



public works  
& infrastructure

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

National Department of Public Works & Infrastructure

Eben Donges Building, Hancock Street, North End

Port Elizabeth, 6056 or Private Bag x 3913, North End

Port Elizabeth, 6056

**QUOTATION DOCUMENT**

**REQUEST FOR A QUOTATIONS**

**DIMBAZA MAGISTRATE OFFICE: PROVISION OF CLEANING FOR A PERIOD OF FIVE (5) MONTHS CONTRACT OF CLEANING SERVICES**

QUOTATION NUMBER: DMO 23/4/07

ADVERT DATE: 18 MAY 2023

CLOSING DATE: 23 MAY 2023

TIME: 11h00

**NB: QUOTATIONS SHOULD BE DEPOSITED IN THE TENDER BOX : PUBLIC WORKS EBEN DONGES BUILDING CNR ROBERT AND HANCOCK**

**MAY 2023**

## 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:	DOM 23/4/07	CLOSING DATE:	23/05/2023
		CLOSING TIME:	11h00
DESCRIPTION	DIMBAZA MAGISTRATE OFFICE: PROVISION OF CLEANING OF SERVICES IN FOR A PERIOD FIVE (5) MONTHS		

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

Tender box situated in the ground floor, next to the security station  
Eben Donges Building, Hancock Street, North End, Port Elizabeth

**OR POSTED TO:**  
Not applicable only bids deposited in the tender box will be accepted

**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 (1ALL APPLICABLE TAXES) R
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
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 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

**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: SERVICES: FUNCTIONAL (INCLUDING CLEANING AND SECURITY SERVICES)

**REQUIRED AT:**

Province: Eastern Cape \*Department or Entity: Department of Public Works National

Division or Section: PROCUREMENT: SCM

**TENDER DETAILS:**

\*Tender / Quotation No: ID: DMO 23/4/07

\*Closing Date: 2 | 0 | 2 | 3 | - | 0 | 5 | - | 2 | 3 | \*Closing Time: 1 | 1 | : | 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:**

QUOTATIONS FOR PORT ELIZABETH FAMILY ADVOCATES OFFICE: PROVISION OF CLEANING SERVICES FOR A PERIOD OF FIVE (5) MONTHS  
 A. THIS BID WILL BE EVALUATED AS FOLLOWS:  
 Phase 1: Bidders will thereafter be evaluated for Administrative responsiveness  
 Phase 2: Bidders will t be evaluated on PPPFA on the 80/20 principle  
 Phase 3: The recommended bidder will be subjected to risk assessment (objective criteria)  
 NB. The bid specifications, bid rules, special conditions of bid, bid evaluation criteria are detailed in the bid document.

**SITE MEETING or BRIEFING SESSION:**

**Meeting Details:**  
 N/A  
**Meeting Date:**            
**Meeting Time:**       
**Meeting Place:**  
 N/A

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



**DOCUMENTS AVAILABLE FROM:****\*Address:**

National Department Of Public Works & Infrastructure, Eben Donges Building, Hancock Street, North End, Port Elizabeth, 6056. OR Can Be Downloaded Free Of Charge From The Department Website; [www.publicworks.gov.za](http://www.publicworks.gov.za)

**Cost of Documents:**

N/A

**Payment Details:**

DPWI Trading Account; Absa Bank; Account Number; 40-6451-8843. Please State Tender/Bid Number As Your Reference Number. Also you can arrange your courier company to collect your documents. See tender contact details to send proof of payment.

**Document Notes:**

For tender completion please contact Ms Sihle Jali on (041) 408 2134

**POST OR DELIVER DOCUMENTS TO:****\*Address:**

NATIONAL DEPARTMENT OF PUBLIC WORKS, NORTH END, PORT ELIZABETH, Bids must be deposited at the TENDER BOX situated at ground floor at Eben Donges building at cnr Robert and Hancock

**Document Delivery Instructions:**

Quotations must be deposited at the tender box at National department of public works, Eben Donges Building cnr of Robert and Hancock: on the closing date before 11:00

**SPECIFICATIONS / TECHNICAL CONTACT DETAILS:**

**Name:** Ms Zukiswa Sixaba

**Telephone:** 041 408 2014

**Fax Nr:**

**Email:** [Zukiswa.Sixaba@dpw.gov.za](mailto:Zukiswa.Sixaba@dpw.gov.za)

**Office Hours:** 08h00-12h45 and 13h30-16h00

**TENDER CONTACT DETAILS:**

**Name:** Ms Sihle Jali

**Telephone:** (041) 408 2134 (041) 408 2377

**Fax Nr:**

**Email:** [Sihle.Jali@dpw.gov.za](mailto:Sihle.Jali@dpw.gov.za) or [Lulama.Lindi@dpw.gov.za](mailto:Lulama.Lindi@dpw.gov.za)

**Office Hours:** 08h00-12h45 and 13h30-16h00

**Additional Notes:**

All bidders/Contractors/Suppliers who is doing business with the Government must be registered on the Central Supplier Database. Prospective Bidders/Contractors/Suppliers will be able to self-register on Central Supplier Database Website which is [www.csd.gov.za](http://www.csd.gov.za) Points for locality will be given to bidders operating in the Eastern Cape

**TENDER SUBMITTED BY:**

\*Advertiser Name: MR. L LINDI

Advertiser Email: [lulama.lindi@dpw.gov.za](mailto:lulama.lindi@dpw.gov.za)

\*Date Submitted: 2 0 2 3 - 0 5 - 1 8

\*Advertiser Telephone: 041- 408 2377

**\*For Publication in the Government Gazette on:** 2 0 2 3 - 0 5 - 1 8



## 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:	<b>DIMBAZA MAGISTRATE OFFICE :PROVISION OF CLEANING OF SERVICES IN FOR A PERIOD OFFIVE (5) MONTHS</b>		
Quote no:	DMO 23/4/07	Closing date:	23/05/2023
Closing time:	11h00	Validity period:	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 type="checkbox"/>	<b>Registration on Central Supplier Database (CSD)</b>
7	<input 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>9.1 Special Conditions of a bid will be apply</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 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 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>Special conditions of a bid will apply</b>
7	<input checked="" type="checkbox"/>	<b>Submission of (PA-11):Bidder's Disclosure.</b>
8	<input type="checkbox"/>	

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

<input checked="" type="checkbox"/> 80/20 points scoring system
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**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**

	<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>	
	<b>1. An EME or QSE which is at least 51% owned by black people (Mandatory)</b>	<b>10 Points</b>
	<u>Documentation to be submitted by bidders to validate their claim for points</u>	
	<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>	
	<b>2. An EME or QSE which is at least 51% owned by women (Mandatory)</b>	<b>4 Points</b>
<input checked="" type="checkbox"/>	<u>Documentation to be submitted by bidders to validate their claim for points</u>	
	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>	
	<b>3. An EME or QSE which is at least 51% owned by people with disabilities(Mandatory) 2Points</b>	
	<u>Documentation to be submitted by bidders to validate their claim for points</u>	
	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Medical Certificate</li> </ul>	

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

	<ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration</li> <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 **11 May 2023** at the following address **National Public Works , Eben Donges Building, Cnr of Robert and Hancock Street 6056.**

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>	Zikiswa Sixaba	<b>Telephone no:</b>	041- 408 2014
<b>Cell no:</b>	082 610 3000	<b>Fax no:</b>	
<b>E-mail:</b>	Mcebisi.Mzinzi@dpw.gov.za		



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**6. DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of quotation is **11h00** on **19 May 2023**.

