



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL PROVINCIAL SHARED SERVICE CENTRE PRIVATE BAG X 9132, PIETERMARITZBURG, 3200
270 Jabu Ndlovu Street, PIETERMARITZBURG, 3201 Tel: (033) 264 9500**

ENQUIRIES: Ms. T Zondi / Ms T Dlungwana

BID NO: SS-KZN 5/2/1 (6854) 2L

The Managing Director

.....
.....
.....

Dear Sir / Madam

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KWAZULU NATAL REGIONAL LAND CLAIMS COMMISSION OFFICE SITUATED AT 139 LANGALIBALELE STREET FOR A PERIOD OF TWO (02) MONTHS

1. Bid No.: **SS-KZN 5/2/1(6854) 2L**
2. Closing Date: **01 MARCH 2024 at 11h00 Telkom time**. Bids submitted after this date will not be accepted. Please note that vat vendors must include VAT at 15%.
3. The attached documents consist of **34** pages.
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, Pricing schedule (SBD 3.3), SBD 4, SBD 6.1, terms of reference / specifications, entity forms, as well as any other conditions accompanying this request are applicable. Documents are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal.
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
7. Please contact **Mr Bongani Ngcobo** on **033 341 2600** for any technical queries related to the project.
8. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Emailed copies will be accepted. The use of correction fluid on the bid document is prohibited.
9. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Provincial Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project.
10. Please ensure that your bid reaches this office before closing time.
11. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
12. All bids/quotations are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg **OR** if posted, place the aforementioned envelope in a covering envelope addressed as follows:
Bids, Department of Agriculture, Land Reform and Rural Development, Private Bag X9132, Pietermaritzburg, 3200
13. The Department of Agriculture, Land Reform and Rural Development is not bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, PSSC KZN

FOR DIRECTOR -GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

DATE: 23/02/2024

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SS KZN 5/2/1 (6854) 2L	CLOSING DATE:	01 MARCH 2024	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KWAZULU NATAL REGIONAL LAND CLAIMS COMMISSION OFFICE SITUATED AT 139 LANGALIBALELE STREET FOR A PERIOD OF TWO (02) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 JABU NDLOVU STREET					
PIETERMARITZBURG					
3200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thobekile Zondi		CONTACT PERSON	Mr Bongani Ngcobo	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	033 341 2600	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Thobekile.zondi@dalrrd.gov.za		E-MAIL ADDRESS	Bongani.ngcobo@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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KWAZULU NATAL REGIONAL LAND CLAIMS COMMISSION OFFICE SITUATED AT 139 LANGALIBALELE STREET FOR A PERIOD OF TWO (02) MONTHS

SBD 3.3

PRICING SCHEDULE
(SERVICES)

NAME OF SERVICE PROVIDER: Bid NO.: SS-KZN 5/2/1 (6854) 2L CLOSING TIME:
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ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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1. The accompanying information must be used for the formulation of proposals.

TOTAL PRICE R.....

Bid offer must remain valid for the period of 30 days after the closing date.

- N.B**
- Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)
 - All cleaning equipment and detergents must be provided by the bidder.
 - Pricing must be fixed for the duration of the project. Only the wage increment based on a department of labour sectoral wage determination will be considered

Bid Initials
 Bid'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.

SBD4

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



SUPPLIER MAINTENANCE



BAS

LOGIS

Office

System User Only	
Captured By:	<input type="text"/>
Captured Date:	<input type="text"/>
Authorised By:	<input type="text"/>
Date Authorised:	<input type="text"/>
Safety Web Verification	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

The Director General: Department of Agriculture, Land Reform and Rural Development

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	<input type="text"/>
Trading Name	<input type="text"/>
Tax number	<input type="text"/>
Vat Number	<input type="text"/>
Title	<input type="text"/>
Initials	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Address Detail	
Postal Address Line 1	<input type="text"/>
Postal Address Line 2	<input type="text"/>
Physical Address Line 1	<input type="text"/>
Physical Address Line 2	<input type="text"/>
Postal Code	<input type="text"/>

New Detail			
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information		
Supplier Type	<input type="checkbox"/> Individual	<input type="checkbox"/> Department	Department Number <input type="text"/>
	<input type="checkbox"/> Company	<input type="checkbox"/> Trust	
	<input type="checkbox"/> CC	<input type="checkbox"/> Other	Other Specify <input type="text"/>
	<input type="checkbox"/> Partnership		

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name	
Account Number	
Branch Name	
Branch Number	

Account Type

Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

* Please include CC/CK where applicable

Practise Number

When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.

