



**BID NUMBER: ZNB: DSAC 001/2425**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (VARIOUS SITES IN KWAZULU-NATAL) FOR THE PERIOD OF 36 MONTHS**

**NAME OF BIDDER:** \_\_\_\_\_

**CENTRAL SUPPLIERS DATABASE No:**.....

<b>CLOSING DATE FOR SUBMISSION OF BIDS: 29 OCTOBER 2024</b>		<b>CLOSING TIME: 12H00 [NOON]</b>
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**IMPORTANT NOTICE TO BIDDERS**

- The compulsory site briefing meeting to be held at 10h00 on the 9<sup>th</sup> of October 2024 at Heather Hall (27 Heather Road, Northdale, Pietermaritzburg 3201)
- Bids received later than the above-stated closing date and time will not be accepted.
- Validity Period is 180 Days

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**NB:** PROPOSALS RECEIVED LATER THAN THE STATED CLOSING DATE AND TIME WILL NOT BE ACCEPTED. E-MAIL AND FACSIMILE PROPOSALS WILL NOT BE ACCEPTED. PROPOSALS MUST BE DELIVERED AND DEPOSITED IN THE BID BOX WHICH IS SITUATED AT THE HEAD OFFICE OF THE KZN DEPARTMENT OF SPORT, ARTS AND CULTURE AT THE FOLLOWING ADDRESS: HERITAGE HOUSE, 222 JABU NDLOVU STREET [FORMERLY, LOOP STREET] PIETERMARITZBURG, 3201 WITH THE BID NUMBER, DESCRIPTION; CLOSING DATE OF THE BID AND ADDRESSED TO THE SUPPLY CHAIN MANAGEMENT. THE NAME AND ADDRESS OF THE BIDDING COMPANY MUST BE ENDORSED AT THE BACK OF THE ENVELOPE.

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**KWAZULU-NATAL PROVINCE**SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU NATAL DEPARTMENT OF SPORT ARTS AND CULTURE</b>					
BID NUMBER:	ZNB: DSAC001/2425	CLOSING DATE:	29 OCTOBER 2024	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (VARIOUS SITES IN KWAZULU-NATAL) FOR THE PERIOD OF 36 MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>HERITAGE HOUSE</b>					
<b>222 JABU NDLOVU STREET</b>					
<b>PIETERMARITZBURG, 3201</b>					
Validity Period		180 Days			
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
			NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR SPECIFIC GOALS POINTS . ONLY AN ORIGINAL OR CERTIFIED COPY IS ACCEPTABLE</b>					
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 PART B:3 BELOW ]	
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Thola Ndaba		CONTACT PERSON	Mr Lindani Langa	



TELEPHONE NUMBER	033 342 2380	TELEPHONE NUMBER	083 783 6698
E-MAIL ADDRESS	ndabat@kzndsac.gov.za	E-MAIL ADDRESS	LangaL@kzndac.gov.za

## **PART B TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
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 ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## **PART C**

### **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered. Only a hard copy and soft copy shall be considered as stipulated on page 1 of this bid document.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the bid document.
18. Part A of the bid document **must** be completed and failure to do so shall lead to



- disqualification.
19. Bids submitted must be complete in all respects, spaces requiring information must be filled in, shown as “not applicable” and not left blank.
  20. Bidders failing to adhere to the requirements as stipulated above and in the bid document shall be disqualified.
  21. The Department reserves the right not to make an award. The lowest, or any bid will not necessary be accepted and the Department reserves the right to accept any bid either in whole, or in part thereof. In addition, the Department reserves the right to re-open process of soliciting bid offers/ appointing a panel of suppliers at any time should it deemed necessary to do so.



**KWAZULU-NATAL PROVINCE**

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

**ANNEXURE A  
SCHEDULE OF PROJECTS/ PREVIOUS CONTRACTS**

Description or nature of project/ assignment	PROJECT PERIOD		PROJECT/ CONTRACT VALUE (R)	EXPERIENCE/ REFERENCES			
	Start date	End Date		CLIENT ORGANIZATION/ DEPARTMENT	OFFICIAL PURCHASE ORDER NO	CONTACT PERSON	AND TELEPHONE DETAILS



## **ANNEXURE B**

### **AUTHORITY TO SIGN A BID**

#### **A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

#### **AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors

on.....20.....,

Mr/Mrs.....

....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

.....

#### **IN HIS/HER CAPACITY AS:**

.....

#### **SIGNED ON BEHALF OF COMPANY:**

.....

(PRINT NAME)

**SIGNATURE OF SIGNATORY: .....DATE:**

.....

**WITNESSES: 1** .....

2 .....





**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am  
the sole owner of the business trading as

.....

**SIGNATURE.....**

**DATE.....**

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every  
partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as

.....

hereby authorise .....to sign this bid as well as any  
contract resulting from the bid and any other documents and correspondence in connection  
with this bid and /or contract on behalf of: (Name of Partnership)

.....

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
---------------------------	---------------------------	---------------------------

..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>
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## D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of:

(Name of Close Corporation)

.....

## SIGNED ON BEHALF OF CLOSE CORPORATION:

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS ..... DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1 .....

2 .....

## E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative) .....

## SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

**IN HIS/HER CAPACITY AS:**

.....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS**.....

**WITNESSES:**           1 .....

                                  2 .....

#### **F. JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

#### **AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs.....and

Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

.....

**IN HIS/HER CAPACITY AS**.....



**KWAZULU-NATAL PROVINCE**

**SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA**

**SIGNED ON BEHALF OF (COMPANY NAME)**

.....

(PRINT NAME):

**SIGNATURE ..... DATE.....**

**IN HIS/HER CAPACITY AS.....**

**SIGNED ON BEHALF OF (COMPANY NAME)**

.....

(PRINT NAME):

**SIGNATURE ..... DATE.....**

**IN HIS/HER CAPACITY AS.....**

**SIGNED ON BEHALF OF (COMPANY NAME) .....**

(PRINT NAME):

**SIGNATURE ..... DATE.....**

**IN HIS/HER CAPACITY AS.....**

**SIGNED ON BEHALF OF (COMPANY NAME) .....**

(PRINT NAME):

**SIGNATURE..... DATE.....**

## **G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

### **AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs.....

(whose signature appear below) have been duly authorised to sign all documents in connection.

with this bid on behalf of:

(Name of Consortium)

.....

**IN HIS/HER CAPACITY AS.....**

**SIGNATURE..... DATE.....**



## **ANNEXTURE C: SPECIAL CONDITIONS OF CONTRACT**

### **1. INTRODUCTION AND RELEVANT INFORMATION**

This bid is invited and will be awarded and administered in terms of the following prescripts and conditions which is applicable to this contract: -

- 1.1 Section 217 of the Constitution of the Republic of South Africa,
- 1.2 The Public Finance Management Act No 1 of 1999 as amended by Act No 29 of 1999 and its Regulations in general,
- 1.3 The Preferential Procurement Policy Framework Act No, 5 of 2000 and its regulations as amended 2022,
- 1.4 National Treasury Supply Chain Management Practice/ Instruction notes and other guidelines.
- 1.5 The Broad Based Black Economic Empowerment Act No 53 of 2003
- 1.6 **Bargaining Council for Contract Cleaner's Industry (BCCCI)**
- 1.7 **National Council for Contract Cleaner's Association (NCCCA)**
- 1.8 Other SCM prescripts and laws.

### **2. REQUIRED DOCUMENTS/ INFORMATION**

If any of the documents or conditions is not met, then the Department reserves the right to disqualify the bid.

The bidder shall ensure that all the required information is furnished.

The Department reserves the right not to evaluate any bids if any of the prescribed documents are not furnished with the bid.

### **3. ACCEPTANCE OF OFFER**

- a. This bid has been invited, and will be adjudicated in terms of the PPPFA, the National Treasury Practice Notes and other legislative requirements as stipulated above. The Department is under no obligation to accept the lowest or any bid and reserves the right to accept any bid either in whole, or part thereof.



- b. Site inspections may be conducted as part of the evaluation process.
- c. The financial standing of bidders and their ability to supply goods/ works or render services may be examined before their bids are considered for acceptance.
- d. In considering or awarding of tender and where 80/20 OR 90/10 preference points has been applied, the Department shall allocate contract based on the bidder who scores the highest points.

#### **4. AMENDMENT OF CONTRACT**

Any amendment to or renunciation of the provisions of the contract shall always be done in writing and shall be signed by both parties subject to the Department Legal Services, SCM and relevant end user directorate/ project manager screening the amendment before it is signed.

#### **5. CESSION OF A CONTRACT**

Any cession of a contract will only be accepted after the relevant approval has been obtained from the Department.

#### **6. REMEDIES IN THE CASE OF INCORRECT PREFERENCES**

- a. Should a bidder be awarded a contract based on a misrepresentation of Information which he/she supplied regarding the preference which he/she claimed, or any other information and it is shown later that the information is incorrect, in addition to any legal impact which it may have, the DEPARTMENT will: -
- b. Recover any costs or damages which the DEPARTMENT may have suffered because of the inclusion in the contract, and/or
- c. Cancel the contract and recover any loss which the DEPARTMENT may have suffered because of having to make less favourable arrangements.

#### **7. BID PRICE**

All quoted prices/offers must be firm, in South African currency (ZAR) and must include VAT. It must be noted that bidders who are non-VAT vendors must not include VAT in the bid price, but this must be clearly indicated on the price page. Each item/ service as indicated in the fee's structure/ service fees must be priced separately.

#### **8. CHANGE OF ADDRESS**



Bidders must advise the DEPARTMENT should their address details change from the time of bid to the expiry of the contract.

## **9. COMMUNICATION**

All correspondence regarding this bid must be addressed or hand delivered to the: Assistant Director: Supply Chain Management [NdabaT@kzndsac.gov.za](mailto:NdabaT@kzndsac.gov.za) Tel. 033 342 2380

All technical enquiries must be directed to the following: Deputy Director Auxiliary services Tel: 083 783 6698 or email at [LangaL@kzndsac.gov.za](mailto:LangaL@kzndsac.gov.za)

## **10. COMPLETION OF SPECIFICATION**

Where specifications are designed in such a way that responses would be required from the bidders, these forms **must** be completed and submitted as part of the bid document.

## **11. COMPLETENESS OF BID**

Bid offers will be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

## **12. CONDITIONS OF BID**

- a. The successful service provider must be in a position to assume duty on the date stipulated in the letter of acceptance and/ or as agreed with Department.
- b. No bid submitted by telefax, telegraphic or other electronic means will be considered. Only a hard copy of the bid offer shall be considered.
- c. It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- d. The offer shall be made strictly according to the specification.
- e. By the submission of the bid, the successful bidder undertakes to appoint a supervisor for the purpose of receiving instructions relating to the provision of the service and accepting responsibility for the execution of such instructions.
- f. Bidders must provide the following particulars about themselves as part of the bid:
  - (i) Name, address, and contact details of bankers together with their bank account number.
  - (ii) The names, identity numbers and physical addresses of all partners in cases where persons, a partnership, of a firm consists of a partnership.
  - (iii) Proof and references where works of similar nature was performed.





### **13. CONTRACT PERIOD**

- a. The contract period shall remain in force as determined by the contractual agreement.
- b. The commencement date shall be from the date and as per contractual agreement
- c. The Department reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/ her contractual obligation in terms of the contract.

### **14. EQUAL BIDS**

In the event that two or more bid offers have equal total points, the highest-ranking bidder will be the one scoring the highest number of points in terms of specific goal points.

Should two or more bid offers be equal in all respects, the adjudication shall be decided by drawing of lots.

### **15. JOINT VENTURE**

15.1 Any bid submitted by a Joint Venture / Consortium must be accompanied by a certified copy of the Joint Venture Agreement. Such agreement must specify the percentage of the bid/ contract to be undertaken by each participating entity.

15.2 Project execution plan signed by both parties must be submitted and the following should be considered:

- magnitude of the contract to be executed.
- nature of service to be rendered.

15.3 Any joint venture/ consortium wishing to claim for preference points must submit a B- BBEE level of contribution certificate issued by Verification entity accredited by SANAS or relevant body.

15.4 any joint venture/consortium must submit proof of tax compliance status for each company involved.

### **16. EXECUTION CAPACITY**

The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that s/he had the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/ her experience as a company to undertake the contract. References of past experience of owners/ employees of new entities must accompany the bid document. The bidder will be required to provide office furniture as stated;

#### **17. GENERAL APPROACH**

A service provider may not recruit or shall not attempt to recruit an employee of the principal for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof. Such attempt will lead to a contract being terminated or may result in the rejection of the bid.

