PF22/2026

public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER

FOR

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

IN THE

NORTHERN CAPE PROVINCE

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
KIMBERLEY REGIONAL OFFICES
PRIVATE BAG X5002
KIMBERLEY
8300

PROJECT MANAGER: D.Mbatha

JULY 2026

PLEASE READ THE FOLLOWING INFORMATION TOGETHER WITH THE REQUIREMENTS AS STIPULATED IN THE BIDDING DOCUMENTS. THESE DOCUMENTS ARE MEANT TO ASSIST BIDDERS IN COMPLETING THEIR BIDDING DOCUMENTATION AND ENSURE FULL COMPLIANCE TO THE STIPULATED REQUIREMENTS.

COMPLETION GUIDE - PART 1

SERVICE PROVIDER DOCUMENT COMPLETION GUIDE: WHAT TO AVOID AND/OR REMEMBER WHEN COMPLETING THESE TENDER DOCUMENTS.

1. **PA – 30.1 PRICING SCHEDULE** – the total bid price calculated on the bill of quantities and/or pricing schedule will be accepted as the final offer given by the bidder.

2. **DPW – 07 FORM OF OFFER AND ACCEPTANCE** – the total bid price calculated on the bill of quantities should be carried over from the bill of quantities (BOQ) to DPW-07 in both numerical and in words format. It should be noted that should there be a price difference between numeric value offer and the offer in words, the offer in words shall prevail. (NB. applicable to facilities and construction tenders)

3. **PA - 11 BIDDERS DISCLOSURE** – declare any related company interest (where you have controlling interest) including those reflecting on the **CSD report** under each director/member of your company (*if, tick YES on point 2.3. Furnish the details on 2.3.1*).

4. **PA - 16 PREFERENCE POINTS CLAIM FORM** – should be completed in full, bidders to note that points will be allocated for specific goals as specified in the invitation to quote and invitation to bid.

For example using the table below, should you wish to claim for specific goals and maximise on the preferential points you will need to indicate the specific goal claimed in PA16 page 09 of 11; if claiming under 80/20 then the last column should indicate the number of points claimed i.e. 1. An EME or QSE which is at least 51% owned by **black people = 10** **(indicate the total points in figures if they are being claimed)**

NB Please indicate the points being claimed, should you fail to indicate you will not be allocated the points and please submit the documentary proof to substantiate the claim as indicated in the invitation to quote/tender.

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by **black people**	10	• **SANAS Accredited BBBEE Certificate or sworn affidavit where applicable**
2.	**Located** in a specific Local Municipality or District Municipality or Metro or Province area for work	2	• **Office Municipal Rates Statement**

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
	to be done or services to be rendered in that area		• Or • Permission To Occupy from local chief in case of rural areas (PTO) • Or • Lease Agreement

5. **ORIGINAL BBBEE SWORN AFFIDAVIT** - Ensure that the sworn affidavit is signed and dated in the presence of the Commissioner of Oaths. The date of the deponent and the commissioner must be the same date. **CIPC sworn affidavit** are preferred but not compulsory

    - Bidders to note that the acceptable format for financial year end is as follows: **DD/MM/YYYY**. If the day, month and year of financial year end are not indicated, the sworn affidavit will be declared invalid and lead to non-allocation of preference point.

6. **BBBEE CERTIFICATE** - must be issued by a SANAS accredited agency and all other required certificates must be issued by the relevant accredited agency. Please verify that the your certificate issuing providers are registered on SANAS to ensure your certificates are accredited www.sanas.co.za under accredited organizations

7. **LEASE AGREEMENT in the name of the tendering services provider** – Please ensure the lease agreement is signed and dated by the tenant (business/service provider) and landlord, it should consist of commencement date of lease and end date, as well as the address of the leased property at least to substantiate the claim for location.

8. **Official Municipal rates** and or any other documentation for the purpose of claiming points must be in the name of the service provider (business name), documentation in any other name will be declared invalid and lead to non-allocation of preference points.

9. **Compliance with the Companies Act**: Section 23(3) (b) of the Companies Act 71 of 2008 (the Act) states that every company must "register the address of its office, or its principal office if it has more than one office". The physical address may be accepted if it is compliance with the act in terms of BBBEE compliance documentation, address on the tendering documents as well as the proof of locality when claiming for specific goals. The physical address will be verified against the companies CIPC records for validation.

10. **PROCUREMENT COMPLIANCE FORMS** – all procurement compliance form MUST be fully completed and signed in ink.

11. **ERRORS ON THE BOQ** – Ensure correct and accurate carry-over of totals throughout the BOQ

Please ensure that you completely fill in the document, where not sure kindly contact this office for assistance, should you fail to submit a fully compliant document you may be rendered ***administratively non-responsive*** thus disqualified from further evaluation.

SCAM ALERT- PART 2

HIGH ALERT: SCAM TO SUPPLIERS AND SERVICE PROVIDERS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

There are many types of tender scams. Here are some of the more frequent scenarios: Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss. OR Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question. Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process. Protect yourself from being scammed,

If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.

- Compare tender details with those that appear in the Tender Bulletin, available online at www.publicworks.gov.za
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- DPWI would never contact any bidder during the evaluation process and request payment to secure a tender award.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department to ask whether this is in fact correct. Any incidents of corruption, fraud, theft and misuse of government property in the Department of Public Works and Infrastructure can be reported to:

Fraud Awareness & Investigation:
012 406 1328
National Anti-Corruption Hotline:
0800 701 701

NB: All bids/ quotations are to be submitted in the manner outlines in the advertised and or published documents only.

TERMS AND CONDITIONS - PART 3

1. SPECIAL CONDITIONS

The quotation may be rejected, among other reasons, for any of the following specific reasons:

1.1. The quotation received after the closed and time as specified;
1.2. The Bidder does not comply with the evaluation criteria of the quotation;
1.3. The quotation containing irregularities;
1.4. Non submission of standard bidding forms/ PA Forms;
1.5. Non submission of proof of registration with the applicable professional bodies;
1.6. The quotation documents not fully completed and signed.
1.7. Submission of the grading certificate upon completion of refurbishment. (Only applicable to Leasing Projects)

2. INVOICING REQUIREMENTS

Invoices – The contractor shall invoice NDPWI when work executed is completed and confirmed by the client onsite and the invoice must be submitted to DPWI within 5 days of completion of work via email: invoice.kimberley@dpw.gov.za or hand deliver to **Registry Services**. Please note, non-compliant invoices will be returned to the service provider for corrections and resubmission.

The following criteria should be met upon submission of invoices:

- Invoice must be made of "Department Of Public Works & Infrastructure " together with the address of the department;
- Name of the company and contact information, including physical and postal address, email address, cellphone and telephone where applicable;
- Value added tax (VAT), CSD and company's registration number;
- Description of a list of the services or goods provided and the price for each items of such goods or services;
- Quantity and units price of the goods and/or service procured and/or delivered;
- Date of invoice, invoice number;
- Department purchase order or complaint number(KIM number/ID number);
- Supplier's banking details should be the same as on Central Supplier Database
- Invoice should appear as invoice
- Job card signed by Client (if applicable)

3. The general conditions of contract are applicable to all DPWI bids/quotations and or any other contract as specified in the tender document.

4. Disclaimer

In awarding of tenders, the department will apply inter alia, equitable distribution of opportunities.