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>The tender Box, Ground Floor, next to the security station at the main entrance:          National Department of Public Works, Eben Donges Building, Cnr of Robert and Hancock Street Port Elizabeth, 6056</i></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b>  <i>Bidders who will be using courier services must make sure that the courier drop it in the tender box before the closing time and date at the abovemention address.</i></p>	<p>OR</p>	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><i>Emailed quotations will not be accepted</i></p>
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## **SPECIAL CONDITIONS OF BID**

### **1. INTERPRETATION**

- 1.1. The word "Bidder" in these conditions shall mean and include any firm of Contractors, Services Providers or any company or body incorporated or unincorporated or any other legal entities.
- 1.2. The word "Department" in these conditions shall mean the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
- 1.3. Any reference to words "Bid" or "bidder" herein and or any other documentation shall be construed to have the meaning as the words "Tender" or Tenderer".

### **2. PRECEDENCE**

- 2.1. If any other condition (bid rule) in the bid document is in contradiction with the "Special Conditions of Bid" the "Special Conditions of Bid" will take preference.
- 2.2. The "Special Conditions of Bid" can only be amended by an official addendum before the closing date of the bid.

### **3. GENERAL BID RULES**

- 3.1. "Written" or "in writing" means hand-written in non-erasable ink or any form of electronic or digital writing and or a combination thereof.
- 3.2. The digital and or electronic completion and signing of documents is permitted.
- 3.3. A bidder participates in this bid process entirely at its own risk and cost.
- 3.4. The Department may accept or reject any bid offer and may cancel the bid process (or reject all bid offers at any time) prior to the formation of a contract, due to the following:
  - 3.4.1. due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
  - 3.4.2. funds are no longer available to cover the total envisaged expenditure;
  - 3.4.3. no acceptable tender is received;
  - 3.4.4. there is a material irregularity in the tender process; or
  - 3.4.5. there is material change in the scope of works.
- 3.5. The Department shall not accept or incur any liability for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- 3.6. Completed bid documents in a sealed envelope, endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box as indicated in the bid document.
- 3.7. Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental Bid box, prior to the closing date and time. The Department will not accept responsibility for any bids, which are not timeously deposited in the Bid Box.
- 3.8. A Bid will be treated as a late bid, if it is not received in the bid box. The Department will not accept responsibility for any late depositing of bids or for the non-depositing of bids in the bid box, which are as a result from an act committed or omitted by an official. This is not limited to the following cases:
  - 3.8.1. A Bidder handed over its bid to a departmental official or to the security services personnel timeously, but they omits to deposit the bid in the bid box on or before the closing date and time.
  - 3.8.2. If a courier service delivers the bid to a departmental official or to the security services personnel timeously and it is not deposited in the bid box timeously.
  - 3.8.3. The bid documents were send through mail / Post Office and it is not timely collected and or timely deposited in the Departmental Bid Box.



- 3.9. Bids received after the closing date and time will not be accepted for consideration and where practical, be returned unopened to the Bidder(s).
- 3.10. The bidder must be registered on the Central Supplier Database (CSD) for government prior to the award and must be active on the CIDB where applicable.
- 3.11. Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

#### **4. AMBIGUITIES/ CONTRADICTIONS**

- 4.1. If a bidder becomes aware of any ambiguities or contradictions in the bid document or the specifications, drawings or descriptions or functionality or quality, or any part of the bid document, this should be clarified with the Department, at least five (5) working days before the closing time stated in the tender data.
- 4.2. If the Department found, after the closing date of the bid, that there is an ambiguity/ contradiction in the bid document, the Department reserves the right to:
  - 4.2.1. If the ambiguity/ contradiction in the bid document is of an administrative nature, request bidders to correct any non-compliances caused by the ambiguity/ contradiction or
  - 4.2.2. Cancel the bid and process

#### **5. PERIOD OF VALIDITY FOR BIDS AFTER CLOSING DATE**

- 5.1 All Bids must remain valid from the closing date for a period as stipulated in the bid document.
- 5.2 The Department reserves the right to request for the validity extensions of bids, should it be deemed necessary. The following conditions will apply when the Department request for a validity extension of a bid:
  - 5.2.1 The request for a validity extension will be done while the validity period of the bids are still valid.
  - 5.2.2 Bidders have the right to refuse the extension of the validity period of their bids.
  - 5.2.3 If a request for validity extensions are sent to bidders while the validity period of the bids are still valid, non-replying to the request for validity extension before the expiry date will be deemed a tacit agreement to the extension of the validity period. The Department will communicate with the affected bidders to confirm such tacit agreement.
  - 5.2.4 Should the bidder not agree with the tacit agreement, the bidder shall be deemed to be non-responsive and not considered for further evaluation.
  - 5.2.5 If a bidder(s) refused a validity extension, it will be deemed that the bidder(s) had withdrawn their bids from the bidding process. The Department reserves the right to continue with its bid evaluation and adjudication of the remaining bids and finalise the process.

#### **6. BRAND NAMES**

- 6.1 Wherever a brand name is specified in this bid document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

#### **7. CONTRACTUAL PRICE ADJUSTMENTS**

- 7.1 The Bid will not be subjected to any price escalation.



## **8. AUTHORITY TO SIGN BID DOCUMENTS**

- 8.1 No authority to sign (PA 15.1: Resolution of Board of Directors) is required from an enterprise which has only one director or is a sole ownership.
- 8.2 In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence should be submitted with the bid at the closing time, that the Bid has been signed by a person properly authorised by resolution of the directors or under the articles of the entity. For that purpose, forms PA-15.1-15.3 (Resolution of Board of Directors) are included in the bid document for completion by the relevant Board(s) of Directors
- 8.3 The department further accepts that, in the absence of a PA 15.1: Resolution of Board of Directors, any director or any member of the enterprise may have the authority to bind the enterprise. Therefore the following will apply when only one director or one member of the enterprise signed the bid documents:
- 8.3.1 The signature of any one of the directors or any one of the members of the enterprise will bind the enterprise and all the directors/ members of the enterprise. This condition will therefore render the bid valid; and
- 8.3.2 The Department will verify the authority to sign (if deemed necessary) and where possible, may request proof of such authority of the relevant director or relevant member to act on behalf of the enterprise in the form of a “ Resolution of the Board of Directors”, if such “ (PA 15.1: Resolution of Board of Directors),” was not submitted with the bid or was not completed or was incorrectly completed,
- 8.4 In the case of a sub-contractor agreement, a joint venture or consortia, the signing of the sub-contractor agreement, or Joint Venture or Consortia agreement by any director or member of each of the parties to the agreement, will render the sub-contractor agreement or Joint Venture or Consortia agreement valid. Therefore:
- 8.4.1 The Department reserves the right to request from each party to the sub-contractor agreement or Joint Venture or Consortia” agreement, proof of such authority of the relevant director or relevant member to act on behalf of the enterprise(s), in the form of a “ Resolution of the Board of Directors”, if it was not submitted with the bid or was not completed or was incorrectly completed,
- 8.5 In the event that a non-member or non-director to the enterprise(s) sign the bid documents and or sign a joint venture or consortia agreement, an “Authority to sign” issued by a director of the enterprise(s) or by the Board of Directors of the enterprise(s) must be submitted with the bid at the closing date. Failure to comply with this requirement at the closing date of the bid, will invalidate the bid submitted.