#### **18. CONFLICT OF INTEREST**

Bidders are requested to provide professional, objective and impartial advice/ service and at all times hold the client's interest paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Bidders should not perform any assignment that would conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Agency. Without limitation on the generality of this rule, bidders would not be hired under the following circumstances.

#### **19. IRREGULARITIES**

Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

#### **20. LATE SUBMISSION OF BIDS**

Bid offers are late if they are received at the address indicated in the bid document after the stipulated closing date and time.

**A late bid document will not be considered.**

#### **21. NOTIFICATION OF ADJUDICATION OF BID**

Notification of the outcome of adjudication of bid shall be published in the media where the invitation to bid was advertised and Department's website.

#### **22. TAX CLEARANCE COMPLIANCE**



The bidder must ensure that the company is tax compliant and should submit to the Department a Valid Tax Compliance Status Pin Document obtainable from SARS or CSD registration number with the bid before the closing date and time of the bid.

Each party in the Joint Venture/ Consortium must submit Valid Tax Compliance Status Pin or CSD registration number with the bid before the closing date and time of the bid.

## **23. UNSATISFACTORY PERFORMANCE**

Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

Before any action is taken, the Department shall warn the contractor that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory service within the specified reasonable time (7 days minimum). If the service provider/ contractor does not perform satisfactorily despite the warning the Department will:

- (i) Act in terms of its delegated powers.
- (ii) Make a recommendation for cancellation of the contract.

As part of contract conditions, and of managing the service provider's performance the Department reserves the right to inspect and interview subcontractors in ensuring compliance with conditions of the bid/contract.

## **24. VALIDITY PERIOD AND EXTENSION THEREOF**

The validity period for the offer / quotation must be 120 days from close of bid. However, circumstances may arise whereby the Department may request the bidders to extend the validity period. Should this occur, the Department will request bidders to extend the validity period under the same terms and conditions as originally tendered by the bidders. This request will be done before the expiry of the original validity period.

## **25. VALUE ADDED TAX (VAT)**

Bid prices must be inclusive of VAT.

## **26. PAYMENT AND INVOICING**

- a) Only upon receipt and verification of the invoice by an appropriately authorized official, will payment be affected. The invoice shall be original.



- b) Payment shall be made to the contracted bidder/ service provider **only**. Any deviations (e.g. a cession of contract) will only be accepted after relevant approval has been granted.
- c) Each order must be invoiced separately, clearly quoting the relevant order number. Supporting documents with full details of the service rendered must be presented in the invoice or as an annexure thereto.
- d) Payment terms are thirty (30) days on receipt of an original invoice.
- e) **No upfront deposits or payments will be made.**

## **27. RETURNABLE DOCUMENTS/ INFORMATION**

Compliance with the scope of works/ services.

***Failure to submit the documents/ information required will result in automatic disqualification.***

## **28. CURRENT AND PREVIOUS EXPERIENCE**

Bidders are required to complete Annexure A for all current and previous related contracts.

## **29. EVALUATION CRITERIA**

The bidders' eligibility, capability in rendering the required services and compliance with the specification will be assessed prior to application of **80/20** specific goals.

### **30.1 ADMINISTRATIVE COMPLIANCE**

Bidders will be required to adhere to the administrative aspects of the bid prior to the evaluation of functionality.

### **30.3 EVALUATION OF PRICE AND SPECIFIC GOALS**

The bidder that passes administrative compliance will be evaluated on price (80) and specific goals (20). The bidder who scores the highest points may be awarded the contract as prescribed by PPPFA.

**30.4** The Bidder who scores the highest points on more than one bid/ contract will be allocated one contract and of which they shall be afforded the opportunity to choose preferable region. Thereafter, the award shall be to the bidder who is the second highest scorer.

Bidders shall be assessed on eligibility and 80/20 specific goals shall be applied; and as set out on the bid document.



20 points			
Specific/ RDP goals	100%	≥51%	<51%
RACE	4	2	0
GENDER (women)	6	3	0
PLD	6	3	0
YOUTH	4	2	0

*\*PLD – Persons living with disabilities*

**NB:** Complete SBD6.1 and Submit – valid B-BBEE certificate or Sworn affidavit to score 20 points in order to score points for specific/ RDP goals.

### 31. RISK ASSESSMENT

Department reserves the right to assess the bidder's capability prior to contracting the services in order to mitigate risks.

### 32. SUPPLIER REGISTRATION

The service provider/ supplier must be registered on Central Suppliers' Database (CSD) system; [www.csd.gov.za](http://www.csd.gov.za). Department will not award or appoint a bidder who is not registered on the CSD as a prospective supplier.

## ANNEXURE D

### 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 regarding 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 provision in the SCC shall prevail.

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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21. Delays in the supplier's performance
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31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

### **General Conditions of Contract**

- 1. Definitions:** 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 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 anything 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 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 labor, 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 conflict with these general conditions, the special conditions shall apply.

### **3. General**

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

### **4. Standards**

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

### **5. Use of Contract Documents And Information Inspection**

- 5.1 The supplier shall not, without the purchaser's prior written consent disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- a. 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 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.

- 1.1 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**

- a. 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.



in 10.2 Documents to be submitted by the supplier are specified  
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 as 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 scheduled 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, 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the 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

## **28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case 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
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing Language**

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

### **30. Applicable Law**

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

### **31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African 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).
- 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.

**General Conditions of Contract (revised July 2010)**

## **SBD 2**

### **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1

In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2

SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3

The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4

In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.

5

Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6

Applications for the Tax Clearance Certificates may also be made via eFiling. To use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



## **SBD 4**

### **BIDDER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

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

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

#### **2. BIDDER'S DECLARATION**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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.

<b>Full Names</b>	<b>Identity Number</b>	<b>Name of State institution</b>

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES** **NO**

---

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



2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES	NO
-----	----

2.3.1 If so, furnish particulars:

.....  
.....

### 3. DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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 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

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



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**

## SBD 6.1

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

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

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

## 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



- 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 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 regarding preferences, in any manner required by the organ of state.

### 3. 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).

### 4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	<b>or</b>	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

## GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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.

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

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

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



The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
RACE	#	4		
GENDER (WOMAN)	#	6		
PLD	#	6		
YOUTH	#	4		

### **EVALUATION OF PRICE AND HDI GOALS**

The bidder that passes administrative compliance and functionality will be evaluated on price (80) and specific goals (20). The bidder who scores the highest points may be awarded the contract as prescribed by PPPFA.

20 points			
HDI	100%	≥51%	<51%
RACE	4	2	0
GENDER (women)	6	3	0
PLD	6	3	0
YOUTH	4	2	0

*\*PwD– Persons with disabilities*

*Submit – valid B-BBEE certificate or Sworn affidavit to score 20 points.*

## DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- ii) The information furnished is true and correct.
  - iii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - iv) In the event of a contract being awarded because 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.
  - v) 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 because of that person's conduct.
    - (c) cancel the contract and claim any damages which it has suffered because 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:**



**SBD 7,1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid.
    - Proof of tax compliance status.
    - Pricing schedule(s).
    - Technical Specification(s).
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations.
    - Bidder's Disclosure form.
    - Special Conditions of Contract.
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

**WITNESSES**

1 .....

2. ....



NAME OF FIRM .....

DATE .....

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....  
accept your bid under reference number .....dated.....for the supply  
of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the  
terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice  
accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

--

**WITNESSES**

1. ....  
....
2. ....

## ANNEXTURE: E

### SPECIFICATION/ TERMS OF REFERENCE

#### APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (WESTERN DISTRICT CLUSTER IN KWAZULU-NATAL) FOR THE PERIOD OF 36 MONTHS

<b>ENQUIRIES</b>	Mr L Langa	<b>CONTACT No.</b>	083 783 6698
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#### 1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that would render the service of cleaning in all offices of KwaZulu-Natal Department of Sport, Arts and Culture for a period of thirty-six (36) months.

<b>WESTERN DISTRICT CLUSTER SITES WHERE SERVICES MUST BE DELIVERED:</b>			
<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>	<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>
<b>Uthukela District &amp; Cluster Office</b> 312 Murchison Street Ladysmith 3370 (Park homes inclusive)	180	<b>Dundee Library Depot</b> 8 King Edward Street Dundee 3000 (Park home inclusive)	790
<b>Osizweni Arts Centre</b> Osizweni Newcastle (Park home inclusive)	370	<b>Cathedral Peak</b> Didima Bergville <b>NB:</b> Cathedral Peak waste must be collected from site to the authorised disposal point by the service provider	250
<b>Majuba District</b> 37 A Voortrekker Road, Newcastle2940  <b>Start date (01 Jan 2025)</b>	330	<b>uThukela District</b> 24 Lyell Street Ladysmith 3310  <b>Start date (01 Jan 2025)</b>	330
<b>uMzinyathi District</b> Office 85 Karel Landman Street Dundee 3000  <b>Start date (01 Jan 2025)</b>	350		

## 2. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (ii) Internal windowsills and sun hoods.
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (iv) Waste paper and refuse bin areas.
- (v) Flat roof areas.
- (vi) Enclosed courtyard.
- (vii) Gutters.
- (viii) All areas and surfaces not specifically excluded from this contract.
- (ix) Air Conditioners Plant Rooms.
- (x) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (i) Electrical equipment rooms, transformer rooms etc.
- (ii) External business.

### 2.1 CLEANING TIMES

Working days: Monday to Friday excluding Public Holidays (40 hrs per week)

Working hours: **To be arranged with Facility / Centre Managers**

## SECTION A

### 2.2 GUIDELINES FOR THE SCOPE OF WORK

PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated number of employees
uThukela District 312 Murchison St Ladysmith 3370	15	1	2	2	4	2	1	3	11
Cathedral Peak Didima Bergville	1	1	8	8	8	1	1	0	7
Dundee Library Depot 8 King Edward St. Dundee	5	2	2	2	3	1	4	7	18
Park homes 8 King Edward St. Dundee	8	1	2	2	2	0	0	3	4





PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated number of employees
Osizweni Arts Centre Osizweni Newcastle (With Parkhomes)	4	3	7	5	10	1	1	1	7
Amajuba District Office-37A Voortrekker str Newcastle	12	1	3	3	6	1	2	4	14
UThukela District Office-24 Lyell Street Ladysmith	15	1	3	3	6	1	2	4	14
uMzinyathi District Office 85 Karel Landman Street Dundee	10	1	3	3	6	1	2	4	14
<b>TOTAL</b>	<b>62</b>	<b>12</b>	<b>30</b>	<b>28</b>	<b>45</b>	<b>8</b>	<b>13</b>	<b>26</b>	<b>89</b>

**NB:**  
Site Inspection is compulsory to all bidders so that they can ascertain the size of each site in terms of the floor space / surface since it is not provided in the table above.

