



**public works  
& infrastructure**

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

**QUOTATION NO: PLKQ22/32**

**RETURNABLE DOCUMENTS**

**AND**

**SPECIFICATION**

**FOR**

**RENDERING OF TWELVE (12) MONTHS  
CLEANING SERVICES AT MOKERONG  
MAGISTRATE OFFICE.**

**ADVERT DATE: 17/02/2022**

**CLOSING DATE: 24/02/2022**

**@ 11H00**

YOU ARE HEREBY INVITED TO TENDER TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

**PLEASE TAKE NOTE**  
**CLOSING TIME: 11:00**

**BID NUMBER: PLKQ22/32**  
**CLOSING DATE: 24/02/2022**

***TENDERS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION***

The **Tax Clearance Certificate for Tender Purposes** from the Receiver of Revenue and the **Tender Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

**TENDER DOCUMENTS MAY BE POSTED TO**

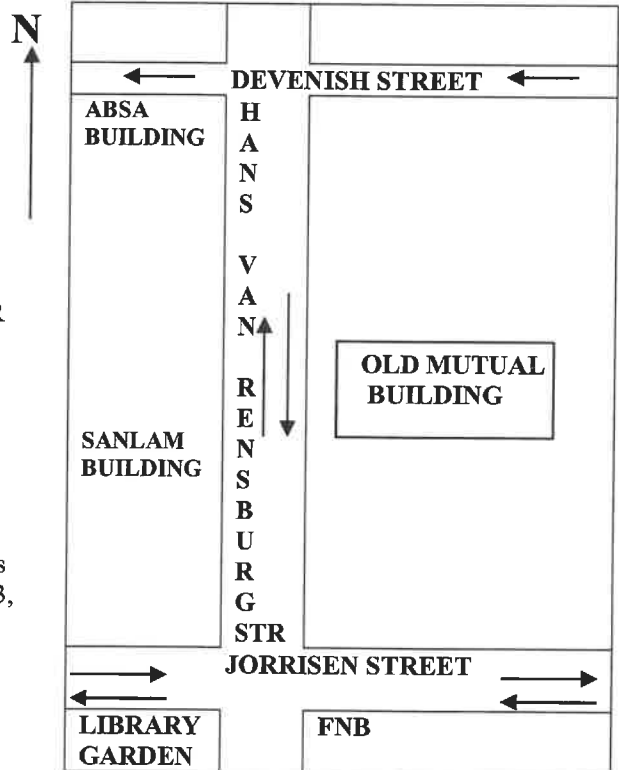
REGIONAL MANAGER  
Department of Public Works  
Private Bag X 9469  
POLOKWANE  
0700

ATTENTION: TENDER SECTION: ROOM 03, GROUND FLOOR

Tender documents that are posted must reach the Department of Public Works before the closing date of the tender.

**OR**

The tender documents may be deposited in the tender box which is identified as the tender box of the Department of Public Works which is located at 78 Hans van Rensburg Street, Old Mutual Building, Room 03, Ground Floor.



The tender box at the Regional Office: Department of Public Works: POLOKWANE is open (**Mondays to Fridays 07:30 – 12:15 / 13:00 – 16:00.**) However, if the tender is late, it will as a rule not be accepted for consideration.

*Tenderers should ensure that tenders are delivered timeously to the correct address.*

**SUBMIT ALL TENDERS ON THE OFFICIAL FORMS - DO NOT RETYPE.**

*Tenders by telegram, facsimile or other similar apparatus will not be accepted for consideration.*

**SUBMIT EACH TENDER IN A SEPARATE SEALED ENVELOPE.**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.gov.za/tenders/>



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

## THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF *CLEANING SERVICES*

<b>Project description:</b>	<b>RENDERING OF 12 MONTHS CLEANING SERVICES CONTRACT AT MOKERONG MAGISTRATE OFFICE.</b>
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<b>Quote no:</b>	PLKQ22/32	<b>Closing date:</b>	24/02/2022
<b>Closing time:</b>	11:00	<b>Validity period:</b>	30 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the Legal Entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Bidder's Past Supply Chain Management Practices.
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	Copy of joint venture agreement if bidder is a joint venture and / or consortium.
<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD)
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
<input checked="" type="checkbox"/>	Compliance to Local Production and Content requirements
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
<input checked="" type="checkbox"/>	PA-32 to be fully completed. Annexure C must be fully completed.
<input checked="" type="checkbox"/>	Labour rate as specified by Department of Labour of R 21.77 must be adhered to. Bidders should attach COIDA Certificate.

### Compliance with Pre-qualification criteria for Preferential Procurement (Tick where applicable)

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor; <input checked="" type="checkbox"/> <b>Level 1</b> <b>Or</b> <input checked="" type="checkbox"/> <b>Level 2</b>
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### Points scoring system applicable for this bid:

<input checked="" type="checkbox"/> 80/20 points scoring system
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### Indicate the Price weighting applicable to this bid:

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

### Preference Points awarded according to the B-BBEE Status Level of Contribution

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".



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In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- In the case of Exempted Micro Enterprises (EME) and Qualifying Small Business Enterprise (QSE) a valid Sworn Affidavit must be submitted with the bid offer
- bidders other than EME or QSE must submit an original or certified copy of the B-BBEE Status Level Verification Certificate in order to qualify for preference points for B-BBEE
- A tender must submit its proof of its B-BBEE status level of contributor
- A tender failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified
- A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the tender value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for; inless the intended subcontractor is an EME that has the capability to execute the subcontract.

**COLLECTION OF BID DOCUMENTS:**

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

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

The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. The attached (PA-07) form "Application for Tax Clearance Certificate", must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes.

- Bid documents may be collected during working hours on **17/02/2022** at the following address **78 Hans Van Rensburg Street, POLOKWANE 0700.**
- Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)
- A non-refundable bid deposit of R0.00 is payable, (Cash only) is required on collection of the bid documents.



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

**ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:**

<b>DPW Project Leader:</b>	Maripa Morudu	<b>Telephone no:</b>	015 291 6386
<b>Cell no:</b>	0714861828	<b>Fax no:</b>	
<b>E-mail:</b>	Maripa.Morudu@dpw.gov.za		

**DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of bids is **11:00** on **24 February 2022**.


Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

<b>BID DOCUMENTS MAY BE POSTED TO:</b>  <b>THE DIRECTOR -GENERAL          NATIONAL DEPARTMENT OF PUBLIC WORKS          PRIVATE BAG X 9469          POLOKWANE          0700</b>  <b>ATTENTION:          PROCUREMENT SECTION: ROOM 10</b>	OR	<b>DEPOSITED IN THE TENDER BOX AT:</b>  <b>78 Hans Van Rensburg Street          Old Mutual Building          POLOKWANE          Room no 10</b>
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**COMPILED BY:**

Morudu MP		Acting ASD	16/02/2022
Name of Project Leader	Signature	Capacity	Date

**PART A  
INVITATION TO BID**

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

BID NUMBER: **PLKQ22/32** CLOSING DATE: **24/02/2022** CLOSING TIME: **11:00**

DESCRIPTION **RENDERING OF 12 MONTHS CLEANING SERVICES CONTRACT AT MOKERONG  
MAGISTRATE OFFICE.**

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

**NO. 78 HANS VAN RENSBURG STREET POLOKWANE 0700**

**LIMPOPO**

**OR POSTED TO:**

**PRIVATE BAG X 9469**

**POLOKWANE 0700**

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TCS PIN: OR CSD No:

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]  Yes  No B-BBEE STATUS LEVEL SWORN AFFIDAVIT  Yes  No

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)  AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX  A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)  A REGISTERED AUDITOR

NAME:

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?  Yes  No [IF YES ENCLOSE PROOF] ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  Yes  No [IF YES ANSWER PART B:3 BELOW]

SIGNATURE OF BIDDER DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)

TOTAL BID PRICE (ALL APPLICABLE TAXES)

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:** **TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT/ PUBLIC ENTITY CONTACT PERSON

CONTACT PERSON TELEPHONE NUMBER

TELEPHONE NUMBER FACSIMILE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

TELEPHONE NUMBER

FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. <b>BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</b></p> <p>1.4. <b>WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</b></p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.**