Bank stamp

It is hereby confirmed that this details have been verified against the following screens
ABSA-CIF screen
FNB-Hogans system on the CIS4
STD Bank-Look-up-screen
Nedbank- Banking Platform under the Client Details Tab

Contact Details

<i>Business</i>	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
<i>Home</i>	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
<i>Fax</i>	<i>Area Code</i>	<i>Telephone Number</i>	
<i>Cell</i>			
	<i>Cell Code</i>	<i>Cell Number</i>	
<i>E-mail Address</i>			

Contact Person	Supplier details	Departmental sender details
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:

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

PRICE QUOTATION PROCESS (UP TO R 1 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 bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (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.**

2.10.5 Locality (Pietermaritzburg and surrounding areas – not exceeding 100KM radius)

- (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
- (b) a valid lease agreement from the lessor **or**
- (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped, and dated.

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: Youth	2		
V. Specific goal: Locality (uMgungundlovu District Municipality) (Promotion of South African owned enterprises or promotion of enterprises located in a specific province or promotion of enterprises located in a specific district) (select one)	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 fall under the Historically Disadvantaged individuals (HDI) category 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. FORMULA 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:

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

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 table 1 below 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:

.....

.....

.....

A. LABOUR RATES

DESCRIPTION	ALL MONTHLY COST	INCLUSIVE MONTHLY COST	QUANTITY REQUIRED	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
WORKING SUPERVISOR	R.....	R.....	0	2 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (WORKING SUPERVISOR)	R.....	R.....	01	2 MONTHS	R.....
GENERAL CLEANERS	R.....	R.....	03	2 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (GENERAL CLEANER)	R.....	R.....	0	2 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)					R.....
VAT @ 15%					R.....
TOTAL COST (INCL VAT)					R.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

<u>PRICE BREAKDOWN</u>	<u>CLEANERS</u>	<u>SUPERVISOR</u>
Basic salary per cleaner	R	R
Leave pay	R	R
Sick leave	R	R
UIF	R	R
Public Holiday	R	R
Levy Workmen compensation	R	R
COIDA	R	R
Skills development levy	R	R
Total cost	R	R
<u>Overtime- rate only:</u>		
Weekday	R	R
Saturday	R	R
Sunday / Public Holidays	R	R

NB: Appointed / recommended bidder may be required to submit a proof that the salaries are in line with SBD 3,3 during the contract period

Bid Initials
 Bid's Signature
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
EQUIPMENTS AND MACHINERY INCLUDING CAR WASH	R.....	2 MONTHS	R.....
CLEANING DETERGENTS INCLUDING CAR WASH	R.....	2 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)			R.....
VAT @ 15%			R.....
TOTAL COST (INCL VAT)			R.....

Bid Initials
Bid's Signature
Date:

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

C. HYGIENE SERVICE

HYGIENE SERVICE DESCRIPTION	TASK	QUANTITY OF CONSUMABLES PER MONTH	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 2 MONTHS
Supply and installation of new SHE bins (See item H of the scope of work)		8 UNITS- ONCE OFF	R.....		R.....
Supply and replenishment of Bin Liner bags (Clear)		100 per month	R..... Per month	2 MONTHS	R.....
Supply and replenishment of refuse plastic bag (Black)		50 per month	R..... Per month	2 MONTHS	R.....
Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle		16 UNITS- ONCE OFF			R.....
Supply of sanitary hygiene plastic bag		04 PACKS PER MONTH (50 IN PACK)	R..... Per month	2 MONTHS	R.....
Supply and installation of seat wipe dispensers in both female and male toilets		8 UNITS- ONCE OFF			R.....
Supply of tissue seat wipes		16 x 50 WIPES PER MONTH AS WHEN REQUIRED	R..... Per month/ weekly	2 MONTHS	R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

