



public works
& infrastructure

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

**HUMANSDORP, HANKEY, PATENSIE, KIRKWOOD AND JOUBERTINA
MAGISTRATES OFFICES: THREE MONTHS CLEANING SERVICES**

QUOTATION NUMBE: HHP 01/2023

ADVERT DATE: 08 March 2023

CLOSING DATE: 10 March 2023

TIME: 11h00

BIDDER SHOULD HAVE A

**NB: QUOTATIONS SHOULD BE EMAILED TO: Yonela.Xozwa@dpw.gov.za or
Hombakazi.Fekeni@dpw.gov.za**

MARCH 2023

NAME OF THE TENDERER.....

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: HHP 01/2023

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

*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 HUMANSSDORP, HANKEY, PATENSIE, KIRKWOOD AND JOUBERINA MAGISTRATES OFFICE: THREE MONTHS CLEANING SERVICES

A. THIS BID WILL BE EVALUATED AS FOLLOWS:

Phase 1: Bidders will be evaluated for Administrative responsiveness

Phase 2: Bidders will 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

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 Mrs Sharon De Kock on (041) 408 2156 or email: Sharon.DeKock@dpw.gov.za

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

NATIONAL DEPARTMENT OF PUBLIC WORKS, PRIVATE BAG X 3913, NORTH END, PORT ELIZABETH, 6056 (Tender Box)
Email address: Yonela.Xozwa@dpw.gov.za

Document Delivery Instructions:

Quotations must be emailed to Ms Yonela Xozwa : on the closing date before 11:00
Email address: Yonela.Xozwa@dpw.gov.za

SPECIFICATIONS / TECHNICAL CONTACT DETAILS:

Name: Mr Mcebisi Mzinzi

Telephone: 041- 041 408 2196 **Fax Nr:**

Email: Mcebisi.Mzinzi@dpw.gov.za

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

TENDER CONTACT DETAILS:

Name: Mrs Sharon de Kock

Telephone: (041) 408 2156 (041) 408 2377 **Fax Nr:**

Email: Sharon.DeKock@dpw.gov.za or 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

TENDER SUBMITTED BY:

***Advertiser Name:** MR. L LINDI

Advertiser Email: lulama.lindi@dpw.gov.za

***Date Submitted:** 2 0 2 3 - 0 3 - 0 9 ***Advertiser Telephone:** 041- 408 2377

***For Publication in the Government Gazette on:** 2 0 2 3 - 0 3 - 0 9

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.

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".

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 consortium² 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.

² 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

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".



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
PRICE	80,00
SPECIFIC GOALS	20,00
Total points for Price and Specific Goals	100,00

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 black people (Mandatory)	10	<ul style="list-style-type: none"> • ID Copy • SANAS Accredited BBEEE Certificate or sworn affidavit where applicable • CSD Report • CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> • Office Municipal Rates Statement • Permission To Occupy from local chief in case of rural areas (PTO) • Lease Agreement
3.	An EME or QSE which is at least 51% owned by women (Mandatory)	4	<ul style="list-style-type: none"> • ID Copy • CSD Report • CIPC (company registration)

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 disability (Mandatory)	2	<ul style="list-style-type: none"> • ID Copy (Mandatory) • Medical Certificate • South African Social Security Agency (SASSA) registration • National Council for Persons with Physical Disability in South Africa registration (NCPDOSA)
5.	An EME or QSE which is at least 51% owned by youth. (Mandatory)	2	<ul style="list-style-type: none"> • CSD Report • CIPC (company registration) • ID Copy • CSD Report • CIPC (company registration)

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 Historically Disadvantaged Individuals (HDI) (Mandatory)	10	<ul style="list-style-type: none"> • ID Copy • SANAS Accredited BBBEE Certificate or sworn affidavit where applicable • CSD Report
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> • CIPC (company registration) • Office Municipal Rates Statement • Permission To Occupy from local chief in case of rural areas (PTO)
3.	An EME or QSE or any entity which is at least 51% owned by women (Mandatory)	4	<ul style="list-style-type: none"> • Lease Agreement • ID Copy • CSD Report
4.	An EME or QSE or any entity which is at least 51% owned by people with disability (Mandatory)	2	<ul style="list-style-type: none"> • CIPC (company registration) • ID Copy (Mandatory) • Medical Certificate • South African Social Security Agency (SASSA) registration

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

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 Historically Disadvantaged Individuals (HDI) (Mandatory)	4	<ul style="list-style-type: none"> • ID Copy • SANAS Accredited BBEE Certificate or sworn affidavit where applicable • CSD Report