## **9. CONTRACT PERIOD**

- 9.1 The expected contract period is as stipulated in the Contract Data. The construction period is as stipulated within the Contract Data from date of handing over of site in the case of contractors.

## **10. NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

- 10.1 The Bid will be awarded to the bidder who scores the highest PPPFA number of points:
- 10.1.1 However, should an offer not be market related, the Department reserves the right to negotiate with bidders a reasonable market price /offer?

## **11. AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS**

The Department reserves the right to award the bid to a tenderer, other than the highest scoring bidder, after having applied an objective criteria (i.e risk assessment, as per the risk assessment criteria in the notice to invitation to tender/quote).



## **12. TAX COMPLIANCE**

- 12.1 No tender shall be awarded to a bidder who is non tax -compliant.
- 12.2 All bidders' tax matters must be in order prior to award.
- 12.3 Bidders' tax matters will be verified through CSD.
- 12.4 If the recommended bidder's tax status is non-compliant, the recommended bidder must submit written proof from SARS of their tax compliant status or submit written proof that they have made an arrangement with SARS to meet their outstanding tax obligations.
- 12.5 The recommended bidder will be given a maximum of seven (7) working days to correct their tax compliance status.
- 12.6 Failure to comply within seven (7) working days, from the date of the request, the Department will reject the bid submitted by the bidder.

## **13. REGISTRATION AS A VAT-VENDOR**

- 13.1 Non-VAT vendors do not have to include VAT in their bid prices.
- 13.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million, must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 13.3 The award of contract would be conditional (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 13.4 Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the "provisional letter of award" and elimination of the bidder's offer.
- 13.5 VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder's offer.
- 13.6 In all other instances, where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 13.7 If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

## **14. CERTIFICATION OF DOCUMENTS**

- 14.1 Where so required in the bid documents, bidders are required to submit copies which are certified as a "true copy of the original".
- 14.2 If a bidder submitted an uncertified copy of an original document, or an original copy which is not correctly certified, the bidder will be afforded an opportunity to correct such non-compliance within a minimum period of 48 hours as follows:
  - 14.2.1 The corrected noncompliance must be made from the initial copied document and not from a new document or from another document.
- 14.3 All bidders' whose copies complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation processes, even if the Department did not request any corrections.
- 14.4 No submissions of new or alternative documents or certified copies of new or alternative documents will be allowed after the bid closing date.
- 14.5 The Department will not accept a copy of a copied document and will not provide any bidder an opportunity to correct such a non-compliance.





## **15. REQUIREMENTS FOR A VALID BBBEE CERTIFICATES AND SWORN AFFIDAVITS**

A valid B-BBEE Certificate is a B-BBEE Certificate which has not expired at the closing date of the bid.

15.1 A "Sworn Affidavit" must comply with the following minimum requirements to be considered valid:

15.1.1 The "Sworn Affidavit" must not be expired at the closing date.

15.1.2 All the mandatory sections in the affidavit must be completed in ink.

15.1.3 If a percentage ownership is zero (0) % on paragraph 3, it is not mandatory to complete the field. It can be left blank.

15.1.4 The BBBEE Level Contributor must be indicated (ticked)

15.1.5 The Annual Total Revenue must be based on the latest financial year-end's Financial Statements/Management Accounts and other information of the bidder.

15.1.6 A "Sworn Affidavit" based on information from financial periods prior to the latest financial year-end of the bidder or for a financial year which has not yet ended, is invalid.

15.1.7 The latest financial year-end must be clearly indicated by the bidder (Deponent) in the "Sworn Affidavit". An omission of the financial year will invalidate the submitted "Sworn Affidavit".

15.1.8 The financial year must clearly indicate: day/month/year.

15.1.9 The "Sworn Affidavit" must be correctly completed, signed and dated by the bidder (Deponent).

15.1.10 The "Sworn Affidavit" submitted must be correctly signed and stamped by the "Commissioner of Oath".

15.1.11 For construction bids, a "Sworn Affidavit" issued in terms of the Amended Construction Sector Code; (Gazette Vol. 630 No. 41287) and in terms of paragraph 3.6.2.4.1 (B) must be used. All other the conditions applicable to "valid sworn affidavits" as per this "Special Conditions of Bid" will apply. In addition, for Construction Sector Affidavits, the annual turnover table must also be completed

## **16. AWARDING OF POINTS FOR SPECIFIC GOALS (PA-16)**

16.1 In accordance with the PPPFA regulations 2022, bidders will not be eliminated if they do not submit a BBBEE – certificate or a "valid sworn affidavits". The bidder will not be scored for points, but will be evaluated further.

16.2 For a bidder to be awarded points for specific goals as per the bid, the bidder must submit proof as specified in the bid document with the bid at the closing date and time.

16.3 The requirements of a valid BBBEE-Certificate and or "Sworn Affidavit" as specified in the Special Conditions of Tender applies.

16.4 Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid.

16.5 If a bidder submit with the bid at the closing date the required proof for specific goals, as specified in the bid document, but the proof is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a copy which is correctly certified. The copy maybe certified after the closing date of the bid. The copies maybe certified after the closing date of the bid.





- 16.6 If a bidder submit at the closing date of the bid a valid proof as specified in the bid document, but the bidder's PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to submit or correctly complete its PA 16.
- 16.7 All bidders' whose submitted proof as specified in the bid document and it complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation, even if the Department did not request any corrections/ certifications.
- 16.8 No submissions of alternative proof for specific goals as specified in the bid document will be allowed after the bid closing date.
- 16.9 Bidders who failed to submit the required proof for points for specific goals, will not be scored for the relevant specific goal(s), but there offers will still be evaluated further.

#### **17 BIDDER'S DISCLOSURE/ BIDDER'S DECLARATION (PA - 11)**

- 17.1 The Department will afford a bidder an opportunity to correct its PA-11 form, if the bidder omitted to sign or to complete or to properly complete this form.
- 17.2 A bidder's offer maybe eliminated if the bidder's declaration is proven false during the bid evaluation process.

#### **18 FORM OF OFFER AND ACCEPTANCE**

- 18.1 The tender amount in words takes precedence, where there is a discrepancy between the amount in figures, and the amount in words will govern.
- 18.2 The successful bidder will be required to balance its rates prior signing of a contract.
- 18.3 If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted "Form of Offer and Acceptance" and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:
  - 18.3.1 The tenderer's offer will not be disqualified.
  - 18.3.2 The tenderer can be requested to correct the error and ratify its "Form of Offer and Acceptance".
- 18.4 If there is no amount in words, the amount in figures on the submitted "Form of Offer and Acceptance" will be compared to all the submitted comparative figures (i.e. the amount stipulated in the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:
  - 18.4.1 The tenderer's offer will not be disqualified.
  - 18.4.2 The tenderer can be requested to correct the omission of the amount in words and ratify its "Form of Offer and Acceptance".
- 18.5 In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:
  - 18.5.1 It must be signed by an authorised person of the Bidder;
  - 18.5.2 The Surname with Initials/ Name of the authorised person must be clearly indicated;
  - 18.5.3 The date on the form of offer must be completed;
  - 18.5.4 The name of the bidder/ legal entity must be clearly indicated.
- 18.6 If both the "amount in words" and the "amount in figures" is not completed, the bid will be eliminated.



