



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, DURBAN 4000 Int. Code: +27 31 Tel: 314 7000 website: www.publicworks.gov.za
Supply Chain Management: Miss S Mthiyane – 031 314 7310
Project Leader – Ms N. Mngomezulu

REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at **Justice: Stanger: DBNQ26/04/03 File No. 19/2/3/2/12/1001**

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: 157 Monty Naicker Road (Bidders to note that entrance in Dr Pixley ka Seme is temporarily closed)**

Item	Description	Quantity / Period
1	Provisioning of hygiene service for 36 months	84 Days

CLOSING DATE: 09/04/2026 : CLOSING TIME @ 11:00AM

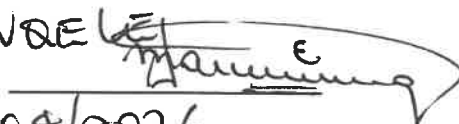
NB: No late documents will be accepted.

Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. **“You may claim VAT only if you are a VAT Vendor”.**

TERMS AND CONDITIONS

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully

N. MANDELE
SIGNATURE: 
DATE: 01/04/2026



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
DURBAN REGIONAL OFFICE**

REFERENCE NUMBER – DBNQ26/04/03

**SERVICE DESCRIPTION : JUSTICE: STANGER: PROVISIONING
OF HYGIENE SERVICE FOR 36 MONTHS**

SUBMITTED BY:

Company Name: _____

CSD registration: _____

CLOSING DATE: 09/04/2026 @11:00
Box Number 16 – 157 Monty Naicker Street (Public works)

TECHNICAL ENQUIRIES	OTHER ENQUIRIES
Name : Nompilo Mngomezulu Contact number : 072 632 2403 Email: Nompilo.mngomezulu@dpw.gov.za	Name : Sthembela Mthiyane Tel no. : 031 314 7310 Email : Sthembela.mthiyane@dpw.gov.za

PART A PA 32: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

BID NUMBER:	DBNQ26/04/03	CLOSING DATE:	09/04/2026	CLOSING TIME:	11:00
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DESCRIPTION Justice: Stanger Mag. Court: Provision of hygiene service for the period for 36 months

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

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

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			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	JUSTICE: STANGER MAGISTRATE COURT: PROVISION OF HYGIENE SERVICES FOR THE PERIOD OF 36 MONTHS		
Quote no:	DBNQ26/	Closing date:	
Closing time:	11H00	Validity period:	84 days

1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder **shall** result in the tender offer being disqualified from further consideration:

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. insert motivation why the tender clarification meeting is declared compulsory
7	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	Bidder to submit certified copy of SAMTRAC certificate, valid as the time of closing. (either the Director of the company, or an employee of the company should be in possession of the certifica
9	<input checked="" type="checkbox"/>	Tenderer shall submit his fully priced omlpleted Bill of Quantity document (complete document inclusive of all parts) together with his tender.
10	<input checked="" type="checkbox"/>	Submission of fully completed (SBD3.1) pricing schedule-firm price purchases
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

1.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.

3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
8	<input checked="" type="checkbox"/>	1. Bidder to submit a comprehensive SHE plan pertaining to disposal. 2. Bidder to submit a valid Disposal Agreement.
9	<input checked="" type="checkbox"/>	Risk assessment may be conducted during evaluation to determine bidder's capability to execute the project and confirm the validity of information submitted by the bidder.
10	<input checked="" type="checkbox"/>	The Department may not appoint you, if you have been awarded more than 2 Hygiene service contracts that are running co-currently.

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

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

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

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

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

Table 1

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

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

4. COLLECTION OF QUOTATION DOCUMENTS:

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

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

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on **insert date** at the following address **insert physical address insert postal code**.

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

5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

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

5.2. SCM enquiries may be addressed to:

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

6. DEPOSIT / RETURN OF BID DOCUMENTS:

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

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

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

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

<p>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p><i>Corner of Dr PRIXLEY Ka Seme and Samora Machel Street, Durban, 4000</i></p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>Private Bag X 54315</i></p>	<p>OR</p>	<p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p><i>insert e-mail address</i></p>
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**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder:	Bid Number:
Closing Time : 11:00	Closing Date:

OFFER TO BE VALID FOR **84** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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The price that appears on this form is the one that will be considered for acceptance as a firm and final offer.

