

LA 1.1



YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT: COMMISSION ON RESTITUTION OF LAND RIGHTS

BID NUMBER: R-5/2/1/2/3-2023/2024

CLOSING TIME: 11:00

CLOSING DATE: 26 FEBRUARY 2024

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE, WILL NOT BE ACCEPTED FOR CONSIDERATION.

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Please find the Attached: LA1.1, LA1.2, LA1.3, LA1.6, LA1.7, General Contract Conditions (GCC), SBD 1, SBD 3.3, SBD 4, SBD 6.1 and Terms of Reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. The attached forms must be fully completed in detail and returned with your bid. Each bid document must be submitted in a separate sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. ***(failure to comply will disqualify your proposal)***

Yours faithfully

MS. JN DUMA
SUPPLY CHAIN MANAGEMENT
DATE: 02 FEBRUARY 2024

LA 1.2

R-5/2/1/2/3-2023/2024

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING AND HYGIENE SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

NB: THERE WILL BE A COMPULSORY BRIEFING SESSION AS FOLLOWS:

Date: 15 February 2024

Time: 10:30

Venue: 8th Floor Boardroom 1 (266 Pretorius Street, Centre Walk Building, West Block, Pretoria Central)

CLOSING DATE: 26 February 2024 @11:00

TECHNICAL ENQUIRIES
EMAIL

: Mr. T Jongani
: Thembinkosi.Jongani@dalrrd.gov.za

BID RELATED ENQUIRIES
EMAIL

: Ms. JN Duma
: CLCCBIDS@dalrrd.gov.za

LA 1.3

MAP TO BIDDER BOX (TENDER BOX)

R-5/2/1/2/3-2023/2024 CLOSING DATE: 26 FEBRUARY 2024 AT 11:00 AM

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT)

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

THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.

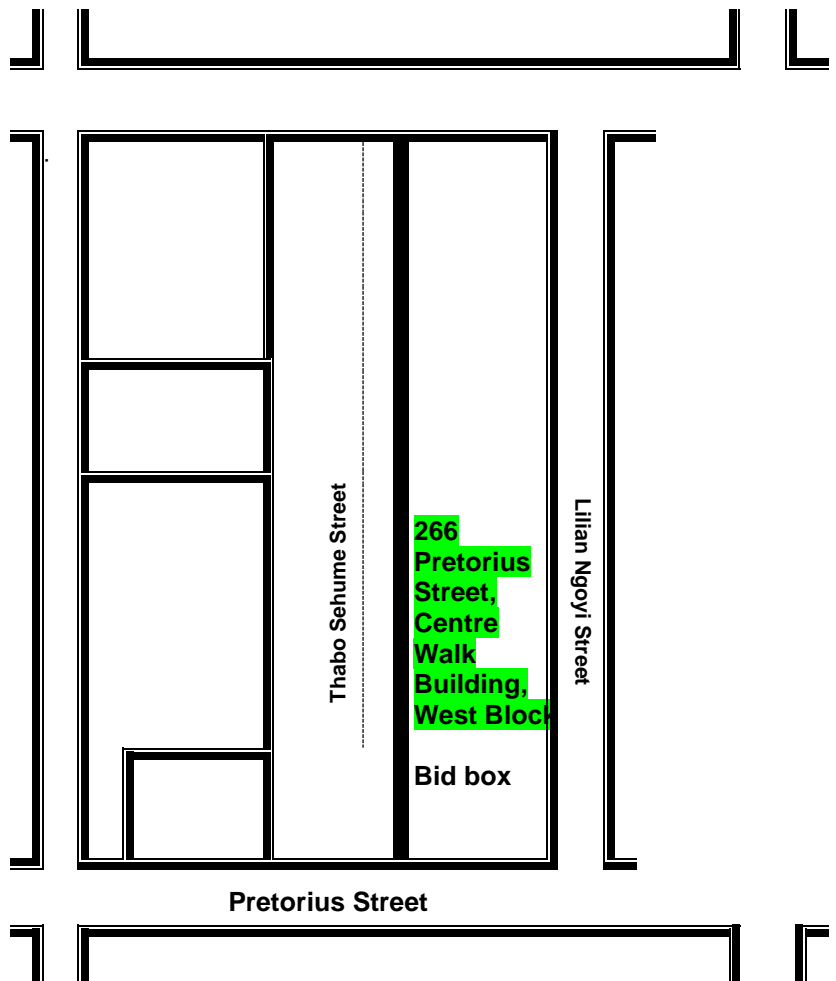
The Bid documents must be deposited in
The Bid box which is identified as the
Tender box of the

