



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**

**HARROWER & KWANOBUHLE MAGISTRATES OFFICES: THREE MONTHS  
CLEANING SERVICES**

**QUOTATION NUMBE: H&K 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](mailto:Yonela.Xozwa@dpw.gov.za) or  
[Hombakazi.Fekeni@dpw.gov.za](mailto: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: H&K 01/2023

\*Closing Date: 2023-03-10 (YYYY-MM-DD) \*Closing Time: 11:00 (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 HARROWER & KWANOBUHLE 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](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 Mrs Sharon De Kock on (041) 408 2156 or email: [Sharon.DeKock@dpw.gov.za](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Sharon.DeKock@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)

**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 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.

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
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"> <li>• ID Copy</li> <li>• SANAS Accredited BBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
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"> <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 women (Mandatory)	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 disability <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 (NCPDASA)</li> </ul>
5.	An EME or QSE which is at least 51% owned by youth. <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>

1.5.2 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.	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 <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 <b>people with 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
5.	An EME or QSE or any entity which is at least 51% owned by youth. <b>(Mandatory)</b>	2	<ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> <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
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><b>(Mandatory)</b></p>	2	<ul style="list-style-type: none"> <li>• CIPC (company registration)</li> <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 women</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 disability</p> <p><b>(Mandatory)</b></p> <p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by youth.</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 (NCPDSA)</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:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = 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:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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.*  (Note: only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)	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.

.....  
**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 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 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 contributor.

Deponent Signature: "

Date:

Commissioner of Oaths  
Signature & stamp



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

Name of Tendering Entity: Public Works  BME?  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	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/ township	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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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)

1 BME: Exempted Micro Enterprises  
 2 QSE: Qualifying Small Businesses Enterprises

Any reference to words "BME" or "EMER" herein shall refer to any other documents that will be construed to have the same meaning as the words "Tender" or "Tenderer".



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

**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 hereof, 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 hereof, as well as accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided hereof;
  - 4 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 letter.

Signed by the Tenderer

\_\_\_\_\_

Name of representative

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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".  
Effective date: April 2017



## SPECIFICATION COMPLIANCE SCHEDULE

**HARROWER ROAD DPWI WORKSHOP & KWANOBUHLE MAGISTRATES OFFICES  
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 SERVICES REQUEST 2023**





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></p> <p>Physical address: Harrower Road DPWI office &amp; Kwanobuhle Magistrates Office:            No. of occupants : ±248            Visitors per day : average of ±1310 per day            Structure: Brick buildings with 102 offices, security area, nine courtrooms, boardrooms, consultation rooms, kitchen area and bathrooms and waiting areas,</p>	YES	NO
2.	<p><b>REQUIRED PERSONNEL</b></p> <p>Number of cleaners : 4 cleaners</p> <p><b>SERVICE TO BE RENDERED BETWEEN MONDAY &amp; FRIDAY</b></p> <p>Unless otherwise requested by the client at no extra cost.</p> <p>Time between 7h30 and 16h00 eight hours a day.</p>	YES	NO
3.	<p><b>SIZES OF AREAS TO BE SERVICED:</b></p> <p>Harrower Road DPWI Workshop and Kwanobuhle 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
4.2	<p><b>Courtyards</b></p> <p>(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></p> <p>(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></p> <p>(a) Remove dirty spots on wooden and metal doors - daily.            (b) Sanitize door-knobs/handle with an approved metal polish where applicable - daily            (c) Wipe and sanitize glass door clean - daily.</p>	daily every 3 hours	



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	(d) Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.		
<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>	<b>Daily every 3 hours</b>	
<b>4.6</b>	<p><b>Elevators:</b></p> <p>Disinfect elevators-daily Thoroughly clean sanitise-daily Sweep inside and clean the mirrors- daily</p>	<b>daily every 3 hours</b>	
<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>	<b>daily every 3 hours</b>	
<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>	<b>daily</b>	<b>every 4 hours</b>



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB
		Frequency in which the services to be rendered.
4.9	<p><b>Toilets</b> The sanitary disposal bins in ladies toilets should be disposed of in a clean manner by placing the contents in separate appropriate plastic bags. The contents must be removed from site <b>fortnightly</b>.</p> <p>A surface sanitizer should be provided for both ladies &amp; gents-be constantly monitored</p>	<b>daily every 3 hours</b>
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 (d)</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>Visible pipes</b> Clean all visible pipes - daily.</p>	<b>twice a daily.</b>
4.17	<p><b>Floors</b> (a) Damp cloth-wash floors with an approved disinfectant - daily. (b) Remove dirty spots and rubbish - daily.</p>	<b>twice a daily.</b>