### 3. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<b><u>DISINFECTANTS</u></b> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	



<b>2.</b>	<b><u>CLEANERS</u></b>  Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
<b>3.</b>	<b>Toilet Seat Dispensers</b> Toilet seat wipes with dispenser in each Women Compartment of the ladies' toilets.	
<b>4.</b>	<b>Toilet Seat Wipes Holders</b> To be mounted on the wall and comply with the SABS approved	
<b>5.</b>	<b>Sanitary Towel Receptacles</b>  Receptacles must be attractive, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odour. One such receptacle shall be provided in WC compartment of the ladies' toilets. Receptacles required and to be serviced every forth nightly and as when required.	
<b>6.</b>	<b>Paper Towels</b> Single rolls, singly ply not perforated, white in accordance with CKS 614 with centre feed dispenser. Width at Least 235 mm.	
<b>7.</b>	<b>Paper Towel bins</b> To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	
<b>8.</b>	<b>Paper Towel Holders</b> To be mounted on the wall and comply with the SABS approved	
<b>9.</b>	<b>Toilet paper holders</b> Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
<b>10.</b>	<b>Toilet papers</b> Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
<b>11.</b>	<b>Hand Soap Dispensers</b> Liquid toilet in accordance with SABS 238 with dispenser.	
<b>12.</b>	<b>Doe Blocks</b> To be available in all urinal basins and comply with the SABS approved	



<b>13.</b>	<b>Urinal Dispenser</b> To be mounted on the wall next to the urinal basin and comply with the SABS approved,18 sanitation in all urinals	
<b>14.</b>	<b>Floor Finishes</b> Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water-based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
<b>15.</b>	<b>Wall Tiles</b> All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
<b>16.</b>	<b>Air Fresheners</b> Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
<b>17.</b>	<b>Weed killer</b> This required for tarred surfaces and paving	
<b>18.</b>	<b>Silicon, dashboard polish</b> These items will be needed to ensure that state vehicles are well take care of	
<b>19.</b>	<b>Provision of polystyrene cups</b> For water dispensers where they are provided	

#### 4. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

<b>A</b>	<b>FLOOR SURFACE</b>		
	<b>Cleaning required</b>		<b>Frequency</b>
	<b>1</b>	<b>Vinyl</b>	
		(a) Clean and seal	Initially
		(b) Sweep	Daily
		(c) Burnish	Weekly
		(d) Strip and re-coat	Initially and every 6 months thereafter
	<b>2</b>	<b>Terrazzo / Concrete</b>	
		(a) Sweep	Daily
		(b) Damp mop (with squeegee) Squeegee	Daily
		(c) Scrub	As necessary but not less than once a month
		(d) Buff	As necessary but not less than once a month
	<b>3</b>	<b>Carpets and carpet tiles</b>	



# KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

		(a) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
		(b) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(c) Stain removal	As necessary but not less than once a month
		(d) Shampoo and steam clean	As and when required but at least once per year
	<b>4</b>	<b>Toilets</b>	
		(a) As for vinyl surfaces at 3.A.1	At least once a day
		(b) Disinfectant	Daily Ensure cleanliness at all times
	<b>5</b>	<b>Storerooms/Archives</b>	
		As for floor surfaces at 3.A.1	Weekly
<b>B</b>		<b>WINDOWS/WINDOWSILLS</b>	
		1) Wash windows (both sides)	As necessary but not less than once a month
		2) Dust interiors sills	Daily
		3) Wipe down sills	Monthly
<b>C</b>		<b>WALLS AND PAINTWORK</b>	
		1) Clean finger marks from lights switches, doors and walls	Daily
		2) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
<b>D</b>		<b>WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS</b>	

		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>E</b>		<b>DOORHANDLES AND WINDOW CATCHES</b>	
		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>F</b>		<b>DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:</b>	
		1) Horizontal surfaces to 2 meters	Daily
		2) Accessible high ledges and fittings	Daily
		3) All vertical surfaces	Daily



		4) All accessible light fittings	Weekly
<b>G</b>	<b>TOILETS AND BATHROOMS</b>		
		1) Empty and clean waste receptacles	Daily
		2) Clean and sanitise basins, bowls and urinals	Twice daily
		3) Clean mirrors	Daily
		4) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		5) Toilet Paper	Check three times daily and replenish when necessary
		6) Toilet soap(liquid)	Check daily and replenish when necessary
		7) Paper roller towels	Check daily and replenish when necessary
		8) Air Freshener	Check daily and replenish when necessary
		9) Toilet seat wipes	Check daily and replenish when necessary
		10) Sanor sanitary system	Check daily and replenish when necessary
<b>H</b>	<b>OFFICE FURNITURE</b>		
		1) Dust all the furniture, counter tops, writing slopes	Daily
		2) Polish all furniture, counter tops, writing slopes	Weekly
		3) Damp	Bi-monthly
<b>I</b>	<b>PARKING AREAS</b>		
		1) Sweep	Daily
		2) Hose down	When necessary but at least once per year
<b>J</b>	<b>ROOF AREAS AND GUTTERS</b>		
		1) Remove all debris and growths, sweep and clean	Weekly
<b>K</b>	<b>EXTERNAL SUN GUTTERS</b>		
		1) Sweep and wash down	Monthly
<b>L</b>	<b>FOYER AND ENTRANCE HALLS</b>		

		1) Sweep all entrance steps, clean doormats	Daily
		2) Clean walls	Weekly
		3) Damp mop step and entrance lobbies	Daily
		4) Clean floors and vacuum carpets/mats	Daily



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		5) Clean glass in door frames	Daily
		6) Cleaning and refilling of water dispensers	Daily
<b>M</b>	<b>LIFTS</b>		
		1) Clean/sweep interior and door tracks	Daily
		2) Clean exterior doors	Weekly
<b>N</b>	<b>STAIRS AND STAIRWELLS</b>		
		1) Dust balustrades and fitting	Daily
		2) Sweep stairs, landings, treads and risers	Daily
		3) Wash	Weekly
<b>O</b>	<b>WASTE SEGREGATION AND DISPOSAL</b>		
		1) Empty and clean ashtrays	Twice daily
		2) Empty and clean waste containers/bins	Twice daily
		3) Empty wastepaper containers	Daily
		4) Remove waste/wastepaper to identified locations <b>NB:</b> Cathedral Peak waste must be collected from site to the authorised disposal point by the service provider	Daily Weekly
<b>P</b>	<b>MISCELLANEOUS</b>		
		1) Assist with removal of furniture between offices and from offices/passages to storage 2)	As and when necessary, as directed by the Office Manager
<b>Q</b>	<b>MOTOR VEHICLES</b>		
		1) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays at Museum Services)
<b>R</b>	<b>PEST CONTROL</b> (including offices, passages, storerooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		1) Bait Box Tamperproof	Quarterly
		2) Fleas Treatment	Quarterly
		3) Rodent and Cockroach Treatment	Quarterly
<b>S</b>	<b>GARDENING</b>		
	LAWNS	1) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly



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		2) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		3) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	<b>CONCRETE, TARRED, PAVED AREAS</b>		
		1) These areas must be kept clean and be swept	Daily
	<b>TREES, FLOWER BEDS AND SHRUBS</b>		
		Must be kept free of weeds, grass and litter	Daily
		Borders must be trimmed and kept neat	Daily
		Flower / shrub beds must be turned	Twice monthly
		Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
<b>T</b>	<b>HYGIENE SERVICES</b>		
		Provide Toilet seat wipes	Daily
		Sanitizer Liquid	Daily
		Deep cleaning and disinfection of toilets including floors and walls	Monthly
		Provide Air freshener refills	Daily
		Provide Reflex towel refills	Weekly
		Collect Sanitary Contents	Once Weekly
		Cleaning SHE bins	Weekly
<b>U</b>	<b>COVID requirements</b>		
		Disinfecting of buildings in terms of Covid requirements	As and when necessary / requested

**5. SPECIALISED EQUIPMENT** (i) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.

(ii) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

## **6. ADDITIONAL REQUIREMENTS**

### **6.1 Equipment Requirements**

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

#### **(i) Vacuum Cleaners**

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

#### **(ii) Carpet shampoos**

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

#### **(iii) Squeegees**

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

#### **(iv) Extension cords**

The contractor must provide any extension cords necessary for the performance cleaning service.

#### **(v) Polishers**

Polishers which must be padded, to avoid damage to skirting boards

**(vi) Lawn mowers, bush cutters, leave blowers, tree pruners, spade and fork** The contractor must have this tools / equipment for garden services.

### **6.1.1 Refuse / Garbage bags**

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

### **6.1.2 Dusting of windowsills**

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

### **6.1.3 Installation of dispensers**

Utmost care must be taken when installing and removing dispensers, in order to avoid damage to tiles on walls.

### **6.1.4 Board/Committee rooms**

These venues are to be always kept clean, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with Office Support Services.

### **6.1.5 Washing of cups/saucers etc.**

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

### **6.1.6 Support logistics arrangements for boardroom bookings.**

Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.



## 6.2 STAFFING REQUIREMENTS

	OFFICE AND PHYSICAL ADDRESS	UNIT /CENTRE	CLEANING OFFICIAL	GARDENING OFFICIAL	TOTAL
1.	<b>Western District Cluster</b> 312 Murchison Street Ladysmith 3370	District Cluster Office	1	1	2
2.	<b>Uthukela District</b> 312 Murchison Street Ladysmith 3370	District Office	1	0	1
3.	<b>Uthukela District Office-</b> 24 Lyell Street Ladysmith	District Office	2	1	3
4.	<b>Cathedral Peak</b> Didima Bergville	Camp site	1	1	2
5	<b>Dundee Library Depot</b> 8 King Edward St. Dundee 3000	Library Depot	2	1	3
6	<b>Umzinyathi District (park homes)</b> 8 King Edward St. Dundee 3000	District Office	2	1	3
7	<b>Umzinyathi District</b> 85 Karel Landman Street Dundee	District office	2	1	3
8	<b>Osizweni Arts Centre</b> Osizweni Newcastle 2940	Arts Centre	1	1	2
9.	<b>Amajuba District (Park home)</b> Osizweni Arts Centre Osizweni	District office	1	0	1
10.	<b>Amajuba District Office-</b> 37A Voortrekker str Newcastle	District Office	2	1	3
	<b>TOTAL</b>		15	8	23

## 6.3 TOTAL PRICING

All bidders' prices must be firm for the period of twenty-four (24) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (i) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (ii) JSB Levies
- (iii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (iv) UIF
- (v) Provident Fund
- (vi) Bargaining Council Levy
- (vii) Severance Pay
- (viii) Maternity Leave
- (ix) Holiday Pay
- (x) Uniforms
- (xi) Telephone, fax and postage
- (xii) Training
- (xiii) Profit
- (xiv) Material and equipment
- (xv) Bargaining council compliance

## **7. PROPOSAL REQUIREMENTS**

### **7.1 Mandatory Requirements**

7.1.1 The proposal should include the following: -

- (i) A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the projects. Price adjustment will only be acceptable only if there's minimum wage.
- (ii) Company profile with contact details and addresses
- (iii) List of regional/ branch office (if any)
- (iv) Main business area
- (v) Detailed list of current and completed contracts of the similar nature.
- (vi) Proof of public liability (Certified copy by insurance company/ letter of Intent from the Insurance company)
- (vii) Compliance with the Department of Labour under Sectoral Determination 1:  
Contract Cleaning Sector-Wages.
- (viii) **Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste.**
- (ix) Proof of workmen's Compensation
- (x) Completion certificate/ certified testimonial/contract of the previous similar project with contactable references.

### **7.2 General Requirements**

- (i) Submit a valid, original, tax clearance certificate
- (ii) Submit a valid BEE certificate from a BBBEE Verification Agency or a letter from your firm's Auditors or Accounting Officers (in accordance with BBBEE regulations)
- (iii) Company registration certificate
- (iv) Company profile
- (v) In case of a joint venture / consortium how the company is going to split work, the percentage involved of each company in joint venture. All parties to the joint venture must submit their original, valid tax clearance certificate obtainable from SAR

## SPECIFICATION/ TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (NORTHER DISTRICT CLUSTER IN KWAZULU-NATAL) FOR THE PERION OF 36 MONTHS

<b>ENQUIRIES</b>	Mr L Langa	<b>CONTACT No.</b>	083 783 6698
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<b>NORTHERN DISTRICT CLUSTER OFFICES / SITES WHERE SERVICES MUST BE DELIVERED:</b>			
<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>	<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>
Northern District Cluster L.A Building 1 <sup>st</sup> & 2 <sup>nd</sup> floor King Dinuzulu Highway	560	Ulundi Archives Dlomodlomo Street Ulundi	2540
Mbazwana Library Depot Olakeni area Mbazwana	2346	Mbazwana Arts Centre Olakeni Mbazwana	110
Qhudeneni Library Qhudeneni	250	King Cetshwayo District Office, Lot 11637, Aloe Loop Street, Via Verbena Road, Richards Bay 3900 <b>Contract start date 01 Jan 2025</b>	330
Nkungumathe Library Nkungumathe	220	uMkhanyakude District Office, Ngwenya Properties, 45 Koedoe Street, Hluhluwe <b>Contract start date 01 Jan 2025</b>	410

## 2. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (ii) Internal windowsills and sun hoods.
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (iv) Waste paper and refuse bin areas.
- (v) Flat roof areas.
- (vi) Enclosed courtyard.
- (vii) Gutters.
- (viii) All areas and surfaces not specifically excluded room this contract.
- (ix) Air Conditioners Plant Rooms.
- (x) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (i) Electrical equipment rooms, transformer rooms etc.
- (ii) External business.