**THE COMMISSION ON RESTITUTION OF
LAND RIGHTS
266 PRETORIUS STREET, CENTRE
WALK BUILDING, WEST BLOCK,
PRETORIA, 7TH FLOOR, RECEPTION
AREA, TENDER BOX.**

**NB: THE BID BOX OF THE COMMISSION
ON RESTITUTION OF LAND RIGHTS IS
OPEN ON WEEKDAYS FROM 08:00 AM –
16:30 PM**

BIDDERS SHOULD ENSURE THAT BIDS
ARE DELIVERED TIMEOUSLY TO THE
CORRECT ADDRESS

**SUBMIT EACH BID IN A SEPARATE
SEALED ENVELOPE**



LA1.6: 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 Tender to the Commission on Restitution of Land Rights in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per 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 Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

LA1.6 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 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 Commission on Restitution of Land Rights in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per 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 accept 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 Commission on Restitution of Land Rights in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Commission on Restitution of Land Rights in respect of the project under item 1 above:

Physical address: _____

_____ *(code)*

Postal Address: _____

 _____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	Capacity	Signature
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Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

LA1.6 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 tender 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:

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Commission on Restitution of Land Rights in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per 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 tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, not with standing 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 Commission on Restitution of Land Rights 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 Commission on Restitution of Land Rights 30 days written notice of such intention. Not with standing 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 Commission on Restitution of Land Rights, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Commission on Restitution of Land Rights 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 Commission on Restitution of Land Rights in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	Capacity	Signature
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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.
3. Should the number of 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. Resolutions, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture must be attached to the Special Resolution.

**LA1.7
AUTHORITY OF SIGNATORY**

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

<h1>MABEL HOUSE (Pty) Ltd</h1>	
<p>By resolution of the Board of Directors taken on <i>20 May 2000</i>,</p>	
<p>MR A.F JONES</p>	
<p>has been duly authorised to sign all documents in connection with</p>	
<p>Contract no RDLR-0002(2012/2013), and any contract which may arise there from,</p>	
<p>on behalf of <i>Mabel House (Pty) Ltd</i>.</p>	
SIGNED ON BEHALF OF THE COMPANY:	(Signature of Managing Director)
IN HIS CAPACITY AS:	Managing Director
DATE:	20 May 2000
SIGNATURE OF SIGNATORY:	(Signature of <i>A.F Jones</i>)
<p>As witnesses:</p>	
1.
2.

Signature of person authorised to sign the tender:

Date:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

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.

TABLE OF CLAUSES

1. Definitions
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8. Inspections, tests and analysis
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22. Penalties
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27. Settlement of disputes
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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

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 fulfillment 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 canceling 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 not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons 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 imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other 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 enterprise or person 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 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 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own 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 anti-dumping 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 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 the 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 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

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 postings 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 Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 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).
- (b) aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall 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.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COMMISSION ON RESTITUTION OF LAND RIGHTS)					
BID NUMBER:	R-5/2/1/2/3-2023/2024	CLOSING DATE:	26 FEBRUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT					
The Commission on Restitution of Land Rights, 266 Pretorius Street, Centre Walk Building, West Block. 7 TH Floor Reception.					
Pretoria,0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. JN Duma		CONTACT PERSON	Mr. T Jongani	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	CLCCBIDS@dalrrd.gov.za		E-MAIL ADDRESS	Thembinkosi.Jongani@dalrrd.gov.za	
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
POINTS FOR SPECIFIC GOALS [TICK APPLICABLE BOX]	Who had no franchise in national elections before the 1983 and 1993 Constitution? <input type="checkbox"/> Yes <input type="checkbox"/> No	Who is female <input type="checkbox"/> Yes <input type="checkbox"/> No	Who has a disability <input type="checkbox"/> Yes <input type="checkbox"/> No	Specific goal: Youth <input type="checkbox"/> Yes <input type="checkbox"/> No	Specific goal: Locality Promotion of South African owned enterprises. <input type="checkbox"/> Yes <input type="checkbox"/> No
POINTS WILL BE AWARDED FOR SPECIFIC GOALS AS PER SBD 6.1 – PROOF MUST BE SUBMITTED IN ORDER TO QUALIFY FOR SPECIFIC GOALS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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 5 of 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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:

PRICING SCHEDULE

(Professional Services)

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS

NAME OF BIDDER: BID NO.: R-5/2/1/2/3-2023/2024

CLOSING TIME 11:00

CLOSING DATE: 26 FEBRUARY 2024

OFFER TO BE VALID FOR **NINETY (90)** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....
-----	R.....