**Note Well:**

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

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





PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	RENDERING OF 12 MONTHS CLEANING SERVICES CONTRACT AT MOKERONG MAGISTRATE OFFICE.		
<b>Project Leader:</b>	MORUDU MP	<b>Bid / Quote no:</b>	PLKQ22/32

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
COVER PAGE	01 Pages	<input type="checkbox"/>
CONTENT PAGE	02 Pages	<input type="checkbox"/>
BID FORM (SBD1)	01 Pages	<input type="checkbox"/>
NOTE: TAX CLEARANCE CERTIFICATE	01 Pages	<input type="checkbox"/>
PA-03 (GS): NOTICE AND INVITATION TO TENDER	03 Pages	<input type="checkbox"/>
PA-09 (GS): LIST OF RETURNABLE DOCUMENT	01 Pages	<input type="checkbox"/>
PA-10: GENERAL CONDITION OF CONTRACT (GCC)	10 Pages	<input type="checkbox"/>
PA-11 DECLARATION OF INTERESTE AND BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	03 Pages	<input type="checkbox"/>
PA-15.1 RESOLUTION OF BOARD OF DIRECTORS	01 Pages	<input type="checkbox"/>
PA-15.2 RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES	02 Pages	<input type="checkbox"/>
PA-15.3 SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURE	03 Pages	<input type="checkbox"/>
PA-16: PREFERENCE POINTS CLAIM FORM	08 Pages	<input type="checkbox"/>
PA-29: CERTIFICATE OF BID DETERMINATION	04 Pages	<input type="checkbox"/>
SPECIFICATION AND PRICING SCHEDULE	39 Pages	<input type="checkbox"/>
PA-36 AND ANNEXTURE C	05 Pages	<input type="checkbox"/>
PA-40	02 Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date



### PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in **full** and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

<b>Project title:</b>	<i>RENDERING OF 12 MONTHS CLEANING SERVICES CONTRACT AT MOKERONG MAGISTRATE OFFICE.</i>		
<b>Bid no:</b>	<i>PLKQ22/32</i>	<b>Reference no:</b>	

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

**1. CIDB REGISTRATION NUMBER (if applicable)**

2. Any legal person, including persons employed by the State<sup>1</sup>; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

3.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.



1 "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2 "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state?

YES  NO

3.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

Name of state institution at which you or the person is connected to the bidder is employed .....

Position occupied in the state institution:.....

Any other particulars:

.....  
.....

3.8 Did you or your spouse, or any of the company's directors / trustees/shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES  NO

3.8.1 If so, furnish particulars:.....

.....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES  NO

3.9.1 If so, furnish particulars.

.....  
.....

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the

evaluation and or adjudication of this bid?  YES  NO

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?  YES  NO

3.11.1 If so, furnish particulars:

.....  
.....

**4. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

5.1	Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	If so, furnish particulars:		



5.3	<p><i>Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</i></p> <p><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.4	<p><i>If so, furnish particulars:</i></p>		
5.5	<p><i>Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	<p><i>If so, furnish particulars:</i></p>		
5.7	<p><i>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.8	<p><i>If so, furnish particulars:</i></p>		

**6. CERTIFICATION**

I the undersigned (full name) \_\_\_\_\_ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8



### PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_ (legally correct full name and registration number, if applicable, of the Enterprise)

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

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

**RESOLVED that:**

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

\_\_\_\_\_ (project description as per Bid / Tender Document)

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

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

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

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

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

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



15			
16			
17			
18			
19			
20			

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

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

<b>ENTERPRISE STAMP</b>



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

\_\_\_\_\_

*(Legally correct full name and registration number, if applicable, of the Enterprise)*

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

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

**RESOLVED that:**

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

\_\_\_\_\_

*(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)*

to the Department of Public Works in respect of the following project:

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *(code)*





Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

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

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

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

**Note:**

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

**ENTERPRISE STAMP**



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

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

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

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

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

**RESOLVED that:**

**RESOLVED that:**

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

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

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

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



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

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

**Note:**

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

## PA16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.**

### 1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- 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. The value of this bid is estimated to ~~Not Exceed~~ R50 000 000 (all applicable taxes included) and therefore the... 80/20.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.



- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20                      or                      90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration



Pmin = Comparative price of lowest acceptable bid

## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:



**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

**8 SUB-CONTRACTING (relates to 5.5)**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME/ a QSE YES / NO (delete which is not applicable)

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number .....

9.3 Company registration number .....

:

- 9.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

- 1. ....
- 2. ....

.....

**SIGNATURE(S) OF BIDDER(S)**

DATE:..... ADDRESS:.....

.....

## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

<b>Project title:</b>	RENDERING OF 12 MONTHS CLEANING SERVICES CONTRACT AT MOKERONG MAGISTRATE OFFICE.		
<b>Bid no:</b>	PLKQ22/32	<b>Reference no:</b>	

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

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.

Name of Bidder	Signature	Date	Position

<sup>3</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.



**PA-36: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**



1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Cleaners Protective Clothing (Worksuits and Boots)	100%

3. Does any portion of the goods or services offered have any imported content? (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**



IN RESPECT OF BID NO. ....

ISSUED BY: (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.isp](http://www.thdti.gov.za/industrial_development/ip.isp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content(x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.





(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:**                      **DATE:** \_\_\_\_\_

**WITNESS No. 1**                  **DATE:** \_\_\_\_\_

**WITNESS No. 2**                  **DATE:** \_\_\_\_\_

## Annex C

### Local Content Declaration - Summary Schedule

(C1) Tender No. (C2) Tender description: (C3) Designated product(s) (C4) Tender Authority: (C5) Tendering Entity name: (C6) Tender Exchange Rate: (C7) Specified local content %	Pula <input style="width: 50px;" type="text"/> EU <input style="width: 50px;" type="text"/> GBP <input style="width: 50px;" type="text"/>	<div style="border: 1px solid black; padding: 5px; font-size: small;">                     Note: VAT to be excluded from all calculations                 </div>
--	---	--

Tender item no's	List of items	Tender price - each (excl VAT)	Calculation of local content				Tender summary				
			Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B: \_\_\_\_\_

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

(C20) Total tender value  
 (C21) Total Exempt imported content  
 (C22) Total Tender value net of exempt imported content  
 (C23) Total Imported content  
 (C24) Total local content  
 (C25) Average local content % of tender

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

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

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, AND 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 )

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

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



# 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 herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

### Signed by the Tenderer

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

## SPECIFICATION

### DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

#### RENDERING OF CLEANING SERVICES AT: MOKERONG MAGISTRATE OFFICE.

**CONTRACT PERIOD: TWELVE (12) MONTHS.**

**EXTENT OF OFFICE: 4114.15m<sup>2</sup>**

#### **1. Broad definition of the service**

- Provide cleaning services to the interior of the buildings including all interior windows to ensure the site is kept free from dust, dirt, scuff marks, smudges finger marks, stickers, litter, stains, chewing gum and graffiti in order to provide a safe, clean, tidy and healthy working environment for all occupants in accordance with business requirements and industry best practice.
- Conduct regular operational reviews to ensure continuous innovation and improvement in service delivery, and identify opportunities for reducing costs
- Provide a reactive cleaning service
- Provide consumables and equipment necessary to operate the service.
- Comply with COVID19 cleaning protocols.

#### **2. Occupants**

\*State approximate total of occupants and visitors at any one time +/- 100

Main Court operates 08 hours in a day and 05 days in a week in a full operating court

#### **3. Guidelines**

300-1000 sq. m per cleaner

0-2000 sq. m 1 monthly site visit by the contractor

2000-5000sq m 1 supervisor on site

5000sq m and above 2 supervisors on site

- **Human Resources**

Number of Cleaners –5

Number of supervisor-1

Bidders to comply with the Sectorial Determination 1 establishing conditions of employment for employees in the Contract Cleaning Sector, South Africa, made by the Minister of Labour, in terms

of section 51 (1) of the Basic Conditions of Employment Act, 1997 (No. 75 of 1997), published under Government Notice R. 990 of 26 November 2011 and all subsequent amendments thereto in respect of minimum remuneration, working hours and any other employment conditions etc. Bidders not complying with these minimum requirements will not be considered. The publications are obtainable from the: South African Department of Labour online website: <http://www.labour.gov.za> or Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001Pretoria Tel: (012) 334-4508, 334-4509, 334-4510.