## 2.1 CLEANING TIMES

Working days: Monday to Friday excluding Public Holidays (40 hour per week)  
Working hours: **to be arranged with centre managers**

## SECTION A

### 2.2 GUIDELINES FOR THE SCOPE OF WORK

PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated number of employees
Northern Cluster L.A Building 1 <sup>st</sup> & 2 <sup>nd</sup> Floor King Dinuzulu Highway Ulundi	25	2	3	2	5	2	1	10	38
Ulundi Archives Dlomodlomo St. Ulundi	10	1	5	3	5	0	7	3	13
Mbazwana Library Depot Mbazwana	12	1	8	7	14	3	8	4	18
Qhudeneni Library Qhudeneni	5	1	2	3	3	1	1	0	5
Nkungumathe Library Nkungumathe	4	2	2	3	4	1	1	0	2
Mbazwana Arts Centre Mbazwana	1	3	6	4	9	0	0	0	2
uMkhanyakude District Office EFR 45 Koedoe Street Hluhluwe	10	1	3	3	6	1	3	4	14
King Cetshwayo District Office Lot 11637 Aloe Loop via Verbernia Bullion Boulevard Richards Bay	10	1	2	2	4	1	2	4	14
<b>TOTAL</b>	<b>77</b>	<b>12</b>	<b>31</b>	<b>30</b>	<b>52</b>	<b>09</b>	<b>23</b>	<b>25</b>	<b>106</b>

### 3. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<b><u>DISINFECTANTS</u></b> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	
2.	<b><u>CLEANERS</u></b> Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
3.	<b>Toilet Seat Dispensers</b> Toilet seat wipes with dispenser in each Women Compartment of the ladies' toilets.	
4.	<b>Toilet Seat Wipes Holders</b> To be mounted on the wall and comply with the SABS approved	
5.	<b>Sanitary Towel Receptacles</b> Receptacles must be attractive, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and dour. One such receptacle shall be provided in WC compartment of the lady's toilets. Receptacles required and to be serviced every forth nightly and as when required.	
6.	<b>Paper Towels</b> Single rolls, singly ply not perforated, white in accordance with CKS 614 with center feed dispenser. Width at Least 235 mm.	
7.	<b>Paper Towel bins</b> To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	
8.	<b>Paper Towel Holders</b> To be mounted on the wall and comply with the SABS approved	
9.	<b>Toilet paper holders</b> Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
10.	<b>Toilet papers</b> Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
11.	<b>Hand Soap Dispensers</b> Liquid toilet in accordance with SABS 238 with dispenser.	



12.	<b>Doe Blocks</b> To be available in all urinal basins and comply with the SABS approved	
13.	<b>Urinal Dispenser</b> To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinals	
14.	<b>Floor Finishes</b> Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water-based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
15.	<b>Wall Tiles</b> All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
16.	<b>Air Fresheners</b> Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
17.	<b>Weed killer</b> This required for tarred surfaces and paving	
18.	<b>Silicon, dashboard polish</b> These items will be needed to ensure that state vehicles are well take care of	
19.	<b>Provision of polystyrene cups</b> For water dispensers	

#### 4. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACE		
	Cleaning required		Frequency
	1	<b>Vinyl</b>	
		(a) Clean and seal	Initially
		(b) Sweep	Daily
		(c) Burnish	Weekly
		(d) Strip and re-coat	Initially and every 6 months thereafter
	2	<b>Terrazzo / Concrete</b>	
		(a) Sweep	Daily
		(b) Damp mop (with squeegee) Squeegee	Daily
		(c) Scrub	As necessary but not less than once a month
		(d) Buff	As necessary but not less than once a month
	3	<b>Carpets and carpet tiles</b>	
		(a) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary



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		(b) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(c) Stain removal	As necessary but not less than once a month
		(d) Shampoo and steam clean	As and when required but at least once per year
	<b>4</b>	<b>Toilets</b>	
		(a) As for vinyl surfaces at 3.A.1	At least once a day
		(b) Disinfectant	Daily Ensure cleanliness at all times
	<b>5</b>	<b>Storerooms/Archives</b>	
		As for floor surfaces at 3.A.1	Weekly
<b>B</b>		<b>WINDOWS/WINDOWSILLS</b>	
		1) Wash windows (both sides)	As necessary but not less than once a month
		2) Dust interiors sills	Daily
		3) Wipe down sills	Monthly
<b>C</b>		<b>WALLS AND PAINTWORK</b>	
		1) Clean finger marks from lights switches, doors and walls	Daily
		2) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
<b>D</b>		<b>WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS</b>	
		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>E</b>		<b>DOORHANDLES AND WINDOW CATCHES</b>	
		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>F</b>		<b>DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:</b>	
		1) Horizontal surfaces to 2 meters	Daily
		2) Accessible high ledges and fittings	Daily
		3) All vertical surfaces	Daily
		4) All accessible light fittings	Weekly
<b>G</b>		<b>TOILETS AND BATHROOMS</b>	
		1) Empty and clean waste receptacles	Daily
		2) Clean and sanitize basins, bowls and urinals	Twice daily
		3) Clean mirrors	Daily



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		4) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		5) Toilet Paper	Check three times daily and replenish when necessary
		6) Toilet soap(liquid)	Check daily and replenish when necessary
		7) Paper roller towels	Check daily and replenish when necessary
		8) Air Freshener	Check daily and replenish when necessary
		9) Toilet seat wipes	Check daily and replenish when necessary
		10) Sanor sanitary system	Check daily and replenish when necessary
<b>H</b>	<b>OFFICE FURNITURE</b>		
		1) Dust all the furniture, counter tops, writing slopes	Daily
		2) Polish all furniture, counter tops, writing slopes	Weekly
		3) Damp	Bi-monthly
<b>I</b>	<b>PARKING AREAS</b>		
		1) Sweep	Daily
		2) Hose down	When necessary but at least once per year
<b>J</b>	<b>ROOF AREAS AND GUTTERS</b>		
		1) Remove all debris and growths, sweep and clean	Weekly
<b>K</b>	<b>EXTERNAL SUN GUTTERS</b>		
		1) Sweep and wash down	Monthly
<b>L</b>	<b>FOYER AND ENTRANCE HALLS</b>		
		1) Sweep all entrance steps, clean doormats	Daily
		2) Clean walls	Weekly
		3) Damp mop step and entrance lobbies	Daily
		4) Clean floors and vacuum carpets/mats	Daily
		5) Clean glass in door frames	Daily
		6) Cleaning and refilling of water dispensers	Daily
<b>M</b>	<b>LIFTS</b>		
		1) Clean/sweep interior and door tracks	Daily
		2) Clean exterior doors	Weekly
<b>N</b>	<b>STAIRS AND STAIRWELLS</b>		
		1) Dust balustrades and fitting	Daily
		2) Sweep stairs, landings, treads and risers	Daily
		3) Wash	Weekly
<b>O</b>	<b>WASTE SEGREGATION AND DISPOSAL</b>		





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		1) Empty and clean ashtrays	Twice daily
		2) Empty and clean waste containers/bins	Twice daily
		3) Empty wastepaper containers	Daily
		4) Remove waste/wastepaper to identified locations	Daily
<b>P</b>	<b>MISCELLANEOUS</b>		
		1) Assist with removal of furniture between offices and from offices/passages to storage	As and when necessary, as directed by the Office Manager
<b>Q</b>	<b>MOTOR VEHICLES</b>		
		1) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays at Museum Services)
<b>R</b>	<b>PEST CONTROL</b> (including offices, passages, store rooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		1) Bait Box Tamperproof	Quarterly
		2) Fleas Treatment	Quarterly
		3) Rodent and Cockroach Treatment	Quarterly
<b>S</b>	<b>GARDENING</b>		
	LAWNS	1) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		2) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		3) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	<b>CONCRETE, TARRED, PAVED AREAS</b>		
		1) These areas must be kept clean and be swept	Daily
	<b>TREES, FLOWER BEDS AND SHRUBS</b>		
		Must be kept free of weeds, grass and litter	Daily
		Borders must be trimmed and kept neat	Daily
		Flower / shrub beds must be turned	Twice monthly



		Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
<b>T</b>	<b>HYGIENE SERVICES</b>		
		Provide Toilet seat wipes	Daily
		Sanitizer Liquid	Daily
		Deep cleaning and disinfection of toilets including floors and walls	Monthly
		Provide Air freshener refills	Daily
		Provide Reflex towel refills	Weekly
		Collect Sanitary Contents	Once Weekly
		Provide Sanitary bins	Once Off
		Cleaning SHE bins	Weekly
<b>U</b>	<b>COVID Requirements</b>		
		Disinfecting of buildings in terms of Covid requirements	As and when necessary

## 5. SPECIALISED EQUIPMENT

- (i) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.
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## 6. ADDITIONAL REQUIREMENTS

### 6.1 Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

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The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

#### (ii) Carpet shampooers

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

#### (iii) Squeegees

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

#### (iv) Extension cords

The contractor must provide any extension cords necessary for the performance cleaning service.

#### (v) Polishers

Polishers which must be padded, to avoid damage to skirting boards

- (vi) **Lawn mowers, bush cutters, leave blowers, tree pruners, spade and fork**  
The contractor must have these tools / equipment for garden services.

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Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.

### **6.2 STAFFING REQUIREMENTS**

ITEM	OFFICE AND PHYSICAL ADDRESS	UNIT /CENTRE	CLEANING OFFICIAL	GARDENING OFFICIAL	TOTAL
1.	Northern District Cluster L.A Building 1 <sup>st</sup> & 2 <sup>nd</sup> floor King Dinuzulu Highway	Northern District Cluster Office	4	0	4
2.	Mbazwana Library Depot Mbazwana (Car Wash Site)	Library Depot	2	2	4
3.	Qhudeni Library Qhudeni	Library	2	1	3
4.	Nkungumathe Library Nkungumathe	Library	1	1	2
5.	Ulundi Archives (Car wash site) Dlomodlomo Street Ulundi	Archives Repository	2	1	3

6.	<b>Mbazwana Arts Centre Mbazwana</b>	Arts Centre	1	2	2
8.	<b>uMkhanyakude District Office Hluhluwe</b>	District Office	2	1	3
9.	<b>King Cetshwayo District Office Richards Bay</b>	District Office	2	1	3
<b>TOTALS</b>			<b>16</b>	<b>09</b>	<b>25</b>

**NB:** Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day-to-day activities.

### 6.3 TOTAL PRICING

All bidders' prices must be firm for the period of thirty-six (36) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (i) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (ii) JSB Levies
- (iii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (iv) UIF
- (v) Provident Fund
- (vi) Bargaining Council Levy
- (vii) Severance Pay
- (viii) Maternity Leave
- (ix) Holiday Pay
- (x) Uniforms
- (xi) Telephone, fax and postage
- (xii) Training
- (xiii) Profit
- (xiv) Material and equipment
- (xv) Bargaining council compliance

## 7. PROPOSAL REQUIREMENTS

### 7.1 Mandatory Requirements

7.1.1 The proposal should include the following: -

- (i) A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the projects. Price adjustment will only be acceptable only if there's minimum wage.
- (ii) Company profile with contact details and addresses
- (iii) List of regional/ branch office (if any)
- (iv) Main business area



- (v) Detailed list of current and completed contracts of the similar nature.
- (vi) Proof of public liability (Certified copy by insurance company/ letter of Intent from the Insurance company)
- (vii) Compliance with the Department of Labour under Sectoral Determination 1:  
Contract Cleaning Sector-Wages.
- (viii) Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste.**
- (ix) Proof of workmen's Compensation
- (x) Completion certificate/ certified testimonial/contract of the previous similar project with contactable references.

## **7.2 General Requirements**

- (i) Submit a valid, original, tax clearance certificate
- (ii) Submit a valid BEE certificate from a BBBEE Verification Agency or a letter from your firm's Auditors or Accounting Officers (in accordance with BBBEE regulations)
- (iii) Company registration certificate (BCCI)
- (iv) Company profile
- (v) In case of a joint venture / consortium how the company is going to split work, the percentage involved of each company in joint venture. All parties to the joint venture must submit their original, valid tax clearance certificate obtainable from SARS.

## SPECIFICATION/ TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (EASTERN DISTRICT CLUSTER IN KWAZULU-NATAL) FOR THE PERION OF 36 MONTHS

<b>ENQUIRIES</b>	Mr L Langa	<b>CONTACT No.</b>	083 783 6698
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<b>EASTERN DISTRICT CLUSTER SITES WHERE SERVICES MUST BE DELIVERED</b>			
<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>	<b>OFFICE NAME</b>	<b>ESTIMATED M<sup>2</sup></b>
Durban Bay House Eastern District Cluster 333 Anton Lembede Street DURBAN	1220	Wheeler House Durban Archives 14 De Mazenod Street DURBAN 4001	2936
Pinetown Library Depot 7 Bevis Road PINETOWN	5800	Ilembe District Office Corner Link and R102 Albert House kwa Dakuza 4449	230
Truro House 8 <sup>th</sup> Floor MEC's wing 17 Victoria Embankment Durban 4000	400	KZN MUSIC HOUSE No 2 Derby Street, Greyville Durban 4000	160

## 2. AREAS TO BE CLEANED AS TABLED ABOVE

- (xi) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (xii) Internal windowsills and sun hoods.
- (xiii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (xiv) Waste paper and refuse bin areas.
- (xv) Flat roof areas.
- (xvi) Enclosed courtyard.
- (xvii) Gutters.
- (xviii) All areas and surfaces not specifically excluded room this contract.
- (xix) Air Conditioners Plant Rooms.
- (xx) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (iii) Electrical equipment rooms, transformer rooms etc.
- (iv) External business.