Supply and installation of metal lockable toilet paper holders in both female and male toilets	16 UNITS- ONCE OFF			R.....
2 PLY TOILET PAPER ROLLS	8 BALES PER MONTH (48 ROLLS PER BALE)	R..... Per month	2 MONTHS	R.....
Supply and installation of hand paper dispensers	10 UNITS- ONCE OFF			R.....
Replacement of paper towels	10 ROLLS PER MONTH	R..... Per month	2 MONTHS	R.....
Supply of paper towel bin	16 UNITS- ONCE OFF			R.....
Supply and installation of wall mounted hand wash foam plastic dispenser in both female and male toilets and the kitchen	10 UNITS – ONCE OFF			R.....
Supply of hand wash foam	10 X 400ML PER MONTH	R..... Per month	2 MONTHS	R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

Provide constant removal of SHE waste bins disposal items in line with Health Care waste protocols and clean and sterilize bins	8 UNITS (WEEKLY)	R.....	2 MONTHS	R.....
Supply and installation of automatic air freshener dispenser in both female and male toilets	10 UNITS- ONCE OFF			R.....
Supply & replenishment of automatic Air Freshener (See item N of the scope of work)	10 X 275ml	R..... Per month	2 MONTHS	R.....
SUB TOTAL COST (EXCL VAT)				R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INC VAT)				R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO (2) MONTHS

PRICING SCHEDULE [SBD 3.3]

SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST INCLUDING VAT
A. TOTAL COST FOR LABOUR RATES, INCLUDING VAT	R.....
B. CLEANING EQUIPMENT, MACHINERY, CLEANING INCLUDING VAT	R.....
C. HYGIENE SERVICE INCLUDING VAT	R.....
TOTAL BID PRICE	R..... (Should reflect on SBD 1 as well)

Bid Initials

Bid's Signature.....

Date:.....

PART A: EQUIPMENT AND MATERIAL SCHEDULE

Note: ALL EQUIPMENT AND QUANTITIES ARE THE MINIMUM REQUIREMENT FOR THE DURATION OF THE CONTRACT PERIOD OF 2 MONTHS

	DESCRIPTION	QUANTITY FOR 2 MONTHS	PRICE		
			PRICE PER ITEM	MONTHLY	TOTAL PRICE FOR THE CONTRACT PERIOD (2 MTHS)
1.	Industrial electrical Powered vacuum cleaner	2			
2.	Industrial Extension cord	1			
3.	Industrial Auto Scrubbers	Not applicable			
4.	Industrial Carpet Washing Machine	Not Applicable			
5.	Industrial multi speed burnishes	Not Applicable			
6.	Industrial Machines sweepers	Not Applicable			
7.	Janitor trolleys-complete with bucket, wringer, cloths etc	2			
8.	Sweeping mop complete	2			
9.	Soft brooms	2			
10.	Feather dusters	2			

11.	Cloth (for polishing and shining furniture)	4		
12.	Toilet brushes	15		
13.	Easy readable warning boards.	2		
14.	Sheep Skin Applicator	Not applicable		
15.	Sheepskin Applicator Holder	Not applicable		
16.	Ammoniated liquid detergent cleaner	10 liters per month		
17.	Multi purpose cleaning / scrubbing liquid soap.	10 liters per month		
18.	Dishwashing Liquid	10 liters per month		
19.	Liquid furniture non wax and non water based aerosol	2 x 275ml per month		
20.	Plus seal non Slip Polish (Hi- Shine 20%)	5 liter per month		
21.	Polish Floor Stripper	Not applicable		
22.	Sanitizer drip-master for urinals	Not applicable		
23.	Toilet Bowl Cleaner Compound.	10 liters per month		
24.	Anti-Septicum disinfectant	10 liters per month		
25.	Brushes for bottles	Not applicable		
26.	Liquid metal polish cleaner	Not applicable		