TOTAL: R.....
Bidder Initial.....
Bidder's Signature.....
Date:.....

Name of Bidder:

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

All technical enquiries should be directed to:
Mr. T Jongani
E mail: Thembinkosi.Jongani@dalrrd.gov.za

All bid related enquiries should be directed to:
Ms. JN Duma
E mail: CLCCBIDS@dalrrd.gov.za

Bidder Initial.....

Bidder's Signature.....

Date:.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature Date

.....
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

BID PROCESS (EQUAL OR BELOW R 50 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF
THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
- Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 8 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

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

5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted: %
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm:

6.2. Company registration number:

6.3. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



OFFICE OF THE CHIEF LAND CLAIMS COMMISSIONER

266 Pretorius Street, Centre Walk building, West Block, Pretoria, 0001 | Private Bag X833, Pretoria, 0001
Tel: (012) 407 4486

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

PHYSICAL ADDRESS:

**CENTRE WALK BUILDING
266 PRETORIUS STREET (CNR PRETORIUS AND THABO SEHUME STREET)
7TH AND 8TH FLOOR, WEST WING OFFICE BLOCK
PRETORIA
0002**

1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that can render standard cleaning services for the Commission on Restitution of Land Rights for a period of thirty-six (36) months.

2. SCOPE OF WORK

SPECIFICATION FOR RENDERING STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK FOR A PERIOD OF THIRTY-SIX (36) MONTHS.			
Size of area to be cleaned:		4010 m².	
Floors to be cleaned		7TH AND 8TH FLOOR	
Number of Cleaners required	06	Female Cleaners:4 Male Cleaner: 1	Supervisor:1
Descriptions	QTY	Description	QTY
Floors	2	Open plan	8
Offices	116	Server rooms	1
Receptions and CLCC waiting area	3	Hand wash basins	14
Strong rooms	6	Kitchen	5
Pause area	1	Toilets	9
Boardrooms	8	Disability Toilets	4
Female toilet cubicles	11	Urinals basins	6
Male toilet cubicles	6	Canteen	2
Passages	10	Entrance foyers	2

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

SECTION A

CLEANING SERVICE TASK DESCRIPTION	
A. OFFICES, BOARDROOMS CENTRE WALK BUILDING 7TH AND 8TH FLOOR	FREQUENCY
Clean floor according to type, Spot brush and clean soil marks	<ul style="list-style-type: none"> • Once daily
Dust/wipe down all horizontal/vertical surfaces with a damp cloth and with a suitably diluted disinfectant.	<ul style="list-style-type: none"> • Once Daily
Dust desks and wipe computers with a damp cloth and with a suitably diluted disinfectant.	<ul style="list-style-type: none"> • Once Daily
Damp wash vinyl covered furniture	<ul style="list-style-type: none"> • Once Daily
Empty shredding machines, wipe exterior with damp cloth and replace plastic inners (Refuse bags).	<ul style="list-style-type: none"> • Once Daily
Empty dust bins, wastepaper baskets, wash with a suitably diluted disinfectant and replace plastic inners (Refuse bags).	<ul style="list-style-type: none"> • Twice Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	<ul style="list-style-type: none"> • Once Weekly
Polish all wooden furniture	<ul style="list-style-type: none"> • Once Weekly
Clean partitions inside offices	<ul style="list-style-type: none"> • Once Weekly
Clean picture frames	<ul style="list-style-type: none"> • Once Weekly
Clean all accessible items such as lights bulb covers	<ul style="list-style-type: none"> • Once Weekly
Vacuum all offices thoroughly	<ul style="list-style-type: none"> • Twice Weekly
Apply liquid metal polish, to brass door handles, window stays and window fasteners.	<ul style="list-style-type: none"> • Once Monthly
Spot clean marks from walls, doors, paint work and light switches	<ul style="list-style-type: none"> • Twice Monthly
Deep Cleaning of carpets and upholster furniture with a suitable diluted disinfectant.	<ul style="list-style-type: none"> • Quarterly or as and when required
Washing carpets and upholstered furniture with a suitably diluted disinfectant.	<ul style="list-style-type: none"> • Quarterly or as and when required
Clean water jug and drinking glasses with dish washing liquid and refill with fresh water for meetings	<ul style="list-style-type: none"> • As and when required