Name of Bidder	**Signature**	**Date**

PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF CLEANING SERVICES

Project title:	NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF CLEANING MATERIAL FOR 36 MONTHS

Bid no:	PF22/2026		
Advertising date:	31 July 2026	**Closing date:**	21 August 2026
Closing time:	11H00	**Validity period:**	84 **days**

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☐ NO ☒

Note 1: *Failure to meet minimum functionality score will result in the tenderer being disqualified.*

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Functionality criteria:[1]	**Weighting factor:**
Total	**100 Points**

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	

(Total minimum qualifying score for functionality is 50 percent, any deviation below or above the 50 percent, provide motivation below).

2. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)

2.1. Indicate which preference points scoring system is applicable for this bid:

☒ **80/20** Preference points scoring system	☐ **90/10** Preference points scoring system	☐ **Either 80/20 or 90/10** Preference points scoring system

3. RESPONSIVENESS CRITERIA

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

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	All parts of tender documents submitted must be fully completed in ink and signed where required
4	☒	Use of correction fluid is prohibited.
5	☒	PA-30.1 Pricing Schedule to be fully completed and signed. All items listed to be fully priced
6	☐	Submission of record of attending the compulsory briefing session.
7	☒	Bidders must comply with DPW-21(EC): Record of addenda to documents: if any

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

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

1	☒	Any correction to be initialled by the person authorized to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorizing a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-11): Bidder's disclosure.
4	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	☒	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	☒	Submission of SBD1: Invitation to Bid
8	☒	Upon request, submission of fully compliant samples for verification of compliance with the specification
9	☒	Bidders are required to ensure compliance with section 23(3)(b) of the Companies Act, 2008, as it relates to the registered address of the bidding company entity. In terms of section 23(3)(b) of the Companies Act, 2008, if an entity has more than one office in South Africa, it must register the address of its 'principal office' with the CIPC which address shall, for all tender and contractual purposes, be the regarded as the lawful and registered address of the bidding entity.
10	☒	Submission of proof in the form of a price quotation for all cleaning material items from a registered supplier. (See attached specification / Pricing schedule (PA30.1).
11	☒	As part of a risk assessment for ongoing and past projects, a reference check will be performed.
12	☒	Submission of completed DPW09(EC): Particulars of tender's projects and the following supporting documents, appointment letters or orders and completion certificates or reference letters for projects completed in the last 10 years, combined to the value of R 1 2000 000,01 and above

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

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

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

☒ **4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that

			the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

☐ **4.2. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 2

1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.

	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4. ☐ **OR**	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).
	5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

5. COLLECTION OF BID DOCUMENTS:

☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

☒ Alternatively; Bid documents may be collected during working hours at the following address 21-23 Market Square, Old Magistrate Building, Kimberley. A non-refundable bid deposit of R 300.00 is payable, (Cash only) is required on collection of the bid documents.

☐ A ***compulsory*** pre bid meeting with representatives of the Department of Public Works will take place at ….on…… starting at…... Venue……. *(if applicable)*

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	Dumsile Mbatha	**Telephone no:**	053 838 5354
Cellular phone no		**Fax no:**	
E-mail	Dumsile.Mbatha@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Ms. Aysen	**Telephone no:**	053 838 5222

E-mail	Tshego.Seleka@dpw.gov.za

7. DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms

BID DOCUMENTS MAY BE POSTED TO:		**DEPOSITED IN THE TENDER BOX AT:**
THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X ATTENTION: **PROCUREMENT SECTION: ROOM** ***POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT***	OR	21-23 Market Square Old Magistrate Building Market Square Tender box

public works & infrastructure
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PRICING SCHEDULE - FIRM PRICES

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number. PF22/2026

Closing Time 11:00 on 21 August 2026

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

ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT)

NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF CLEANING MATERIAL FOR 36 MONTHS						
Number	**DESCRIPTION**	**Size**	**UNIT**	**QUANTITY FOR 12 MONTHS**	**RATE PER ITEM**	**SUB-TOTAL FOR QUANTITY OF 12 MONTHS**
	Example of calculations			**250**	**R7,50**	**250 X R7,50 =R 1875,00**
1	Multipurpose Cleaning Cream	1,5l	Each	480	R	R
2	Dishwashing liquid	750ml	Each	500	R	R
3	Thin bleach	1,5l	Each	550	R	R
4	Multi-insect killer	450ml	Each	400	R	R
5	Furniture polish	300ml	Each	900	R	R
6	Window cleaner	750ml	Each	180	R	R
7	Red furniture oil	500ml	Each	100	R	R
8	Green bar soap	500g	Each	150	R	R
9	Air freshener	200ml	Each	900	R	R
10	Urinal Pee Mats pack of 10	110mm x110mm	Each	100	R	R
11	Steel wool 500g	500g	Each	80	R	R
12	Dish Cloth Large pack of 10	36cmx65cm	Each	50	R	R
13	Dish Cloth, small pack of 10	30cmx30cm	Each	50	R	R
14	Mutton Cloth roll	500g	Each	50	R	R

15	Microfibre Cloth pack of 10	40cmx40cm	Each	50	R	R
16	bin liners Smokey Red	600x600	Each	50	R	R
17	Refuse bag Black industrial heavy duty (40 micro)10 pack of 20 plastic bags	750mm x 900mm	Each	380	R	R
18	Hand paper towel Tidy Folds flat 2ply	10 pack of 200 sheets	Each	150	R	R
19	Toilet Paper 2-ply luxury soft(350 sheet per roll, packs of 48 rolls, white and good quality toilet paper)	48's bale	Each	1900	R	R
20	Red buffing Pads	425mm	Each	60	R	R
21	Black scrubbing pad Pads	425mm	Each	50	R	R
22	Yellow household Gloves	Different sizes	Each	270	R	R
23	green nitrile gloves	Different sizes	Each	150	R	R
24	Dustpan long handle plastic set	800mm to 1m+ height	Each	30	R	R
25	Dustpan set short	20-25cm	Each	30	R	R
26	household Broom soft flagged bristle with handle		Each	55	R	R
27	Broom platform soft 450mm w/handle	450mm	Each	50	R	R
28	Mop wooden handle	400g	Each	55	R	R
29	Odour Block outside	5l (80x50g cubes)	Each	25	R	R
30	Odour Block inside	5l (80x50g cubes)	Each	25	R	R
31	Washing Powder high form	5kg	Each	100	R	R
32	Carpet Shampoo scented	5l	Each	80	R	R
33	Floor Sealer 24% polymer emulsion	5l	Each	900	R	R
34	Stainless steel cleaner	750ml	**Each**	50	**R**	**R**
35	Metal Polish	200ml	Each	40	R	R
36	Drain Cleaner liquid	5l	Each	50	R	R
37	Toilet Bowl Cleaner liquid	5l	Each	150	R	R
38	floor stripper	5l	Each	400	R	R
39	Germicidal disinfectant liquid	5l	Each	100	R	R
40	Disposable dust Mask FFP2	20 per box	Each	40	R	R

41	Bucket Plastic Household	8/9L	Each	50	R	R
42	Pine Gel	5l	Each	150	R	R
43	Automatic air freshener dispenser refill assorted scents	100ml	Each	250	R	R
44	Antibacterial Hand Soap liquid pink perfumed	5l	Each	100	R	R
46	Wax floor polish red	5l	Each	12	R	R
47	Feather duster micrifibre extendable handle	2-3cm length	Each	50	R	R
48	Window Squeegee with Telescopic Handle	2-3cm length	Each	50	R	R
49	Toilet stain remover acid	5l	Each	50	R	R
50	Toilet Brush set		Each	50	R	R
				SUB-TOTAL	R	R
				Subtotal including Profit	R	R
				Value added Tax (15%) (if registered), cross out if NOT applicable	R	R
				Year 1: The total price for 12 months	R	R
				Year 2: total including escalation rate	R	R
				Year 3: Total including Escalation rate	R	R
				Total price for 3 years (Year 1+Year 2+Year 3)	R	R

Name of the bidder_____

Signature_____

Date_____

- Required by: .....
- At: .....
  .....
- Brand and model .....
- Country of origin .....
- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
  *Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price) .....