## 2.1 CLEANING TIMES

Working days: Monday to Friday excluding Public Holidays (40 hours per week)  
Working hours: **To be arranged with Facility / centre managers.**

## SECTION A

### 2.2 GUIDELINES FOR THE SCOPE OF WORK

PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated No. of employees
Durban Bay House Eastern Region 333 Anton Lembede Street DURBAN	53	2	2	4	6	1	2	6	32
Wheeler House Durban Archives 14 De Mazenod St. DURBAN	35	2	6	5	10	3	4	2	18
Pinetown Library Depots 7 Bevis Road PINETOWN	20	2	5	6	5	3	2	12	38
Ilembe District office Corner of Link and R102 Albert House Kwa Dakuza	10	1	3	3	6	1	2	4	14
Office of the MEC Truro House 8 <sup>th</sup> Floor 17 Victoria Embankment	10	1	3	3	3	1	3	2	8
KZN MUSIC HOUSE No 2 Derby Street, GrayvilleDurban 4000	7	2	5	4	3	2	2	0	6
<b>TOTAL</b>	<b>167</b>	<b>10</b>	<b>24</b>	<b>25</b>	<b>33</b>	<b>11</b>	<b>15</b>	<b>26</b>	<b>116</b>

## 3. MATERIALS REQUIRED

NO	DESCRIPTION
1.	<b><u>DISINFECTANTS</u></b> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459
2.	<b><u>CLEANERS</u></b>



	Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.
<b>3.</b>	<b>Toilet Seat Dispensers</b> Toilet seat wipes with dispenser in each Women Compartment of the ladies' toilets.
<b>4.</b>	<b>Toilet Seat Wipes Holders</b> To be mounted on the wall and comply with the SABS approved
<b>5.</b>	<b>Sanitary Towel Receptacles</b> Receptacles must be attractive, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odor. One such receptacle shall be provided in WC compartment of the ladies' toilets. Receptacles required and to be serviced every forth nightly and as when required.
<b>6.</b>	<b>Paper Towels</b> Single rolls, singly ply not perforated, white in accordance with CKS 614 with center feed dispenser. Width at Least 235 mm.
<b>7.</b>	<b>Paper Towel bins</b> To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)
<b>8.</b>	<b>Paper Towel Holders</b> To be mounted on the wall and comply with the SABS approved
<b>9.</b>	<b>Toilet paper holders</b> Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved
<b>10.</b>	<b>Toilet papers</b> Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required
<b>11.</b>	<b>Hand Soap Dispensers</b> Liquid toilet in accordance with SABS 238 with dispenser.
<b>12.</b>	<b>Doe Blocks</b> To be available in all urinal basins and comply with the SABS approved
<b>13.</b>	<b>Urinal Dispenser</b> To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinal
<b>14.</b>	<b>Floor Finishes</b> Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.
<b>15.</b>	<b>Wall Tiles</b> All wall tiles in toilets and kitchens to be cleaned with cleaning agent.
<b>16.</b>	<b>Air Fresheners</b> Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.
<b>17.</b>	<b>Weed killer</b>





	This required for tarred surfaces and paving
<b>18.</b>	<b>Silicon, dashboard polish</b> These items will be needed to ensure that state vehicles are well take care of
<b>19.</b>	<b>Provision of polystyrene cups</b> For water dispensers

#### 4. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

<b>A</b>	<b>FLOOR SURFACE</b>	
	<b>Cleaning required</b>	<b>Frequency</b>
<b>1</b>	<b>Vinyl</b>	
	(e) Clean and seal	Initially
	(f) Sweep	Daily
	(g) Burnish	Weekly
	(h) Strip and re-coat	Initially and every 6 months thereafter
<b>2</b>	<b>Terrazzo / Concrete</b>	
	(e) Sweep	Daily
	(f) Damp mop (with squeegee) Squeegee	Daily
	(g) Scrub	As necessary but not less than once a month
	(h) Buff	As necessary but not less than once a month
<b>3</b>	<b>Carpets and carpet tiles</b>	
	(e) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
	(f) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
	(g) Stain removal	As necessary but not less than once a month
	(h) Shampoo and steam clean	As and when required but at least once per year
<b>4</b>	<b>Toilets</b>	
	(c) As for vinyl surfaces at 3.A.1	At least once a day
	(d) Disinfectant	Daily Always ensure cleanliness
<b>5</b>	<b>Storerooms/Archives</b>	
	As for floor surfaces at 3.A.1	Weekly
<b>B</b>	<b>WINDOWS/WINDOWSILLS</b>	
	4) Wash windows (both sides)	As necessary but not less than once a month
	5) Dust interiors sills	Daily
	6) Wipe down sills	Monthly
<b>C</b>	<b>WALLS AND PAINTWORK</b>	



		3) Clean finger marks from lights switches, doors and walls	Daily
		4) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
<b>D</b>	<b>WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS</b>		
		3) Wipe down	Weekly
		4) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>E</b>	<b>DOORHANDLES AND WINDOW CATCHES</b>		
		5) Wipe down	Weekly
		6) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>F</b>	<b>DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:</b>		
		7) Horizontal surfaces to 2 meters	Daily
		8) Accessible high ledges and fittings	Daily
		9) All vertical surfaces	Daily
		10) All accessible light fittings	Weekly
<b>G1</b>	<b>TOILETS AND BATHROOMS</b>		
		11) Empty and clean waste receptacles	Daily
		12) Clean and sanitize basins, bowls and urinals	Twice daily
		13) Clean mirrors	Daily
		14) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		15) Toilet Paper	Check three times daily and replenish when necessary
		16) Toilet soap(liquid)	Check daily and replenish when necessary
		17) Paper roller towels	Check daily and replenish when necessary
		18) Air Freshener	Check daily and replenish when necessary
		19) Toilet seat wipes	Check daily and replenish when necessary
		20) Sanor sanitary system	Check daily and replenish when necessary
<b>G2</b>	<b>KITCHENS</b>		
		1) Dust and polish all the furniture, counter tops, writing slopes	Daily
		2) Remove dirty cutlery and crockery in offices and boardrooms after meetings to be washed in the kitchen and returned	daily
		3) Clean kitchen counter tops, cupboards and microwaves, urns, kettles and any other cutlery and crockery	daily
		4) Clean inside and outside of fridges in the kitchen	weekly



		5) Dust and polish all the furniture, counter tops, writing slopes	Daily
<b>H</b>	<b>OFFICE FURNITURE</b>		
		4) Dust all the furniture, counter tops, writing slopes	Daily
		5) Polish all furniture, counter tops, writing slopes	Weekly
		6) Damp	Bi-monthly
<b>I</b>	<b>PARKING AREAS</b>		
		3) Sweep	Daily
		4) Hose down	When necessary but at least once per year
<b>J</b>	<b>ROOF AREAS AND GUTTERS</b>		
		2) Remove all debris and growths, sweep and clean	Weekly
<b>K</b>	<b>EXTERNAL SUN GUTTERS</b>		
		2) Sweep and wash down	Monthly
<b>L</b>	<b>FOYER AND ENTRANCE HALLS</b>		
		7) Sweep all entrance steps, clean doormats	Daily
		8) Clean walls	Weekly
		9) Damp mop step and entrance lobbies	Daily
		10) Clean floors and vacuum carpets/mats	Daily
		11) Clean glass in door frames	Daily
		12) Cleaning and refilling of water dispensers	Daily
<b>M</b>	<b>LIFTS</b>		
		3) Clean/sweep interior and door tracks	Daily
		4) Clean exterior doors	Weekly
<b>N</b>	<b>STAIRS AND STAIRWELLS</b>		
		4) Dust balustrades and fitting	Daily
		5) Sweep stairs, landings, treads and risers	Daily
		6) Wash	Weekly
<b>O</b>	<b>WASTE SEGREGATION AND DISPOSAL</b>		
		5) Empty and clean ashtrays	Twice daily
		6) Empty and clean waste containers/bins	Twice daily
		7) Empty wastepaper containers	Daily
		8) Remove waste/wastepaper to identified locations	Daily
<b>P</b>	<b>MISCELLANEOUS</b>		
		2) Assist with removal of furniture between offices and from offices/passages to storage	As and when necessary, as directed by the Office Manager
<b>Q</b>	<b>MOTOR VEHICLES</b>		
		2) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays at Museum Services)
<b>R</b>	<b>PEST CONTROL</b> (including offices, passages, storerooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		4) Bait Box Tamperproof	



			Quarterly
		5) Fleas Treatment	Quarterly
		6) Rodent and Cockroach Treatment	Quarterly
<b>S</b>	<b>GARDENING SERVICES</b>		
	Gardening service for outside as well as for indoor plants, provide materials (Garden implements), fertilization for ground area that will include plant maintenance, trimming of overgrown trees and shrubs, grass cutting, watering and removal of the rubble.		
	<b>LAWNS</b>		
		1) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		4) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		5) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	<b>CONCRETE, TARRED, PAVED AREAS</b>		
		2) These areas must be kept clean and be swept	Daily
	<b>TREES, FLOWER BEDS AND SHRUBS</b>		
		1) Must be kept free of weeds, grass and litter	Daily
		3) Borders must be trimmed and kept neat	Daily
		4) Flower / shrub beds must be turned	Twice monthly
		5) Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place. Indoor plants must be kept neat and healthy, watered twice every week.	After every trimming / pruning
<b>T</b>	<b>HYGIENE SERVICES</b>		
		1) Provide Toilet seat wipes	Daily
		2) Sanitizer Liquid	Daily
		3) Deep cleaning and disinfection of toilets including floors and walls	Monthly
		4) Provide Air freshener refills	Daily
		5) Provide Reflex towel refills	Weekly
		6) Provide Sanitary bins	Once Off.
		7) Collect Sanitary Contents	Once Weekly
		8) Cleaning SHE bins	Weekly
<b>U</b>	<b>DISINFECTION REQUIREMENTS</b>		



		Disinfecting of buildings in terms of OHS & Covid 19 requirements	As and when necessary / requested
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## 5. SPECIALISED EQUIPMENT

- (iii) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.
- (iv) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

## 6. ADDITIONAL REQUIREMENTS

### 6.1 Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

**(vii) Vacuum Cleaners**

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

**(viii) Carpet shampooers**

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

**(ix) Squeegees**

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

**(x) Extension cords**

The contractor must provide any extension cords necessary for the performance cleaning service.

**(xi) Polishers**

Polishers which must be padded, to avoid damage to skirting boards

**(xii) Lawn mowers, bush cutters, tree pruners, spade and fork**

The contractor must have these tools / equipment for garden services.

#### 6.1.1 Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

#### 6.1.2 Dusting of windowsills

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

#### 6.1.3 Installation of dispensers

Utmost care must be taken when installing and removing dispensers, to avoid damage to tiles on walls.

#### 6.1.4 Board / Committee rooms

These venues are to be always kept clean, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with the office that deals with booking of venues. Provide logistical support, refreshments, water, tea / coffee during meetings and when required / requested.

