

SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS			
SECTION D	OFFICIAL BRIEFING SESSION FORM			
SECTION E	PRICING SCHEDULE (SBD 3)			
SECTION F	BIDDER'S DISCLOSURE (SBD 4)			
SECTION K	AUTHORITY TO SIGN THE BID			

Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

### Stage 2 - Mandatory Requirements

The following mandatory documents must be submitted with the bid at the time of closing of the bid:

MINIMUM REQUIREMENTS	YES/NO	PROOF TO BE PROVIDED
Affiliation/ registration with any South African Bargaining Council for Cleaning Services		Submit valid BCCCI Certificate/s.
Bidding company must be in good standing with Compensation for Occupational Injuries and Diseases Act (COIDA)		Submit valid Certificate
Proof of registration with the Unemployment Insurance Fund		Submit valid proof of registration
Proof of Public Liability Insurance of R10 million		Public Liability Insurance Cover of required amount
She Bins For the supply and service of SHE Bins, bidders must: a) Provide proof of registration with the National Contract Cleaners Association (NCCA) if they will conduct the service themselves, or b) Complete Schedule 3 and provide proof of registration of the sub-contracted company with the National Contract Cleaners Association (NCCA)		Submit a valid proof of the sanitary waste removal management certificate or a proof of contract or lease agreement from a third part together with their valid certificate

### Stage 3 – Functionality

Proposals from prospective bidders will be evaluated on the functionality listed below:

No.	CRITERIA DESCRIPTION	CRITERION REQUIREMENTS	MAXIMUM SCORE
1.	Company experience: Bidder must demonstrate and prove experience in cleaning and gardening services.	Bidder must submit purchase orders or appointment letters for work within the past 10 years. Bidder must also submit recommendations or completion letters to substantiate each purchase order and or each appointment letter. Bidder must submit evidence for each project over the value of R1 million. 6 or more projects = 30 points 4 to 5 projects = 20 points 2 to 3 projects = 10 points 1 project = 05 points 0 project = 0 points	30
2.	Bidder must have a vehicle to be use to manage work.	LDV or mini bakkie Vehicle Registration (Total - 30 points)  1 x ENATIS documents for vehicles with an engine capacity of 1.5-litre or more = 30 (to provide proof of ownership or lease agreement) 30 points per vehicle owned 15 points per vehicle leased	30