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

NB: Deliveries are only allowed from 7h30 to 16h00.
Only items that correspond with the specification will be accepted.

***Delete if not applicable** **THIS FORM IS ALIGNED WITH SBD 3.1**

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".
For Internal Use Effective date September 2011 Version: 1.0

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Number	Cleaning material specifications and ingredients
1	**Multipurpose Cleaning Cream** Is formulated with natural micro-crystals and active detergents to remove 100% of stubborn dirt, grease, and limescale without scratching surfaces. These viscous, creamy liquids are designed for versatile use on kitchen and bathroom surfaces, leaving a shiny, residue-free finish **Active Ingredients and Composition:** Abrasive Agent: 100% natural microparticles for scrubbing. Anionic Surfactants (5%-8%): Cleaning agents. Non-Ionic Surfactants (<5%): Cleaning agents. Perfume: Various scents (Lemon, Lavender, Eucalyptus). Other: Contains Isothiazolinones, which may cause allergic reactions.
3	**Dishwashing liquid** Dishwashing liquid is a, typically colored, viscous aqueous solution designed for manual cleaning, featuring high grease-cutting efficiency and a neutral to slightly alkaline pH (\(6.5–10.0\)). Key specifications include a minimum of 12% active ingredients (surfactants), high foaming capacity, biodegradability, and stability at varying temperatures **The primary active ingredients for cleaning, removing grease, and producing foam.** Surfactants (Anionic/Non-Ionic/Amphoteric): Lactic Acid (0.5%): Used in the Antibacterial variant as a natural antimicrobial agent. Solubilisers: Help dissolve and stabilize the mixture. Perfume and Colorants: Provide the characteristic scent and color. Preservatives (e.g., Isothiazolinones): Ensure product shelf life. Enzymes: Specialized proteins in the regular variant that speed up grease breakdown. Aloe Vera & Mineral Salts: Featured in the "Extra Nature" range for gentleness on hands
4	**Thin bleach** is a liquid cleaning agent with a low viscosity, designed for versatile cleaning and disinfection. It contains around 3.5%–5% sodium hypochlorite and is used for whitening, removing stains, and killing germs. **Active Ingredient**

	Sodium Hypochlorite (usually 3.5% – 4.53% at the time of packing). Physical Form: Liquid (thin consistency, similar to water). Applications: Ideal for cleaning floors, toilets (diluted or neat), drains, and whitening fabrics (cotton/polyester). Scent: Commonly available in Regular, Lemon, Pine, or Pot Pourri. Capacity: Often sold in 1.5-liter, 2-liter, or bulk 5-liter bottles. Effectiveness: Kills 99.9% of germs and viruses.
5	**Multi insect killer** Is an aerosol-based insecticide designed to eliminate both flying (mosquitoes, flies) and crawling (cockroaches, ants) insects upon contact or through residual action **Active ingredients** D-Phenothrin (Pyrethroid) Prallethrin (ETOC) (Pyrethroid) Imiprothrin (Pyrethroid) Propellants: Hydrocarbon gases (such as propane and butane). Solvents: Petroleum-based solvents (e.g., solvent naphtha). Other Potential Ingredients: Eucalyptus oil (in some formulations
6	**Furniture polish** Furniture polish is formulated with a mix of polishing agents, solvents, and emulsifiers designed to clean, protect, and enhance the sheen of wood surfaces. Commercial polishes, particularly aerosols, often use silicone-based emulsions for high gloss and water resistance, while natural alternatives typically rely on beeswax and oils **Ingredients** Silicone Fluids: Provides shine and water repellence. Mineral Spirits/Hydrocarbons: Acts as a solvent to clean and dissolve old wax. Propellants: Used in aerosol cans for spraying. Carnauba/Beeswax: Provides a protective, hard finish
7	**Window cleaner**

	Window cleaners are formulated to dissolve grease, dirt, and smudges, evaporating quickly to prevent streaks. They typically have a pH between 7 and 10 and are composed of water, solvents, and surfactants **Ingredients** Water (Distilled Recommended): Dilutes the solution to prevent mineral deposits from tap water. White Vinegar: Cuts through grease, grime, and hard water stains. Rubbing Alcohol (Isopropyl Alcohol): Helps the solution evaporate quickly, preventing streaks. Cornstarch: Acts as a mild abrasive to remove stubborn dirt and adds extra shine. Dish Soap: Breaks down heavy grease or soap scum, particularly for outdoor windows.
8	**Red furniture oil** Red furniture oil is a specialized wood treatment designed to nourish, polish, and enhance the reddish tones in wood, particularly for restoring antique or Mahogany furniture. It is commonly used to hide scratches and revive faded finishes. **Ingredients** mineral Seal Oil (approx. 98%): A light, non-drying oil used as the main carrier. Cedar Oil: Added for scent and wood care properties. Oil-Soluble Red Dye/Pigment: Gives the oil its characteristic color to enhance red-toned wood (like mahogany or cherry). Aliphatic Solvents/Turpentine: Used to improve penetration and cleaning, often with a hint of petroleum spirit.
9	**Green bar soap** Sunlight Laundry Green Bar Soap is a multipurpose, glycerin-based soap primarily used in South Africa for handwashing laundry and removing grease from household surfaces. It is known for being mild and gentle on skin while being effective at removing stains f **Ingredients** Soap Base: Typically composed of saponified vegetable oils (Sodium Palmate, Sodium Palm Kernelate, Sodium Tallowate, or Sodium Cocoate). Aqua (Water) Glycerin: Acts as a humectant to keep the soap mild on hands. Sodium Carbonate: A cleaning agent. Parfum (Fragrance): Gives the soap its distinct scent. Sodium Chloride: A viscosity controller. Etidronic Acid & Tetrasodium EDTA: Chelating agents used to stabilize the product. Titanium Dioxide: A colorant. Colourant: Specifically, CI 11680 or CI 16255, which give the bar its green color. Other components: Limonene, Linalool, Geraniol, Coumarin, Hexyl Cinnamal, and Butylphenyl Methylpropional (fragrance components)
10	**Air freshener**

	Air fresheners are formulated with a mixture of solvents, fragrances, propellants, and preservatives to mask or neutralize odors. Common ingredients include alcohols (ethanol or isopropyl alcohol), water, and various synthetic or natural fragrance compounds **Ingredients** Fragrances: Natural essential oils or synthetic compounds designed to provide the scent. Solvents: Ethanol, Isopropyl alcohol, or Glycols are used to dissolve fragrance ingredients and help them disperse. Propellants (Aerosols): Propane, Butane, and Isobutane are frequently used to propel the spray. Emulsifiers: Used to blend oils with water-based formulas, such as Texapon or Polysorbate 80.Preservatives: Chemicals like Parabens or Benzyl alcohol may be included to extend shelf life.Odor Counteractants: Chemicals that chemically bind with or eliminate odor molecules rather than masking them
11	**Urinal Pee Mats pack of 10** It is designed to reduce splashback, deodorize, and prevent clogs in restrooms. Based on common market products like PMAT Original 4.0 Bio Urinal Mats, here are the general specifications and ingredients. **Ingredients** Material: 100% Oxo-biodegradable, EVA (Ethylene-Vinyl Acetate), or plastic compound. Cleaning Mechanism: Enzyme-based cleaning agents that sanitize and disinfect. Bio-Block Agent: Contains a bio-block tablet that breaks down uric scale/acid in pipes and traps, preventing odor buildup. Fragrance: Concentrated perfume oil (40% more than older versions)
12	**Steelwool 500g** consists of a high-quality, flexible, and durable bundle of low-carbon steel filaments. It is commonly used for heavy-duty cleaning, surface preparation (sanding/stripping), and polishing tasks in household and industrial settings. **Chemical Composition** The material is primarily iron, produced by shaving low-grade carbon steel Carbon (C): (0.05% - 0.08%). Manganese (MN): (0.61% - 0.63%). Silicon (SI): (0.03% - 0.09%.Phosphorus (P): (0.015% - 0.016%).Sulfur (S): (0.013% - 0.027%).
13	**Dish Cloth Large pack of 10** It refers to a bulk pack of durable, highly absorbent cotton or cotton-blend cloths, typically designed for heavy-duty kitchen cleaning and dish drying. These are commonly used in households, cafes, and catering, with many offering a multi-colour pack for color-coded hygiene