## **19 CORRECTION OF ERRORS**

- 19.1 Only the authorised signatory to the tender should initial corrections in the tender document.
- 19.2 All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.
- 19.3 In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:
  - 19.3.1 Seek the necessary clarification from the tenderer and;
  - 19.3.2 If accepting the response from the tenderer, evaluate the bid further and or;
  - 19.3.3 Allow the tenderer to correct/ ratify any noncompliance, where necessary.

## **20 CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT**

- 20.1 N/A

## **21 INCOMPLETE SECTIONS OR SCHEDULES IN BID DOCUMENTS**

- 21.1 Bidders' who omitted or incorrectly completed a section(s) or a schedule(s) in the bid document, but have submitted with the bid the required/ specified proof or supportive documents for that particular sections of the document, maybe allowed to correct such non-compliance.

## **22 TESTIMONIALS**

- 22.1 The word "testimonial" and "reference letter" means the same
- 22.2 Testimonials must be submitted with the bid and must comply with the following minimum requirements to be considered valid:
  - 22.2.1 The testimonials must be signed.
  - 22.2.2 The project must be within the period specified in the bid.
  - 22.2.3 The testimonial's contract period and R- value must be for a single contract and not the sum of various contracts.
  - 22.2.4 The project must have a minimum contract period as specified in the bid.
  - 22.2.5 The testimonial must clearly indicate the contract start date and contract end date/ practical completion date.
  - 22.2.6 The testimonial must indicate the client's name, contact particulars and Email address.
  - 22.2.7 The testimonial must be dated.
  - 22.2.8 The testimonial must be stamped by the client. If the testimonial is not stamped, the Department may still consider the testimonial after the authenticity has been verified by the Department.
- 22.3 In the case of a rates based contract, the actual expenditure or work certified will be deemed the contract value.
- 22.4 The bidders performance should be indicated in the testimonial either as (or indicated as a combination of):
  - 22.4.1 An unacceptable performance or
  - 22.4.2 Not unacceptable, but needs Improvement or
  - 22.4.3 A Satisfactory performance or
  - 22.4.4 Above Satisfactory
  - 22.4.5 Excellent performance



- 22.5 If the bidder's performance is not indicated in the testimonial, the Department will be deemed that the bidder's performance was unsatisfactory and will not verify the contrary.
- 22.6 It is the bidder's responsibility to ensure that their references are contactable.
- 22.7 The Departmental will only engage once with the bidder to provide alternative contact numbers to verify the testimonial, if it is not contactable on the Department's first attempt.
- 22.8 If the Department receives no response on the bidder's testimonials, the bidder will be deemed to have performed unsatisfactory work on the relevant project. Also a "no comment" reply will be deemed as an unsatisfactory performance.
- 22.9 Bidders will not be afforded to submit new testimonials, if their initial references/ testimonials are not responding.
- 22.10 An appointment letter/ award letter and or signed contract are not accepted as a testimonial.
- 22.11 Bidders may use the testimonial template provided in the bid document (if included in the Bid Document) or may use the format of their clients. The testimonial must cover the minimum requirements as specified in this special conditions.

### 23 POINTS FOR SPECIFIC GOAL:

23.1 The Department will give points for specific goals for this bid as per the table below:

23.1.1 For cases with a rand value greater than R 2000,00 and up to a R 1million (inclusive of all applicable taxes), the specific goals as listed in the table below applies:

<b>The following specific goals are applicable (Maximum 20 points)</b>	
<b>Description of Specific Goal for which points will be allocated</b>	<b>Points</b>
1. An EME or QSE or any entity which is at least 51% owned by black people	10 points
2. An EME or QSE which is at least 51% owned by women	4 points
3. An EME or QSE which is at least 51% owned by people with disabilities	2 points
4. An EME or QSE which is at least 51% owned by youth	2 points
5. Located in a specific Municipality or District Municipality or Metro or Province for work to be done or service to be rendered in that area	2 points
<b>TOTAL POINTS</b>	<b>20 points</b>

23.1.2 For cases with a rand value greater than R 1 million and up to a R 50 million (inclusive of all applicable taxes), the specific goals as listed in the table below applies:

<b>The following specific goals are applicable (Maximum 20 points)</b>	
<b>Description of Specific Goal for which points will be allocated</b>	<b>Points</b>
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10 points
2. An EME or QSE which is at least 51% owned by women	4 points
3. An EME or QSE which is at least 51% owned by people with disabilities	2 points
4. An EME or QSE which is at least 51% owned by youth	2 points
5. Located in a specific Municipality or District Municipality or Metro or Province for work to be done or service to be rendered in that area	2 points
<b>TOTAL POINTS</b>	<b>20 points</b>



23.1.3 For a bidder to be awarded the points for specific goals as per the table above, the bidder must submit proof with the bid at the closing date and time.

23.1.4 The required proof to be submitted is specified in the tables of Form PA 16.

## **24 THE OTHER ADDITIONAL INFORMATION WHICH MAY BE REQUIRED FOR EVALUATION**

<b>CRITERIA</b>	<b>SPECIAL CONDITIONS OF BID</b>
a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement - CK1
b) A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation - CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c) A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d) A profit company duly registered as a public company.	Copy of Certificate of Incorporation - CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e) A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i. The Founding Statement - CK1; and ii. The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f) A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g) A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary(ies) as well as the purpose of the Trust and the mandate of the Trustees.

## **25 DISCLAIMER**

25.1 It is impractical and cumbersome for the Department to communicate with all qualifying bidders to correct/ ratify all eligible matters as articulated in this "Special Conditions of Bid". The Department therefore reserves the right and discretion, during its evaluation and other administrative processes to:

25.1.1 Limit its correspondences for corrections/ ratifications/ clarities to potential higher point scoring bidders only and to

25.1.2 Further evaluate any potential qualifying lower scoring bidder(s) as "deemed responsive" without requesting the corrections/ ratifications of a matter which is eligible as per the "Special Conditions of Bid".



## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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



3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4



## PA-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:

	80/20
<b>PRICE</b>	80,00
<b>SPECIFIC GOALS</b>	20,00
<b>Total points for Price and Specific Goals</b>	100

## 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</b> 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 <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>

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:

All Acquisitions

Table 2

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 or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b> <b>(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</b> 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 <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 or any entity which is at least 51% owned by <b>women</b> <b>(Mandatory)</b>	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
4.	An EME or QSE or any entity 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> </ul>

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

**1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable**

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b> <b>(Mandatory)</b>	4	<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> </ul>



Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <li>• CIPC (company registration)</li> </ul>
2.	<p><b>Located</b> 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</p> <p><b>(Mandatory)</b></p>	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.	<p>An EME or QSE or any entity which is at least 51% owned by <b>women</b></p> <p><b>(Mandatory)</b></p>	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
4.	<p>An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b></p> <p><b>(Mandatory)</b></p> <p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by <b>youth</b>.</p>	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 (NCPPDSA)</li> <li>• ID Copy</li> </ul>

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
			<ul style="list-style-type: none"> <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:

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

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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	4	10		
2. <b>Located</b> 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	2	2		
3. An EME or QSE or any entity which is at least 51% owned by <b>women</b>	2	4		
4. An EME or QSE or any entity which is at least 51% owned by people with <b>disability</b> or	2	2		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
5. An EME or QSE or any entity which is at least 51% owned by youth.*  <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	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.

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



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

Tender no: .....

Name of Tenderer .....  EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

### 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc. identify the ownership of the Holding Company, together with Registration number  
 ## State date of South African citizenship obtained (not applicable to persons born in South Africa)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

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".  
 For Internal & External Use

Effective date 20 September 2021

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

Tender no: \_\_\_\_\_

### 2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer \_\_\_\_\_

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



**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL**

I, the undersigned,

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

Hereby declare under oath as follows:

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

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_%
- Black Disabled % = \_\_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

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

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

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

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

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

Stamp Commissioner of Oath

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL**

I, the undersigned,

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

Hereby declare under oath as follows:

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

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_%
- Black Disabled % = \_\_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY), the annual Total Revenue was R10, 000,000.00 (Ten Million Rands) or less

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

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

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

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

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

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

Stamp Commissioner of Oath



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

## SPECIFICATION COMPLIANCE SCHEDULE

### DIMBAZA MAGISTRATE OFFICES PROVISION OF CLEANING SERVICES FOR A PERIOD OF FIVE (05) MONTHS

Bid number: **PECG /2023**

Name of bidder.....

Closing Date:

Closing Time: **11:00am**

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

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

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

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



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
1.	<p><b>DESCRIPTION OF THE PREMISES</b> Physical address: Dimbaza Magistrates Office</p> <p>No. of occupants : ±20 Visitors per day : average of ±201 per day Structure: Brick buildings with offices, holding cell, security booth, strong room, six magistrate court chambers, magistrates office, waiting areas, toilets, kitchens, etc</p>	YES	NO
2.	<p><b>REQUIRED PERSONNEL</b> Number of cleaners : 10 cleaners</p> <p><b>SERVICE TO BE RENDERED BETWEEN MONDAY &amp; FRIDAY</b> Unless otherwise requested by the client at no extra cost, the workers can be expected to do the stripping of floors on a weekend. Time between 7h30 and 16h00 eight hours a day.</p>	YES	NO
3.	<p><b>SIZES OF AREAS TO BE SERVICED:</b> <b>Building Area to be cleaned is estimated to be m<sup>2</sup></b> Cradock, Hofmeyer, Middleburg, Steynsburg, Venterstad and Burgersdorp Magistrates Office .</p>	YES	NO
4.	<p><b>DELIVERABLES: STANDARD METHOD &amp; FREQUENCY OF CLEANING</b></p> <p>Unless otherwise stated, the under-mentioned should be done daily using mostly germs killing cleaning detergent content of sanitizers to limit the spread of possible deadly virus on daily basis.</p> <p>(a) The contents of each room – daily. (b) All surfaces and partitions - daily. (c) The stock in the storerooms – as listed in page in 9.</p>	YES	NO
4.1			
4.2	<p><b>Courtyards</b> (a) Sweep and wash so that all dust, leaves etc. are removed – daily (b) Paving: hose down with clean water or scrub - weekly.</p>	daily every 4 hours	
4.3	<p><b>Blinds</b> (a) Dust indoor blinds - weekly (b) Damp sanitized cloth-wipe indoor blinds – (c) Sanitize window sill once - daily</p>	daily every 3 hours	
4.4	<p><b>Doors</b> (a) Remove dirty spots on wooden and metal doors - daily.</p>	daily every 3 hours	





	<p>(b) Sanitize door-knobs/handle with an approved metal polish where applicable - daily</p> <p>(c) Wipe and sanitize glass door clean - daily.</p> <p>(d) Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.</p>	
<b>4.5</b>	<p><b>Glass</b></p> <p>(a) All outdoor glass surfaces of buildings specified in the contract, washed with a degreasing agent and equipment that will not scratch the surface, and later sanitized –daily.</p> <p>(b) All indoor glass surfaces of building specified in the contract, washed with a degreasing agent and equipment that will not scratch the surface, and sanitized daily.</p> <p>(c) A cloth damped into a bleach solution or sanitizer may be used-daily.</p>	<p><b>Daily</b> every 3 hours</p>
<b>4.6</b>	<p><b>Elevators:</b></p> <p>Disinfect elevators-daily</p> <p>Thoroughly clean sanitise-daily</p> <p>Sweep inside and clean the mirrors- daily</p>	<p><b>daily</b> every 3 hours</p>
<b>4.7</b>	<p><b>Furniture</b></p> <p>(a) Wipe, dust and polish wooden furniture everywhere with an approved polish. Such polish should not be greasy or sticky, and should not come off on anything it comes into contact with after it has been polished - weekly.</p> <p>(b) Remove dirty spots from glass tops, desks and other furniture in an appropriate way - daily.</p> <p>(c) Sanitizer/ dipped damp cloth-wash glass tops of furniture and polish - daily.</p> <p>(d) Remove dirty spots from glass doors of bookcases/file rack and sanitize - daily.</p> <p>(e) Sanitizer dipped damp cloth-wipe glass doors of bookcases - daily.</p> <p>(f) Sanitizer dipped damp-cloth wipe those parts of furniture covered in leather or other cover - daily.</p> <p>(g) Sanitizing of table counters - daily.</p> <p>(h) Wipe empty shelves with a sanitizer damp cloth - daily.</p> <p>(i) Disinfect open shelves and contents as well as desks without removing the contents - daily.</p> <p>(j) Vacuum those parts of furniture covered with fabric - weekly.</p>	<p><b>daily</b> every 3 hours</p>
<b>4.8</b>	<p><b>Inside walls</b></p> <p>(a) disinfect fingerprints spots on walls, paintwork, electric switches, etc. - daily</p> <p>(b) Disinfect wooden panels and partitions - daily.</p> <p>(c) Wash wall tiles with bleach - daily.</p> <p>(d) Disinfect window sills with soap and water - daily.</p> <p>(e) Clean notice boards - daily.</p>	<p><b>daily</b></p> <p><b>every 4 hours</b></p>
<b>4.9</b>	<p><b>Toilets</b></p>	<p><b>Fortnightly</b></p>