#### 6.1.5 Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

### 6.2 STAFFING REQUIREMENTS

ITEM	OFFICE AND PHYSICAL ADDRESS	UNIT /CENTRE	CLEANING OFFICIAL	GARDENING OFFICIAL	TOTAL
1.	<b>DURBAN BAY HOUSE</b> Eastern District Cluster 333 Anton Lembede Street DURBAN	Regional Office	2	0	2
2.	<b>WHEELER HOUSE</b> Durban Archives 14 De Mazenod St. DURBAN	Archives Repository	2	0	2
3.	<b>PINETOWN LIBRARY DEPOT (Car Wash Site)</b> 7 Bevis Road PINETOWN	Library Depot	3	2	5
4.	<b>Ilembe District Office</b> Corner of Link and R102 Albert House <b>Kwa Dakuza</b>	Ilembe District	2	1	3
5	<b>Office of the MEC 8<sup>th</sup> Floro Truro</b> House Durban 17 Victoria Embankment	Office of MEC	3	0	3
6	<b>KZN MUSIC HOUSE</b> No 2 Derby Street, Grayville Durban 4000	eThekwini	1	1	2
	<b>TOTAL</b>		<b>12</b>	<b>03</b>	<b>15</b>

**NB:** Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day to day activities.

### 6.3 TOTAL PRICING

All bidders' prices must be firm for the period of twenty-four (24) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:



- (xvi) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (xvii) JSB Levies
- (xviii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (xix) UIF
- (xx) Provident Fund
- (xxi) Bargaining Council Levy
- (xxii) Severance Pay
- (xxiii) Maternity Leave
- (xxiv) Holiday Pay
- (xxv) Uniforms
- (xxvi) Telephone, fax and postage
- (xxvii) Training
- (xxviii) Profit
- (xxix) Material and equipment
- (xxx) Bargaining council compliance

## **7. PROPOSAL REQUIREMENTS**

### **7.1 Mandatory Requirements**

#### **7.1.1 The proposal should include the following: -**

- (xi) A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the projects. Price adjustment will only be acceptable only if there's minimum wage.
- (xii) Company profile with contact details and addresses
- (xiii) List of regional/ branch office (if any)
- (xiv) Main business area
- (xv) Detailed list of current and completed contracts of the similar nature.
- (xvi) Proof of public liability (Certified copy by insurance company/ letter of Intent from the Insurance company)
- (xvii) Compliance with the Department of Labour under Sectoral Determination 1: Contract Cleaning Sector-Wages.
- (xviii) Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste.**
- (xix) Proof of workmen's Compensation
- (xx) Completion certificate/ certified testimonial/contract of the previous similar project with contactable references.

## **7.2 General Requirements**

- (vi) Submit a valid, original, tax clearance certificate
- (vii) Submit a valid BEE certificate from a BBBEE Verification Agency or a letter from your firm's Auditors or Accounting Officers (in accordance with BBBEE regulations)
- (viii) Company registration certificate (BCCI)
- (ix) Company profile
- (x) In case of a joint venture / consortium how the company is going to split work, the percentage involved of each company in joint venture. All parties to the joint venture must submit their original, valid tax clearance certificate obtainable from SARS.



## SPECIFICATION/ TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT OF SPORT, ARTS AND CULTURE (SOUTHERN DISTRICT CLUSTER IN KWAZULU-NATAL) FOR THE PERIOD OF 36 MONTHS

<b>ENQUIRIES</b>	Mr L Langa	<b>CONTACT No.</b>	083 783 6698
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<b>SOUTHERN DISTRICT CLUSTER AND HEAD OFFICE</b>			
<b>SITES WHERE SERVICES MUST BE DELIVERED:</b>			
<b>OFFICE NAME</b>	<b>ESTIMATED M²</b>	<b>OFFICE NAME</b>	<b>ESTIMATED M²</b>
Boshoff Street Offices 171 Boshoff Street PIETERMARITZBURG, 3201	1930	Heritage House 222 Jabu Ndlovu PIETERMARITZBURG, 3201	1728
The Lodge / Language Services 116 Jabu Ndlovu Street PIETERMARITZBURG, 3201	180	Provincial Library Services 230 Prince Alfred Street PIETERMARITZBURG, 3201	2904
Heather Hall 27 Heather Street Northdale, PIETERMARITZBURG, 3201	120	Museum Services 230 Prince Alfred Street PIETERMARITZBURG, 3201	2050
Winston Churchill Theatre 2 Leinster Road Scottsville, PIETERMARITZBURG, 3201	240	Southern Region Library Depot 26 College Road Pelham, PIETERMARITZBURG, 3201	4052
Pietermaritzburg Archives Repository 231 Pietermaritz Street PIETERMARITZBURG, 3201	1465	RS Skinner Camp Cedara HILTON	398
Bulwer Arts Centre Bulwer Main Road BULWER 3244	180	PMB Head office & uMgungundlovu District Office 135 Pietermaritz Street PMB 3200  <b>Contract start Date 01 Jan 2025</b>	2198
uGu District Office 31 Dias Road Uvongo Margate  <b>Contract start Date 01 Jan 2025</b>	420	Harry Gwala District Office 2 Margerette Road Ixopo  <b>Contract Start Date 2025</b>	420

## 2. AREAS TO BE CLEANED AS TABLED ABOVE

- (xxi) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (xxii) Internal windowsills and sun hoods.
- (xxiii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (xxiv) Waste paper and refuse bin areas.
- (xxv) Flat roof areas.
- (xxvi) Enclosed courtyard.
- (xxvii) Gutters.
- (xxviii) All areas and surfaces not specifically excluded from this contract.
- (xxix) Air Conditioners Plant Rooms.
- (xxx) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (v) Electrical equipment rooms, transformer rooms etc.
- (vi) External business.

### 2.1 CLEANING TIMES

Working days: Monday to Friday excluding Public Holidays (40 Hours per week)  
Working hours: **To be arranged with Facility / Centre Managers**

## SECTION A

### 2.2 GUIDELINES FOR THE SCOPE OF WORK

PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated No. of employees
Head Office and Southern Cluster 171 Boshoff Street PMB 3201	52	03	06	05	06	03	03	09	103
The Lodge 116 Jabu Ndlovu PMB	22	2	9	5	13	2	0	5	28
Heritage House 222 Jabu Ndlovu PMB	73	02	05	03	05	01	03	08	70
Museum Services 230 Prince Alfred St Pietermaritzburg	174	3	22	6	19	6	4	17	45
PMB Archives 230 Pietermaritz St Pietermaritzburg	17	7	3	3	6	1	26	2	21
Library Services 230 Prince Alfred St Pietermaritzburg	111	5	20	7	29	4	2	4	84



PHYSICAL ADDRESS	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/guard Strong rooms	State vehicles	Estimated No. of employees
Midlands Depot College Road Pietermaritzburg	29	2	5	4	9	3	0	6	17
Bulwer Arts Centre Bulwer	1	2	2	3	4	1	1	0	2
RS Skinner Camp Cedara, Hilton	1	1	11	7	25	1	2	0	8
Winston Churchill Theatre Pietermaritzburg	3	2	5	3	5	1	1	0	4
Heather Hall Northdale Pietermaritzburg	3	2	6	4	9	3	6	0	17
Head Office uMgungundlovu	74	4	11	8	17	5	6	8	80
Harry Gwala District Office Office 2 Margerette Road Ixopo	8	1	3	3	3	5	1	4	14
uGu District Office Uvongo Margate	15	1	3	3	5	1	2	4	14
<b>TOTALS</b>	<b>500</b>	<b>37</b>	<b>111</b>	<b>64</b>	<b>155</b>	<b>37</b>	<b>57</b>	<b>67</b>	<b>507</b>

### 3. MATERIALS REQUIRED

NO	DESCRIPTION
1.	<b><u>DISINFECTANTS</u></b> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459
2.	<b><u>CLEANERS</u></b>  Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.
3.	<b>Toilet Seat Dispensers</b> Toilet seat wipes with dispenser in each Women Compartment of the ladies' toilets.
4.	<b>Toilet Seat Wipes Holders</b> To be mounted on the wall and comply with the SABS approved



5.	<p><b>Sanitary Towel Receptacles</b></p> <p>Receptacles must be attractive, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odor. One such receptacle shall be provided in WC compartment of the ladies' toilets. Receptacles required and to be serviced every forth nightly and as when required.</p>
6.	<p><b>Paper Towels</b></p> <p>Single rolls, singly ply not perforated, white in accordance with CKS 614 with center feed dispenser. Width at Least 235 mm.</p>
7.	<p><b>Paper Towel bins</b></p> <p>To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)</p>
8.	<p><b>Paper Towel Holders</b></p> <p>To be mounted on the wall and comply with the SABS approved</p>
9.	<p><b>Toilet paper holders</b></p> <p>Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved</p>
10.	<p><b>Toilet papers</b></p> <p>Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required</p>
11.	<p><b>Hand Soap Dispensers</b></p> <p>Liquid toilet in accordance with SABS 238 with dispenser.</p>
12.	<p><b>Doe Blocks</b></p> <p>To be available in all urinal basins and comply with the SABS approved</p>
13.	<p><b>Urinal Dispenser</b></p> <p>To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinals</p>
14.	<p><b>Floor Finishes</b></p> <p>Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water-based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.</p>
15.	<p><b>Wall Tiles</b></p> <p>All wall tiles in toilets and kitchens to be cleaned with cleaning agent.</p>
16.	<p><b>Air Fresheners</b></p> <p>Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.</p>
17.	<p><b>Weed killer</b></p> <p>This required for tarred surfaces and paving</p>
18.	<p><b>Silicon, dashboard polish</b></p> <p>These items will be needed to ensure that state vehicles are well take care of</p>



<b>19.</b>	<b>Provision of polystyrene cups</b> For water dispensers
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#### 4. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

<b>A</b>	<b>FLOOR SURFACE</b>	
	<b>Cleaning required</b>	<b>Frequency</b>
	<b>1 Vinyl</b>	
	(i) Clean and seal	Initially
	(j) Sweep	Daily
	(k) Burnish	Weekly
	(l) Strip and re-coat	Initially and every 6 months thereafter
	<b>2 Terrazzo / Concrete</b>	
	(i) Sweep	Daily
	(j) Damp mop (with squeegee) Squeegee	Daily
	(k) Scrub	As necessary but not less than once a month
	(l) Buff	As necessary but not less than once a month
	<b>3 Carpets and carpet tiles</b>	
	(i) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
	(j) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
	(k) Stain removal	As necessary but not less than once a month
	(l) Shampoo and steam clean	As and when required but at least once per year
	<b>4 Toilets</b>	
	(e) As for vinyl surfaces at 3.A.1	At least once a day
	(f) Disinfectant	Daily Always ensure cleanliness
	<b>5 Storerooms/Archives</b>	
	As for floor surfaces at 3.A.1	Weekly
<b>B</b>	<b>WINDOWS/WINDOWSILLS</b>	
	7) Wash windows (both sides)	As necessary but not less than once a month
	8) Dust interiors sills	Daily
	9) Wipe down sills	Monthly
<b>C</b>	<b>WALLS AND PAINTWORK</b>	
	5) Clean finger marks from lights switches, doors and walls	Daily



		6) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
<b>D</b>	<b>WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS</b>		
		5) Wipe down	Weekly
		6) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>E</b>	<b>DOORHANDLES AND WINDOW CATCHES</b>		
		11) Wipe down	Weekly
		12) Polish with approved material i.e. Silvo or equivalent	Monthly
<b>F</b>	<b>DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:</b>		
		13) Horizontal surfaces to 2 meters	Daily
		14) Accessible high ledges and fittings	Daily
		15) All vertical surfaces	Daily
		16) All accessible light fittings	Weekly
<b>G1</b>	<b>TOILETS AND BATHROOMS</b>		
		21) Empty and clean waste receptacles	Daily
		22) Clean and sanitize basins, bowls and urinals	Twice daily
		23) Clean mirrors	Daily
		24) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		25) Toilet Paper	Check three times daily and replenish when necessary
		26) Toilet soap(liquid)	Check daily and replenish when necessary
		27) Paper roller towels	Check daily and replenish when necessary
		28) Air Freshener	Check daily and replenish when necessary
		29) Toilet seat wipes	Check daily and replenish when necessary
		30) Sanor sanitary system	Check daily and replenish when necessary
<b>G2</b>	<b>KITCHENS</b>		
		6) Dust and polish all the furniture, counter tops, writing slopes	Daily
		7) Remove dirty cutlery and crockery in offices and boardrooms after meetings to be washed in the kitchen and returned	daily
		8) Clean kitchen counter tops, cupboards and microwaves, urns, kettles and any other cutlery and crockery	daily
		9) Clean inside and outside of fridges in the kitchen	weekly
		10) Dust and polish all the furniture, counter tops, writing slopes	Daily
<b>H</b>	<b>OFFICE FURNITURE</b>		



