

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA15-2024	CLOSING DATE:	06 DECEMBER 2024	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR KWAZULU-NATAL FOR VARIOUS BUILDINGS AND MOBILE TRUCKS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE DEPARTMENT OF HOME AFFAIRS KZN PROVINCIAL OFFICE, 181 CHURCH STREET, 4 th FLOOR, PIETERMARITZBURG (STREET ADDRESS)					
Department of Home Affairs KZN Provincial Office					
181 Church Street, 4 th Floor					
Pietermaritzburg					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lettie Mbatha Ngobile Chonco		CONTACT PERSON	Naveen Signh	
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2789		TELEPHONE NUMBER	083 700 5107	
E-MAIL ADDRESS	lettie.makhudu@dha.gov.za Ngobile.chonco@dha.gov.za		E-MAIL ADDRESS	naveen.signh@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1 The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2 The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3 The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4 The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5 The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6 All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7 All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A joint venture agreement or a consortium agreement signed by all companies forming a joint venture or a consortium.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a joint venture or a consortium.
 - iii. A consolidated Central Supplier Database (CSD) Report.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8 Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9 The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10 Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11 The Department reserves the right to return late bid submissions unopened.
- 1.12 Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.

- 1.13 Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14 The General Conditions of contract will apply.
- 1.15 The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16 The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17 All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18 Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19 The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.20 The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.21 The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
- i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.22 The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.23 The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.24 Briefing session.

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 22 November 2024 at 10h00 to 11h00.

https://teams.microsoft.com/join/19%3ameeting_OGUxM2ExZTQtZTViZi00MmVkLTlhMjgtNzY2MDMxNWM1N2I3%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d

Amendment of Tender Documents

1.25 At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.26 All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.27 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

2.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

2.2 The bid prepared by the Bidder shall comprise the following components:

a) Technical Bid, including:

- i. Invitation to Bid (SBD 1)
- ii. Tax Clearance Certificate
- iii. Bidder's Disclosure (SBD4)
- iv. Preferential Points Claim Forms (SBD 6.1)
- v. General Conditions of contract
- vi. CSD report
- vii. **Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
 - The contact details of the authorised person including the telephone number or work cell number and the email address.
- viii. Completed Technical Specification Document

b) Financial Bid, comprising:

- i. Price Schedule & Professional services (SBD 3)
- ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
- All duties and other taxes;
 - The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
 - The price of any other incidental services required in terms of the tender deliverables;
- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**

- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs KZN Provincial Office
181 Church Steet
4th Floor
Pietermaritzburg
3201
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;

- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA15-2024

**THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR KWAZULU-NATAL
FOR VARIOUS BUILDINGS AND MOBILE TRUCKS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

CLOSING DATE AND TIME OF BID:

06 December 2024 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 22 November 2024 at 10h00 to 11h00

Link to the virtual meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGUxM2ExZTQtZTViZi00MmVklThlMjgtNzY2MDMxNWM1N2I3%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable service providers to provide cleaning services for Department of Home Affairs in KwaZulu-Natal for a period of thirty-six (36) months in the following districts:
 - a. Ethekwini Metro – seven (7) offices and three (3) mobile trucks
 - b. Harry Gwala District – Two (2) offices and one (1) mobile truck
 - c. Illembe District - Four (4) offices and one (1) mobile truck
 - d. King Cetshwayo District – Four (4) offices and zero (0) mobile trucks
 - e. Ugu District – Two (2) offices and one (1) mobile truck
 - f. Uthukela District – Three (3) offices and three (3) mobile trucks
 - g. Umgungundlovu District – Six (6) offices and three (3) mobile trucks
 - h. Umkhanyakude District – Eight (8) offices and four (4) mobile trucks
 - i. Umzinyathi District – Three (3) offices and one (1) mobile truck
 - j. Zululand District – Five (5) offices and three (3) mobile trucks
 - k. Amajuba District – One (1) office and one (1) mobile truck

BACKGROUND

2. The cleaning service is required in the **1 Metro** and **10 Districts** in KwaZulu-Natal as disclosed in the table below:

A. ETHEKWINI METRO MUNICIPALITY				
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
1. PROSPECTON	1 Prospecton Place, Prospecton, Isipingo 4113	540 m ²	1	5 times a week (Monday, to Friday)
2. ETHEKWINI (UMGENI)	350 Umgeni Road, Greyville, Durban,	3185 m ²	2	5 times a week (Monday, to Friday)
3. TONGAAT	3 Maharaj Street, Ghandis Hill, Tongaat	696 m ²	1	5 times a week (Monday, to Friday)
4. HAMMARSDALE	G7 Shezi Road, Hammersdale, 3700	50 m ²	1	2 times a week (Monday to Friday)
5. CHATSWORTH	8 Joyhurst Street, Chatsworth, Durban	444 m ²	1	5 times a week (Monday, to Friday)
6. UMBUMBULU	R603 Umbumbulu Magistrate Court	162 m ²	1	1 time a week (Monday) If public holiday

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	Buildings,Umbumbulu			then moved to another day
7. PAVILION	Pavilion Sopping Centre, Parking Level - 3, Shop No. STOMPR1	428 m²	1	3 times a week (Monday, Wednesday and Friday)
Three (3) Mobile Trucks		Three (3) Mobile trucks stationed at Ethekwini (2) and Prospecton (1)		
B.	HARRY GWALA DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
8. BULWER	101 Jackson Street, Bulwer	120 m²	1	3 times a week (Monday, Wednesday and Friday)
9. HIMEVILLE	3 Old Main Road, Underberg	12 m²	1	1 time a week (Monday) If public holiday then moved to another day
One(1) Mobile Truck		One (1) Mobile truck stationed at Bulwer		
C.	ILLEMBE DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
10. SUNDUMBILI	12 Nkonjane Street, Sundumbili	39 m²	1	2 times a week (Monday and Thursday)
11. NDWEDWE	P100 Main Road, Ndwedwe	780 m²	1	5 times a week (Monday to Friday)
12. MAPHUMULO	R74 Old Main Road, Maphumulo Magistrate Court	18 m²	1	1 time a week (Monday) If public holiday then moved to another day
13. BHAMSHELA	R614 Noordsbert Road, Uzwathini 3242	30 m²	1	1 time a week (Monday) If public holiday then moved to another day
One Mobile Trucks		One Mobile trucks stationed at Bhamshela		
D.	KING CETSHWAYO DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING	NUMBER OF	SERVICE

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		SIZE m²	EMPLOYEES REQUIRED	required PER WEEK
14. MELMOTH	16 Opposition Street, Melmoth	150 m²	1	2 times a week (Monday and Thursday)
15. ESIKHAWINI	Esikhaweni Magistrate Building, Ilanda Street, Esikhawini	31 m²	1	2 times a week (Monday and Thursday)
16. NKANDLA	Nkandla Magistrates Building, Ndlayingubo Road, Nkandla	53 m²	1	2 times a week (Monday and Thursday)
17. RICHARDS BAY	3 Aloe Loop Street, Richards Bay	1360 m²	1	5 times a week (Monday to Friday)
Zero Mobile Trucks		No Mobile trucks stationed at these offices		
E.	UGU DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
18. HARDING	Livingston Street, Harding	80 m²	1	2 times a week (Monday and Thursday)
19. UMZUMBE	Umzumbe Magistrate Court	55 m²	1	1 time a week (Monday) If public holiday then moved to another day
One (1) Mobile Truck		One (1) Mobile truck stationed at the Harding office		
F.	UTHUKELA DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
20. ESTCOURT	124 Alexander Street, Estcourt	648 m²	1	5 times a week (Monday to Friday)
21. LADYSMITH	33 Keate Street, Ladysmith	650 m²	1	5 times a week (Monday to Friday)
22. BERGVILLE	No 1 Corner Golf and South Street, Bergville, 3350	300 m²	1	2 times a week (Monday and Thursday)
Three (3) Mobile Trucks		Three (3) Mobile trucks stationed at the Estcourt (1) and Ladysmith (2)		
G.	UMGUNGUNDLOVU DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES	SERVICE required PER