	<p>The sanitary waste collected from the ladies bathrooms, should be safely in an appropriate disposal bag. Then transported to a designated disposal site for incineration. A disposal certificate/roof must be provided thereafter. This must be done fortnightly.</p> <p>A surface sanitizer should be provided for both ladies &amp; gents.</p>		
4.10	<p><b>Rubbish-bins</b> The rubbish bin should be removed, disinfected and disposed in a designated dumping area. This must be done in a clean manner by placing the contents in separate appropriate plastic bags. The contents must be removed from site on a daily basis.</p>	<b>daily twice a day.</b>	
4.11	<p><b>Toilet pans, seats, covers, urinals, towel rails and taps</b> (a) Clean and disinfect with a 70% alcohol based sanitizer disinfectant - twice daily. (b) Sanitise and polish all metal surfaces - daily. (c) A normal hand soap should at all times be available in the ablutions-daily</p>	<b>daily every 2 hours</b>	
4.12	<p><b>Showers</b> Clean and disinfect with an approved disinfectant - daily.</p>	<b>twice a daily.</b>	
4.13	<p><b>Mirrors</b> Remove marks and apply a disinfectant in all mirrors - daily.</p>	<b>twice a daily.</b>	
4.14	<p><b>Wall tiles</b> (a) Remove dirty spots and disinfect - daily. (b) Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.</p>	<b>twice a daily.</b>	
4.15	<p><b>Walls, doors (painted) and partitions</b> (a) Remove dirty spots, including from unpainted doors - daily. (b) Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily. (c)</p>	<b>twice a daily.</b>	
4.16	<p><b><u>Visible pipes</u></b> Clean all visible pipes - daily.</p>	<b>twice a daily.</b>	
4.17	<p><b><u>Floors</u></b> (a) Damp cloth-wash floors with an approved disinfectant - daily. (b) Remove dirty spots and rubbish - daily. (c) Clean floors with a water mixed with bleach and apply non-slippery polish agent always display a warning sign.</p>	<b>twice a daily.</b>	
4.18	<p><b><u>Incinerators</u></b> Damp cloth-wash with approved disinfectant - daily.</p>	<b>daily</b>	<b>twice a day</b>
4.19	<p><b><u>Clogging</u></b> <b>Approved agents should be put in basins and urinals to prevent clogging - daily.</b></p>	<b>daily</b>	<b>twice a day</b>



4.20	<p><b><u>Glazed/enamelled surfaces</u></b></p> <p>Wash only with an approved alcohol based disinfectant agent. No abrasives or scouring materials may be used.</p>	daily	twice a day
4.21	<p><b>Toiletries</b></p> <p>(a) The following toiletries must be provided by the service provider, sufficient amounts as stipulated in the term of reference, and should be available at all times. It should be put in the various toilets holder/dispensers and must be available at all times:</p> <ul style="list-style-type: none"> <li>i. Disposable hand paper towels dispensers to be installed and be at all-times be available when needed for use by the client.</li> <li>ii. Single-ply toilet paper – be available at all times need for use.</li> <li>iii. Toilet soap dispensers - be replenished daily, as and when required.</li> <li>iv. Air-fresheners dispensers <b>for all toilets</b></li> <li>v. Sanitary bins only to be provided in ladies and serviced bi-weekly. <i>To be constantly monitored</i></li> </ul>	daily	every 3 hours
4.22	<p><b>Telephones</b></p> <p>Wipe hard surfaces including telephone and computers with a damp cloth with suitably diluted disinfectant – in the event that they are sharing a line daily.</p> <p>Disinfect -decorating ornaments- daily</p> <p>Disinfect -framed photos</p>	daily	every 3 hours
4.23	<p><b>Stairs (including fire-escapes)</b></p> <p>(a) Dust as in paragraph 3.1</p> <p>(b) Wipe banisters with a damp sanitized cloth – twice daily.</p> <p>(c) Apply furniture Polish where necessary- daily.</p>	daily	every 3 hours
4.24	<p><b>Floors and Staircase</b></p> <p>Wash Floors with a disinfectant floors- daily</p> <p>Polish with a non-slip floor polish-daily</p> <p>Maintain neatness in the floor-daily</p> <p>Scrub and seal -every week</p>	daily	3 times a day
4.25	<p><b>Court rooms and office</b></p> <p>(a) If floors or parts thereof have not been treated with two coats of an approved dry gloss, non-slip, metallised, hard coat polymer agent, the Contractor should apply it. <b>The relevant surface should be properly cleaned prior to application and, if required, old polish should be removed with an appropriate floor stripping agent. Stripping of floors to be done every quarter. If a polish remover is used, the floor should be rinsed with clean water and properly dried.</b></p> <p>(b) If floors have already been treated with a metallised polymer agent, it should be re-applied as soon as it becomes worn out.</p>	daily	twice a day



	<p>(c) <b>Should entry to offices/court room or high traffic make it difficult to treat floors during normal office hours, it should be done after office hours.</b></p> <p>(d) Wipe and remove marks like mud spots - daily.</p> <p>(e) Spray polishing for which an approved polymer agent is used (e.g. a solution of water and the agent) should only be done after the floor has been wiped with a "dust magnet", and frequently enough to maintain the polymer coating.</p>		
4.26	<p><b>Inmates holding cells</b></p> <p>(a) Sweep and remove all dirty marks - daily.</p> <p>(b) Disinfect the entire cell room.</p> <p>(c) Use bleach or an alcohol based floor and surface sanitizer.</p>	daily	twice a day
4.27	<p><b>High traffic (like passages)</b></p> <p><i>Wash with a bleach and other bacteria homicide disinfectant</i></p>	daily	3 times a day
4.28	<p><b>Offices, with or without loose carpets</b></p> <p>(a) <i>Apply polishing agent and polish - weekly.</i></p> <p>(b) <i>As soon as an unsightly layer of old polish has built up, it should be scrubbed off and a new coat re-applied.</i></p> <p>(c) <i>The floor should be sanitized with an alcohol based sanitizer or a thick bleach mixed thick water.</i></p>	daily	twice a day
4.29	<p><b>Carpets (wall-to-wall and loose)</b></p> <p>(a) Vacuum all carpets – weekly and <b>deep cleaned to remove stains quarterly using carpet cleaning detergents. NB! The carpets to be deep cleaned every 3 months and cleaning detergents to be supplied by the winning bidder.</b></p> <p>(b) Thorough vacuuming as follows:</p> <p><b>(1) High traffic (like passages)</b> To be thoroughly cleaned daily.</p> <p><b>(2) Offices</b> To be spring cleaned once a week</p>	daily	twice a day
4.30	<p><b>Clean spots if it is not permanent stains and a carpet wash is not required. Guard against the use of cleaning agents that could damage or discolour the carpet.</b></p> <p>(a) When carpets are washed, dirty marks or stains should be removed after which the carpet should be thoroughly vacuumed. The carpets should then be washed with an appropriate carpet washing machine. It should be ensured at all times that the carpets do not become excessively wet. All water should be removed until the carpets are damp only. Occupants should be requested not to walk on the damp carpets, if possible - two times during the contract duration, after hours.</p> <p>(b) Shake out and clean entrance carpets and dust carpets - daily.</p>	daily	twice a day
4.31	<p><b>Indoor concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)</b></p> <p>(a) Remove all dirty spots and sweep - daily.</p> <p>(b) Scrub with bleach and water - weekly.</p>	daily	twice a day