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
2.	<p>Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area</p> <p>(Mandatory)</p>	2	<ul style="list-style-type: none"> • CIPC (company registration) • Office Municipal Rates Statement • Permission To Occupy from local chief in case of rural areas (PTO)
3.	<p>An EME or QSE or any entity which is at least 51% owned by women</p> <p>(Mandatory)</p>	2	<ul style="list-style-type: none"> • Lease Agreement • ID Copy • CSD Report
4.	<p>An EME or QSE or any entity which is at least 51% owned by people with disability</p> <p>(Mandatory)</p>	2	<ul style="list-style-type: none"> • CIPC (company registration) • ID Copy (Mandatory) • Medical Certificate • South African Social Security Agency (SASSA) registration • National Council for Persons with Physical Disability in South Africa registration (NCPDSA) • ID Copy
OR			
	<p>An EME or QSE or any entity which is at least 51% owned by youth.</p>		

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"> • CSD Report • CIPC (company registration)

- 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:

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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 Historically Disadvantaged Individuals (HDI)	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by women	2	4		
4. An EME or QSE or any entity which is at least 51% owned by people with disability 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.*	2	2		
(Note: only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)				

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

SWORN AFFIDAVIT - B-BBEE QUALIFYING SMALL ENTERPRISE (QSE)

I, the undersigned,

Full name & Surname
Identity number

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 of the following enterprise and am duly authorized to act on its behalf:

Tender No:
Enterprise Name:
Trading Name (if Applicable):
Registration Number:
Enterprise Physical Address:
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):
Nature of Business:
Definition of "Black People"

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 naturalization:
 - 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

3. I hereby declare under Oath that:
 - The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands).

- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

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

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

I, the undersigned,

Full name & Surname
Identity number

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 of the following enterprise and am duly authorised to act on its behalf:

Tender No.
Enterprise Name:
Trading Name (if
Applicable):
Registration Number:
Enterprise Physical
Address:

Type of Entity (CC, (Pty)
Ltd, Sole Prop etc.):
Nature of Business:

Definition of "Black
People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 48 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 naturalization-
 - 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

3. I hereby declare under Oath that:
 - The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 48 of 2013.
 - The Enterprise is _____ % Black Women 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 48 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 48 of 2013.
 - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

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

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

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

Deponent Signature: *

Date:

Commissioner of Oaths
Signature & stamp



PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer: _____ SME QSE Non Enterprise (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	Indicates if youth	Indicates if woman	Indicates if person with disability	Indicates if living in rural / under developed area/ship	Indicates if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No					
12.		%	<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

1 SME: Exempted Micro Enterprises
 2 QSE: Qualifying Small Business Enterprise

Any reference to words "SME" or "QSE" herein shall be construed to have the same meaning as the words "Tender" or "Tenderee".



PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

2. DECLARATION:

- 1 The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:
- 2 The information and particulars contained in this Affidavit are true and correct in all respects;
- 3 The Broad-based Black Economic Empowerment Act, 2003 (Act 55 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1998 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;
- 4 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer and 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 hereon;
- 5 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.

Signed by the Tenderer

Name of representatives

Signature

Date

Any reference to words "Bid" or "Bidder" herein (unless in any other circumstances) shall be construed to have the same meaning as the words "Tender" or "Tenderer". Effective date April 2017.



SPECIFICATION COMPLIANCE SCHEDULE

**KIRKWOOD, HANKEY, HUMANSDORP JOUBERTINA & PATENSIE MAGISTRATES OFFICE
PROVISION OF CLEANING OF SERVICES IN FOR A PERIOD OF THREE (03) 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.

URGENT CLEANING REQUEST.



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB Frequency in which the services to be rendered.	
4.5	<p>Glass</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>	Daily every 3 hours	
4.6	<p>Elevators:</p> <p>Disinfect elevators-daily</p> <p>Thoroughly clean sanitise-daily</p> <p>Sweep inside and clean the mirrors- daily</p>	daily every 3 hours	
4.7	<p>Furniture</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>	daily every 3 hours	
4.8	<p>Inside walls</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>	daily	every 4 hours
4.9	<p>Toilets</p> <p>The sanitary disposal bins in ladies toilets should be disposed of in a clean manner by placing the contents in</p>	daily every 3 hours	