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			REQUIRED	WEEK
23. NEW HANOVER	Old Greytown Main Road, New Hanover	248 m ²	1	3 times a week (Monday, Wednesday and Friday)
24. UMGUNGUNDLOVU	181 Church Street, PMB 3201	2588 m ²	2	5 times a week (Monday to Friday)
25. RICHMOND	41 Victoria Street, Richmond	172 m ²	1	2 times a week (Monday and Thursday)
26. IMPENDLE	Impendle Thusong Centre, 38 Ikhwezi Road, Impendle	75 m ²	1	1 time a week (Monday) If public holiday then moved to another day
27. MOOI RIVER	Municipality Building, 10 Cloughton Terrace, Mooi River	10 m ²	1	1 time a week (Monday) If public holiday then moved to another day
28. HOWICK	Municipality Building, Umngeni Rd, Howick	131 m ²	1	1 time a week (Monday) If public holiday then moved to another day
Three (3) Mobile Trucks		Three (3) Mobile trucks stationed at Umgungundlovu office		
H.	UMKHANYAKUDE DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
29. MBAZWANA	Lot 749 Thusong Center, Sodwana Road Mbazwana	150 m ²	1	3 times a week (Monday, Wednesday and Friday)
30. HLABISA	Lott 228, Heriot Street, Hlabisa	105 m ²	1	2 times a week (Tuesday and Friday)
31. KWANGWANASE	Thengani Area, Manguzi Magistrate Building Kwangwanase	74 m ²	1	2 times a week (Tuesday and Friday)
32. JOZINI	Circle Street Bottom Town, Jozini	156 m ²	1	2 times a week (Tuesday and Friday)
33. HLUHLUWE	ERF 23&24, Old Main Road, Hluhluwe	827 m ²	1	5 times a week (Monday to Friday)
34. MTUBATUBA	32 Oriole Centre Jan Smuts Avenue, Mtubatuba	1045 m ²	2	5 times a week (Monday to Friday)

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35. BHAMBANANA	Bhambanana Training Centre, Ingwavuma, 3968	350 m²	1	3 times a week (Monday, Wednesday and Friday)
36. UBOMBO	Lot 15, Ubombo Main Road, Magistrate Building	31 m²	1	1 time a week (Wednesday) If public holiday then moved to another day
Four (4) Mobile Trucks		Four (4) Mobile trucks stationed at Mtubatuba (1), Kwangwanase (1), Hluhluwe (1) and Bhambanana (1) offices and will have to be cleaned on each visit.		
I.	UMZINYATHI DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
37. GREYTOWN	129 Voortrekker Street, Greytown	258 m²	1	5 times a week (Monday, to Friday)
38. NQUTHU	Babanango Road, Magistrate Building, Nqutu	233 m²	1	3 times a week (Monday, Wednesday and Friday)
39. DUNDEE	34 Wilson Street, Dundee	685 m²	1	5 times a week (Monday, to Friday)
One (1) Mobile Truck		One (1) Mobile truck stationed at Nquthu office and will have to be cleaned on each visit.		
J.	ZULULAND DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
40. EMONDLO	Block B Gobinsimbi Stree, Emondlo	88 m²	1	2 times a week (Tuesday and Thursday)
41. MAHLABATHINI	Mahlabathini Magistrates Building, Mahlabathini	54 m²	1	1 time a week (Wednesday) If public holiday then moved to another day
42. NONGOMA	96 Main Road Magistrate Building, Nongoma	27 m²	1	3 times a week (Monday, Wednesday and Friday)
43. ULUNDI	King Dinuzulu Highway, Administration Building,	800 m²	1	5 times a week (Monday to

	Ulundi			Friday)
44. PAULPIETERSBURG	21 Corner Kruger & Joubert Street, Paulpietersburg, 3180	681 m²	1	3 times a week (Monday, Wednesday and Friday)
Three (3) Mobile Trucks		Three (3) Mobile trucks stationed at Nongoma (2) and Ulundi (1) offices and will have to be cleaned on each visit.		
K	AMAJUBA DISTRICT MUNICIPALITY			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
45. NEWCASTLE	67 Scott Street, Newcastle,	1 540 m²	1	5 times a week (Monday to Friday)
One (1) Mobile Truck		One (1) Mobile truck stationed at Newcastle Office will have to be cleaned on each visit.		

SCOPE AND EXTENT OF THE TENDER

3. The successful bidder will be responsible for provision of cleaning service, cleaning equipment and cleaning materials and consumables

- Activities to be provided on every visit (daily checklist)
- **All floors, surfaces, tools and equipment to be cleaned with at least 70% alcohol hand and surface sanitizer. All cleaning materials, consumables and equipment must be provided by the service provider.**

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
Public Area Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles, Carpets Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Tile cleaner and tile polish • Brooms, mops, brushes, mop bucket with wringer • Pine gel, cleaning detergent, etc. • Carpet cleaning material 	Ceramic & Porcelain tiles - Sweep and mop with appropriate cleaning detergent as per specification.	Every Visit
	Carpets - Clean and vacuum carpet floors with industrial vacuum cleaner.	Every Visit
	Vinyl – Sweep and mop with appropriate cleaning detergent as per specification. Scrub with appropriate stripper, as and when required, and industrial scrubbing machine	Every Visit
	Wooden - Sweep and mop with appropriate cleaning detergent per specification	Every Visit
Back Office Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles,	Ceramic & Porcelain tiles – Sweep and mop with appropriate cleaning detergent as per above specification.	Twice a week