27.	Dust pan set	2			
28.	Carpet Cleaning Shampoo	Not applicable			
29.	Cleaning Solution	Not applicable			
30.	Window Cleaner	5 liters per month			
31.	Toilet scrubbing and cleaning soap	Not applicable			
32.	Toilet paper Rolls- 2 Ply Strong quality / SABS Approved	08 Bales per month (48 rolls per bale) Two ply			
33.	Any other				



**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF DIRECTOR:

RESTITUTION SUPPORT – KWAZULU NATAL

PRIVATE BAG X9120, PIETERMARITZBURG, 3200, Tel: 033 3412600, Fax: (033) 3422881, 139 LANGALIBALELE STREET

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN REGIONAL LAND CLAIM 139 LANGALIBALELE STREET FOR A PERIOD OF TWO (2) MONTHS.

1. OBJECTIVES

1.1. The objective of the specification is to appoint a suitable Service Provider that can render the service for cleaning and hygiene services for the Department of Agriculture, Land Reform and Rural Development, Regional Land Claims Commission, 139 Langalibalele Street- Umhlaba House, Pietermaritzburg KwaZulu Natal for a period of 2 months.

1.2. **PHYSICAL ADDRESS: 139 LANGALIBALELE STREET
UMHLABA HOUSE,
PIETERMARITZBURG 3201**

2. STAFFING REQUIREMENTS

- **Cleaning Staff required: (4)**
 - 3 General cleaners
 - 1 Supervisor / Cleaner
- WORKING HOURS: 07:00 – 15:30**

3. TABLE OF QUANTITIES

• Number of floors	02	
• Offices	58	
Toilets cubicles	06	Women
	06	Men
	02	Disability
	02	Unisex
• Hand wash basins	11	
• Kitchens	03	
• Entrance foyer	02	
• Boardrooms	04	
• Passage	06	
• Surface to be cleaned approximately	1635m ²	
• Estimated no. of Employees	50	
• Visitors	40 per week	
• Parking Bays	58	
• GG vehicles	06	

TASK DESCRIPTION	FREQUENCY
A. OFFICES, BOARDROOMS/ MEETING ROOMS	
Cleaning floor according to the types Stripping	Daily
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth	Daily
Dust desks and computers with a damp cloth	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Weekly
Polish all wooden furniture	Weekly

Empty dust bins, waste paper baskets, wash and replaced plastic inners.	Twice Daily
Clean picture frames and glass	Daily
Clean water bottles and drinking glasses and refill with fresh water, with dish washing liquid	Daily/When required
Clean material partitions inside offices	Weekly
Washing of carpets and upholstered furniture.	Quarterly/When required
Damp wash vinyl covered furniture	Weekly
Spot clean marks from walls, doors, paint work and light switches	Monthly
Apply liquid metal polish, to brass door handles, window stays and window fasteners,	Weekly/When required
Vacuum carpets, if any	Twice a Week

B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, FIRE ESCAPES AND STAIRCASES .

Clean floor according to type	Daily
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Glass doors at the entrances must be cleaned with a damp cloth.	Daily
Spot clean all glass; windows, doors, doorknobs and metal work and dust all accessible ledges to height of 2m.	Daily
Clean skirting	Weekly
Scrubbing, cleaning and polishing of passages and staircases	Quarterly

C. TOILET CLEANING

Cleaning of toilets (closet pans, urinals, wash bins and mirror) with toilet cleaning soap and disinfectant. Supply plastic to line toilet bins	Daily/When required
Washing of toilet floors, walls, doors and pipes	Daily