No.	DESCRIPTION	TOTAL COSTS FOR 36 MONTHS
01.	HYGIENE SERVICES	R.....
02.	ONCE-OFF INSTALLATION	R.....
03.	TOTAL COST BEFORE OVERHEADS, OTHER RELATED COSTS AND PROFIT	R.....
04.	ADD: OVERHEADS & OTHER RELATED COSTS	R.....
05.	ADD: INFLATION RATE	R.....
06.	TOTAL BEFORE PROFIT	R.....
07.	ADD PROFIT	R.....
08.	ADD VAT @ 15%	R.....
	GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)	R.....

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/Not Firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

Signature of Bidder _____ Date _____

SCHEDULE A (PART 1)

PRICING SCHEDULE

STANGER

1. HYGIENE SERVICES

DESCRIPTION	QTY	UNIT PRICE	COSTS PER MONTH
Sanitary Bins & chemicals to be service on weekly basis (-23 litre plastic sanitary bins Chemicals for sanitary bins (Including hygienic bin liners, She bags and disinfectant chemical)	17	R	R
Automated Air Fresheners & Refills – Monthly basis (-Wall mounted 300ml aerosol refill capacity and adjustable spray intervals ranging from 30 to 40 minutes	12	R	R
Pee mats (urinals) - Monthly	10	R	R
Total Cost per month			R
Subtotal for 36 Months		R	R

2. ONCE-OFF INSTALLATION

2.1 NB: - All installation made cannot be removed on site at the end of this contract

DESCRIPTION	QTY	COST PER UNIT	ONCE-OFF COSTS
Hand Towel Roll Dispenser (-Wall mounted towel dispenser, Single roll, single ply not perforated, Manual Auto cut paper towel and center feed dispenser. Width at Least 235 mm)	06	R	R

DOJ: STANGER: 36 months' hygiene services.

<p>Toilet roll Dispenser</p> <p>(Installation of Metal toilet paper dispensary TR3 (Heavy duty) similar to the one in the pic</p> <p>-Lockable with a padlock</p> <p>-3mm thick top plate and hasp makes it more difficult to break</p> <p>-430 grade rust - resistant, brushed stainless steel one-piece body,</p> <p>-0.9 mm wall thickness :150x 390x450mm</p>	06	R	R
<p>Metal Pad lock with keys (size 30-38MM)</p>	11	R	R
<p>Air freshener Dispenser</p> <p>(-Wall mounted 300ml aerosol refill capacity and adjustable spray intervals ranging from 30 to 40 minutes)</p>	12	R	R
<p>Total cost for 36 months</p>			R

DOJ: STANGER: 36 months' hygiene services.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

TENDER NO: DBNQ26/

SPECIFICATION AND TERMS OF REFERENCE

**AT THE JUSTICE MAGISTRATE COURTS
STANGER IN THE KWAZULU NATAL FOR A PERIOD OF 36
MONTHS**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF
CONTRACT HYGIENE SERVICES AT THE DEPARTMENT OF NDPWI OFFICES
FOR A PERIOD OF 36 MONTHS**

1. INTRODUCTION

The Department of Public Works (DPW) invites bids for the provision of contract hygiene services at specified premises occupied by, or under the control of, the Department of Justice and Constitutional Development.

2. DURATION OF CONTRACT

The contract will endure for a period of (36) months calculated from the date of acceptance of the bid offer made by the successful bidder.

3. SUBMISSION REQUIREMENTS

- 3.1 Bidders must be in possession of a **central supplier database** which must be submitted with their bid documents.
- 3.3 Bidders must comply strictly with the Basic Conditions of Employment Act (BCEA), Act 75 of 1997, as amended and any applicable sectoral determination in regard to salaries and wages on contract hygiene services.

DOJ: STANGER: 36 months' hygiene services.

4. CONTRACTUAL ASPECTS

- 4.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 4.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 4.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 4.4 Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the Department.
- 4.5 The successful bidder must advise the Regional Manager: Department of Public Works immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

5. WORK SCHEDULE

- 5.1 The official working hours for this contract, will be from 07:00 to 15:30, Monday to Friday. Lunch break between 12:00 to 13:00 will be permitted.
- 5.2 The service required in terms of this bid will be for week days only, therefore, not required on weekends or public holidays. Absence from work must be managed internally by the successful bidder and not hamper service delivery.