14	**Dish Cloth small pack of 10** It offers a practical, reusable, and cost-effective solution for daily kitchen maintenance, featuring high-absorbency, durable 100% cotton, and mixed colors for task separation. These packs typically include 10 individual cloths designed to handle dishwashing, surface wiping, and cleaning
15	**Mutton Cloth roll 500g** Mutton cloth rolls, also known as stockinette rolls, are highly absorbent, soft, and durable tubular knit fabrics, typically made from 100% cotton. They are a versatile, lint-free material sold in rolls that can be easily cut to size for various polishing, cleaning, and industrial applications
16	**Microfibre Cloth pack of 10** It is a standard, versatile, and durable choice for cleaning, dusting, and polishing. Based on common product listings, these are designed to be high-absorbency, non-abrasive, and safe for high-absorbency, non-abrasive, and safe for multiple surfaces.
17	**Bin liners Smokey Red** Bin bags with dimensions approximately 600mm x 660mm (sometimes listed as 560mm x 660mm) are generally designed as small-to-medium household swing bin liners, often fitting 20 to 40-litre bins
18	**Refuse bag BlacK industrial heavy duty (40 micro)10 pack of 20 plastic bags** Thickness: 40 Micron (Heavy Duty) Dimensions: Approximately (750 mm x 940mm) Capacity: Suitable for standard 90-liter wheelie bins Colour: Black (Opaque)Material: 100% Recycled Low-Density Polyethylene (LDPE)Quantity: 10 Packs of 20 bags Weight Capacity: Tested to hold up to 15 kg. Packaging: Often flat-packed or in roll form
19	**Hand paper towel Tidy Folds flat 2ply** Tidy Folds" folded hand towels are primarily listed as white, 2-ply interfolded/interleaved paper towels designed for high-traffic washrooms to reduce consumption. 2-ply variants are common for superior strength and absorbency
20	**Toilet Paper 2-ply luxury soft(350 sheet per roll, packs of 48 rolls, white and good quality toilet paper)** 2-Ply (Double-ply) for improved strength and soft feel. Sheets per Roll: 350 sheets (compliant with industry standard, e.g., SABS regulations). Pack Size: 48 rolls per pack (often packaged as a bulk bale).

	Material: 100% Virgin Pulp (premium quality).Colour: White.Quality: Soft, absorbent, and durable/strong.Type: Generally unwrapped (naked) rolls for convenience. GSM (Grammage): Commonly around (33mg), contributing to the luxury feel.
21	**Red buffing Pads** medium-duty, mildly abrasive floor pads designed for daily spray buffing, cleaning, and light scrubbing to maintain shine on polished floors
22	**Black scrubbing pad Pads** The 425mm (17-inch) black scrubbing pad is a heavy-duty, high-abrasion floor pad designed for intense wet stripping of floor finishes, sealers, and tough dirt. Engineered for 17-inch rotary floor machines and automatic scrubbers, this pad is generally used for deep, aggressive cleaning on surfaces like vinyl, linoleum, and concrete
23	**Yellow household Gloves** Yellow household gloves are durable, reusable, rubber gloves designed for cleaning and protection, featuring a yellow exterior with a comfortable, absorbent flock lining. They provide excellent grip for wet, oily environments and protect hands from detergents, water, and mild chemicals during tasks like dishwashing or janitorial work
24	**green nitrile gloves** Green nitrile gloves are heavy-duty, chemical-resistant safety gloves designed to protect against solvents, oils, abrasions, and microorganisms. Typically, 15 mil ,0.38mm thick and 33cm long, they feature a flock lining for comfort and a raised pattern for enhanced wet/dry grip. Ideal for chemical, janitorial, and industrial applications, they offer superior durability
25	**Dustpan long handle plastic set** A long handle plastic dustpan and broom set is an ergonomic cleaning tool designed for upright, commercial, or domestic use, allowing for sweeping and debris collection without bending down. These sets are generally lightweight, durable, and feature storage-friendly design Dimensions: Commonly 800mm to 1m+ height.
26	**Dustpan set short**

	A dustpan set is a compact, two-piece cleaning tool designed for sweeping up small debris, crumbs, and dust from floors and surfaces. Typically consisting of a hand brush (or whisk broom) and a matching pan, these sets often feature a rubber lip for increased debris pickup and a snap-on mechanism for space-saving storage Dimensions (Small): Roughly 20–25 cm wide (e.g., 230mm).
27	**household Broom soft flagged bristle with handle** A household broom with soft flagged bristles and a handle is a specialized indoor cleaning tool designed to sweep up fine dust, pet hair, and light debris on smooth surfaces without scratching delicate flooring. The bristles are "flagged" (or split at the ends), allowing them to trap small particles effectively, rather than scattering them Commonly paired with a long 1.2m to 1.3m wooden handle for comfortable, upright sweeping.
28	**Broom platform soft 450mm w/handle** A 450mm (18-inch) soft platform broom with a handle is a wide, industrial-grade sweeping tool designed for collecting fine dust, sand, and light debris on smooth, hard surfaces. It is frequently used in warehouses, school halls, retail environments, and for sweeping outdoor patios or garages. The soft bristles allow for efficient sweeping without scratching polished or delicate floors Bristles: Generally, 0.35mm to 0.4mm soft PET (polyethylene terephthalate) or PVC fibers, often in black, which offer high durability and resilience. Handle: Typically comes with a 1.2m to 1.3m wooden handle.
29	**Mop wooden w/handle 300g** Mop wooden handles typically feature durable, smooth-sanded wood (often pine or hardwood), designed for heavy-duty household or industrial cleaning. Standard specs include a 1500mm-1520mm length, a 25mm diameter, and a secure metal socket connector for mop heads, providing a balanced, robust tool suitable for various hard floors Material: Durable timber/wood, sometimes varnished for moisture resistance.Handle Length: Approx. (1500mm to 1520mm.Socket/Connector: 25mm metal screw-in or clamp socket to secure the mop head. Weight: Generally light to medium, with complete mops weighing between 300g.Features: Often paired with high-absorption cotton yarn heads for smooth or rough surfaces.
	Odour Block Inside