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
<p>Carpets</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Tile cleaner and tile polish • Brooms, mops, brushes, mop bucket with wringer • Pine gel, cleaning detergent, etc. • Carpet cleaning material 	Carpets – Clean and vacuum carpet floors with industrial vacuum cleaner.	Twice a week
	Deep cleaning with industrial wet & dry vacuum cleaner	Once a month
	Vinyl – Sweep and mop with appropriate cleaning detergent per above specification. Scrub with appropriate stripper, as and when required, and industrial scrubbing machine	Twice a week
	Wooden – Sweep and mop with appropriate cleaning detergent per above specification	Twice a week
<p>Photo/picture frames and hanging art work</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Feather dust, wiping cloths • Pine gel, cleaning detergent, etc. 	Dust and wipe down with compliant cleaning materials per above specification	Twice a month
<p>Hand Rails & Terminal Seater chairs / benches</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths • Pine gel, cleaning detergent, etc. 	Dust and wipe down with compliant cleaning materials per above specification	Three times a week
<p>Office signage</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Feather dust, wiping cloths • Pine gel, cleaning detergent, 	Dust and wipe down with compliant cleaning materials per above specification	Twice a month

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TYPE OF AREA	SERVICE LEVEL	FREQUENCY
etc.		
<p>Glass Doors, Glass Partitions</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths, squeegee • Glass/window surface cleaner, etc. 	<p>Clean glass areas with appropriate cleaning detergent and shine them.</p>	Twice a week
<p>Glass Windows and Window Blinds</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths, squeegee • Glass/window surface cleaner, etc. 	<p>Clean glass windows with appropriate cleaning detergent and shine them.</p> <p>Dust window blinds</p>	Twice a month
<p>Photo booth</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths • Pine gel, cleaning detergent, etc. 	Dust and wipe down with compliant cleaning materials per above specification	Every Visit
<p>Doors, Door Handles, Light Switches, Interior Window Sill</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths • Pine gel, cleaning detergent, etc. 	Clean with appropriate cleaning detergent per above specification	Every Visit
Counter Tops, Cabinets,	Clean and disinfect with appropriate cleaning detergent per above	Every Visit

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TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Telephone Instruments, Furniture and Equipment	specification	
Preferred cleaning material and consumables to use:	Dust all surfaces including cabinets and desk surfaces.	Every Visit
<ul style="list-style-type: none"> Wiping cloths Furniture polish Surface cleaning detergent, etc. 	Polish furniture with furniture polish weekly.	Weekly
Dustbins	Empty dustbin.	Every Visit
Preferred cleaning material and consumables to use:	Wash and disinfect dustbin inside and outside with appropriate cleaning detergent per above specification	Twice a month
<ul style="list-style-type: none"> Refuse bags Wiping cloths, Pine gel, thick bleach cleaning detergent, etc. 	Collect all refuse bags and place in main office bin for collection by Municipality	Weekly
	Replenish plastic bag / bin liner inside the dustbin	Twice a week
Ablution Facilities - Basins, Urinals and Toilet Bowls, Hand Wash Soap Holders, Towel Holders and Toilet Paper Holders	The ablution facilities floors should be Swept and mopped with appropriate cleaning detergent as per above specification	Every Visit
Preferred cleaning material and consumables to use:	Wash and disinfect toilet bowl and cistern with appropriate detergent and disinfect it with appropriate disinfectant	Every Visit
<ul style="list-style-type: none"> Wiping cloths, toilet brush, cleaning gloves Pine gel, thick bleach, cleaning detergent, etc. 	Wash and disinfect urinals with appropriate detergent and disinfect it with appropriate disinfectant	
	Wash and disinfect all basins and taps with appropriate detergent and disinfectant.	
	Clean the mirrors, walls, doors, decorative items and door handles with appropriate detergent and disinfectant.	
	Replenish all consumables i.e. toilet paper, hand paper towels for drying hands, hand washing liquid soap, deo block in the urinal etc. to ensure that these are always available for use.	