- **Commercial Cleaning Equipment** (bidders to make use of energy efficient and environmentally friendly machinery)

The contractor shall provide and maintain all equipment including specialist equipment, considered necessary by the contractor to achieve the performance requirement and the cleaning standards. All equipment supplied for use under this agreement shall be free from defect and where necessary maintained and tested in accordance with the manufacturers recommendations or as deemed necessary by the supplier

**01 (One)** Professional wet/dry vacuum cleaners specially designed for applications with small and medium-sized surfaces. Flexible, powerful and very practical, that can be used in every kind of space. Should be at least 8.7 kg weight, waste tank capacity of 25 litre, power rating in (W) 1800, Voltage 220-240 with low noise level 60dB(A).

**01 (One)** Polisher or Scrubber machine that allow high gloss effect of a large surfaces with great performance of at least 41.5kg weight, brush motor rating 1000/1300 and noise level of >54dba. An optional spray system allows the restoration of the wax film in case of necessity. This ultra-high-speed single disc machines, fast and powerful, assures highly professional performances; the extreme manageability makes also the use of the unit possible by less qualified personal always with maximum level results. Suitable for extremely hard cleaning tasks. Should be able to clean all sorts of hard floors: laminate, parquet, PVC and linoleum and easy to use.

Scrubber machines that delivers an advanced state of safety and cleanliness with 43cm scrub deck and 21 litre water tank. Quietly clean in noise-sensitive environments. Create a clean, safe and healthy environment. Improve environmental health with exclusive hygienic tanks for easy access and sanitization, reducing mould, bacteria and other contaminants that can grow in

enclosed tanks. Reduce risk of slip and fall accidents in narrow, congested spaces with excellent water recovery – even in forward and reverse maneuvers.

The following cleaning quality standards must be complied with by the Supplier:

- (i) ISO 9001 – Quality Management System;
- (ii) ISO 14001 – Environmental Management Systems;
- (iii) OHSAS 18001 – Occupational Health and Safety;
- (iv) Construction regulations of July 2003; and
- (v) All relevant legislation.

- **Financials**

Indicate the financial capability by having a start-up capital equivalent to 1 (one) month cash flow for the project -refer to clause 22 of this document.

- **Site visits for inspection**

Minimum of **01 (one)** visit per month to conduct inspection.

All transport costs including the transportation of materials to and from the office to render the service are to be included under the monthly costing for transport, refer to the **cost breakdown template** of this document.

#### **4. Task description**

##### **4.1 Dusting**

**4.1.1** Unless otherwise stated, the under-mentioned should be dusted with a soft cloth or duster which is commercially available for this purpose, so that it is, in the opinion of the State, clean every working day.

- (a) The contents of each room.
- (b) All surfaces and partitions.
- (c) Stock in storerooms should be dusted on request, but at least once a month.

#### **5. Courtyards**

**5.1** Sweep and wash in accordance with the finish so that all dust, leaves etc. are removed - daily.

**5.2** Paving : hose down with clean water or scrub – daily

#### **6. Blinds**

- 6.1 Dust indoor blinds – daily
- 6.2 Damp-wash indoor blinds - monthly.
  
- 7. **Doors-** refer to the cleaning protocols
  - 7.1 Remove dirty spots on wooden and metal doors - daily.
  - 7.2 Polish door-knobs with an approved metal polish where applicable - daily.
  - 7.3 Keep glass door clean - daily.
  - 7.4 Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.
  
- 8. **Glass-** refer to the cleaning protocols
  - 8.1 All outdoor glass surfaces of buildings specified in the contract, excluded those mentioned in paragraphs 8.3, washed with a degreasing agent and equipment that will not scratch the surface, and polished as required - monthly.
  - 8.2 Clean each window in the building quarterly (inside and outside). Internal glazing (which includes the inside of an external window) and window frames to be cleaned periodically to ensure that glazing is free from finger marks, smears, and excessive build-up of dirt.
  - 8.3 Internal window frames to be cleaned periodically to ensure that they are free from excessive build-up of dirt
  - 8.4 Dust/wash/damp-wash partition glass and those mentioned in paragraphs 9.1 maintain a high degree of neatness – daily, refer to the cleaning protocols.  
NB: Step ladders for cleaning of windows not be higher than 1.6 meters. The contractor will be held liable for any negligence caused by cleaning equipment.
  
- 9. **Elevators-** refer to the cleaning protocols
  - 9.1 Clean elevators – daily,
  
- 10. **Furniture-** refer to the cleaning protocols
  - 10.1 Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy, and should not come off on anything it comes into contact with after it has been polished - weekly.
  - 10.2 Remove dirty spots from glass tops, desks and other furniture in an appropriate way - daily.
  - 10.3 Damp-wash glass tops of furniture and polish – daily .



- 10.4 Remove dirty spots from glass doors of bookcases - daily.
- 10.5 Damp-wash glass doors of bookcases - daily.
- 10.6 Damp-wash those parts of furniture covered in leather or imitation leather - daily.
- 10.7 Cleaning of counters - daily.
- 10.8 Treat upholstered or leather-covered parts of furniture with an approved agent - monthly.
- 10.9 Wipe empty shelves with a damp cloth - daily.
- 10.10 Dust open shelves and contents as well as desks without removing the contents - daily.
- 10.11 Vacuum those parts of furniture covered with fabric - weekly.

**11. Inside walls-** refer to the cleaning protocols

- 11.1 Remove spots and fingerprints on walls, paintwork, electric switches, etc. - daily
- 11.2 Dust wooden panels and partitions - daily.
- 11.3 Damp-wash wall tiles - daily.
- 11.4 Wash window sills with soap and water - daily.
- 11.5 Clean notice boards - daily.

**12. Toilets-** refer to the cleaning protocols

Bidder will be required to **deep clean toilets once every six (6) months.**

**12.1 Sanitary Bins- Quantity (08)**

The provision of sanitary waste bins in every cubicle in all female toilets and uni-sex toilets for the disabled; regular collection of the bins for disposal of the sanitary waste off-site in an approved manner and their replacement with empty bins. The contents must be removed from the site fortnightly (14 days service).

**12.2 Toilet pans, seats, covers, urinals, towel rails and taps**

- 12.2.1 Clean and disinfect with an approved disinfectant - twice daily.
- 12.2.2 Clean and polish all metal surfaces - daily.
- 12.2.3 An approved agent should be put in toilet pans to prevent deposits forming - weekly.

**12.3 Showers**

Clean and disinfect with an approved disinfectant - daily.

**12.4 Mirrors**

Clean and polish all mirrors - daily.

**12.5 Wall tiles**

**12.5.1** Remove dirty spots - daily.

**12.5.2** Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.

**12.6 Walls, doors (painted) and partitions**

**12.6.1** Remove dirty spots, including from unpainted doors - daily.

**12.6.2** Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.

**12.7 Visible pipes**

Clean all visible pipes - daily.

**12.7.1** Damp-wash floors with an approved disinfectant - daily.

**12.7.2** Remove dirty spots and rubbish - daily.

**12.7.3** Non-slip cleaning agents should be used. Employees may not be exposed to wet/slippery floors.

**12.8 Incinerators**

Damp-wash with approved disinfectant - daily.

**12.9 Clogging**

Approved agents should be put in basins and urinals to prevent clogging - weekly.

**12.10 Glazed/enamelled surfaces**

Wash only with an approved liquid agent. No abrasives or scouring materials may be used.