	Odour-blocking toilet blocks (or rim blocks) are solid, water-activated devices designed to deodorize, clean, and sometimes color toilet water with every flush. They generally last for 3–4 weeks and are composed of surfactants, fragrance, and binding agents, with some formulations including bleaches or enzymes **Ingredients** Surfactants (Cleansing Agents): Sodium dodecylbenzene sulfonate (often >30%), sodium laureth sulfate, or other anionic/non-ionic surfactants. Fragrance/Perfume: Various scents (e.g., limonene, linalool, citronellol, geraniol) are used to mask odors. Fillers & Binding Agents: Sodium sulphate, starch, or sodium carbonate (washing soda) are used to give the block structure and control the rate of dissolution. Colorants: CI 42090 (Blue 1) or other dyes are commonly used to color the water. Disinfectants/Bleaching Agents: Sodium percarbonate (oxygen bleach) or Troclosene sodium are added to help sanitize and reduce limescale buildu Form: Solid, molded tablet (often in a plastic cage or wrapper). Application: Hung inside the toilet rim or placed in the cistern/tank. Water Treatment: Turns water into a coloured solution (blue, aqua, or green). Odour Management: Combats uric odors and masks unpleasant smells with a fresh fragrance. Lifespan: Generally, lasts up to 30 days or around 1,500 flushes. Compatibility: Most are safe for septic systems and regular toilet bowls, though they should be avoided in porous or damaged cisterns
30	**Odour Block outside** Odour Block" products designed for outside use are solid, concentrated deodorizing units formulated to eliminate strong, persistent smells in areas such as garbage collection points, dumpsters, sewers, and portable toilets. These blocks are designed to withstand harsh environments and provide long-lasting, continuous odour control **Common Ingredients** Fragrance Components: Linalool, Limonene, Citronellol, Geraniol
31	**Washing Powder high form (hand wash)** High-form (high-foaming) washing powder is a specialized detergent designed primarily for hand washing, characterized by its ability to generate significant lather, which helps suspend dirt and lift stains. These detergents are highly effective at cleaning, softening, and providing a fresh scent, often with strong degreasing agents

	Ingredients Foaming Agents & Surfactants: Sodium Lauryl Sulfate (SLS) or Texapon (SLES) are primary, cost-effective foaming agents. LABSA (Sulfonic Acid) is also essential when neutralized with soda ash. Builders (Alkalinity): Sodium Carbonate (Soda Ash) raises pH and improves cleaning. Hard Water Softeners: Sodium Tripolyphosphate (STPP) is used to enhance cleaning efficiency in hard water. Fillers & Flow Agents: Sodium Sulfate and Sodium Chloride (Salt) increase weight, reduce caking, and keep the powder free flowing. Additives: EDTA for stability, optical brighteners, perfumes, and foaming boosters.
32	**Carpet Shampoo scented** Scented carpet shampoos are designed to deep clean while leaving behind pleasant fragrances like Spring Fresh, Lavender, or Linen. These formulas typically use low-foaming, professional-strength ingredients to lift stains and neutralize odors, rather than just covering them up **Ingredients** Surfactants: Cleaning agents that break down dirt and oil, such as sodium lauryl sulfate (for high foam) or ethoxylated alcohols (non-ionic for grease).Fragrance/Perfume: Provides the scent, such as d-limonene (citrus).Odour Neutralizers: Encapsulating agents, zinc salts, or bio-enzymatic odor-locking technology.Solvents: Propylene glycol, isopropyl alcohol, or glycol ethers for removing greasy stains.Polymers: Anti-resoiling agents (e.g., polycarboxylates) that prevent dirt from sticking to fibers.pH Adjusters/Chelants: Citric acid or tetrasodium EDTA to stabilize the formula.Preservatives: Methylisothiazolinone or benzisothiazolinone
33	**Floor Sealer 24% plymer emulsion** A 24% polymer floor sealer is a high-solids, water-based acrylic emulsion designed to seal porous floors (concrete, terrazzo, tiles) to provide a durable, shiny, and protective barrier. It is typically used to prevent dirt from embedding into the surface and to reduce scuffing Solid Content: (24%) (Acrylic polymer and resin). Appearance: Milky white opaque liquid (dries clear).pH: 7.50 – 9.00. Density: 1.00 – 1.05 Kg Lt. Odour: Mild or odorless.

	Coverage: Approximately (10 - 20 m) per litre, depending on surface porosity (varies by manufacturer).Application: Applied to dry, clean, stripped floors via mop or applicator. **Ingredients** Acrylic Polymer Emulsion (approx. 24%): The main film-forming ingredient that provides hardness and gloss. Water: The carrier solvent. Plasticizers: Used to improve film formation and flexibility. Wetting Agents: Used to improve leveling and adhesion to the floor surface. Coalescents: Aid in the drying process. Preservatives/Additives: To prevent bacteriological growth
34	**Stainless steel cleaner** Stainless steel cleaners are designed to remove grease, fingerprints, and residue while leaving a protective, non-greasy film to prevent future smudges. They are generally formulated as white emulsions (aerosol sprays) or clear liquids **Ingredients** Solvents (e.g., Petroleum Distillates, Propan-2-ol, Glycol Ethers): These dissolve stubborn grease, grime, and oils from fingerprints. Mineral Oil: Acts as a polishing agent that creates a protective barrier, reducing future smudges and rust. Surfactants (e.g., Sorbitan Oleate): Emulsify the oils and solvents to ensure a smooth, consistent application. Propellants (e.g., Propane, Butane, LPG): Found in aerosol cans to spray the product. Fragrances: Added to mask the odor of petroleum ingredient
35	**Metal Polish 200ml** Metal polish is a liquid cleaner designed to remove tarnish, oxidation, and rust from various surfaces, providing a long-lasting shine. **ingredients** White Spirit: 75% Ammonia Solution: 5% Other components (varies by brand): Isopropyl alcohol, silica powder, and oxalic acid.
36	Drain Cleaner liquid Acidic drain cleaners are powerful, typically liquid-based, industrial-strength solutions designed to clear stubborn blockages like grease, hair, and sanitary products via acid hydrolysis. They are highly corrosive and generally intended for professional or cautious use

	ingredients Sulfuric Acid (H_{2}SO_{4}: The most common active ingredient, often found in concentrations of 70%–96%.Hydrochloric Acid (HCl): Used as an alternative strong acid, sometimes in combination with other agents Corrosion Inhibitors: Crucial additives that coat metal pipes to prevent the acid from eating through them, often listed as proprietary or "trade secret" ingredients (e.g., specific ammonium compounds or thiourea). Surfactants: These reduce surface tension, allowing the acid to penetrate the grease and blockage more effectively. Water: Acts as a carrier, typically making up 1%–23% of the formula.
37	**Toilet Bowl Cleaner liquid** Acid toilet bowl cleaner contains surfactants to clean stubborn stains and bathrooms: **The active ingredients** hydrochloric acid. Apart from this, other ingredients are water, hydroxyethyl oleylamine, alky triethyl ammonium chloride, Butylated Hydroxytoluene, Fragrance, Acid Blue, and Acid Red.
38	**floor stripper** Floor strippers are highly alkaline, water-based chemical solutions designed to break down polymer-based floor finishes and waxes. They typically feature a pH between 11 and 14, making them corrosive, and rely on a combination of solvents and caustic agents to lift stubborn buildup **Ingredients** Water (7732-18-5): The primary solvent, often making up (60-100%) of the mixture. Solvents: Glycol ether DPM (34590-94-8): Common, efficient solvent used at 5-10% Benzyl alcohol: Often used in greener, safer formulations as a substitute for 2-butoxyethanol.2-(2-Butoxyethoxy) ethanol: A common, effective solvent. Alkaline Agents (Boosters): Monoethanolamine (MEA) / Ethanolamine: Used to break up zinc cross-linking in floor finishes. Known for being low-odor, replacing ammonia in modern formulas.Sodium Hydroxide (\(1310-73-2\)): A strong caustic agent used for high-pH, heavy-duty stripping. Sodium Metasilicate (\(6834-92-0\)): Used for cleaning and pH boosting. pH (Concentrate):10.5-14.0, highly alkaline Appearance: Commonly a clear, blue, yellow, or colorless liquid. Density: Generally, around 1.00-1.08 kg.