6. MINIMUM REQUIREMENTS

- 6.1 Bidders need to take account of the cleaning standards and norms as per **Schedule B** which must be applied during the course of the services.
- 6.2 Bidders must indicate compliance or non-compliance in Schedule A on a paragraph basis. Indicate compliance with the relevant paragraph by marking the **YES** box and non-compliance by marking the **NO** box. Bidders must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to this part of the bid submission. Answering questions or supplying detail by referring to other sections will not be accepted. Should bidders fail to indicate compliance to the requirements, DPW will assume that the bidder is not in compliance or agreement with the

statement(s) as specified in the bid and the bid will be eliminated from further evaluation.

7. NATURE AND SCOPE OF SERVICES TO BE RENDERED

- 7.1 The Scope of work is as per **Schedule C** which is mandatory tasks and associated deliverables in normal working hours.
- 7.2 Service provider must service **she bins on weekly basis, and supply pee mats, toilet wipes and refill airfreshners on monthly basis as per specification.**

8. EVALUATION METHODOLOGY

- 8.1 The bids are evaluated in terms of the **80/20 preference** points system, where the **80 points** will be used for price and the **20 points** are awarded to the bidder for attaining B-BBEE status level.

9. PRICING

- 9.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule A** which must be submitted together with the bid documents.
- 9.2 The prices quoted must be firm for the duration of the contract and it is expected that bidders will cover the risk of price increases in the composition of the pricing structure.
- 9.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form.

10. SPECIFICATIONS & STANDARDS

- 10.1 Unless otherwise specified, the products to be utilised under this contract must comply with the relevant standards of the South African Bureau of Standards (SABS).
- 10.3 The Department may request samples of the products, which must be provided within seven (7) days upon request.

11. ORDERS

- 11.1 This specification and other submitted bid documents and the signed Offer and Acceptance will constitute the Contract between the successful bidder and the Department.

- 11.2 An Official Order will be issued to the successful bidder indicating the period of the Agreement (36 months).

12. PAYMENTS

- 12.1 Payment will be made monthly on submission of an **Original Invoice & delivery note** for the services rendered.
- 12.2 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works** and deposited in the invoice boxes provided on the ground floor Public Works Building Coner Aliwal and West Street.
- 12.3 The original invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, contractor's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the contractor.
- 12.4 The original invoice must be submitted at the beginning of the first week of each month.
- 12.5 Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an acceptable, original and valid tax invoice.
- 12.6 The successful bidder shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other moneys required to be paid in terms of the applicable law.

13. DISCLAIMER

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

14. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment documentation has been signed. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

15. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT

- 15.1 In the event that the Department fails to pay the Contractor without valid reason, for 90 days, the contractor may cancel the contract by giving the Department three (3) months written notice of such cancellation.
- 15.2 In case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 15.3 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 15.4 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery from the user Departments.
- 15.5 Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of at least three written notifications during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- 15.6 For purposes of this contract a "written notification" shall include a notification transmitted by e-mail or facsimile.

16. OTHER

Inquiries can be directed as follows:

Bid Enquiries	:	Tel: (031) 314
Specification Enquiries	:	Ms N Mngomezulu Tel: (021) 402 2131

**SCHEDULE B
CLEANING STANDARDS AND NORMS**

#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
1.	<ul style="list-style-type: none"> ○ All broken / damaged items such as toilet seats, taps, etc. must be reported to the Court Manager for urgent attention. 			

**SCHEDULE C
SCOPE OF WORK**

DESCRIPTION	FREQUENCY
ABLUTION FACILITIES	
<ul style="list-style-type: none"> ○ Placing of 10 sanitary bins 	Once-off
<ul style="list-style-type: none"> ○ Servicing these bins once every week ○ Empty SHE bins 	Weekly
<ul style="list-style-type: none"> ○ Installation of 10 T2 Toilet roll holder 	Once-off
<ul style="list-style-type: none"> ○ Installation of stainless 6 steel soap dispenser as follows:- 	Once-off
<ul style="list-style-type: none"> ○ Installation of stainless 6 steel hand paper towel dispenser as follows:- 	Daily
<ul style="list-style-type: none"> ○ Refill automated 6 air fresheners (if applicable)- 	Monthly
<ul style="list-style-type: none"> ○ Replenish pee mats 	Continuously

DOJ: STANGER: 36 months' hygiene services.