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
B. CLEANING OF SERVER ROOM AND STORAGE ROOM <ul style="list-style-type: none"> Centre Walk Building (1) 	
<ul style="list-style-type: none"> Server room (Must be cleaned under the supervision of IT official) Storage room (Must be cleaned under the supervision of an official) Clean according to floor type with a suitably diluted disinfectant. 	<ul style="list-style-type: none"> As and when required
C. CLEANING OF STAIRS, ENTRANCES & PASSAGES 7TH AND 8TH FLOOR <ul style="list-style-type: none"> Centre Walk Building (2 Entrance foyer; Floor Passages) 	<ul style="list-style-type: none"> Once Daily
Pick up, clean all waste receptacles, and dispose of all litter at the designated area.	<ul style="list-style-type: none"> Once Daily
CERAMIC FLOORS: <ul style="list-style-type: none"> Sweep with a mop sweeper or with a dust control mop. Wipe with a wet mop and shine to remove water marks. 	<ul style="list-style-type: none"> Once Daily Once Daily
Glass doors at the entrances must be cleaned with a damp cloth.	<ul style="list-style-type: none"> Once daily
Spot clean all glass; windows, doors, doorknobs and metal work and dust blinds and all accessible ledges to height of 2m.	<ul style="list-style-type: none"> Once Daily
Clean handrails/banisters	<ul style="list-style-type: none"> Once Daily
Clean skirting	<ul style="list-style-type: none"> Twice weekly
Clean picture frames and glass	<ul style="list-style-type: none"> Once weekly
Clean noticeboards and poster boards	<ul style="list-style-type: none"> Once weekly
D. TOILET CLEANING 7TH AND 8TH FLOOR. <ul style="list-style-type: none"> 3 Male, 6 cubicles, 6 Basins & 6 urinal basins 4 Women, 11 cubicles & 8 Basins 2 Disability & 2 Basin NB: Toilets must be cleaned before 07:30	<ul style="list-style-type: none"> Twice Daily
CERAMIC TILES <ul style="list-style-type: none"> Sweep with a mop sweeper or with a dust control mop. Cleaning with a wet mop. Cleaning of walls, doors and pipe works 	<ul style="list-style-type: none"> Twice Daily Twice Daily Once Weekly

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

E. WINDOW AND PARTIONING GLASS CLEANING 7TH AND 8TH FLOOR	FREQUENCY
<ul style="list-style-type: none"> • Clean both faces of partition glass 	<ul style="list-style-type: none"> • Once Weekly
<ul style="list-style-type: none"> • Clean accessible interior faces of all windows below 2m. 	<ul style="list-style-type: none"> • Once monthly
F. KITCHENS 7TH AND 8TH FLOOR.	FREQUENCY
<ul style="list-style-type: none"> • Fridge exterior must be cleaned 	<ul style="list-style-type: none"> • Once Daily
<ul style="list-style-type: none"> • The fridge interior must be cleaned 	<ul style="list-style-type: none"> • Once Weekly
<ul style="list-style-type: none"> • Fridge must be defrosted and washed with water and with suitably diluted disinfectant 	<ul style="list-style-type: none"> • Once Monthly
<ul style="list-style-type: none"> • Kitchen, cupboards must be cleaned with water and with suitably diluted disinfectant 	<ul style="list-style-type: none"> • Once Weekly
<ul style="list-style-type: none"> • Sweep with a mop sweeper or with a dust control mop/ broom. 	<ul style="list-style-type: none"> • Twice Daily
<ul style="list-style-type: none"> • Microwave ovens must be washed with water and with suitably diluted disinfectant 	<ul style="list-style-type: none"> • Twice Daily
<ul style="list-style-type: none"> • Empty, clean, wash dustbin and replace plastic inners (Refuse bags). 	<ul style="list-style-type: none"> • Twice Daily
<ul style="list-style-type: none"> • Clean kitchens 	<ul style="list-style-type: none"> • Twice Daily
<ul style="list-style-type: none"> • Clean crockery and cutlery with cleaning detergents. 	<ul style="list-style-type: none"> • Twice Daily or as and when required
CERAMIC TILES <ul style="list-style-type: none"> • Sweep with a mop sweeper or with a dust control mop. • Cleaning with a wet mop. • Cleaning of walls, doors and pipes works 	<ul style="list-style-type: none"> • Twice Daily • Twice Daily • Once Weekly
G. Waste Disposal	FREQUENCY
Rubbish to be taken to designated area (Outside the building)	<ul style="list-style-type: none"> • Twice Daily
Supply see through refuse bags -To collect rubbish in the offices in the morning and afternoon.	<ul style="list-style-type: none"> • Two per cleaner per day

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

SECTION B

CLEANING PERFORMANCE STANDARDS

Cleaning will include the following items and will be performed not less frequently than the times stated:

General Cleaning – five (5) days per week.