	Solubility: Completely soluble in water. Odor: Can range from low-odor to solvent-like. Flash Point: Usually non-flammable Dilution Rates: Usually diluted with cool water ranging from 1:4 (heavy buildup) to 1:20 (light maintenance).
39	**Germicidal disinfectant liquid** Germicidal disinfectant General surface disinfectants are broad-spectrum, often water-based or alcohol-based formulas designed to kill bacteria, viruses, and fungi on non-porous surfaces, with popular options including QAC-based, chlorine, and alcohol-based sprays. These products, such as HD 2C or Mediguard, are suitable for desks, counters, and high-traffic areas, requiring a short contact time to be effective **Ingredients** Quaternary Ammonium Compounds (Quats): E.g., Benzalkonium Chloride (BAC), Didecyl dimethyl ammonium chloride. Often used for general cleaning and disinfection. Working concentration: 0.05% – 1.0%.Alcohols: E.g., Ethanol, Isopropanol. Rapid acting; 60–90% solutions are effective, with 70% being optimal. Chlorine Releasing Agents: E.g., Sodium hypochlorite (bleach), Sodium dichloroisocyanurate (NaDCC). Effective against a broad spectrum, fast-acting. Peroxides: E.g., Hydrogen Peroxide, Peracetic Acid (PAA). Eco-friendly; breaks down into water and oxygen. Often used in "accelerated" forms. Phenolics: E.g., o-phenylphenol. Good for persistent disinfection, though they can have a strong odor.
40	**Disposable dust Mask FFP2** Disposable FFP2 dust masks are designed to provide respiratory protection against low levels of dust, solid, and liquid aerosols. They are commonly used in industries such as construction, mining, and, specifically in 2026, for high-risk, daily situations requiring at least 94% filtration efficiency FFP2 masks are typically constructed from synthetic, non-woven materials, designed to be latex-free for user comfort. Filter Media: Generally composed of 3 to 4 layers of non-woven polypropylene or polyester. Melt-Blown Fabric: The middle layer(s) consist of charged melt-blown polypropylene, which provides the electrostatic filtration capability. Inner/Outer Layers: Non-woven spunbond polypropylene/polyester, often chosen to be fiber-free to reduce irritation. Nose Clip: An adjustable aluminium or tinplate strip for a customized, secure fit. Head Straps: Elasticated spandex or synthetic rubber tape. Nose Seal: Soft foam or non-allergenic sponge for improved fit and comfort.
41	**Bucket Plastic Household**

	Plastic household buckets are versatile, durable containers designed for daily chores, storage, and organization. Commonly manufactured from high-density polyethylene (HDPE) or polypropylene (PP), these buckets are lightweight, rust-proof, and often feature reinforcing ribs for structural integrity, with many models offering stickability for efficient storage
42	**Pine Gel** it is ideal for washing floors, walls, and counters and can even be used as a toilet cleaner. **Ingredients** Aqua, Sodium Dodecylbenzene Sulfonate, Prinus (Pine) Sylvestris oil, Urea, Methylchloroisothiazolinone, Methylisothiazolinone, Parfum (fragrance), may contain C142090(Blue# 1), C119140 (yellow# 5), C117200 (red#33)
43	**Automatic air freshener dispenser refill assorted scents 100ml** Automatic air freshener dispenser refills are aerosol canisters designed for timed-release devices, typically containing concentrated fragrances, solvents, and propellants to provide continuous scent for 30 to 60+ days. **ingredients** Propellants: Isobutane, Butane, and Propane are used to atomize the spray. Solvents: Acetone or Alcohol (Ethanol) are used to dissolve the fragrance and aid in evaporation. Fragrance: A mixture of aromatic chemicals, essential oils, and synthetic perfume compounds. Other Ingredients: Rust inhibitors (to protect the canister), water, and Odor neutralizers. Common Scent Allergens: Limonene, Linalool, Benzyl Salicylate, Citronellol, and Butylphenyl Methylpropional.
44	**Antibacterial Hand Soap liquid pink perfumed** Antibacterial hand soaps are specialized formulations designed to remove soil while simultaneously killing or inhibiting bacteria and microorganisms. They generally combine surfactants for cleaning, antibacterial agents, skin conditioners, and thickening agents. **Ingredients** Active Antibacterial Agents: Triclosan (0.15–0.5%), Chlorhexidine Gluconate, or quaternary ammonium compounds (e.g., Benzalkonium Chloride). Surfactants (Cleaning Agents): Sodium Laureth Sulfate (SLES), Ammonium Lauryl Sulfate, Cocamidopropyl Betaine, or Disodium Laureth Sulfosuccinate. Moisturizers & Skin Conditioners: Glycerin, Propylene Glycol, or Polysorbate 20 to counteract the drying effects of sanitizing agents. Thickeners/Viscosity Modifiers: Sodium Chloride (Salt), PEG-150 Distearate, or Acrylates/Steareth-20 Methacrylate Crosspolymer.

	Preservatives & pH Adjusters: Methylchloroisothiazolinone, Citric Acid, or Tetrasodium EDTA to ensure stability and skin-compatible pH. Appearance & Scent: Dyes (e.g., Yellow 5, Red 4) and fragrance
45	**Black dip/phenolic disinfectant** Black Dip or phenolic disinfectant) is a concentrated heavy-duty disinfectant and deodorant used for agricultural, industrial, and outdoor cleaning. It is commonly used for sanitizing drains, outdoor animal enclosures, and waste areas. Appearance: Dark brown or black viscous liquid. Odour: Strong phenolic/cresylic (disinfectant) smell. Solubility: Emulsifies with water to form a milky white solution.SG (Specific Gravity): 1.02 – 1.05.pH: Strongly alkaline, generally in the range of 9.0 – 13.0. Efficacy: Kills up to 99.9% of bacteria. **Ingredients** Tar Acids (Cresylic Acid): The main active ingredient responsible for disinfection, generally present at a concentration of approximately 13% m/m.Coal Tar Oils: Provide the characteristic dark color and phenolic properties.Surfactants: Detergents or soap agents designed to emulsify the formula in water.Caustic Soda: Used in manufacturing to neutralize the acid mixture
46	**Wax floor polish red** Red wax floor polish is a specialized maintenance product designed to clean, protect, and enhance the color of red-toned floors, particularly cement, oxide, and concrete surfaces. It provides a glossy, durable finish that resists scuffs, wear, and moisture Waxes: Paraffin wax, beeswax, carnauba wax, or synthetic waxes (like Fischer-Tropsch wax) provide the protective, buffable layer. **Ingredients** Solvents: Mineral spirits, kerosene, or turpentine are used to keep the wax in a spreadable paste or liquid form. Pigments/Dyes: Red iron oxide or oil-soluble red dyes are added to restore or enhance the red color of the flooring. Additives: Fragrance (often fragrance-free or lemon) may be added
47	Feather duster microfiber extendable handle Extendable microfiber feather dusters typically feature a stainless steel or aluminum telescopic handle that extends from roughly 30 inches to over 100 inches (\(2.5–2.8\text{m}\)), allowing for high-reach cleaning of ceilings and fans. They feature bendable microfiber heads for corners, are lightweight 150g, and often feature washable, detachable heads
48	**Window Squeegee with Telescopic Handle**