D. WINDOWS AND WINDOW BLINDS	
Clean both faces of glass Clean blinds	Weekly
Clean blinds (to be steam cleaned without being removed)	Quarterly
E. KITCHEN	
Kitchen and pause area floor, cupboards must be cleaned with water and detergent	Daily
Supply and install paper towel dispensers in all kitchen	Once off
Wash bins with +70% alcohol-based disinfectant SABS/SANS approved soap and detergents and line them with plastic	Daily/When required
Replenish paper towel	Daily/When required
Clean and refill urns and water dispensers	Daily
Microwave ovens must be washed with water and detergent	Daily
Fridge must be defrosted and washed with water and detergent	Monthly
Cutlery and crockery used during the meeting must be cleaned	Daily or when required
F. WASTE BINS	
Separate paper waste from general waste and use designated /labeled bins. Wash the waste bins and the refuse area	Weekly
Contractor must supply waste bins in each toilet. Number of bins required: ten (10 once off) (10L) capacity in both entrances, the waste must have self-closing tight	Once off
Contractor must supply 100 plastic bin bags per month for waste removal from offices	Monthly
Replace with a clear plastic bags Provide 40 hazardous waste plastic per month	Monthly
Ensure that disposed items are removed in line with Health Care Waste protocols and clean and sterilize bins regularly	Weekly

G. SANITARY DISPOSAL SHE BINS	
<p>Supply new 8 she bins in ladies' toilets 23 liters</p> <ul style="list-style-type: none"> • Cleaning the interior of the she bins with disinfectant which is SABS/SANS approved. • Must have self-closing tight lids with trap doors with non-touch. • Opening and closing mechanism • In the event of mechanical malfunctioning or factory fault, the bin will be replaced free of charge 	8 units (Once off)
Sanitary waste must be removed and not remain on the Departmental premises	Weekly
<p>Disposal bins must be replaced with the clean disinfected bins together with the inner plastic bags.</p> <ul style="list-style-type: none"> • Must have self closing tight fitting lids with trap doors with non touch opening / closing mechanism • One (1) bin per female cubicle 	Weekly
I. SANITARY HYGIENE PLASTIC BAGS	
Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle and Disability toilets Height: 310 mm, Depth: 60 mm, Width: 160 mm	08 Units (once off)
Replenish 8 boxes containing 30 plastic bags per Month	08 units (refill weekly)
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
J. SEAT WIPES	
Supply and installation of tissue seat wipe dispensers in both female and male toilets and Disability toilets	
<ul style="list-style-type: none"> • Seat wipes must be SABS/SANS approved and must be replaced and must be manufactured from non-woven linen tissue and must contain bactericides and disinfectants. • It must also be non-ammoniated. • Sanitizer form must drip free and non-harsh to the skin. • Sanitizer foam must have a reliable, user friendly pump mechanism. • 9 x 250 ml sanitizers per Month 	16 Units(once off)

H. TOILET PAPER HOLDERS AND ROLLS	
Supply and installation of toilet paper holders in both female, male toilets and Disability toilets -three paper canister NB: All toilet roll holders should be lockable to prevent theft.	16 Units (once off)
2 ply Toilet rolls must be replenished Strong quality / SABS approved	Twice Daily
Toilet paper roll must be manufactured from a soft paper, must be of good quality and acceptable standards of SABS.	Daily or when required
Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
<ul style="list-style-type: none"> • <u>HAND PAPER DISPENSER</u> <ul style="list-style-type: none"> ○ Supply and Install the hand paper dispenser. ○ The Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault. 	10 (once off)
<ul style="list-style-type: none"> • <u>PAPER TOWEL BIN</u> <ul style="list-style-type: none"> ○ Supply and install paper towel bins 	10 (Once off)
K. HAND WASH LIQUID SOAP AND DISPENSER	
Supply and installation of foam soap dispenser in both female and male toilet and Disability toilets NB: All soap dispensers holders should be lockable to prevent theft.	
Hand wash liquid soap must be replenished(±500ml) SABS approved	10 Units (once off)
Hand wash liquid soap must be drip free and not harsh/ irritable to the skin, non-ammoniated, antibacterial & non-fragrance and must be SABS approved.	Ensure availability at all times
Liquid soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	