**12.11 Toiletries**

The following toiletries must be provided by the Contractor, in sufficient amounts as required, and should be available at all times. It should be put in the various toilets and replenished or replaced as required:

**12.11.1** Disposable paper towels for containers currently installed in toilets.

**12.11.2** Single-ply toilet paper, 5 toilet rolls per person per month (variable according to the size of the office and number of officials and visitors)

**12.11.3** Toilet soap, 2 bars hand soap per wash basin per week or 1 litre liquid hand soap per wash basin.

**12.11.4** Air-fresheners as approved.

**13. Telephones-** refer to the cleaning protocols

Wipe with a damp cloth with suitably diluted disinfectant - daily.

**14. Stairs (including fire-escapes)-** refer to the cleaning protocols

**14.1** Dust as in paragraph 4.1

**14.2** Wipe banisters with a damp cloth - daily.

**14.3** Polish unpainted banisters as in paragraph 10.1 - monthly.

**15. Floors (including stairs and fire-escapes)**

Sweep, wash floors and vacuum carpets in order to maintain a high gloss and/or degree of neatness - daily.

**15.1 Vinyl, vinyl-asbestos tiles, linoleum, asphalt, rubber and similar coatings**

**15.1.1** Sweep in order to maintain a degree of neatness - daily

**15.1.2** Wash floors and vacuum carpets in order to maintain a degree of neatness - daily

**15.1.3** Should entry to offices or high traffic make it difficult to treat floors as in 16.1.1 and 16.1.2 above during normal office hours, it should be done after office hours.

**15.1.4** Wipe and remove marks like mud spots - daily.

**15.1.5** Spray polishing for which an approved polymer agent is used (e.g. a solution of water and the agent described in 16.1.1 and 16.1.2 a) should only be done after the floor has been wiped with a "dust magnet", and frequently enough to maintain the polymer coating.

**16. Wooden Floors and block-floors**

**16.1.1** Sweep and remove all dirty marks - daily.

**16.1.2** Polishing, with an approved non-slip polish, should be done as follows, after the floor has been wiped with a damp mop.

**16.1.3** High traffic areas (like passages) apply polishing agent and polish - weekly.

**16.1.4** As soon as an unsightly layer of old polish has built up, it should be scrubbed off and a new coat re-applied.

**16.2 Carpets (wall-to-wall and loose)**

**16.2.1** Vacuum all carpets - weekly.

**16.2.2** Thorough vacuuming high traffic (like passages) twice a week, offices once a week

**16.2.3** 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.

**16.2.4** 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 shampoo. 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.

**16.2.5** Carpets should be **deep cleaned once every six months**, after hours or during weekends.

**16.2.6** Clean entrance carpets and dust carpets - daily.

**16.3 Indoor concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)**

**16.3.1** Remove all dirty spots and sweep - daily.

**16.3.2** Scrub with soap and water - weekly.

**16.3.3** Polish all polished surfaces - daily.

**16.4 Outdoors concrete surfaces and paving (marble, ceramics, terrace tiles etc. excluding those in toilets)**

**16.4.1** Steps, passages, footways and water canals should be swept with appropriate brooms and dirty spots removed – daily

**16.4.2** Pick up all rubbish on paving – daily

**16.4.3** Sweep paving with a hard broom - daily.

**16.4.4** Unpolished steps and walkways should be washed or scrubbed with soap and water - weekly.

**16.4.5** Polishing of polished steps - weekly.

**17. Rubbish removal-** refer to the cleaning protocols

**17.1 Waste baskets**

**17.1.1** Empty all waste baskets - daily.

**17.1.2** Damp-wash or wash - weekly.

**17.1.3** Empty rubbish-bins in lobbies and passages - daily.

**17.1.4** Clear all conspicuous rubbish – daily

**17.1.5** Sweep parking areas, garages and loading zone.

**17.1.6** Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent - monthly.

**17.1.7** Sweep parking area - weekly, after hours.

**17.1.8** Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.

## **17.2 Ash-trays**

**17.2.1** Empty and damp-wash/wash all ash-trays - daily.

**17.2.2** Empty and damp-wash/wash all large ash-trays outside conference rooms - three times daily.

**17.2.3** 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.

**17.2.4** Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.

**17.2.5** The Contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated - daily.

**17.2.6** 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 Contractor, and put in an appropriate place on the premises.

**17.2.7** Rubbish should be temporarily stored on the premises in proper rubbish bins provided by the State or garbage bags provided by the Contractor.

**17.2.8** Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.

## **18. Drinking water-** refer to the cleaning protocols

Fresh drinking water should be provided in the water-bottles made available in offices, passages, conference and training rooms – Twice daily.

## **19. Curtains**

All curtains, including linings and drapes should be removed by the Contractor. The Contractor will also return it to its original positions - on request, but at least twice a year.

## **20. Kitchens-** refer to the cleaning protocols

- Floors dusted and washed daily.
- Counters washed daily.

- Cupboards cleaned, dusted inside weekly to enhance pest control.
- Should be **deep cleaned once every six months**, after hours or on weekends

## **21. General Requirement**

The contractor shall ensure that the service and all incidental and related activities are at all times performed in compliance with the attached PA 10: Conditions of Contract and all statutory requirements including all Health and Safety legislation and best practice guidelines.

Cleaning Personnel should first receive proper training and education, general and deep cleaning and disinfecting protocols. They must use all barrier precautions (such as Conti Suit, ID card, Face Masks, Rubber Gloves, Gum Boots / Safety shoes, NO ENTRY signs to be displayed at working areas. Extendable barrier to prevent entry during deep clean) when cleaning the spaces where surfaces may be contaminated with infectious agents/organisms.

The Contractor shall ensure that the service and all incidental and related activities are at all times performed in compliance with H&S, Environmental and Security. Cleaning Materials and cleaning equipment should meet the SABS standards or be SABS approved. Signage boards must be visible at all times when cleaning the floors i.e. Caution wet floors. Chemicals to be slip-free according to the data sheet of supplies and listed flammable or not flammable. Materials and chemicals are to be stored safely at all times. Successful bidder will be expected to complete daily checklist and incident report that must be submitted to the department together with the job card and the invoice.

**21.1 CLEANING PROTOCOL FOR AREAS- KITCHEN**

Area / Item	PPE	Utensils or Equipment	Chemical & Dilution	Method of Cleaning	Frequency							Recommended guidelines
					M	T	W	T	F			
<b>WHITE CLEANING EQUIPMENT (RECOMMENDED)</b>												
1	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Hand towel rolls 2. Hand towel holder <b>or</b> 3. Hand towel dispenser	N / A	Replace empty hand towel roll with new	Daily							Use virgin hand towel paper
					Check 3 times a day/As Required							
2	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Dish washing liquid bottle or 2. Dish washing dispenser	N / A	Refill dishwasher detergent bottle or dispenser	Daily							Wall mounted automatic dish liquid detergent dispensers with infrared sensor
					Check 3 times a day/As Required							

3	Light fixtures	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre Cloth 2. Long duster 3. Broom 4. Dust pan	N / A	Remove cobwebs, dust light fixtures	<b>Weekly</b>															<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner</li> <li>Sanitise surface with mixture of cold water and bleach or disinfectant.</li> <li>***Use diluted bleach within 24 hrs. Soak the Microfibre cloth in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use or</li> </ul>
4	Kitchen sink area & taps, storage cabinet	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> </ul> <ul style="list-style-type: none"> <li>15 ml / 1 tablespoon of bleach into 3.8lit of cold water or any other recommended disinfectant (Sodium hypochlorite - bleach <b>NOT</b> to</li> </ul>	<ul style="list-style-type: none"> <li>Pour diluted Multi-purpose cleaner into sink or bucket</li> <li>Wash kitchen sink area, storage cabinet, &amp; taps</li> </ul>	<b>Daily</b>  Check 3 times a day / As Required  <b>3 times a day</b> (subsequent to using soap water)															