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		7) Dust all the furniture, counter tops, writing slopes	Daily
		8) Polish all furniture, counter tops, writing slopes	Weekly
		9) Damp	Bi-monthly
<b>I</b>	<b>PARKING AREAS</b>		
		5) Sweep	Daily
		6) Hose down	When necessary but at least once per year
<b>J</b>	<b>ROOF AREAS AND GUTTERS</b>		
		3) Remove all debris and growths, sweep and clean	Weekly
<b>K</b>	<b>EXTERNAL SUN GUTTERS</b>		
		3) Sweep and wash down	Monthly
<b>L</b>	<b>FOYER AND ENTRANCE HALLS</b>		
		13) Sweep all entrance steps, clean doormats	Daily
		14) Clean walls	Weekly
		15) Damp mop step and entrance lobbies	Daily
		16) Clean floors and vacuum carpets/mats	Daily
		17) Clean glass in door frames	Daily
		18) Cleaning and refilling of water dispensers	Daily
<b>M</b>	<b>LIFTS</b>		
		5) Clean/sweep interior and door tracks	Daily
		6) Clean exterior doors	Weekly
<b>N</b>	<b>STAIRS AND STAIRWELLS</b>		
		7) Dust balustrades and fitting	Daily
		8) Sweep stairs, landings, treads and risers	Daily
		9) Wash	Weekly
<b>O</b>	<b>WASTE SEGREGATION AND DISPOSAL</b>		
		9) Empty and clean ashtrays	Twice daily
		10) Empty and clean waste containers/bins	Twice daily
		11) Empty wastepaper containers	Daily
		12) Remove waste/wastepaper to identified locations	Daily
<b>P</b>	<b>MISCELLANEOUS</b>		
		3) Assist with removal of furniture between offices and from offices/passages to storage	As and when necessary, as directed by the Office Manager
<b>Q</b>	<b>MOTOR VEHICLES</b>		
		3) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays at Museum Services)
<b>R</b>	<b>PEST CONTROL</b> (including offices, passages, storerooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		7) Bait Box Tamperproof	Quarterly



		8) Fleas Treatment	Quarterly
		9) Rodent and Cockroach Treatment	Quarterly
<b>S</b>	<b>GARDENING SERVICES</b>		
	Gardening service for outside as well as for indoor plants, provide materials (Garden implements), fertilization for ground area that will include plant maintenance, trimming of overgrown trees and shrubs, grass cutting, watering and removal of the rubble.		
	<b>LAWNS</b>		
		1) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		6) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		7) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	<b>CONCRETE, TARRED, PAVED AREAS</b>		
		6) These areas must be kept clean and be swept	Daily
	<b>TREES, FLOWER BEDS AND SHRUBS</b>		
		2) Must be kept free of weeds, grass and litter	Daily
		7) Borders must be trimmed and kept neat	Daily
		8) Flower / shrub beds must be turned	Twice monthly
		9) Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place. Indoor plants must be kept neat and healthy, watered twice every week.	After every trimming / pruning
<b>T</b>	<b>HYGIENE SERVICES</b>		
		9) Provide Toilet seat wipes	Daily
		10) Sanitizer Liquid	Daily
		11) Deep cleaning and disinfection of toilets including floors and walls	Monthly
		12) Provide Air freshener refills	Daily
		13) Provide Reflex towel refills	Weekly
		14) Provide Sanitary bins	Once Off.
		15) Collect Sanitary Contents	Once Weekly
		16) Cleaning SHE bins	Weekly
<b>U</b>	<b>DISINFECTION REQUIREMENTS</b>		
		Disinfecting of buildings in terms of OHS & Covid 19 requirements	As and when necessary / requested



## **5. SPECIALISED EQUIPMENT**

- (v) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.
- (vi) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

## **6. ADDITIONAL REQUIREMENTS**

### **6.1 Equipment Requirements**

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

**(xiii) Vacuum Cleaners**

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

**(xiv) Carpet shampooers**

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

**(xv) Squeegees**

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

**(xvi) Extension cords**

The contractor must provide any extension cords necessary for the performance cleaning service.

**(xvii) Polishers**

Polishers which must be padded, to avoid damage to skirting boards

**(xviii) Lawn mowers, bush cutters, leave blowers, tree pruners, spade and fork**

The contractor must have these tools / equipment for garden services.

#### **6.1.1 Refuse/Garbage bags**

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

#### **6.1.2 Dusting of windowsills**

Utmost care must be taken when dusting windowsills, to avoid damage to blinds.

#### **6.1.3 Installation of dispensers**

Utmost care must be taken when installing and removing dispensers, to avoid damage to tiles on walls.

#### **6.1.4 Board / Committee rooms**

These venues are to be always kept clean, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with the office that deals with booking of

venues. Provide logistical support, refreshments, water, tea / coffee during meetings and when required / requested.

#### 6.1.5 Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

### 6.2 STAFFING REQUIREMENTS

ITEM	OFFICE AND PHYSICAL ADDRESS	UNIT /CENTRE	CLEANING OFFICIAL	GARDENING OFFICIAL	TOTAL
1.	<b>Boshoff Street</b> 171 Boshoff Street PIETERMARITZBURG, 3201	Head Office & Southern Region	3	1	4
2.	<b>Heritage House</b> 222 Jabu Ndlovu PIETERMARITZBURG, 3201	Head Office	3	0	3
3.	<b>The Lodge</b> 116 Jabu Ndlovu Street PIETERMARITZBURG, 3201	Language Services	2	0	2
4.	<b>Museum Services</b> 231 Prince Alfred Street PIETERMARITZBURG, 3201	Offices & car wash	4	3	7
5.	<b>Library Services</b> 230 Prince Alfred Street PIETERMARITZBURG, 3201	Provincial Library Services	4	1	5
6.	<b>Pietermaritzburg Archives Repository</b> 231 Pietermaritz Street PIETERMARITZBURG, 3201	Archives Repository	2	0	2
7.	<b>Heather Hall</b> 27 Heather Street Northdale, PMB, 3201	Hall	1	1	2
8.	<b>Winston Churchill Theatre</b> 2 Leinster Road Scottsville, PMB, 3201	Arts Theatre	1	1	2
9.	<b>RS Skinner Camp</b> Cedara College HILTON	Campsite	2	2	4
10.	<b>Southern Region Library Depot</b> 26 College Road Pelham, PMB, 3201	Midlands Library Depot	2	2	4
11.	<b>Bulwer Arts Centre</b> BULWER 3244	Arts Centre	1	1	2



ITEM	OFFICE AND PHYSICAL ADDRESS	UNIT /CENTRE	CLEANING OFFICIAL	GARDENING OFFICIAL	TOTAL
12.	<b>Sport and Recreation House</b> 135 Pietermaritz Str PMB	uMgungundlovu/ Head Office	6	1	7
13.	<b>Ugu District Office</b> 31 Dias Road Uvongo Margate	District Office	2	1	3
14.	<b>Harry Gwala District Office</b> 2 Margerette Road Ixopo	District Office	2	2	4
	<b>TOTALS</b>		<b>37</b>	<b>15</b>	<b>51</b>

**NB:** Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day-to-day activities.

### 6.3 TOTAL PRICING

All bidders' prices must be firm for the period of thirty - six (36) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (xxx) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (xxxii) JSB Levies
- (xxxiii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (xxxiv) UIF
- (xxxv) Provident Fund
- (xxxvi) Bargaining Council Levy
- (xxxvii) Severance Pay
- (xxxviii) Maternity Leave
- (xxxix) Holiday Pay
- (xl) Uniforms
- (xli) Telephone, fax and postage
- (xlii) Training
- (xlili) Profit
- (xliv) Material and equipment
- (xlv) Bargaining council compliance

## 7. PROPOSAL REQUIREMENTS

### 7.1 Mandatory Requirements

7.1.1 The proposal should include the following:-

- (xxi) A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the projects. Price adjustment will only be acceptable only if there is minimum wage.
- (xxii) Company profile with contact details and addresses



- (xxiii) List of regional/ branch office (if any)
- (xxiv) Main business area
- (xxv) Detailed list of current and completed contracts of the similar nature.
- (xxvi) Proof of public liability (Certified copy by insurance company/ letter of Intent from the Insurance company)
- (xxvii) Compliance with the Department of Labour under Sectoral Determination 1: Contract Cleaning Sector-Wages.
- (xxviii) Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste.**
- (xxix) Proof of workmen's Compensation
- (xxx) Completion certificate/ certified testimonial/contract of the previous similar project with contactable references.

## **7.2 General Requirements**

- (xi) Submit a valid, original, tax clearance certificate
- (xii) Submit a valid BEE certificate from a BBBEE Verification Agency or a letter from your firm's Auditors or Accounting Officers (in accordance with BBBEE regulations)
- (xiii) Company registration certificate. (BCCI)
- (xiv) Company profile
- (xv) In case of a joint venture / consortium how the company is going to split work, the percentage involved of each company in joint venture. All parties to the joint venture must submit their original, valid tax clearance certificate obtainable from SARS.

## ANNEXURE F – PRICING SCHEDULE FORMAT

### PRICE SCHEDULE GUIDELINE FOR SERVICE PROVIDERS TO PROVIDE CLEANING AND GARDENING SERVICES AT WESTERN DISTRICT CLUSTER OFFICES FOR A PERIOD OF THREE (3) YEARS.

#### PRICE SCHEDULE GUIDE

WESTERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A ] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
<b>Western District Cluster</b> <b>312 Murchison</b> <b>Ladysmith</b>	1	1										
<b>UThukeli District</b> <b>office 24 Iyell</b> <b>street ladysmith</b>	2	1	R	R	R	R	R	R	R	R	R	R
<b>Uthukela District</b> <b>312 Murchison</b> <b>Street</b> <b>Ladysmith 3370</b>	1	0	R	R	R	R	R	R	R	R	R	R
<b>Cathedral Peak</b> <b>Didima</b> <b>Bergville</b>	1	1	R	R	R	R	R	R	R	R	R	R
<b>Dundee</b> <b>Library</b> <b>Depot</b> <b>8 King</b> <b>Edward St.</b> <b>Dundee 3000</b>	2	1	R	R	R	R	R	R	R	R	R	R



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WESTERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
<b>Umzinyathi District (park homes)</b> 8 King Edward St. Dundee 3000	2	1	R	R	R	R	R	R	R	R	R	R
<b>Umzinyathi District</b> 85 Karel Landman Street Dundee	2	1	R	R	R	R	R	R	R	R	R	R
<b>Amajuba District (Park home)</b> Osizweni Arts Centre Osizweni	1	0	R	R	R	R	R	R	R	R	R	R
<b>Osizweni Atrs Center</b>	1	1	R	R	R	R	R	R	R	R	R	R
<b>Amajuba District Office-</b> 37A Voortrekker str Newcastle	2	1	R	R	R	R	R	R	R	R	R	R
<b>Disinfecting of premises/ buildings in line with OHS requirements Price P/square meter</b>												R
SUBTOTAL												R
OTHER COST	(please state)											R
SUBTOTAL												R
VAT @ 15%												R
<b>TOTAL COST</b>	<b>(inclusive of VAT)</b>											R



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**\*\* The material supplies should include all supplies as included in the Terms of Reference**

TOTAL PRICE			
YEAR	TOTAL ANNUAL COST INCLUSIVE OF VAT	ESCALATION % (State)	TOTAL ANNUAL PROJECT COST INCLUSIVE OF VAT
	(E)	(F)	Total (G = E+F)
Year 1	R		R
Year 2	R	%	R
Year 3	R	%	R
TOTAL BID OFFER FOR THE DURATION OF THE CONTRACT (G = YEAR 1, 2 AND 3)			R



## ANNEXURE F – PRICING SCHEDULE FORMAT

### PRICE SCHEDULE GUIDELINE FOR SERVICE PROVIDERS TO PROVIDE CLEANING AND GARDENING SERVICES AT NORTHERN DISTRICT CLUSTER OFFICES FOR A PERIOD OF THREE (3) YEARS.

#### PRICE SCHEDULE GUIDE

NORTHERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
Northern District Cluster L.A Building 1 <sup>st</sup> & 2 <sup>nd</sup> floor King Dinuzulu Highway	4	0	R	R	R	R	R	R	R	R	R	R
Mbazwana Library Depot Mbazwana (Car Wash Site)	2	2	R	R	R	R	R	R	R	R	R	R
Qhudeni Library Qhudeni	2	1	R	R	R	R	R	R	R	R	R	R
Nkungumathe Library Nkungumathe	1	1	R	R	R	R	R	R	R	R	R	R
Ulundi Archives (Car wash site) Dlomolomo Street Ulundi	2	1	R	R	R	R	R	R	R	R	R	R
Mbazwana Arts Centre Mbazwana	1	2	R	R	R	R	R	R	R	R	R	R





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NORTHERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
uMkhanyakude District Office Hluhluwe	2	1	R	R	R	R	R	R	R	R	R	R
King Cetshwayo District Office Richards Bay	2	1	R	R	R	R	R	R	R	R	R	R
Disinfecting of premises/ buildings in line with OHS requirements Price P/square meter												R
SUBTOTAL												R
OTHER COST	(please state)											R
SUBTOTAL												R
VAT @ 15%												R
TOTAL COST	(inclusive of VAT)											R

**\*\* The material supplies should include all supplies as included in the Terms of Reference**

TOTAL PRICE			
YEAR	TOTAL ANNUAL COST INCLUSIVE OF VAT	ESCALATION % (State)	TOTAL ANNUAL PROJECT COST INCLUSIVE OF VAT
	(E)	(F)	Total (G = E+F)
Year 1	R		R
Year 2	R	%	R
Year 3	R	%	R
TOTAL BID OFFER FOR THE DURATION OF THE CONTRACT (G = YEAR 1, 2 AND 3)			R

## ANNEXURE F – PRICING SCHEDULE FORMAT

### PRICE SCHEDULE GUIDELINE FOR SERVICE PROVIDERS TO PROVIDE CLEANING AND GARDENING SERVICES AT EASTERN DISTRICT CLUSTER OFFICES FOR A PERIOD OF THREE (3) YEARS.

