R | R | | R |
| Provident Fund @ 6% of monthly wage | R | R | | R |
| COIDA @ 0.83% of monthly wage | R | R | | R |
| Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage | R | R | | R |
| Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05% | R | R | | R |
| NCCA: The monthly levy is R 2.00 per employee | R | R | | R |
| Total Monthly Salary inclusive of allowances | | | 02 workers | R |
| Total for 02 months salaries inclusive of allowances | | | 02 workers | R |
| 02 Labour(s) salaries inclusive of allowance for a period of 16 months | | | | R |

2. CONSUMABLES AND CHEMICALS

| OTHER COSTS | QTY | COSTS PER MONTH | TOTAL AMOUNT |
|--|-----|-----------------|--------------|
| 2.1 Cleaning Chemicals | | | |
| Pink Soap/hand soap 5 Lt | 02 | R | R |
| Germitol/ pine gel 5 Lt | 02 | R | R |
| Dish washing liquid soap (equivalent to Sunlight liquid) 5Lt | 02 | R | R |
| Multi-purpose (equivalent to Handy Andy) 5 Lt | 02 | R | R |
| Pine gel 5L | 02 | R | R |

| | | | |
|--|---|---|-------------------|
| Stripper 5 Lt | 02 | R | R |
| Floor polish 5Lt | 04 | R | R |
| Black dip (equivalent to Jeyes Fluid) 5 Lt | 01 | R | R |
| Deo-block 5kg/ Sweet cherry 5lt | 01 | R | R |
| Furniture Polish (equivalent to Mr.Min/ Pledge) 300ml | 06 | R | R |
| Bleach (equivalent to Jik) 5Lt | 01 | R | R |
| Total cost per month | | | R |
| Sub-Total for 16 months | | | R |
| 2.2 Consumables to be supplied monthly | | | |
| Toilet Paper (1 ply) 48 Rolls | 06 packs | R | R |
| Paper Towel (box) (equivalent to Kim Dry) | 01 Boxes | R | R |
| Refuse Bags (pack of 20's) | 02 Rolls | R | R |
| Steel wool 500g | 02 | R | R |
| Kitchen sponges (pack of 8) | 01 | R | R |
| Yellow dusters (5 in a pack) | 01 | R | R |
| Sub-Total for 16 months | | | R |
| 2.3 Consumables to be supplied on half basis: NB: These are items that have a limited expectancy and that are normally discarded; | Half-basis (In every six months) | | Total cost |
| Gloves Latex (10's) | 01 | R | R |
| Mutton cloth 500g | 01 | R | R |
| Banister brooms | 01 | R | R |
| Swaps (pack of 05's) | 01 | R | R |
| Soft Brooms | 02 | R | R |
| Mops | 06 | R | R |
| Dust pan with handles | 02 | R | R |
| Feather dusters (long) | 02 | R | R |
| Window cleaner 5L | 01 | R | R |
| Machine pads : black/blue/red (box/pack) | 01 | R | R |
| Brasso 1L | 01 | R | R |
| Carpert Shampoo 5L | 01 | R | R |
| Sub-Total for 16 months | | | R |

| 2.4 Hygiene Services | | | | |
|---|------------------------|---|----------|-----------------------|
| | | | | COST PER MONTH |
| Chemicals for sanitary bins (Including hygienic bin liners, She bags and disinfectant chemical) | 04 bins to be serviced | Once per week for each calendar month of contract | R | R |
| Air fresheners with batteries and Refills | 04 | Every month 10 min setting time and last 30 days | R | R |
| Pee/ urinal mats | 06 | Every month | R | R |
| Sub-total for 16 months | | | | R |
| 2.5 Equipment (ONCE-OFF) | | | | |
| Description | QTY | Unit Price | Total | |
| Industrial floor polish | 01 | R | R | |
| Double bucket mopping trolley | 02 | R | R | |
| Extension on reel @ 20M | 01 | R | R | |
| Wet sign boards | 03 | R | R | |
| Sub-total for 16 months | | | R | |
| SUMMARY CLEANNG AND HYGIENE SERVICES FOR 16 MONTHS | | | | |
| (a) Cleaning Chemicals | | | R | |
| (b) Consumables to be supplied Monthly | | | R | |
| (c) Consumables to be supplied on half-basis | | | R | |
| (d) Hygiene services | | | R | |
| (e) Equipment (once-off) | | | R | |
| Sub-Total A | | | R | |
| (f) Salaries & Wages (As from 1 above) | | | R | |
| Sub-Total B | | | R | |
| Profit | | | R | |
| Overheads | | | R | |
| Safe file | | | R | |
| VAT @ (15%) sub-total A | | | R | |
| Grand Total for 16 months: (Grand total to be forwarded on PA-32) | | | R | |

PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

| | | | |
|------------------------|--|------------------------|---------|
| Project title: | JUSTICE: DUKUZA MAGISTRATE COURT: PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE PERIOD OF 16 MONTHS (2783.62sqm). | | |
| Project Leader: | N Mngomezulu | Bid / Quote no: | DBNQ23/ |

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)

| Bid Document Name: | Number of Pages: | Returnable document: |
|---|-------------------------|-----------------------------|
| PA - 32: INVITATION TO BID | 02 Pages | <input type="checkbox"/> |
| PA-03 (GS): NOTICE AND INVITATION TO QOUTATION | 04 Pages | <input type="checkbox"/> |
| PA- 10 (FM): CONDICTIONS OF CONTRACT | 18 Pages | <input type="checkbox"/> |
| PA-11: DECLARATION OF INTEREST & BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES | 04 Pages | <input type="checkbox"/> |
| PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS | 01 Page | <input type="checkbox"/> |
| PA-15.1: RESOLUTION OF BOARD OF DIRECTORS | 02 Pages | <input type="checkbox"/> |
| PA-15.2: RESOLUTION OF BOARD OF DIRECTORS INTO JOINT VENTURE | 02 Pages | <input type="checkbox"/> |
| PA-15.3: SPECIAL RESOLUTION OF JOINT VENTURE | 03 Pages | <input type="checkbox"/> |
| PA-16:PREFERENCE POINTS CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS 2017 | 10 Pages | <input type="checkbox"/> |
| PA-40:DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT | 02 Pages | <input type="checkbox"/> |
| SPECIFICATION AND TERMS OF REFERENCE | 19 Pages | <input type="checkbox"/> |
| REGISTRATION WITH CSD | 01 Pages | <input type="checkbox"/> |
| Submission of valid original copy of Bargaining Council Certificate (within the period of twelve months from the date of issue) | 01 Page | <input type="checkbox"/> |
| Submission of Proof of business residence Office municipal Rates statement or Permission to occupy from local chief in case of rural areas (PTO) or Lease agreement | 01 Page | <input type="checkbox"/> |
| Submission of letter of good standing (COIDA) related to cleaning services category within 21 days of appointment. | 01 Pages | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

| | | |
|-----------------------|------------------|-------------|
| | | |
| Name of Bidder | Signature | Date |

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

| | | | |
|-------------------------|---|----------------------|-----------------|
| Project title: | JUSTICE: DUKUZA MAGISTRATE COURT: PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE PERIOD OF 16 MONTHS (2783.62sqm). | | |
| Tender / Bid no: | DBNQ23/ | Reference no: | 19/2/3/2/12/833 |

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:

Thus signed at _____ on this _____ day of _____ 20____

 Signature

 Date

**OFFICIAL STAMP OF
 MEDICAL PRACTITIONER**