5	Tables & Chairs	<ol style="list-style-type: none"> <li>Mask /+ face shield</li> <li>Mid arm length rubber gloves</li> <li>Plastic or cotton apron</li> <li>Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>Microfibre cloth or Disposable cloth</li> </ol>	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium hypochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)</li> </ul>	<ul style="list-style-type: none"> <li>Dry wipe the tables &amp; chairs.</li> <li>Damp wipe the surface with soap &amp; warm water mixture</li> </ul>	<p><b>Daily</b></p> <p><b>&amp; 3 times a day</b> in frequently touched surfaces</p>	<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner</li> <li>Sanitise surface with mixture of cold water and bleach or disinfectant.</li> </ul>	<ul style="list-style-type: none"> <li>See recommended guideline listed in number 3 or above</li> </ul>
6	Fridge doors, microwave oven, doors, door handles, switches	<ol style="list-style-type: none"> <li>Mask /+ face shield</li> <li>Mid arm length rubber gloves</li> <li>Plastic</li> </ol>	<ol style="list-style-type: none"> <li>Microfibre cloth or</li> <li>Disposable cloth</li> </ol>	<ul style="list-style-type: none"> <li>Dilute liquid soap / into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium hypochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)</li> </ul>	<ul style="list-style-type: none"> <li>Damp wipe Fridge doors, microwave oven, doors, door handles, switches</li> </ul>	<p><b>Daily</b></p> <p><b>&amp; 3 times a day</b> in frequently touched surfaces</p>	<ul style="list-style-type: none"> <li>See recommended guideline listed in number 3 or above</li> </ul>	

7	Wall Posters and Frames	<p>or cotton apron</p> <p>4. Safety shoes</p>	<p>1. Mask /+ face shield</p> <p>2. Mid arm length rubber gloves</p> <p>3. Plastic or cotton apron</p> <p>4. Safety shoes</p>	<p>•15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium hypochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)</p> <p>• Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</p> <p>•15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium hypochlorite - bleach <b>NOT</b> to be mixed with</p>	<p>with a clean cloth</p> <p>Disinfect using diluted bleach after contact period and wipe with clean cloth</p>	<p><b>3 times a day</b> (subsequent to using soap water)</p>	<p><b>Daily</b></p> <p>• Dry wipe, pour diluted chemical into bucket and damp wipe ,posters and frames with a clean cloth</p> <p>Disinfect using diluted bleach after contact period and wipe with clean cloth</p>	<p><b>Once a day</b> (subsequent to using soap water)</p>	<p>• See recommended guideline listed in number 3 or above</p>
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8	Walls and glass partitions	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	soap / detergent / another disinfectant) • Dilute liquid soap / into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)	• Dry wipe dust, pour diluted chemical into bucket and damp wipe ,posters and frames with a clean cloth	<b>Weekly</b>	<b>Weekly</b> (Just after using soapy water)	Disinfect using diluted bleach  *** Just before end of day / session, after using soapy water	• 15 ml of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium byochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)	• See recommended guideline listed in number 3 or above
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9	Polish	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Microfibre cloth or</li> <li>2. Disposable cloth</li> </ol>	Furniture polish	<ul style="list-style-type: none"> <li>• Spray furniture polish on Microfibre cloth and wipe down dining tables &amp; cabinets.</li> </ul>	<b>Daily</b>	<ul style="list-style-type: none"> <li>• Apply recommended guideline listed in number 3 first before polishing the tables.</li> <li>• Polish may be used to add a protective shine to wood but not recommended in frequently touched areas as it deactivates the active cleaning ingredients in the detergent.</li> </ul>
10	Windows & window sill	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	Window Cleaning Kit	Dilute window cleaner (Windowlene) according to the manufacturer's guide	<ul style="list-style-type: none"> <li>• Pour diluted chemical into bucket</li> <li>• Wash and wipe all accessible windows (Interior &amp; Exterior) with a clean cloth</li> </ul>	<b>Weekly</b>	<ul style="list-style-type: none"> <li>Monthly window cleaning may be considered depending on the weather conditions</li> </ul>

11	Corners and Skirting	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Microfibre cloth or</li> <li>2. Disposable cloth</li> </ol>	<ul style="list-style-type: none"> <li>• Dilute 2 tablespoons or 30 ml of pine gel per 1 liter of water <b>or</b></li> <li>• Dilute 20ml of Acetic Acid into 10lit of water (strength varies per manufacturer)</li> </ul>	Dilute chemical into bucket, dust corners, skirting and damp with a clean cloth	<b>Daily</b>	Possible increased frequency in high traffic areas. Ensure good ventilation while washing the floors. Soak the cloths in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.
12	Floors & passages(Non-porous surfaces)	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Microfibre Cloth</li> <li>2. Long duster</li> <li>3. Broom</li> <li>4. Dust pan</li> <li>5. Mopping Unit</li> <li>6. Floor scrubber machine</li> <li>8. Caution board</li> </ol>	<ul style="list-style-type: none"> <li>• Dilute 2 tablespoons or 30 ml of pine gel per 1 liter of water <b>or</b></li> <li>• Dilute 20ml of Acetic Acid into 10lit of water (strength varies per manufacturer)</li> </ul>	<p>Sweep floors first removing all loose dirt. Then damp mop floors or scrub the floors</p>	<b>Daily sweeping &amp; scub floors quarterly</b>	<ul style="list-style-type: none"> <li>•Increased frequency is recommended in high traffic areas. •Discard discoloured water and refill the bucket with clean water and cleaning chemical.</li> <li>•Ensure good ventilation while washing the floors. •To sterilise, soak the mop in diluted bleach for at least 10</li> </ul>

13	Dustbins	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	Refuse Bags	<ul style="list-style-type: none"> <li>• Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>• 15 ml of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium bypochlorite - bleach NOT to be mixed with soap / detergent / another disinfectant)</li> </ul>	<ul style="list-style-type: none"> <li>• Empty waste from dust bins in refuse bag.</li> <li>• Remove to skip area and wash the dust bin</li> </ul>	2 times a day	minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.	<ul style="list-style-type: none"> <li>• Dry goods &amp; left over food should be immediately thrown in a closed waste bin.</li> <li>• Empty bin regularly into a black bag, close properly before disposal and wash hands thoroughly after disposal of refuse.</li> <li>• Ensure a clean and healthy kitchen environment at all times.</li> </ul>
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Cleaning guide's focus is on frequently touched surfaces and from the cleanest to the dirtiest, from top to down, around the kitchen and dining hall. A separate PPE & equipment to be used when cleaning kitchen, clear labelling or **white colour** coding is recommended. Aim is to keep kitchen environment free of pathogens and the use of eco-friendly products is recommended. Quarterly replacement schedule of microfiber cloth, mop, broom, and duster must be available. Diluted biocide (4 sachet of 6g) into 9litres of water or Hydrogen peroxide 3% concentrate can be used as a disinfectant when cleaning after suspected use by an infected official. Cleaning equipment must be cleaned at the end of each day's cleaning session. Wash & dry gloves, plastic/cotton aprons carefully after use, wipe safety shoes after use with soap and water or surface disinfectant. Dry the equipment such cloths, broom, mop etc. in direct sunlight where possible. Report water tap leaks and bad odour coming out of the toilets to the supervisor

**Cleaner Name, Surname & Signature:** \_\_\_\_\_  
**Supervisor Name, Surname & Signature:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_  
**Client Verification Signature:** \_\_\_\_\_

**21.2 CLEANING PROTOCOL FOR AREAS- OFFICE & COURTOOMS**

Area / Item	PPE	Utensils or Equipment	Chemical & Dilution	Method of Cleaning	Frequency							Recommended guidelines
					M	T	W	T	F			
<b>YELLOW CLEANING EQUIPMENT (RECOMMENDED)</b>												
1	Light fixtures 1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre Cloth 2.Long duster 3.Broom 4. Dust pan 5.Step ladder	N / A	•Remove cobwebs, dust light fixtures •If high to reach, use a stepladder	Weekly							•A two or three step- stepladder is recommended.