	Window squeegees with telescopic handles are designed for cleaning high, hard-to-reach residential and car windows, featuring extendable aluminum poles, dual-sided cleaning heads (sponge and rubber blade), and durable, rust-resistant components. They are commonly found with reach extensions ranging from 59cm up to 2.1 meters, allowing for safe ground-level cleaning of high windows. Handle Material: Lightweight aluminum (often with foam, plastic, or rubber grips).Blade Material: Durable rubber for streak-free drying.Scrubber Material: Synthetic sponge or microfiber mesh for removing stubborn dirt.Telescopic Range: Common variants include 59cm–105cm, 70cm–120cm, or up to 2.1m.Head Width: Generally 20cm to 25cm (approx. 10 inches).Weight: Lightweight for reduced fatigue, often around 0.34kg to 1kg.Features: Dual-sided (sponge and blade), swivel head (some models), and detachable head for easy storage
49	**Toilet stain remover acid** Acid-based toilet stain removers are designed to dissolve stubborn mineral deposits, rust, and limescale, usually featuring a low pH between 0.1 and 2.0. These products are typically thickened to allow the acid to adhere to vertical surfaces for better cleaning performance **Active Acid Agents** Hydrochloric Acid (HCl): The most common, fast-acting, and powerful acid used for hard water stains and rust. Citric Acid: A natural, biodegradable alternative effective against mineral deposits.Phosphoric Acid: A milder option effective against mineral deposits. Sulfonic Acid: Used in formulations for its cleaning power and to assist with thickening. Surfactants: Anionic or nonionic surfactants (e.g., sodium lauryl sulfate) are included to emulsify organic soil and improve wetting. Thickeners: Polymers, such as acrylic copolymers or cellulose derivatives, are added to increase viscosity and ensure the cleaner clings to the bowl. Optional Components: Perfumes, colorants (often blue), and preservatives.
50	**Toilet Brush set** Toilet brush sets typically feature a durable plastic or metal (stainless steel/brass) construction, designed for hygienic, daily cleaning with compact, space-saving holders. Key specifications include heights ranging from 380mm to 407mm, durable bristles, and either floor-standing or wall-mounted designs, with common finishes including white, black, matte black, or chrome

	Dimensions: Average height is around 380mm–407mm, with a diameter/width of roughly 100mm–130mm, ensuring they fit beside most toilets. Materials: Plastic/Polypropylene: Durable, lightweight, and cost-effective Design Types: Holder/Canister: Often includes a plastic inner liner for easy cleaning. Brush Head: Designed for cleaning under the rim, with stiff bristles for removing stubborn waste and hard water stains. Weight: Usually light, ranging from 0.13 kg to 0.41 kg for plastic models.

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENTITY)*					
BID NUMBER:	PF22/2026	CLOSING DATE:	21 August 2026	CLOSING TIME:	11H00
DESCRIPTION	NDPW:KIMBERLEY REGIONAL OFFICE:PURCHASING OF CLEANING MATERIAL FOR 36 MONTHS				

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

21-23 Market Square Street

Old Magistrate Building

Kimberley

8301

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Tshego Seleka**	CONTACT PERSON	**Dumsile Mbatha**
TELEPHONE NUMBER	**053 838 5279**	TELEPHONE NUMBER	**053 838 5354**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**Tshego.Seleka@dpw.gov.za**	E-MAIL ADDRESS	**Dumsile.Mbatha@dpw.gov.za**

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF CLEANING MATERIAL FOR 36 MONTHS		
Project Leader:	Dumsile Mbatha		PF22/2026

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETUNABLE DOCUMENTS:
(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
ID copy	Pages	☐
PA-15.1, PA-15.2, PA15.3	Pages	☐
PA-04 (GS): Notice and invitation to bid	Pages	☐
SBD1 : invitation to bid	Pages	☐
PA-10 General condition of contract	Pages	☐
PA-11:B idder's Disclosuer	Pages	☐
PA-09: List of returnable documents	Pages	☐
PA-30.1 Pricing schedule: Firm prices	Pages	☐
Registration with central supplier database (CSD)	Pages	☐
PA- 16: Preference points claim for bids	Pages	☐
PA-40:Declaration of designated groups for preferential procurement	Pages	☐
Special conditions of contract for quotations	Pages	☐
Copy of Medical Certificate indicating that disability is permanent or SASSA Registration or NCPPDSA registration	Pages	☐
Copy of CIPC	Pages	☐
Terms of reference	Pages	☐
DPW-09 Particulars of tender's projects	Pages	☐
Company profile	Pages	☐
Copy of CSD,Lease agreement/ PTO(Permation To Occupy)/Municipal rates statement/ Any account Statement	Pages	☐
Original sworn affidavit or BBBEE certificate	Pages	☐
Submission of proof in the form of a price quotation for all cleaning material items from a registered supplier. (See attached specification / Pricing schedule (PA30.1).	Pages	☐
Submission of appointment letters or orders and completion certificates or reference letters for projects completed in the last 10 years, combined to the value of R 1 000 000,01 and above		

Name of Bidder	Signature	Date

PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

NOTES:
The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.

1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7. **"Day"** means calendar day.

1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.

1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.

1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14. **"GCC"** means the General Conditions of Contract.

1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19. **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.

1.20. **"Project site"** where applicable, means the place indicated in bidding documents.

1.21. **"Purchaser"** means the organization purchasing the goods.

1.22. **"Republic"** means the Republic of South Africa.

1.23. **"SCC"** means the Special Conditions of Contract.

1.24. **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. **"Written" or "in writing"** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide 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 on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any 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 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 the 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 count 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 pubic sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its 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 supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of the 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 contract unless they Otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. **Limitation of Liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 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

33. National Industrial Participation Programme (NIPP)

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.

Name of Bidder	Signature	Date

PA-11: 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 (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

.....

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

YES / NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 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.

---

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

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

This form has been aligned with SBD4

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

   _____

   (Project description as per Bid / Tender Document)

   Bid / Tender Number: _____ *(Bid / Tender Number as per Bid / Tender Document)*

2. *Mr/Mrs/Ms: _____

   in *his/her Capacity as: _____ *(Position in the Enterprise)*

   and who will sign as follows: _____

   be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
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Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. ** Delete which is not applicable.*
2. ***NB:** This resolution must, where possible, be signed by <u>all</u> the Directors / Members / Partners of the Bidding Enterprise.*
3. *In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).*
4. *Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).*
5. *Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.*

ENTERPRISE STAMP

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____

_____

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

   _____

   _____

   (List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

   to the Department of Public Works in respect of the following project:

   _____

   _____

   (Project description as per Bid /Tender Document)

   Bid / Tender Number: _____ *(Bid / Tender Number as per Bid / Tender Document)*

2. *Mr/Mrs/Ms: _____

   in *his/her Capacity as: _____ *(Position in the Enterprise)*

   and who will sign as follows: _____

   be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

   Physical address: _____

   _____

   _____

   _____ (code)

Business General

PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures

Postal Address: _____

_____

_____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
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15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

1. ** Delete which is not applicable.*
2. ***NB:** This resolution must, where possible, be signed by <u>all</u> the Directors / Members / Partners of the Bidding Enterprise.*
3. *In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).*
4. *Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).*
5. *Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.*

ENTERPRISE STAMP

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: (*legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

8. _____

_____

Held at _____ (*place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

_____

_____

(*Project description as per Bid /Tender Document)*

Bid / Tender Number: _____ (*Bid / Tender Number as per Bid /Tender Document)*

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ *(Position in the Enterprise)*

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

_____

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____

_____

_____ (Postal code)_____

Postal Address: _____

_____

_____

_____(Postal code)_____

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. ** Delete which is not applicable.*
2. ***NB:** This resolution must be signed by <u>all</u> the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.*
3. *Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.*
4. *Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).*

PA-16: 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

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1. GENERAL CONDITIONS

1.1 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).

1.2 **Preference Points System to be applied**

(*tick whichever is applicable*).