L. AUTOMATIC AIR FRESHNER	
Supply and installation of air freshener dispenser in both female and male toilets and Disability toilets	
Air freshener must be refilled and must spray at intervals of 15 minutes (480ml)	10 Units (once off)
Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	Bi-weekly
<u>Washing of Government Vehicle Cars</u>	
Clean the exterior and interior with the relevant approved detergent for car wash and vacuum the interior	Weekly

NB:

- Swabs to be used must be colour coded for each function to be done.
- All dispenser unit batteries must be of high quality & durability and should be inspected regularly.

4. THE PROPOSAL REQUIREMENTS

The appointed Service Provider will be responsible for the provision of the following:

- All the required cleaning materials and equipment to meet the above prescribed cleaning activities. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- Service provider must ensure that all cleaning equipment/s are functional for the duration of the contract.
- Service provider must provide the department with material datasheet which will be verified by OHS
- Cleaners must be provided with two caution sign boards to ensure awareness on oncoming traffic when performing duties on floors.
- The Service Provider to comply with the Occupational Health and Safety Act which requires that the employer have duties concerning the provision and use of personal protective equipment (PPE) at work. Protective Personal Equipment

will protect the user against health and safety risks at work, for the safety of persons in connection with use of plant and machinery, protection of person's hazards to health and safety arising out of or in connection with activities of persons at work.

- The Service Provider must provide in terms of uniform / personal protective equipment (PPE) i.e. safety footwear, masks, gloves, eye protection, high-visibility clothing, safety harnesses and respiratory protective equipment (RPE).

N.B.: Bidders must indicate cleaner's wages in the pricing schedule (SBD 3.3). The wages of the cleaner should not be less than the minimum wage rates as prescribed by the Department of Labour Sectoral determination 1: Contract cleaning sector, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula.

All toilet roll canisters and soap dispensers must be lockable to prevent theft. The Service Provider must install all SHE bins, automatic air freshener units, paper towel dispenser and soap dispensers' units. Upon termination of the contract the Service Provider must remove such equipment from the premises and restore the building to its original condition/colour (holes must be filled and painted).

5. MANDATORY REQUIREMENTS

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

Attendance of the site briefing session is **NOT MANDATORY** but a site viewing can be arranged with the technical queries persons stated in paragraph 11.

- 5.1. A signed company resolution authorizing a person to sign the bid documents.
- 5.2. A letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning services as the nature of business)
- 5.3. Public Liability Insurance (Proof of quotation obtainable from any insurance companies or any other relevant proof). Minimum amount of R500 000.000
- 5.4. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.
- 5.5. Registration with the bargaining council for cleaning and hygiene services (Attach proof / certificate)
- 5.6. CSD Report/ printout and be attached on the proposal

6. EVALUATION CRITERIA

Evaluation in terms of 80/20 Preference Points System

Only bidders who have complied with mandatory requirements will be evaluated further in accordance with the 80/20 preference points system.

7. Calculation of points for price

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

Calculating of points for Specific Goals status level of contribution

8. GENERAL CONDITIONS

8.1 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

8.2 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.

8.3 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.

8.4 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

8.5 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.

8.6 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.

8.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

a) Who had no franchise in national elections before the 1983 and 1993 Constitution-

attach a certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.

b) Who is female-

attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.

c) Who has a disability –

attach doctor's letter confirming the disability

d) Who is youth –

attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.

e) Specific goal: **Locality (Umgungundlovu District)** – attach:

(a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**

(b) a valid lease agreement from the lessor **or**

(c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.

9. POINTS AWARDED FOR SPECIFIC GOALS

- 9.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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. Who had no franchise in national elections before the 1983 and 1993 Constitution	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Specific goal: Locality : Umgungundlovu District	3		

10. PUBLICATION

- Departmental website / CSD
- Five Days (05 days)