2	Floors & passages (Non-porous surfaces)	<ol style="list-style-type: none"> <li>Mask /+ face shield</li> <li>Mid arm length rubber gloves</li> <li>Plastic or cotton apron</li> <li>Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>Microfibre Cloth</li> <li>Long duster</li> <li>Broom</li> <li>Dust pan</li> <li>Mopping Unit</li> <li>Mop</li> <li>Floor scrubber machine</li> <li>Caution board</li> </ol>	<ul style="list-style-type: none"> <li>Dilute 2 tablespoon or 30 ml of pine gel per 1 liter of water, tile bright cleaner (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of bleach into 3.8lit of cold water or any other recommended disinfectant (Sodium byochlorite - bleach NOT to be mixed with soap / detergent / another disinfectant)</li> </ul>	<p>Sweep floors first removing all loose dirt. Then mop damp floors or scrub the floors</p> <p>Disinfect using diluted bleach after contact period and wipe with clean cloth</p> <p>*** Just before end of day / session, after using soapy water</p>	<p><b>Daily sweeping &amp; scub floors quarterly</b></p>	<ul style="list-style-type: none"> <li>Increased frequency is recommended in high traffic areas.</li> <li>Discard discoloured water and refill the bucket with clean water and cleaning chemical.</li> <li>Ensure good ventilation while washing the floors.</li> <li>To sterilize, soak the mop in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.</li> </ul>
3	Tables, Chairs, Cabinets, reception	<ol style="list-style-type: none"> <li>Mask /+ face shield</li> <li>Mid arm length rubber gloves</li> <li>Plastic or cotton</li> </ol>	<ol style="list-style-type: none"> <li>Microfibre cloth or</li> <li>Disposable cloth</li> </ol>	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of</li> </ul>	<p>Dry wipe the tables &amp; chairs.</p> <p>Damp wipe the surface with soap &amp; warm water mixture</p> <p>Disinfect using diluted bleach</p>	<p><b>Daily for office tables &amp; 3 times a day</b> frequently touched surfaces</p> <p><b>3 times a day</b></p>	<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner</li> <li>Sanitise surface with mixture of cold water and bleach or disinfectant.</li> <li>***Use diluted bleach within 24</li> </ul>



4	Surface wipes for reception	apron 4. Safety shoes	Wipes	bleach into 3.8lit of cold water or any other recommended disinfectant (Sodium byochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)	after contact period and wipe with clean cloth	(subsequent to using soap water)	hrs. Soak the Microfibre cloth in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use or use disposable cloth per table.
5	Printer machine, microphone, office telephone , Computer, keyboard, remote control &	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> </ul>	<ul style="list-style-type: none"> <li>Switch-off and unplug all electric equipment•</li> <li>Dry wipe equipment•</li> <li>Dip a clean microfibre cloth into the soap &amp; warm water</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>&amp; 3 times a day frequently touched surfaces</li> </ul>	The use of bleach is safe to disinfect surfaces as it kills harmful bacteria and gems. First, wash the surface with soap & warm water and

other electronic equipment	apron4. Safety shoes			<ul style="list-style-type: none"> <li>Alcohol based disinfectant / spray (Refer to manufacturer's instructions) or</li> <li>Any recommended disinfectant by manufacturer</li> </ul>	<p>solution and thoroughly wring it out•Gently wipe equipment with the dampened cloth•Rinse all the soap out of the cloth, and wring it, go back over equipment to remove any soap residue•Gently wipe equipment, using a dry microfibre cloth.</p> <ul style="list-style-type: none"> <li>power off and unplug electronics.</li> <li>Dampen a microfibre cloth with the spray, being careful not to oversaturate the cloth.</li> <li>Wipe down the screen, avoiding all openings.</li> <li>Allow the spray to sit for the amount of time noted on the product packaging.</li> <li>Wipe surface</li> </ul>	3 times a day (subsequent to using soap water)			<p>sanitise surface with cold water and bleach. Use diluted bleach within 24 hrs. Soak the microfibre cloth in diluted bleach for at least 10 minutes or soak in boiling water at 90°C for at least 10 minutes before use or use disposable cloth per table.</p>
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6	Doors, door handles, stair rails, hand switches and push buttons on elevators	1. Mask face shield2. Mid arm length rubber gloves3. Plastic or cotton apron4. Safety shoes	1. Microfibre cloth or2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of bleach into 3.8lit of cold water or any other recommended disinfectant</li> </ul>	dry with a fresh microfibre cloth. <ul style="list-style-type: none"> <li>Damp wipe with warm mixture wipe doors, door handles, stair rails, hand rails, switches and push buttons on elevators with a clean cloth</li> <li>Disinfect using diluted bleach after contact period and wipe with clean cloth</li> </ul>	<p><b>Daily</b></p> <p>&amp; 3 times a day frequently touched surfaces</p> <p><b>3 times a day</b> (subsequent to using soap water)</p>	<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner • Sanitise surface with mixture of cold water and bleach or disinfectant. ***Use diluted bleach within 24 hrs. Soak the Microfibre cloth in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use or use disposable cloth per table.</li> <li>See recommended guideline listed in number 3 or above</li> </ul>
7	Wall Posters and Frames	1. Mask face shield2. Mid arm length rubber gloves	1. Microfibre cloth or2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> </ul>	<ul style="list-style-type: none"> <li>Dry wipe, pour diluted chemical into bucket and damp wipe ,posters and frames with a clean cloth</li> </ul>	<p><b>Daily</b></p>	<ul style="list-style-type: none"> <li>See recommended guideline listed in number 3 or above</li> </ul>

8	Walls and glass partitions	3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	• 15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant • Dilute liquid soap / into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)	Disinfect using diluted bleach after period and wipe with clean cloth	Once a day (After using soapy water)					• See recommended guideline listed in number 3 or above
9	Windows & window sill	1. Mask face shield 2. Mid arm length rubber gloves	Window Cleaning Kit	Dilute window cleaner (Windowlene) according to the manufacturer's guide	Disinfect using diluted bleach after period and wipe with clean cloth *** Just before end of day / session, after using soapy water	Weekly (Just before end of day / session, after using soapy water)					Monthly window cleaning may be considered depending on the weather conditions

10	<p>Corners and Skirting</p> <p>3. Plastic or cotton apron 4. Safety shoes</p> <p>1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes</p>	<p>1. Microfibre cloth or 2. Disposable cloth</p>	<ul style="list-style-type: none"> <li>Dilute 2 tablespoons or 30 ml of pine gel per 1 liter of water or Acetic Acid into 10lt of water (strength varies per manufacturer)</li> </ul>	<p>Dilute chemical into bucket, dust corners, skirting and damp with a clean cloth</p>	<p><b>Daily</b></p>	<p>Possible increased frequency in high traffic areas. Ensure good ventilation while washing the floors. Soak the cloths in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.</p>
11	<p>Vacuum Carpeted Areas (Porous surfaces)</p> <p>1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes</p>	<p>1. Vacuum cleaner 2. Refuse bag</p>	<p>N / A</p>	<p>Vacuum Carpeted areas: • 2 times weekly on high traffic areas and, • once weekly on low traffic areas</p>	<p><b>2 X Weekly</b></p>	<p>•A steam cleaning by a professional cleaning company is recommended to clean contaminated carpets</p>

12	Polish	1. Mask face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	Furniture polish +/-	• Spray furniture polish on Microfibre cloth and wipe down dining tables & cabinets.	Daily	<ul style="list-style-type: none"> <li>Apply recommended guideline listed in number 3 first before polishing the tables.</li> <li>Polish maybe used to add a protective shine to wood but not recommended in frequently touched areas as it deactivates the active cleaning ingredients in the detergent.</li> </ul>
13	Dustbins	1. Mask face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	Refuse Bags	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium byochlorite - bleach NOT to be mixed with</li> </ul>	<ul style="list-style-type: none"> <li>Empty waste from dust bins in refuse bag.</li> <li>Remove to skip area and wash the dust bin</li> </ul>	2 X a day	<ul style="list-style-type: none"> <li>Dry goods &amp; left over food should be immediately thrown in a closed waste bin.</li> <li>Empty bin regularly into a black bag, close properly before disposal and wash hands thoroughly after disposal of refuse.</li> <li>Ensure a clean and healthy kitchen environment at all times.</li> </ul>