Polishing of all corridors, lobbies, staircases, toilets, and building entrances:

DAILY

1. Trash receptacles cleaned.
2. Floors polishing spot mop twice daily.
3. Emergency clean-ups (Work Orders) as needed.
4. Check all restrooms for supplies and clean as needed twice daily.
5. Report any maintenance problems to Facilities Management.
6. Clean and take out trash. Lobby Security Stations twice daily.
7. Clean all glass doors inside and outside (Entrances) .
8. Clean entrance directories twice daily.
9. Guard exterior area for litter twice daily.
10. Clean entrance furniture twice daily.
11. Recycling pick-up (as needed).

A. Lobby Entrance and Cleaning

❖ **Sweeping and Dusting**

- The lobby and entrance floors will be clean and free of dirt streaks and there will be no dirt remaining in corners, behind doors or where the dirt is picked up with a dustpan after sweeping operation.
- Wads of gum, tar, and other sticky substances will have been removed from the area.
- There will not be any spots or smudges on the wall surfaces, caused by touching the wall with the treated dust cloth.

❖ **Polishing and Wall Spotting**

- Doorknobs push bars, railings, doors, and other surfaces will be clean and polished to an acceptable duster.
- Wall surfaces up to a standing height will be free of finger marks, smudges, and other dirt spots of any kind.

❖ **Mopping**

- Lobby and entrance doors will be free of loose and/or accumulated dirt particles and will present an overall appearance of cleanliness after mopping operation.
- Walls, baseboards, and other surfaces will be free of watermarks, marks from the cleaning solution and rinse water.
- All surfaces will be dry, and the corners and gaps/cracks/openings will be clean after mopping.

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B. Room Cleaning

❖ **Trash Removal**

- All wastepaper baskets will be empty and in place, clean and ready for use – Liners will be inserted as required.
- All rubbish bins will be empty and in place, clean and ready for use.
- All trash bags, when filled, will be disposed of quickly.

❖ **Sweeping or Vacuum Cleaning**

- There will not be any dirt left in corners, under furniture, or behind doors.
- Baseboards, furniture, and equipment will not be disfigured or damaged during the cleaning operation.
- There will not be any dirt left where sweepings were picked up.
- Furniture and equipment moved during sweeping will be replaced.
- There will be no trash or foreign matter under desks, tables, or chairs.

❖ **Dusting**

- There will not be any dust streaks on desks or other office equipment.
- Woodwork, after being properly dusted, will appear bright.
- Corners and crevices will be free from any dust.
- There will not be any oily spots or smudges on walls, caused by touching them.
- When inspected with a flashlight, there should be few traces of dust on any surface.
- Windowsills, door ledges, doorframes, door louvers, window frames, wainscoting, baseboards, columns, and partitions will be free of dust.

❖ **Damp-Wiping**

- Mirrors, door glass, and all other glass that can be reached while standing on the floor will be clean and free of dirt, dust, streaks and spots (This does not include window washing).

C. Restroom Cleaning

❖ **Trash Removal**

- Trash containers will be emptied clean, liners inserted.
- All sanitary receptacles will be clean, both inside and outside, and contain a new liner.
- No trash will be on the floor.

❖ **Replenishment of Supplies**

- All dispensers of supplies will be clean and filled with the proper supplies (Paper towels, hand soap, etc.).

❖ **Cleaning of Toilet Room Fixtures**

- All porcelain surfaces of washbasins, toilets, and urinals will be free of dust, dirt, spots, and stains.
- The wall surfaces will be free of spots and smears.

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- All toilet seats will be left in raised position after cleaning – They will be free of spots and stains, and the seat hinges will be free of mold.
- The plumbing fixtures will be free of mold and water stains.