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



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB Frequency in which the services to be rendered.	
4.30	<p>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.</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>Indoor concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)</p> <p>(a) Remove all dirty spots and sweep - daily. (b) Scrub with bleach and water - weekly. (c) Polish all polished surfaces - daily.</p>	daily	twice a day
4.32	<p>Outdoors concrete surfaces and paving (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. (b) Pick up all rubbish on paving - daily. (c) Sweep paving with a hard broom - daily. (d) Unpolished stoops and walkways should be washed or scrubbed with soap and water - weekly. (e) Polishing of polished stoops - weekly.</p>	daily	twice a day
4.33	<p>Ceilings</p> <p>(a) Remove visible dust, cobweb only in reachable areas. (b) Building related work, to be referred to DOJ. (c) This can only be done with a feather duster.</p>	YES	NO
4.34	<p>Parking areas, garages and loading zone.</p> <p>(a) Clear all conspicuous rubbish - daily. (b) Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent - monthly. (c) Sweep parking area - weekly,</p>	YES	NO



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
		YES	NO
5	<p>EQUIPMENT, CLEANING MATERIAL AND HYGIENIC SERVICES TO BE USED</p> <p>5.1 Equipment</p> <p>All equipment is to be heavy duty industrial</p> <ul style="list-style-type: none"> i. 3 x Buffing machine ii. 3 x Vacuum machine iii. 3 x Hygiene trolleys iv. Regulatory warning Signs 6 v. All other equipment (brooms, mops, etc.) <p>5.2 Cleaning Material</p> <ul style="list-style-type: none"> i. Kim dry 2 boxes 240 inside ii. Multipurpose cleaner 10 ltr X 2 iii. Floor Polish 25ltr X 1 iv. Floor Stripper 20ltr X 1r v. Thick Bleach 10 ltr X 1 vi. Floor sealer 10ltr X 1 vii. Wall marks remover 5 ltr X 1 viii. Dish washing liquid soap 1 X 5L ix. Furniture Polish 6 X 400mil x. Mutton cloth roll 1 kg X 4 xi. Industrial dust pan half yearly X 6 once off xii. 1.8 metre feather dust X 5 once off xiii. Kitchen towel once off 40cmX 700 X 6 once off xiv. Safety commercial gloves half arm X 36 monthly xv. Plastic disposable apron for cover 30 pm X 1 xvi. 8 Visor 0.4mm PET, 400 microns, re-usable, easy to clean, 32mm washable elastic, 10mm Pvc foam. xvii. Toilet brushes 14 once off xviii. Insecticides 400mil X 12 xix. Office bins liner 15ltr bin X 20 pkt. xx. 70 % alcohol based Sanitizer 15ltr X 1 xxi. 150 surgical masks per monthly xxii. Refuse bag X 20 X 4 xxiii. Soft Commercial brooms X 6 once off xxiv. <i>Platform broom X 6 once off</i> xxv. Mega mop 600g X 6 once off Gun shaped 750mil spray bottle once off 8 xxvi. Pine gel 25 ltr X 1 		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<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 R2 000,000.00 within 21 days upon receipt of appointment letter.</p> <p>(e) Provide all cleaning material and equipment necessary for the proper execution of the cleaning service in terms of the specifications.</p> <p>(f) Maintain its equipment in working order.</p> <p>(g) Ensure that fair labour practices are complied with.</p> <p>(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:</p> <ol style="list-style-type: none"> 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. <p>(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))</p> <p>(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.</p> <p>(k) After award of the contract, complete the Written Agreement on Occupational Health and Safety as referred to in paragraph 7(a)(iii) below</p> <p>(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.</p>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB	
		Frequency in which the services to be rendered.	
	<ul style="list-style-type: none">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.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.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.		



ANNEXURE A

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

8 x Cleaners			
Item	Description	Departmental Guide	Bidder's offer
			Three Month's Rate
1	Basic salary - hourly rate that must not be less than that published in terms of Government Notice at the closing date of the bid	23.27 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.	Bidders hourly rate R.....
2	Total Wage Cost per month	Bidders' hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	R
Provisions to be made as additional costs incurred to the minimum rate of pay:			
3	Annual leave provision (pro rata per month) based on minimum determined days per year.	3 days per year + 3 months x bidders' hourly rate x 8 hours per days	R
4	Sick Leave (pro rata per month) based on minimum determined days per year	3 days per year + 3 months x hourly rate x 8 hours per day	R
5	Family Responsibility Leave (pro rata per month) based on minimum determined days per year	1 days per year + 3 months x hourly rate x 8 hours per day	R
6	(EPWP BRANDING OF UNIFORM)	<i>See page 10, bullet point 5.5</i>	R
7	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R
8	Estimated Monthly Cost per cleaner	Add items 2 to 7	R
9	Total Costs for (08) Eight cleaner(s) personnel per month	Item 8 x number of cleaner(s)	R
10	Total Labour Cost for Three months, carry over to bullet 19	Item 9 x 3 months	R