☒ The applicable preference point system for this tender is the **80/20** preference point system.

☐ The applicable preference point system for this tender is the **90/10** preference point system.

☐ 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.

1.3 **Points for this tender shall be awarded for:**

1.3.1 Price; and

1.3.2 Specific Goals

1.4 **The maximum points for this tender are allocated as follows:**

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☒ 80/20	☐ 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 **Breakdown Allocation of Specific Goals Points**

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

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

	people with disability (Mandatory)		and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or • National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

☐ **1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.**

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or

5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.

☐ **NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.

	3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).
	OR			
	5. ☐	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

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

2. 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).

3. 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Business General

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 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

Table 4: 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)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million)	4	10		

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)
which is at least 51% owned by black people				
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

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:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DPW-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	***NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF CLEANING OF CLEANING MATERIAL FOR 36 MONTHS***		
Tender no:	*PF22/2026*	**Reference no:**	*6611/0805C*

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

Project title:	***NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF CLEANING MATERIAL FOR 36 MONTHS***		
Tender / quotation no:	PF22/2026	**Closing date:**	21 August 2026
Advertising date:	31 July 2026	**Validity period:**	84 days

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

	Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commence-ment date	Contractual completion date	Current percentage progress
1							
2							
3							
4							
5							
6							
7							
8							

DPW-09 (EC): Particulars of tenderer's projects

Tender no: ***PF22/2026***

1.2. Completed projects

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commence-ment date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							

Name of Tenderer	Signature	Date

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Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: ***PF22/2026***

Name of Tenderer ..... ☐ **EME**[1] ☐ **QSE**[2] ☐ **Non EME/QSE (tick applicable box)**

1. **LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.**

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

[1] EME: Exempted Micro Enterprise
[2] QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: PF22/2026

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

1 The information and particulars contained in this Affidavit are true and correct in all respects;
2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	**Signature**	**Date**

public works
& infrastructure
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

KIMBERLEY

TERMS OF REFFERENCE

AND

SPECIAL CONDITIONS OF CONTRACT

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE

NDPWI: KIMBERLEY REGIONAL OFFICE: PURCHASING OF

OF CLEANING MATERIALS FOR 36 MONTHS

APPOINTMENT OF A SERVICE PROVIDER FOR THE PURCHASING OF CLEANING MATERIAL FOR THE DPWI KIMBERLEY REGIONAL OFFICE FOR A PERIOD OF 36 MONTHS

1. INTRODUCTION

1.1 The Department of Public Works and Infrastructure invites bids for the purchase of cleaning materials for 36 months.

2. DURATION OF CONTRACT

2.1 The contract will remain in effect for Thirty-Six (36) months from the date of acceptance of the bid offer by the successful bidder, or until the total amount of the contract is exhausted, whichever comes first.

3 SPECIAL CONDITIONS OF CONTRACT

3.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

4 PRICING

4.1 The bid is based on unit prices and unit prices must include all handling, storing prior to delivery as well as delivery to the premises of the Department.

4.2 No guarantee can be given with regard to the quantities that will be ordered from the contractors or supplier.

5 SPECIFICATIONS & STANDARDS

5.1 Unless otherwise specified, the goods supplied under this contract must comply with the relevant standards of the South African Bureau of Standards (SABS). If it does not comply, it will be returned at the cost of the supplier.

5.2 During the evaluation process, the Department may request samples of the offered goods, which will be delivered and collected at the cost of the bidder.

6 ORDERS

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

6.2 Official orders containing the descriptions and quantities of the items required will be placed with the successful bidder as and when goods are required (Not a Lump Sum).

6.3 Under no circumstances may the bidder provide any items unless it is specified explicitly on a signed official order. Should the successful bidder provide any goods without the Delivery note, such goods will not be accepted and paid for by the Department.

6.4 Quantities delivered may not exceed the ordered quantity. Any over supply will be returned to the successful bidder for his/her own account.

6.5 Orders will be hand delivered or emailed to the successful bidder.

6.6 The Department will identify a dedicated person to administer all interactions with the supplier including issuance of orders and receiving of materials upon delivery.

7 DELIVERY PERIODS

7.1 Delivery of goods must be made in accordance with the instructions appearing on the official order forms.

7.2 All cleaning materials must have a significant portion of their active lifespan remaining upon delivery at least 1 year before the expiry date.

7.3 The department reserves the right to inspect all deliveries upon receipt and may reject and return any goods that are expired, damaged, unlabelled, or do not meet the shelf-life requirement. All costs associated with the return and replacement of such rejected goods shall be borne entirely by the Supplier.

7.4 The Supplier must provide a valid Material Safety Data Sheet (MSDS) and clearly printed expiry and manufacturing dates on the packaging of all chemical products. Failure to provide proper date markings or corresponding MSDS documentation shall constitute grounds for immediate rejection of the consignment

7.5 If expired or substandard cleaning materials are accepted mistakenly, the Supplier must replace them with compliant materials within [48 hours] of written notification at no additional cost to the Department. Persistent supply of expired materials shall constitute a material breach of contract, allowing the Department to terminate the agreement

7.6 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.

7.7 Unless otherwise specified, the goods ordered must be delivered within the prescribed period as outlined on the below table and days are calculated from the date of the order:

PRIORITY	RESPONSE TIME	RESOLUTION TIME
Normal	24 hours	5 working days

7.8 Contractors **must adhere strictly** to the delivery periods stipulated in the bid documents. Failure to adhere to the terms may result in termination of the contract.

7.9 All items should be delivered at The Department of Public works and infrastructure, 21-23 Market Square Street Old Magistrate Building, Kimberley, 8301

8 PAYMENTS

8.1 Payments will be made within 30 days of submission of an original compliant invoice and signed delivery note. Service providers are requested to submit their invoices within thirty (30) days after the goods and services were delivered.

8.2 Invoices and delivery notes must be emailed to Invoice.Kimberley@dpw.gov.za. Alternatively, may be hand delivered to **The Department of Public Works and Infrastructure, 21-23 Market Square Old Magistrate Building Kimberley 8301.**

8.3 The successful bidder shall provide the Department, in addition to the invoices, with a detailed statement of account, which must set out the following:

a. Orders received
b. Date of orders received
c. Materials ordered
d. Materials delivered

8.4 No invoices shall be accepted with a correction fluid.

9. CONTRACT ADMINISTRATION

9.1.1 The successful bidder must advise the project manager, Department of Public Works and infrastructure immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

10. NEGOTIATIONS OF ITEMS

10.1 The Department may choose to negotiate with the contractor, if according to the judgment of the Department an item is not appropriately priced.

11. ABSENCE OF OBLIGATION

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

12. DISCLAIMER

12.1 Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. In awarding of tenders, the Department will apply inter alia, equitable distribution of opportunities.

12.2 The State reserves rights to make an award or award a contract to more than one supplier to address product availability, equitable distribution of opportunities and compatibility. Furthermore, not more than two contracts shall be awarded to one supplier per regional office, but if one of the current projects will be completed within six months, then the bidder may be considered for award of the contract.

13. OTHER

13.1 Inquiries can be directed as follows:

Bid Enquiries	:	Ms. T. Seleka Tel: 053 838 5279
Specification Enquiries	:	Ms D Mbatha Tel: 053 838 5354

END OF TERMS OF REFFERENCE

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) .....in accordance with the requirements and task directives / proposals 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 date of the 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);
   - Filled in task directive/proposal;
   - 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 services 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 .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as Project Leader accept your bid under reference number..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ……Kimberley……ON……..

NAME (PRINT) ……..……..

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……..……..

2 ……..……..

DATE: ……..

Version 1 2023