❖ **Cleaning of Supply Dispensers, Tile Walls, Stall Partitions, Doors, Shelves, Mirrors and Floors.**

- All supply dispensers will be clean and free of finger marks and water spots.
- All shelves and shelf brackets will be free of gum, dust, fingerprints, water stains, smudges, and other oils.
- All mirrors should be free of streaks, smudges, water spots, dust; lipstick smudges and should not be cloudy.
- Walls stall partitions, and doors will be free of hand marks, dust, pencil marks, lipstick sedges, water streaks, mop marks and mold.
- Floors (especially in corners) will be free of dirt and dust, gum, grease, black marks, loose paper, water, mop stains and strings.
- Particular attention should be given to the area under the urinal.

D. Wall Cleaning

❖ **Wall Washing**

- There will be no streaks or spots remaining on walls or signs of not overlapping.
- There will be no smudges, spots at the point where cleaning of the lower and upper halves of the wall overlaps.
- No water will spill on the floor or furnishings.
- Wall will be uniformly clean all over.
- Woodwork on doors, windows, and moldings will be clean.

❖ **Furniture Replacement**

- All furniture, pictures, and other furnishings moved during the wall washing operation will be returned to their original position.

E. Floor Cleaning

❖ **Preparation of mopping**

- Cleaning solutions, where used, will have been mixed thoroughly and in the proportions specified without undue spillage of either solution or rinse water.
- Proper precautions will have been taken to advise building occupants of wet and/or slippery conditions.
- The space to be mopped will have been properly prepared for the mopping operation by sweeping the floor area as necessary and otherwise debris.

❖ **Floor Mopping**

- The mopping work will have been performed in such manner as to properly clean the floor surface, care is to be taken to see that the correct type and mixture of cleaning solution, if required, it has been used – Proper extraction methods will be used to eliminate residue build up in seams and discoloring of grout.
- All mopped areas will be clean and free of dirt, streaks, mop marks and strands, etc.: properly rinsed, if required dry mopped for an overall appearance of cleanliness.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- Walls, baseboards, and other surfaces will be free of watermarks, scars or marks from the cleaning equipment striking the surfaces and splashings from the cleaning solution and rinse water.
- Care will have been taken throughout the mopping operation to prevent the liquids and equipment from encountering electric outlets located on the floor arrears or baseboards.

F. Waste Disposal

❖ Paper and Trash Collection, Removal and Disposal

- Bagged trash will be deposited in the Municipal rubbish bins outside of the offices.
- All unused waste collection bags will be in the proper storage location.
- Cardboard boxes will be broken and deposited in trash storage room.
- Any paper and trash spilled during the collection process will have been cleaned up.

SECTION C

A. ADDITIONAL CLEANING STANDARD/PERFORMANCE

WORKSHIP AND MATERIAL
All work must be of a high standard and executed to the satisfaction of the CLCC. All materials and chemicals must be of good and acceptable quality (SANS/SABS accredited agent approved).
UNIFORM, OVERALLS AND PROTECTIVE CLOTHING
Every employee to be clothed in full uniform, depicting the name of the company, and name tag of the employee
Applicable personal protective clothing and equipment must be provided to the employees
NB: All staff must always wear their uniform for identification
APPOINTMENT OF CLEANERS
All cleaners to attend a compulsory OHS induction
Employees to be employed by the service provider will be subjected to a security screening process.
The successful bidder must provide on-site supervisor.
CONDITION OF CLEANING EQUIPMENT AND MATERIALS
The service provider must supply cleaning equipment and materials approved by SANS/SABS accredited agency
The service provider must supply a materials safety data sheet and chemical register for all chemical used.
MACHINES AND EQUIPMENT
The service provider shall re-fill, empty or clean machines and equipment only at such places indicated.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLEANING EQUIPMENT TO BE SUPPLIED FOR EACH CLEANER	
Cleaning trolley per cleaner	Mop per cleaner, which must be replaced every 3 months or earlier should the need arise.
Broom per cleaner	Dust pan per cleaner
1,5 metre feather duster per cleaner	Warning signs for wet/slippery floors available for per cleaner
Vacuum cleaner (determined by the number of cleaners per site and where applicable)	And all other necessary equipment. (To be indicated in the work plan)
OFFICIAL WORKING HOURS	
The working hours for cleaning staff will be from 06h30 to 15h00	
LIABILITY	
The service provider indemnifies the State herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the service provider or any person, that may result from or be related to, the execution of this contract.	
COMPENSATION OF DAMAGES	
the service provider will be held liable for any damage or theft that may be caused, to the premises or contents, by his/her employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the state against the service provider.	
The contractor must arrange the necessary insurance policy for public liability with a reputable insurance company and submit documentary proof that such policy is in effect, in the name of service provider.	
RECTIFICATION DAMAGES	
In the case of damages to carpet, furniture, equipment etc. resulting from the rendering services. The service provider undertakes to rectify the damage immediately to the satisfaction of the State. If the service provider fails to act immediately after notification, the state will rectify the damage and the cost thereof will be recovered from any money due to the service provider.	