	(c) Polish all polished surfaces - daily.		
4.32	<p><b>Outdoors concrete surfaces and paving</b> (marble, ceramics, terrace tiles etc. excluding those in toilets)</p> <p>(a) Stoops, passages, footways and water canals should be swept with appropriate brooms and dirty spots removed - daily.</p> <p>(b) Pick up all rubbish on paving - daily.</p> <p>(c) Sweep paving with a hard broom - daily.</p> <p>(d) Unpolished stoops and walkways should be washed or scrubbed with soap and water - weekly.</p> <p>(e) Polishing of polished stoops - weekly.</p>	daily	twice a day
4.33	<p><b>Ceilings</b></p> <p>(a) Remove visible dust, cobweb only in reachable areas.</p> <p>(b) Building related work, to be referred to DOJ.</p> <p>(c) This can only be done with a feather duster.</p>	YES	NO
4.34	<p><b>Parking areas, garages and loading zone.</b></p> <p>(a) Clear all conspicuous rubbish - daily.</p> <p>(b) Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent - monthly.</p> <p>(c) Sweep parking area - weekly,</p>	YES	NO
4.35	<p><b>Rubbish removal</b> <u>Waste baskets</u></p> <p>(a) Empty office waste bins - daily.</p> <p>(b) Damp-wash and disinfect waste buckets -daily.</p> <p>(c) Empty rubbish-bins in lobbies and passages - daily.</p> <p>(d) Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.</p>	daily	twice a day
4.36	<p><b>Ash-trays</b></p> <p>(a) Empty and damp-wash/wash all ash-trays - daily.</p> <p>(b) Empty and damp-wash/wash all large ash-trays outside conference rooms - three times daily.</p> <p>(c) The contents of wastebaskets and ashtrays and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.</p> <p>(d) Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.</p> <p>(e) The Contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated - daily.</p> <p>(f) Leaves, paper and other rubbish falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the service provider, and put in an appropriate place on the premises.</p> <p>(g) Rubbish should be temporarily stored on the premises in proper rubbish bins provided by the State or garbage bags provided by the service provider.</p> <p>(h) Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.</p>	daily	twice a day



4.37	<b>Drinking water</b>  Fresh drinking water should be provided in the water-Jugs/bottles made available in offices, passages, conference and training rooms – Twice daily. <ul style="list-style-type: none"> <li>• Making of tea for DOJ staff members</li> <li>• Washing of dishes with dishwashing liquid &amp; bleach.</li> </ul>	daily	twice a day
4.38	<b>Curtains</b>  Remove dust from the curtains Maintain a good shape and look A worn out one to be reported and fixed by DOJ	daily	twice a day
4.39	<b>Kitchens</b> (a) Floors dusted and washed daily. (b) Counters washed daily. (c) Cupboards cleaned, dusted inside weekly to enhance pest control. (d) Disinfect all surface area every two hours		
5	<b>EQUIPMENT, CLEANING MATERIAL AND HYGIENIC SERVICES TO BE USED</b>  <b>5.1 Equipment</b>  All equipment is to be heavy duty industrial  i. 1 x Buffing machine ii. 2 X Vacuum machine iii. 2 X Hygiene trolley & mop system iv. All other equipment (brooms, mops, etc.)  <b>5.2 Cleaning Material</b>  i. Kim Dry Boxes x 2 (Sample required) ii. Multipurpose cleaner 25 ltr X 1 iii. Floor Polish 25ltr X 2 iv. Floor Stripper 25ltr X 3 once off v. Thick Bleach 25ltr X 1 vi. Floor Sealer 25ltr X 3 once off vii. Wall marks remover 5ltr X 1 viii. Dish washing liquid soap 25ltr X 1 ix. Furniture Polish 12 X 400mil x. Mutton cloth roll 1kg X 3 xi. Industrial dust pan half yearly X 2 once off xii. 1.8 metre feather dust X 3 once off xiii. Kitchen towel once off 5 xiv. Safety commercial gloves half arm X 30 pm xv. Carpet Shampoo 25ltr x 1 once off xvi. Toilet brushes 10 once off xvii. Insecticides 400mil X 12 xviii. Office bins liner 15ltr bin X 20 pkt x 4 xix. Pine Gel 25ltr x 1 xx. Gems disinfectant Fluid 5ltr X 1 xxi. Refuse bag pack of 20 X 5 xxii. Soft Commercial 400ml brooms X 3 once off	YES	NO





	<p>xxiii. Platform broom (mop sweeper) X 3 once off</p> <p>xxiv. Mega mop 600g X 3 once off</p> <p>xxv. 6 x Regulatory warning signs once off</p> <p><b>5.3 Hygienic Services quantities to be supplied monthly</b></p> <p>I. Auto sanitary Bins, 10 bins (service twice a month)</p> <p>II. Auto urinal sanitizer dispenser &amp; 500mil refill X 5( <b>Sample required</b> )</p> <p>III. Auto hand soap dispenser &amp; 500mil soap refill X 7 ( <b>Sample required</b> )</p> <p>IV. Auto hand disposable paper towel dispensers &amp; 3200metre paper towel rol x 8 ( <b>Sample required</b> )</p> <p>V. Auto toilet spray dispenser &amp; 200ml spray refills x 7( <b>Sample required</b> )</p> <p>VI. Seat sanitizers dispenser &amp; 250ml seat sanitizer refill x 15</p> <p><b>5.4 Toiletries</b></p> <p>i. 4 bales of 48's two ply toilet paper SABS Approved, ( <b>Sample required</b> ) <b>individually wrapped 350 sheets</b></p> <p>ii. 5 bales of 48's one ply toilet paper SABS Approved ( <b>Sample Required</b> ) <b>500 sheets</b></p> <p><b>5.5 Uniform</b></p> <p>i. All employees of the appointed service provider must be neatly dressed in the service provider's prescribed uniform.</p> <p>ii. The Department accepts that service providers' might already have uniform in stock in their stores/ warehouses and therefore did not allow for pricing of uniform in this bid.</p> <p>iii. Bidder must only price for branding costs.</p>		
6	<p><b><u>RESPONSIBILITY OF THE SUCCESSFUL SERVICE PROVIDER</u></b></p> <p>6.1 The successful service provider must:</p> <p>(a) Submit proof of a valid certified letter of good standing issued by the Department of Labour (COIDA) within 21 days upon requesting to do so.</p> <p>(b) Submit proof of a Valid UIF compliance certificate or letter within 21 days upon requesting to do so.</p> <p>(c) Submit proof of a Valid Proof of Provident Fund compliance certificate within 21 days upon requesting to do so.</p> <p>(d) Must submit proof of a valid Public Liability Insurance of at least R5 000,000.00 per incident, within 21 days upon receipt of appointment letter.</p>		