#### PRICE SCHEDULE GUIDE

EASTERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
<b>DURBAN BAY HOUSE</b> Eastern District Cluster 333 Anton Lembede Street DURBAN	2	0	R	R	R	R	R	R	R	R	R	R
<b>WHEELER HOUSE</b> Durban Archives 14 De Mazenod St. DURBAN	2	0	R	R	R	R	R	R	R	R	R	R
<b>PINETOWN LIBRARY DEPOT</b> (Car Wash Site) 7 Bevis Road PINETOWN	3	2	R	R	R	R	R	R	R	R	R	R
<b>Ilembe District Office</b> Corner of Link and R102 Albert House Kwa Dakuza	2	1	R	R	R	R	R	R	R	R	R	R
<b>Office of the MEC</b> 8 <sup>th</sup> Floro Truro House Durban 17 Victoria Embankment	3	0	R	R	R	R	R	R	R	R	R	R



# KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

EASTERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
<b>KZN MUSIC HOUSE</b> No 2 Derby Street, Grayville Durban 4000	1	1	R	R	R	R	R	R	R	R	R	R
<b>Disinfecting of premises/ buildings in line with OHS requirements</b> Price P/square meter												R
SUBTOTAL												R
OTHER COST	(please state)											R
SUBTOTAL												R
VAT @ 15%												R
<b>TOTAL COST</b>	<b>(inclusive of VAT)</b>											R

**\*\* The material supplies should include all supplies as included in the Terms of Reference**

TOTAL PRICE			
YEAR	TOTAL ANNUAL COST INCLUSIVE OF VAT	ESCALATION % (State)	TOTAL ANNUAL PROJECT COST INCLUSIVE OF VAT
	(E)	(F)	Total (G = E+F)
Year 1	R		R
Year 2	R	%	R
Year 3	R	%	R
<b>TOTAL BID OFFER FOR THE DURATION OF THE CONTRACT (G = YEAR 1, 2 AND 3)</b>			R

## ANNEXURE F – PRICING SCHEDULE FORMAT

### PRICE SCHEDULE GUIDELINE FOR SERVICE PROVIDERS TO PROVIDE CLEANING AND GARDENING SERVICES AT SOUTHERN DISTRICT CLUSTER OFFICES FOR A PERIOD OF THREE (3) YEARS.

#### PRICE SCHEDULE GUIDE

SOUTHERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
Boshoff Street 171 Boshoff Street PIETERMARITZBURG, 3201	3	1	R	R	R	R	R	R	R	R	R	R
Heritage House 222 Jabu Ndlovu PIETERMARITZBURG, 3201	3	0	R	R	R	R	R	R	R	R	R	R
The Lodge 116 Jabu Ndlovu Street PIETERMARITZBURG, 3201	2	0	R	R	R	R	R	R	R	R	R	R
Museum Services 231 Prince Alfred Street PIETERMARITZBURG, 3201	4	3	R	R	R	R	R	R	R	R	R	R



# KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

SOUTHERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
Library Services 230 Prince Alfred Street PIETERMARITZBURG, 3201	3	1	R	R	R	R	R	R	R	R	R	R
Pietermaritzburg Archives Repository 231 Pietermaritz Street PIETERMARITZBURG, 3201	2	0	R	R	R	R	R	R	R	R	R	R
Heather Hall 27 Heather Street Northdale, PMB, 3201	1	1	R	R	R	R	R	R	R	R	R	R
Winston Churchill Theatre 2 Leinster Road Scottsville, PMB, 3201	1	1	R	R	R	R	R	R	R	R	R	R
RS Skinner Camp Cedara College HILTON	2	2	R	R	R	R	R	R	R	R	R	R
Southern Region Library Depot 26 College Road Pelham, PMB, 3201	2	2	R	R	R	R	R	R	R	R	R	R



# KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

SOUTHERN DISTRICT CLUSTER	TOTAL NUMBER OF CLEANING PERSONNEL REQUIRED	TOTAL NUMBER OF GARDENING PERSONNEL REQUIRED	PRICE PER CLEANER P/M [I]	PRICE PER GARDENER P/M [II]	PRICE FOR SERVICES PER MONTH III = [I+II]	PRICE FOR HYGIENE EQUIPMENT PER MONTH [IV]	PRICE MATERIAL SUPPLIED PER MONTH [V]	TOTAL PRICE P/ MONTH [VI] = (IV+V)	[A] TOTAL PRICE P/ MONTH (VI X 12)	PRICE FOR PEST CONTROL (QUARTERLY) [VII]	[B] PRICE FOR PEST CONTROL (VII X 4)	[C] TOTAL COST EXCLUDING VAT [C = A + B]
Bulwer Arts Centre BULWER 3244	1	1	R	R	R	R	R	R	R	R	R	R
Sport and Recreation House 135 Pietermaritz Str PMB	6	1	R	R	R	R	R	R	R	R	R	R
Ugu District Office 31 Dias Road Uvongo Margate	2	1	R	R	R	R	R	R	R	R	R	R
Harry Gwala District Office 2 Margerette Road Ixopo	2	1	R	R	R	R	R	R	R	R	R	R
Disinfecting of premises/ buildings in line with OHS requirements Price P/square meter												R
SUBTOTAL												R
OTHER COST	(please state)											R
SUBTOTAL												R
VAT @ 15%												R
TOTAL COST	(inclusive of VAT)											R

**\*\* The material supplies should include all supplies as included in the Terms of Reference**

TOTAL PRICE			
YEAR	TOTAL ANNUAL COST INCLUSIVE OF VAT	ESCALATION % (State)	TOTAL ANNUAL PROJECT COST INCLUSIVE OF VAT



**KWAZULU-NATAL PROVINCE**

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA

	(E)	(F)	Total (G = E+F)
Year 1	R		R
Year 2	R	%	R
Year 3	R	%	R
TOTAL BID OFFER FOR THE DURATION OF THE CONTRACT (G = YEAR 1, 2 AND 3)			R



DESCRIPTION	AMOUNT
Provision of Cleaning Services at Western Cluster	R
Provision of Cleaning Services at Northern Cluster	R
Provision of Cleaning Services at Eastern Cluster	R
Provision of Cleaning Services at Southern Cluster	R
VAT 15%	R
GRAND TOTAL BIDDING PRICE	R

**NB: Grand total to be transferred to Part A of document “TOTAL BID PRICE ALL INCLUSIVE” and failure shall lead to disqualification.**



## ANNEXTURE G:

### ASSESSMENT/EVALUATION OF PRICE AND HDI GOALS

#### 1. STAGE 1: MANDATORY REQUIREMENTS

Check and verify compliance with the submission and completion of compulsory bid documents. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

Criteria	Yes	No	Remarks
<b>Schedule 1:</b> Workmen's Compensation or Commissioner for Occupational Diseases Act (COIDA). Submit proof of registration as employer with the Workmen's Compensation / COIDA.			
<b>Schedule 2:</b> Registration Certificate with the Bargaining Council ( <b>Compliance with Labour Rates</b> )			
<b>Schedule 3:</b> She Bins For the supply and service of SHE Bins, bidders must: Provide proof of registration with the National Contract Cleaners Association (NCCA) if they will conduct the service themselves, or Complete Schedule 3 and provide proof of registration of the sub-contracted company with the National Contract Cleaners Association (NCCA)			
<b>Schedule 4:</b> Proof of registration with Unemployment Insurance Fund (UIF)			
<b>Schedule 5:</b> Proof of insurance or provident fund coverage.			

- 1.1 Bidders are required to be registered on the Central Supplier Database and the Department shall verify the bidder's tax compliance status through the Central Supplier Database.
- 1.2 Where consortia, joint ventures, or subcontractors are involved, each party must be registered on the Central Supplier Database. Tax compliance status will be verified through this database.
- 1.3 The bid will only be awarded to bidders whose tax status on the Central Supplier Database is compliant.
- 1.4 Compliance should remain valid for the duration of the contract.
- 1.5 Bidders are required to attend compulsory briefing sessions and site inspection within the premises of the department.

#### MANDATORY REQUIREMENTS AND DISQUALIFICATION

<b>OUTRIGHT DISQUALIFICATION</b>	
<b><u>All SBDs not submitted</u></b>	<b>The Department cannot proceed with the evaluation of a proposal unless all required forms are submitted. Failure to submit all forms will result in the proposal being deemed non-compliant.</b>
<b><u>Non-responsive proposal</u></b>	<b>When no proposal is submitted to evaluate (e.g. only SBD documents and/or price submitted for bid evaluated on functionality).</b>
<b><u>Late bid</u></b>	<b>A bid submitted after the closing date and time.</b>
<b><u>Non-attendance of compulsory briefing session</u></b>	

## 2 **STAGE 2: FUNCTIONAL EVALUATION CRITERIA**

- 2.1 Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 2.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 2.3 Functionality will be evaluated based on the supporting documentation provided by the bidders, according to the specified functionality criteria and their respective values.
- 2.4 The functionality will be evaluated individually by members of the Bid Evaluation Committee, according to the specified functionality criteria and their respective values.
- 2.5 Any bidder who scores less than 60% (24 points) for functionality will be eliminated and will not progress for further evaluation on price and preference.

### **EVALUATION CRITERIA**

<b>CRITERION</b>	<b>Max. Points (40)</b>	<b>BASIC POINTS ALLOCATION</b>	<b>MEANS OF VERIFICATION</b>
Company's experience in similar projects	<b>20</b>	04 Points = per 24 months successfully completed project	Attach official order or a signed reference letter on a company letterhead indicating the number of years successfully completed.
Supervisor Experience	<b>10</b>	2.5 points = per 12 months supervisory experience.	Supervisor's CV listing experience and references.
Human Capacity (Staff allocation work Plan)	<b>5</b>	5 points = Submitted schedule of employees detailing their duties and responsibilities 0 points = no submitted schedule	submit a schedule for the cleaners and the supervisor, detailing the number of cleaners, operating times, and their assigned work duties
Proof of Business Site	<b>5</b>	5 points = Business site located and operating within <b>relevant district</b> 0 points = Business site located and operating outside of <b>relevant district</b>	1. Original / certified copy of Title Deed of the company or Director, OR 2. A Utility Bill in the name of the company or Director <b>not older than 60 days</b> , OR 3. Original or certified copy of a valid lease agreement duly signed lessee and lessor.

### 3. STAGE 3: EVALUATION IN TERMS OF 80/20 PRICE AND SPECIFIC RDP GOALS

The specific RDP goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BLACK OWNED	#	4		
WOMEN OWNED	#	6		
PLD	#	6		
YOUTH OWNED	#	4		

#### 3.1 EVALUATION OF PRICE AND SPECIFIC RDP GOALS

The bidder that passes administrative compliance and functionality will be evaluated on price (80) and specific RDP goals (20). The bidder who scores the highest points may be awarded the contract as prescribed by PPPFA.

20 points			
SPECIFIC/ RDP GOALS	100%	≥51%	<51%
BLACK OWNED	4	2	0
WOMEN OWNED	6	3	0
PLD	6	3	0
YOUTH OWNED	4	2	0

*\*PLD– Persons living with disabilities*

*Submit – valid B-BBEE certificate or Sworn affidavit and complete SBD 6.1 to score 20 points.*



**ANNEXURE H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building /institution involved: **KZN DEPARTMENT OF SPORT, ARTS AND CULTURE**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER SECURITY SERVICES TO THE DEPARTMENT (VARIOUS SITES IN KWAZULU-NATAL) FOR THE PERIOD OF 36 MONTHS**

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME) .....

ON BEHALF OF (**Company Name**).....

ATTENDED THE BRIEFING MEETING ON.....(DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP:**

**DATE:** .....