3. PROPOSAL REQUIREMENTS

- Proposed work schedule/duty sheet/work plan with clear milestones and timeframes for each task to be completed.
- A contingency plan that stipulates actions to be taken if any activity detailed in the project plan is hampered.
- A detailed cost breakdown as per attached Pricing Schedule, in terms of staffing requirements.
- The rate of the cleaners must not be less than the gazette amounts.
- Main business area of operation (Locality).

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4. VALIDITY PERIOD

- All proposals **must** have a validity period of ninety (90) days after the closing date.

5. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.

- Compensation for Occupational Injuries Disease Act. 1993 [COIDA] obtainable from the Department of Labour. (Proof of registration).
- Public Liability Insurance for 5 million rand. (Proof of quotation obtainable from any insurance companies or any other relevant proof).
- Wages must be according to the requirements/ determined by the department of Labour. Wages must not be below the minimum wage.
- Registration with the bargaining council for cleaning services (attach proof/certificate).
- Proof of UIF registration

6. ADDITIONAL DOCUMENTS

The following documents must be sent together with the proposal:

- A Company Profile
- Tax Compliance Status Pin.
- Proof of registration summary report from Central Supplier Database or provide the MAAA number.
- Proof of points to be awarded for specific goals.
- All Standard Bidding Documents (SBD) forms must be fully completed and signed.
- Original or certified copy of Company/Close Corporation/Partnership resolution authorizing a particular person to sign the bid documents.
- Technical and financial proposals to be submitted in one (1) sealed envelope.

7. EVALUATION CRITERIA

- A. The 80/20 preference point system will be used to calculate the points of price in respect of procurement with a rand value equal to or below R50 000 000.
- B. This bid shall be evaluated in two stages. On first stage bids will be evaluated on functionality, second stage in accordance with 80/20 preference points system as stipulated above. All Service Providers who will score less than sixty (60) out of one hundred (100) points for functionality will not be considered further.
- C. First Stage - Evaluation of Functionality

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

The applicable values that will be utilized when scoring each criteria ranges from

1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
CAPACITY	<p>Team composition: (The bidder's team composition should include: 1 team leader/supervisor and 5 cleaners) Total number required = 06</p> <ul style="list-style-type: none"> • Team leader should have Grade 10, relevant qualification in cleaning services and a minimum of three (03) years' experience (Team leader to be utilized in the execution of the contract. Attach CV entailing relevant skills and experience). • Cleaners should have at least Grade 08, Attach CV entailing relevant skills and experience). 	25
	Team leader/Supervisor cleaning and first aid certificates. (Attach proof)	05
RESOURCES AND EQUIPMENT	The bidder must provide a list of cleaning equipment and materials to be used must be SANS/SABS approved. The bidder must supply a materials safety data sheet and chemical register for all chemical used. (Attach proof of Supplier/Manufacturer)	30
	Protective clothing in line with the Occupational Health Safety Act (attach pictures and information about the clothing items) with a company logo.	10
LOCALITY	Demonstrate locality of the business within 50 km radius of the office by attaching proof of address not older than three (3) months in the name of Director or owner of the company (as reflected on CIPC certificate/CSD).	10

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

PROJECT PLAN	The bidder must provide a detailed project plan that entails the following areas: <ul style="list-style-type: none"> Detailed project plan indicating daily duties with time frames, weekly, monthly, quarterly and bi-annual duties to ensure that level of cleanliness is consistently maintained at a highest level. Flexibility in customer service in terms of turnaround times regarding solving problems which may arise during the execution of the contract i.e. contingency plan. Detailed Health and Safety plan indicating the OHSA compliance in office working environment. 	10
TRACK RECORD	Company experience: One (01) year experience of the company in a cleaning industry (attach reference letter/testimonials from clients indicating the type of services rendered), NB: Appointment letters and purchase orders will not be considered as proof of experience.	10
TOTAL POINTS ON FUNCTIONALITY		100