- (e) Provide all cleaning material and equipment necessary for the proper execution of the cleaning service in terms of the specifications.
- (f) Maintain its equipment in working order.
- (g) Ensure that fair labour practices are complied with.
- (h) Indemnify, protect, defend and hold harmless the Department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of:
1. Any claim in respect of any taxes payable by the Contractor.
  2. Any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 (WCA) or for any loss for which the Contractor is liable.
  3. Any claim in respect of the Occupational Health and Safety Act. Bidders are referred to the Written Agreement on Occupational Health and Safety bound into this document.
  4. Any claim by any third person including any employees of the Department or of the Contractor for any loss resulting from any bodily injury and/or damage to property by an act or omission of the Contractor or any of its employees, servants or agents.
- (i) Observe all statutory Conditions of Employment e.g., wages and other contributions, hours of work, overtime or leave applicable etc. to the Contract Cleaning Industry. **(refer to paragraph 8.2(a) )**
- (j) Supply the labour force to render the cleaning service in terms of the specification. This labour force is to conduct itself in an efficient and professional manner in carrying out their duties and keep disturbances to the occupants of the building to a minimum.
- (k) After award of the contract, the bidder submit a complete a Written Agreement on Occupational Health and Safety within 21 days.
- (l) Ensure that its supervisor, who must be identified in writing to the DPW's project leader and empowered to act for him/her, is present on site during the official working hours. Must attend to any problems or complaints that may arise and directives given to him/her by the DPW's project leader. Ensure that the supervisor is contactable at all times.
- (m) Ensure that a meeting between the service provider and a project leader of the DPW takes place once a month.
- (n) *Ensure that EPWP labour reports are submitted monthly. (Attendance register and labour payment register)*
- (o) Ensure that replacement staff is available at all times (for e.g. absences, industrial actions etc.) The service provider must ensure that all its contracted staff adhere to the daily starting and ending times for the specified



	<p>services and that the DPW could request to replace cleaning staff when necessary.</p> <p>(p) Keep the facilities provided by the DPW clean and tidy.</p> <p>(q) Conform to all applicable legislation, Municipal By-Laws or directives issued by the Eastern Cape Provincial Government (ECPG).</p> <p>(r) Comply with the facility/site's security and emergency policies and procedures.</p> <p><b>(s) Ensure that all staff employed are issued with protective clothing with the company's logo, as well as nametags.</b></p> <p><b>(t) Accept responsibility and liability for the safekeeping of its equipment on the premises provided by the DPW.</b></p> <p>(u) Supply toiletries as indicated in paragraph 5.4</p> <p><b>(v) Provide regulatory warning signs in all areas of operation.</b></p> <p><b>(w) The contractor must be fully equipped to clean windows in the building (inside as well as outside). The windows should at least be lower than 2 metres from the ground. They must atleast below 2 metres above. The cleaner should be able stand whilst cleaning the reachable window, including windows sill and frames.</b></p>		
7.	<p><b>LIABILITY</b></p> <p>a. The service provider will indemnify, protect, defend and hold harmless the Department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof and arising out of:</p> <p>i. Any claim in respect of any taxes payable by the service provider.</p> <p>ii. Any claim in respect of the Compensation for Occupational Injuries and Diseases Act 1997 (WCA) or for any loss for which the Contractor is liable.</p> <p>iii. Any claim in respect of the Occupational Health and Safety Act. Bidders are referred to the Written Agreement on Occupational Health and Safety bound into this document.</p> <p>iv. Any claim by any third person including any employees of the Department or of the service provider for any loss resulting from any bodily injury and/or damage to property by an act or omission of the service provider or any of its employees, servants or agents.</p>		



### EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

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

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

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

Bill No. 1

EPWP Job creation reporting

Cradock, Dimbaza Magistrates Office.

Number of beneficiaries .....10.....

Service reporting fee not to **exceed R100** per beneficiary R ..... per/beneficiary

Total cost for 10 beneficiaries R ...../ month

(Calculation 10 beneficiaries x Service reporting fee / beneficiary)

**Carried to bullet point A-15 of the pricing schedule (page 15)**

**Carried to Summary**



**ANNEXURE A**

**ALL BIDDERS MUST BE COMPLETE THIS ANNEXURE**

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

<b>6 x Cleaners</b>			
<b>Item</b>	<b>Description</b>	<b>Departmental Guide</b>	<b>Bidder's offer</b>
			<b>Month's Rate</b>
<b>1.</b>	Basic salary - hourly rate that must not be less than that published in terms of Government Notice	Please note: If this rate is incorrect, the bidder is required to at least comply with the minimum sectorial determination rate for the relevant area as gazetted at the closing date of the bid.	<b>Bidder's hourly rate</b>  R...../ hour
<b>2.</b>	Total Wage Cost per month	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	R _____ / month
<b>Provisions to be made as additional costs incurred to the minimum rate of pay:</b>			
<b>3.</b>	Annual leave provision (pro rata per month) based on minimum determined days per year.	5 days per year ÷ 5 months x hourly rate x 8 hours per days	R _____ / month
<b>4.</b>	Sick Leave (pro rata per month) based on minimum determined days per year	3 days per year ÷ 5 months x hourly rate x 8 hours per day	R _____ / month
<b>6.</b>	Unemployment Insurance Fund (UIF)	1% of basic monthly salary	R _____ / month
<b>7.</b>	Provident fund	5,25% of basic monthly salary	R _____ / month
<b>9.</b>	<b>(EPWP BRANDING &amp; UNIFORM)</b>	<b>See page 10, bullet point 5.5</b>	R _____ / month
<b>10.</b>	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R _____ / month
<b>11.</b>	Any other allowance/s and or employers contributions must be specified .....		R _____ / month
<b>12.</b>	Estimated Monthly Cost per cleaner	Add items 2 to 11	R _____ / month
<b>13.</b>	<b>Total Costs for (10) Ten cleaner(s) personnel per month</b>	Item 12 x number of cleaner(s)	R _____ / month
<b>14.</b>	<b>Total Labour Cost for Five months, carry over to bullet 27</b>	Item 13 x 5 months	R _____ for 5 months



ALL BIDDERS MUST BE COMPLETE THIS QUESTIONNAIRE.

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

Costs to be incurred by the bidder:		
Item	Description of item(s) required	A
		Rates
15.	Total Transport Costs	R _____ / month
16.	Equipment (See paragraph 5.1) to hire	R _____ / month
17.	<b>Monthly cleaning material requirements</b> Add monthly cleaning materials in paragraph 5.2 & 5.4)	R _____ / month
18.	Hygienic Services 5.3) Add monthly items in paragraph 4	R _____ / month
19.	<b>EPWP Job creation reporting per beneficiary</b> (Carried over from page 14)	R _____ / month
20.	Operating Costs (excl VAT) ( Item 15+ 16+ 17+18+19)	R _____ / month
21.	Profit and overheads (Excluding VAT)	R _____ / month
22.	Total Operating costs + Profit and Overheads) excluding VAT per month (B20 + B 21)	R _____ / month
23.	<b>Five months:</b> Total Operating costs + Profit and Overheads) excluding VAT for 5 per months (B22 x 12)	R _____ for 5 month
26.	Total Operating Cost for 5Months (Cost Year 1 + Cost Year 2) (Bullet 23 +Bullet 24)	R _____ for 5 months
27.	Total Labour costs for 5 months (carried over from bullet 14)	R _____ for 5 months
28.	<b>Once-off cleaning material requirements</b> (Add all once off cleaning material in paragraph 5.2)	R _____ for 5 months
29.	Total Cost (Excluding Vat) (Bullet 26 + Bullet 27 + Bullet 28)	R _____ for 5 months
30.	VAT @ 15% (Bullet 29 x 15%)	R _____ for 5 months
31.	TOTAL BID COSTS for 5 months including VAT (Bullet 29 + Bullet 30)	R _____ for 5 months
32.	OFFER IN WORDS:	