<p>soap / detergent / another disinfectant)</p>												<p>Cleaning guide's focus is on frequently touched surfaces and from the cleanest to the dirtiest around the office block. A separate PPE &amp; equipment to be used when cleaning offices, boardrooms and courtroom and clear labelling or yellow colour coding is recommended Aim is to keep work environment free of pathogens. Aim is to keep work environment free of pathogens and the use of eco- friendly products is recommended. Quarterly replacement schedule of microfibre cloth, mop, broom, and duster must be available. Cleaning equipment must be cleaned at the end of each day's cleaning session. Wash &amp; dry gloves, plastic/cotton aprons carefully after use, wipe safety shoes after use with soap and water or surface disinfectant. Diluted biocide (4 sachet of 6g) into 9litres of water or Hydrogen peroxide 3% concentrate can be used as a disinfectant when cleaning after suspected use by an infected official. Report water tap leaks and bad odour coming out of the toilets to the supervisor.</p>				
<b>Cleaner Name, Surname &amp; Signature:</b>												<b>Supervisor Name, Surname &amp; Signature:</b>				
<b>Client Name:</b>												<b>Client Verification Signature:</b>				

Initial \_\_\_\_\_

### 21.3 CLEANING PROTOCOL FOR AREAS- ABLUTION FACILITIES

Area / Item	PPE	Utensils or Equipment	Chemical & Dilution	Method of Cleaning	Frequency							Recommended guidelines	
					M	T	W	T	F				
<b>RED CLEANING EQUIPMENT (RECOMMENDED)</b>													
1	Doors & door handles	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> </ul>	<ul style="list-style-type: none"> <li>Damp wipe with soap &amp; warm water mixture damp wipe doors, door handles, stair rails, hand rails, switches and push buttons on elevators with a clean cloth</li> </ul>	Daily & 3 times a day in frequently touched surfaces							<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner</li> <li>Sanitise surface with mixture of cold water and bleach or disinfectant.</li> <li>****Use diluted bleach within 24 hrs. Soak the Microfibre cloth in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use or use disposable cloth per table.</li> </ul>
2	Toilet paper	1. Mask /+ face shield 2. Mid	1. Toilet paper rolls 2. Toilet paper holder	N / A	<ul style="list-style-type: none"> <li>Disinfect using diluted bleach and wipe and buff handles with clean cloth</li> </ul>	3 times a day (subsequent to using soap water)							<ul style="list-style-type: none"> <li>Remove empty toilet paper roll</li> <li>Replace with new roll</li> </ul>



3	Hand towels	arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Hand towel rolls 2. Hand towel holder or dispenser	N / A	<ul style="list-style-type: none"> <li>•Remove empty hand towel roll</li> <li>• Replace with new roll</li> </ul>	<b>Daily</b> Check <b>3</b> times a day / As Required	<ul style="list-style-type: none"> <li>•Use virgin hand towel paper</li> </ul>
4	Hand soap	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Air Freshener 2. Air Freshener dispenser	N / A	<ul style="list-style-type: none"> <li>• Refill hand soap dispensers *** only if empty</li> <li>•Clean dispenser before filling</li> </ul>	<b>Daily</b> Check <b>3</b> times a day / As Required	<ul style="list-style-type: none"> <li>•Wall mounted automatic dispensers with infrared sensor</li> <li>•Refilling new soap on old can contaminate the entire soap over time</li> <li>•Odorless hygiene soap to keep germs at bay</li> </ul>

5	Air Freshener	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Liquid hand soap 2. Liquid hand soap dispenser	N / A	•Check & remove empty air freshener bottle and replace with new one	Daily	Automatic air freshener with controlled frequency as per set spray interval to minimize bad odour
6	Sanitary bins	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	Sanitary bin	Odour minimizing chemical as supplied by a certified SP	•Check if bin is serviced by the certified SP	BI weekly/ Monthly	As per the client specification
7	Light fixtures	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron	1. Microfibre Cloth 2. Long duster 3. Broom 4. Dust pan 5. Step ladder	N / A	•Remove cobwebs, dust light fixtures •If high to reach, use a stepladder	Weekly	A two or three step- stepladder is recommended.

8	Walls & tiles	4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium bypochlorite - bleach NOT to be mixed with soap / detergent / another disinfectant)</li> </ul>	<p>Sweep floors first removing all loose dirt. Then damp mop floors or scrub the floors</p> <p>Disinfect using diluted bleach</p> <p>**** Just before end of day / session, after using soapy water</p>	<p><b>Weekly</b></p> <p><b>Weekly</b></p>	<ul style="list-style-type: none"> <li>First, wash the surface with multi-purpose cleaner</li> <li>Sanitise surface with mixture of cold water and bleach or disinfectant then wipe clean.</li> <li>***Use diluted bleach within 24 hrs. Soak the Microfibre cloth in diluted bleach for at least 10 minutes before use or soak in boiling water at 90° C for at least 10 minutes before use or use disposable cloth per table.</li> </ul>
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9	Mirrors and fiber glass partitions	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	Dilute window cleaner (Windowlene) according to the manufacturer's guide	<ul style="list-style-type: none"> <li>• Pour diluted chemical into bucket</li> <li>• Wash and wipe all accessible mirror, fiber glass partitions and wipe with a clean cloth</li> </ul>	<b>Daily</b>	Ensure mirror and fiber glass partitions are free of water marks or stains
10	Windows & window sill	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	Window Cleaning Kit	Dilute window cleaner (Windowlene) according to the manufacturer's guide	<ul style="list-style-type: none"> <li>• Pour diluted chemical into bucket</li> <li>• Wash and wipe all accessible windows (Interior &amp; Exterior) with a clean cloth</li> </ul>	<b>Weekly</b>	Monthly window cleaning may be considered depending on the weather conditions
11	Wall Posters and Frames	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4.	1. Microfibre cloth or 2. Disposable cloth	<ul style="list-style-type: none"> <li>• Dilute liquid soap into warm water / multi-purpose detergent refer to the instruction guide (strength varies per manufacturer)</li> </ul>	<ul style="list-style-type: none"> <li>• Dry wipe, pour diluted chemical into bucket and damp wipe ,posters and frames with a clean cloth</li> </ul>	<b>Daily</b>	<ul style="list-style-type: none"> <li>• See recommended guideline listed in number 1</li> </ul>

	Safety shoes		<ul style="list-style-type: none"> <li>•15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant</li> </ul>	Disinfect using diluted bleach & clean after contact period and wipe with clean cloth  *** Just before end of day / session, after using soapy water)	<b>Once a day</b>	
12	Hand Wash Basin area , storage cabinet, dispensers& taps	<ol style="list-style-type: none"> <li>1. Mask /+ face shield</li> <li>2. Mid arm length rubber gloves</li> <li>3. Plastic or cotton apron</li> <li>4. Safety shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Microfibre cloth or</li> <li>2. Disposable cloth</li> </ol>	<ul style="list-style-type: none"> <li>• Dilute 20ml of Acetic Acid into 10lt of water or Multi-purpose cleaner, refer to the instruction guide (strength varies per manufacturer)</li> <li>•15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant</li> </ul>	<p><b>3 times a day</b></p> <ul style="list-style-type: none"> <li>• Pour diluted solution into bucket</li> <li>•Wash and wipe hand wash basin, storage cabinet, dispensers and taps.</li> </ul>	<ul style="list-style-type: none"> <li>•Clean wash hand basin, storage cabinet, dispensers and taps.</li> <li>•Sanitise the above fittings</li> <li>•To sterilise utensils, soak the in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use..</li> </ul>
13	Urinals	<ol style="list-style-type: none"> <li>1. Mask /+ face</li> </ol>	<ul style="list-style-type: none"> <li>• Pour toilet bowl cleaner</li> </ul>	<ul style="list-style-type: none"> <li>•Soak urinal with toilet bowl</li> </ul>	<b>3 times a day</b>	<ul style="list-style-type: none"> <li>•Soak urinal</li> <li>•Clean &amp; scrub</li> </ul>