The applicable values that will be utilized when scoring each criteria ranges from

1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

Scoring Criterion	1= Poor	2= Average	3= Good	4=Very Good	5= Excellent
Capacity	Team leader/Supervisor with less than 1 year experience in cleaning Cleaner with no formal education	Team leader/Supervisor with 1-2 years' experience in cleaning Cleaner with less than grade 8	Team leader/Supervisor with grade 10 and 3 years' experience in cleaning Cleaner with grade 8	Team leader/Supervisor with grade 10 and 4 years' experience in cleaning Cleaner with grade 8 and other qualifications	Team leader/Supervisor with grade 10 and 5 years & above in cleaning including and other relevant certificate Cleaner above grade 8 and other qualification
	No first aid certificate	In progress of studying first aid certificate	level 1 first aid certificate	level 2 first aid certificate	level 3 first aid certificate
RESOURCES/ TOOLS OF TRADE	No resources	Listed equipment and no materials data sheet	Listed equipment and attached materials data sheet approved by SANS/SABS	Listed equipment and attached materials data sheet approved by SANS/SABS and safety data sheet	Listed equipment and attached materials data sheet approved by SANS/SABS. safety data sheet and chemical register materials data sheet

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Locality	100km radius from 266 Pretorius Street, Centre Walk Building, Pretoria	70km radius from 266 Pretorius Street, Centre Walk Building, Pretoria	50km radius from 266 Pretorius Street, Centre Walk Building, Pretoria	25km radius from 266 Pretorius Street, Centre Walk Building, Pretoria	15km radius from 266 Pretorius Street, Centre Walk Building, Pretoria
Project Plan	No plan at all or irrelevant	Training and skills development plan covering: OHS/SHE	Plan covering shifts schedule, contingency plan and training skills development plan covering: OHS/SHE	Plan covering shifts schedule, contingency plan and training skills development plan covering: OHS/SHE and first aid	Plan covering shifts schedule, contingency plan and training skills development plan covering: OHS/SHE, first aid and other
Track record	Less than 3 months	6- 11 months	1 year of experience and 1 reference letter	2 years of experience and 2 reference letters	3 years and above experience,3 reference letters and above

STAGE 2: PREFERENCE POINTS AND PRICE

Evaluation of bids in terms of the preferential procurement regulations 2022.

The 80/20 preference point system will be used to calculate the points of price in respect of procurement with a rand value equal to or below R50 000 000.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(F) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Stipulation of preference point system to be used:

The department hereby stipulate the preference pointed system which will be applied in the adjudication of bids/tenders:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE COMMISSION ON RESTITUTION OF LAND RIGHTS AT CENTRE WALK BUILDING FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

V. Specific goal: Locality	3		
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The points for price and specific goals must not exceed 100.

8. TERMS AND CONDITIONS OF THE CONTRACT

- The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- The appointment of the successful service provider will be subject to performance review.
- The service provider will sign a confidentiality agreement regarding the protection of CLCC information that is not in the public domain.
- Appointment will be subject to positive security screening and vetting results by the State Security Agency.
- The successful service provider will be subject to enter into signing of the Service Level Agreement (SLA) with the department.
- Cleaning staff may not clean closed offices in the absence of the occupant or representative.
- The service provider must comply with the provision of Occupational Health and Safety Act (OHSA) and Compensation of Injury and Disease Act (COIDA).
- The successful service provider must provide acceptable protective clothing/uniform for his/her staff members.
- The successful service provider must provide Unemployment Insurance Fund (UIF) registration, Workman compensation certificate and provident fund registration.
- Service provider must comply with the provision of the Department of Labour Sectorial Determination 1, of the contract cleaning sector and minimum salary is obligatory.

9. COMPULSORY BRIEFING SESSION AND CLOSING DATE

Compulsory briefing session

Date: 15 February 2024

Time: 10:30

Venue: 266 Pretorius Street, 8th floor (Boardroom), Centre Walk building, West Block, Pretoria. 0001

Closing / Submission Date

Date: 26 February 2024

Time: 11:00

Tender/Bid box: 266 Pretorius Street (Corner Pretorius & Thabo Sehume Streets), 7th floor (Reception – Tender Box), Centre Walk building, West Block, Pretoria, 0001

10. SUBMISSION DETAILS

Email: CLCCBIDS@dalrrd.gov.za

NB: No late proposals will be accepted.

11. TERMS OF REFERENCE APPROVED