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	(c) Clean floors with a water mixed with bleach and apply non-slippery polish agent always display a warning sign.		
4.18	<b><u>Incinerators</u></b> Damp cloth-wash with approved disinfectant - daily.	daily	twice a day
4.19	<b><u>Clogging</u></b> Approved agents should be put in basins and urinals to prevent clogging - daily.	daily	twice a day
4.20	<b><u>Glazed/enamelled surfaces</u></b> Wash only with an approved alcohol based disinfectant agent. No abrasives or scouring materials may be used.	daily	twice a day
4.21	<b><u>Toiletries</u></b> (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 <b>for all toilets</b>  v. Sanitary bins only to be provided in ladies and serviced weekly.  <i>To be constantly monitored</i>	daily	every 3 hours
4.22	<b><u>Telephones</u></b> 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	<b><u>Stairs (including fire-escapes)</u></b> (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	<b><u>Floors and Staircase</u></b> Wash Floors with a disinfectant floors- daily Polish with a non-slip floor polish-daily	daily	3 times a day



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	Maintain neatness in the floor-daily Scrub and seal -every week		
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. The relevant surface should be properly cleaned prior to application and, if required, old polish should be removed with an appropriate floor stripping agent. If a polish remover is used, the floor should be rinsed with clean water and properly dried.</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> <p>(c) 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.</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>	daily	twice a day
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) Apply polishing agent and polish - weekly.</p> <p>(b) As soon as an unsightly layer of old polish has built up, it should be scrubbed off and a new coat re-applied.</p> <p>(c) The floor should be sanitize with an alcohol based sanitizer or a thick bleach mixed thick water.</p>	daily	twice a day
4.29	<p><b>Carpets (wall-to-wall and loose)</b></p> <p>(a) Vacuum all carpets – weekly and deep cleaned to remove stains quarterly.</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





Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
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> <p>(c) Polish all polished surfaces - daily.</p>	daily	twice a day
4.32	<p><b>Outdoors concrete surfaces and paving (marble, ceramics, terrace tiles etc. excluding those in toilets)</b></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



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
4.35	<b>Rubbish removal</b> <u>Waste baskets</u> (a) Empty office waste bins - daily. (b) Damp-wash and disinfect waste buckets -daily. (c) Empty rubbish-bins in lobbies and passages - daily. (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.	daily	twice a day
4.36	<b>Ash-trays</b> (a) Empty and damp-wash/wash all ash-trays - daily. (b) Empty and damp-wash/wash all large ash-trays outside conference rooms - three times daily. (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. (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. (e) The Contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated - daily. (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. (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. (h) Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.	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		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB	
		Frequency in which the services to be rendered.	
		YES	NO
5	<p><b>EQUIPMENT, CLEANING MATERIAL AND HYGIENIC SERVICES TO BE USED</b></p> <p><b>5.1 Equipment</b></p> <p>All equipment is to be heavy duty industrial</p> <ul style="list-style-type: none"> <li>i. 2 x Buffing machine</li> <li>ii. 2 X Vacuum machine</li> <li>iii. 2 X Hygiene trolley &amp; mop system &amp; 18 regulatory signage</li> <li>iv. All other equipment (brooms, mops, etc.)</li> </ul> <p><b>5.2 Cleaning Material</b></p> <ul style="list-style-type: none"> <li>i. Kim dry 2 boxes 240 inside</li> <li>ii. Multipurpose cleaner 20 ltr X 1</li> <li>iii. Floor Polish 10 ltr X 1</li> <li>iv. Floor Stripper 10ltr X 1r once off</li> <li>v. Thick Bleach 10 ltr X 1</li> <li>vi. Floor sealer 10ltr X 1 once off</li> <li>vii. Wall marks remover 5 ltr X 1</li> <li>viii. Dish washing liquid soap 1 X 5L</li> <li>ix. Furniture Polish 12 X 400mil</li> <li>x. Mutton cloth roll 1kg X 2</li> <li>xi. <b>Industrial dust pan half yearly X 4 once off</b></li> <li>xii. <b>1.8 metre feather dust X 2 once off</b></li> <li>xiii. <b>Kitchen towel once off 6</b></li> <li>xiv. Safety commercial gloves half arm X 12 monthly</li> <li>xv. Plastic disposable apron for cover 50 pm X 2</li> </ul> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>xvii. <b>Toilet brushes 12 once off</b></li> <li>xviii. Insecticides 400mil X 6</li> <li>xix. Office bins liner 15ltr bin X 20 pkt. X 2</li> <li>xx. 70 % alcohol based Sanitizer 10ltr X 1</li> <li>xxi. 50 X 2 boxes of surgical masks per monthly</li> <li>xxii. Refuse bag X 20 X 2</li> <li>xxiii. Soft Commercial brooms X 3 once off</li> <li>xxiv. Platform broom X 3 once off</li> <li>xxv. Mega mop 600g X 3 once off</li> <li>xxvi. Gun shaped 750mil spray bottle once off 4</li> </ul> <p><b>5.3 Hygienic Services</b></p> <ul style="list-style-type: none"> <li>I. Foot sanitary Bins, 6 bins (service twice a month)</li> <li>II. Auto urinal sanitizer &amp; a dispenser 500mil X 6</li> </ul>		





Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<p>III. Auto hand soap &amp; a dispenser 500ml X 5</p> <p>IV. Auto hand disposable paper towel &amp; a dispensers 12 X 3200metre</p> <p>V. Seat sanitizer &amp; a dispenser 12</p> <p>VI. Auto toilet spray &amp; a dispenser 6 x(200ml)</p> <p><b>5.4 Toiletries</b></p> <p>i. 6 bales two ply toilet paper</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 14 days upon requesting to do so.</p> <p>(b) Submit proof of a Valid UIF compliance certificate or letter within 14 days upon requesting to do so.</p> <p>(c) Submit proof of a Valid Proof of Provident Fund compliance certificate within 14 days upon requesting to do so.</p> <p>(d) Must submit proof of a valid Public Liability Insurance of at least R7 000,000.00 within 14 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> <p>1. Any claim in respect of any taxes payable by the Contractor.</p>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE	
		NB Frequency in which the services to be rendered.	
	<p>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.</p> <p>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.</p> <p>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> <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. <b>(refer to paragraph 8.2(a) )</b></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> <p>(m) Ensure that a meeting between the service provider and a project leader of the DPW takes place once a month.</p> <p><b>(n) Ensure that EPWP labour reports are submitted monthly. (Attendance register and labour payment register)</b></p> <p>(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 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>		



Paragraph no.	Service/Site specification	INDICATION OF COMPLIANCE NB	
		Frequency in which the services to be rendered.	
	<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>(s) Ensure that all staff employed are issued with protective clothing with the company's logo, as well as nametags.</p> <p>(t) Accept responsibility and liability for the safekeeping of its equipment on the premises provided by the DPW.</p> <p>(u) Supply <b>toiletries as indicated in paragraph 5.4</b></p> <p>(v) Provide regulatory <b>warning signs</b> in all areas of operation.</p> <p>(w) The contractor must be fully equipped to clean all windows in the building (inside as well as outside). <b>Window cleaning</b> is to take place at least once every month. <b>Provide all necessary special equipment required for window cleaning such as ladders, scaffolds, etc.</b> At commencement of the contract the contractor is to submit a program showing when the windows will be cleaned.</p> <p>(x) Provide Health and Safety plan and a Job execution plan.</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> <ol style="list-style-type: none"> <li>i. Any claim in respect of any taxes payable by the service provider.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>		



### 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

#### HARROWER ROAD DPWI & KWANOBUHLE MAGISTRATES OFFICES

Number of beneficiaries.....4.....

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

Total cost for 4 beneficiaries R ...../ month

(Calculation 4 beneficiaries x Service reporting fee / beneficiary)

Carried to bullet point A-15 of the pricing schedule (page 16)



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

<b>4 x Cleaners</b>				
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	<p style="text-align: center;"><b>27.97</b></p> 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>  <b>R...../ hour</b>	
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	
<b>Provisions to be made as additional costs incurred to the minimum rate of pay:</b>				
3	Annual leave provision (pro rata per month) based on minimum determined days per year.	3 days per year + 3 months x 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	<b>(EPWP BRANDING OF UNIFORM)</b>	See page 10, bullet point 5.5	R	
6	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R	
7	Any other allowance/s and or employers contributions must be specified .....		R	
8	Estimated Monthly Cost per cleaner	Add items 2 to 7	R	
9	<b>Total Costs for (4) Four cleaner(s) personnel per month</b>	Item 8 x number of cleaner(s)	R	
10	<b>Total Labour Cost for Three months, carry over to bullet 19</b>	Item 9 x 3 months	R	





**ANNEXURE B**  
**(Continues)**

**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	B
		Rate for per months	Total Cost for 3 months
11	Total Transport Costs	R	R
12	Equipment (See paragraph 5.1) to hire	R	R
13	<b>Cleaning materials and Toiletries (See paragraph 5.2 and 5,4)</b>		
13.1	<b>Monthly cleaning material requirements</b> Add monthly cleaning materials in paragraph 5.2 & 5.4)	R	R
13.2	<b>Once-off cleaning material requirements</b> (Add all once off cleaning material in paragraph 5.2.)	R	R
14	Hygienic Services 5.3 ( <b>Rate x 3 months</b> ) Add monthly items in paragraph 4	R	R
15	<b>EPWP Job creation reporting per beneficiary</b> (Carried over from page 14)	R	R
16	Operating Costs (excl VAT) x 3 months ( Item 11 – Item 15)		R
17	Profit and overheads x 3 months (Excluding VAT)		R
18	Total Cost (Operating costs + Profit and Overheads) for 3 months excluding VAT. (B16 + B 17)		R
19	Total Labour Costs for 3 months (to be carried over from bullet 10)		R
20	Total Cost Excluding Vat (B18 + B 19)		R
21	VAT (15% for VAT registered suppliers) [15% of Column B20] (If applicable)		R
22	Total Bid Offer (Add Column 20 + Column 21) for a period of <b>Three (3) MONTHS</b>	R	