			shield 2. Mid arm length rubber gloves 3. Plastic or cotton Apron 4. Safety shoes	sponge 3. Microfibre cloth or 4. Disposable cloth	into the urinal. •Dilute multi-purpose cleaner into warm water, refer to the instruction from the manufacturer	cleaner • Pour diluted solution into bucket •scrub, brush & clean urinal •Place duo blocks to minimize formation of odour from the urine residue. •After cleaning, use diluted bleach to disinfect urinal	<b>3 times a day</b>						urinal •Sanitise urinal •Place duo blocks •To sterilise utensils, soak the in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.
14	Toilet bowls & seat	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or	1. Toilet brush 2. scrubby sponge 3. Microfibre cloth 4. Disposable cloth	• Pour toilet bowl cleaner into the toilet. •Dilute multi-purpose cleaner into warm water, refer to the	•Soak toilet with toilet bowl cleaner • Pour diluted solution into bucket •scrub, brush & clean urinal	<b>Daily &amp; 3 times a day</b> in frequently touched surfaces							•Soak toilet & scrub toilet •Sanitise toilet •To sterilise utensils, soak the in diluted bleach for at least 10 minutes before

											use or soak in boiling water at 90°C for at least 10 minutes before use..	
15	Toilet seat wipes	cotton apron Safety shoes	Wipes	instruction from the manufacturer •15 ml / 1 tablespoon of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium byochlorite - bleach <b>NOT</b> to be mixed with soap / detergent / another disinfectant)	•After cleaning, use diluted bleach to disinfect toilet	<b>3 times a day</b>						Installation of the toilet seat wipes dispenser inside the toilet cubicle
16	Floors	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre Cloth 2. Broom 3. Dust pan	• Dilute 2 tablespoon or 30 ml of pine gel per 1 litre	•Sweep floors first removing all loose dirt. •Pour diluted	<b>Daily sweeping &amp; scrub floors quarterly</b>						•Increased frequency is recommended in high traffic areas.

									<ul style="list-style-type: none"> <li>•Discard discoloured water and refill the bucket with clean water and cleaning chemical.</li> <li>•Ensure good ventilation while washing the floors.</li> <li>•To sterilise, soak the mop in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.</li> </ul>
17	Corners and Skirting	arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	4. Mopping Unit 5. Mop 6. Floor scrubber machine 7. Caution board	of water , tile bright cleaner (strength varies per manufacturer)	solution into mopping bucket. •Then damp mop floors or scrub the floors				<b>Daily</b> Dilute chemical into bucket, dust corners, skirting and damp with a clean cloth
		1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	1. Microfibre cloth or 2. Disposable cloth	• Dilute 2 tablespoon or 30 ml of pine gel per 1 liter of water or • Dilute 20ml of Acetic Acid into 10lt of water (strength varies per manufacturer)					•Possible increased frequency in high traffic areas. •Ensure good ventilation while washing the floors. •Soak the cloths in diluted bleach for at least 10 minutes before use or soak in boiling water at 90°C for at least 10 minutes before use.



18	Dustbins	1. Mask /+ face shield 2. Mid arm length rubber gloves 3. Plastic or cotton apron 4. Safety shoes	Refuse Bags	<ul style="list-style-type: none"> <li>Dilute liquid soap into warm water / multi-purpose detergent- refer to the instruction guide (strength varies per manufacturer)</li> <li>15 ml of bleach into 3.8lt of cold water or any other recommended disinfectant (Sodium byochlorite - bleach NOT to be mixed with soap / detergent / another disinfectant)</li> </ul>	<ul style="list-style-type: none"> <li>Empty waste from dust bins in refuse bag.</li> <li>Remove to skip area and wash the dust bin</li> </ul>	2 X a day	<ul style="list-style-type: none"> <li>Tissues used when sneezing or coughing should be immediately thrown in a closed waste bin.</li> <li>Empty dust bin into a black bag, close properly before disposal and wash hands thoroughly after disposal of refuse</li> </ul>
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Cleaning guide's focus is on frequently touched surfaces and from the cleanest to the dirtiest around the office block. A separate PPE & equipment to be used when cleaning offices, boardrooms and courtroom and clear labelling or yellow colour coding is recommended. Aim is to keep work environment free of pathogens. Aim is to keep work environment free of pathogens and the use of eco- friendly products is recommended. Quarterly replacement schedule of microfibre cloth, mop, broom, and duster must be available. Cleaning equipment must be cleaned at the end of each day's cleaning session. Wash & dry gloves, plastic/cotton aprons carefully after use, wipe safety shoes after use with soap and water or surface disinfectant. Diluted biocide (4 sachet of 6g) into 9litres of water or Hydrogen peroxide 3% concentrate can be used as a disinfectant when cleaning after suspected use by an infected official. Report water tap leaks and bad odour coming out of the toilets to the supervisor.

**Cleaner Name, Surname & Signature:** \_\_\_\_\_

**Supervisor Name, Surname & Signature:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Client Verification Signature:** \_\_\_\_\_


**SPECIFICATION FOR THE PROVISION OF CLEANING SERVICES AT MOKERONG MAGISTRATE OFFICE**

With regards to the above mentioned project, you are hereby requested to break-down your tender amount to balance with the amount on the PA 32: Form of Offer (tender price) as this is the only amount that the department considers to evaluate your price. Please ensure that the template is completed in full

COST BREAKDOWN			PERSONNEL ONLY - Refer to page 1 of the specification				
EXPENSE TYPE	PER MONTH	12 MONTHS	NO	RATE	HRS	DAYS	MONTHLY
Cleaner(s)			CLEANER (S)				
Supervisor(s)			SUPERVIO(R)S )				
UIF(1%) for cleaners & supervisor			Formula= Rate x hours x 21.65days				
Provident Fund(5.25%)							
S.D.L(1%)			INDICATE TYPE OF MACHINERY AVAILABLE		QUANTITY	PRICE	TOTAL
Sick/ family R/leave prorata			Vaccum Cleaner		1		
COIDA(1.6%)			Polisher/ Scrubber		1		
TOTAL PERSONNEL			Family Responsibility per year	3 days			
Cleaning Material			Annual leave per year	15 days			
Equipment			Sick leave per year	10 days			
Uniform and protection			<b>SITE VISITS FOR INSPECTION</b>				
Transport Cost			Indicate number of of visits per month:			1	
Insurance			Rate per KM	R 6.20	Total return KM		
Office and General Admin			<b>SANITATION</b>				
Sanitation			Indicate number of sanitary bins to be provided			Service Interval	bi-monthly/ 14 days
Sub Total							
VAT (IF VAT VENDOR)							
Sub Total with 15% VAT							
Profit							
TOTAL			You may add an extra page if necessary				

The total bid price for this service must include all labour and material required for the proper execution of the work and shall be carried to the PA 32 Form which must be returned together with this document.

- NOTE that a successful bidder will be required to sign the service level agreement and provide a health and safety plan.
- The successful bidder including his employees might be required to undergo a security clearance before acceptance or anytime during the operation of the contract.

Compiled by	Completed by
<b>Name : Maripa Paul Morudu</b>	<b>Name : _____</b>
<b>Section : Cleaning Services</b>	<b>Company Name: _____</b>
<b>Department: NDPW</b> <b>77 Hans Van Rensburg street</b> <b>,Polokwane,0600</b>	<b>Company address: _____</b>
<b>Contact no: 015 291 6386</b> <b>: 071 486 1828</b>	<b>Contact no : _____</b>
<b>Email:</b> <b><u>Maripa.Morudu@dpw.gov.za</u></b>	<b>Email / Fax : _____</b>
<b>Signature:  _____</b>	<b>Signature : _____</b>
<b>Date: 16/02/2022</b>	<b>Date : _____</b>

**END OF SPECIFICATION**



## PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.



- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be



made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

#### **6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

#### **7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

#### **8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

### 9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

### 10. Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

### 11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

### 12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

### 13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and



- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### **16. Payment**

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

#### **17. Prices**



- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

#### **18. Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

#### **19. Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

#### **20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

#### **21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

#### **22. Penalties**

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

#### **23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:



- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:  
i) The name and address of the supplier and/or person restricted by the purchaser;  
ii) The date of commencement of the restriction  
iii) The period of the restriction; and  
iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.



## 25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## 26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## 27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## 28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

**33. National Industrial Participation Programme (NIPP)**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive Practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date