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
	<p>Empty and clean the dustbins replacing bin liner</p> <p>Toilet refreshing sprays with automatic dispensing unit installed by service provider and replenished. (to remain the property of the department after contract end.)</p> <p>Clean the window sills and wipe and clean the windows</p> <p>Provide Sanitary bins in female toilets and empty sanitary bins</p>	
<p>Public area - Staircases floors, handrails and passages</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths, brooms, mop, • Pine gel, tile cleaner, cleaning detergent, etc. 	<p>Clean and disinfect staircase with appropriate cleaning detergent and disinfectant</p> <p>Wipe clean and disinfect the hand rails with appropriate cleaning detergent and disinfectant</p>	Every Visit
<p>Back office area - Staircases floors, handrails and passages</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Wiping cloths, brooms, mop, • Pine gel, tile cleaner, cleaning detergent, etc. 	<p>Clean and disinfect staircase with appropriate cleaning detergent and disinfectant</p> <p>Wipe clean and disinfect the hand rails with appropriate cleaning detergent and disinfectant</p>	Twice a week
<p>Kitchens – Over and Above Standard Cleaning</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> • Dish cloths, brooms, mop, mop bucket with wringer • Dish washing liquid, scourer sponges • Pine gel, bleach, tile cleaner, 	Wash crockery, cutlery and glassware, microwaves, fridges, stoves (no personal crockery, cutlery and glassware, containers such as Tupperware etc should be washed)	Every Visit
	Wash and wipe - shine interior and exterior of cupboards and keep in a tidy and organized manner	Every Visit
	Sweep and mop kitchen floors with appropriate cleaning detergent as per above specification.	Every Visit
	Wash dish towels	Every Visit
	Replenish plastic bag / bin liner inside the dustbin	Every Visit
	Clean and disinfect the sink with appropriate detergent and	Every Visit

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TYPE OF AREA	SERVICE LEVEL	FREQUENCY
cleaning detergent, etc.	disinfectant.	
Store Rooms	The storeroom floors should be cleaned with appropriate detergent and disinfectant.	Once a month
Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Feather duster, wiping cloths • Pine gel, cleaning detergent, etc. 	Dust all interior areas	Once a month
	Remove all unwanted items when identified by Home Affairs officials	Whenever necessary
Parking area and Yard outside the office Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Hard broom, dustpan, rake, rubber gloves • Refuse bags 	Sweep and pick up all dirt outside the office and in the parking areas. Keep the exterior clean and tidy.	Every Visit

SPECIAL CONDITIONS OF CONTRACT

4. The following special conditions will be applicable to this bid. The service provider must:
- a) Provide cleaning service in a courteous and professional manner.
 - b) The working hours must be aligned to the Department of Home Affairs working hours i.e. 7:30am to 16:00pm.
 - c) The Department will not be held liable for any liabilities that may occur due to injuries that might be sustained by clients and cleaners during the execution of cleaning duties e.g. slipping on wet floors etc.
 - d) Provide cleaning services in accordance with the agreed schedule per office during week days (Note: Only SABS approved products to be used).
 - e) Manage internal disputes among his/her staff such that Home Affairs is not affected by those disputes.
 - f) Comply with Home Affairs security and all other policies, procedures, and regulations.
 - g) Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning services.
 - h) Provide and display warning sign when cleaning is in progress.
 - i) Not use equipment, utensils or chemicals that may damage property, persons or other contents in the offices.
 - j) Not use poisonous or highly flammable substances without the written consent of Home Affairs.
 - k) Ensure that all work performed and all equipment used on site is in compliance with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act.
 - l) Ensure cleaning equipment is available and ready for use at all times.
 - m) Keep cleaning equipment in good working condition at all times.

- n) Provide cleaners with uniform and identity cards which states the name of the service provider(s) and the name of the employee.
- o) Provide cleaners with personal protective clothing i.e. rubber gloves, masks, etc.
- p) The service provider must inform the department by 8:00am if a staff member will not be at work.
- q) Ensure that Home Affairs is informed of any replacement or removal of staff and the replacement must be a security screened employee as must report by 10:00am on the day of replacement.
- r) Ensure that health and safety of work environment is adhered to.
- s) Provide cleaning materials/consumables at all times and when necessary.
- t) Comply with all laws and regulations of the department.
- u) Should location of the office change the service provider will be informed of the new address and to perform work at the new premises.
- v) The service provider(s) may not recruit or shall not attempt to recruit an employee of the Department of Home Affairs for purposes of preparation of the bid or for the duration or the execution of this contract or any part thereof.
- w) The department of Home Affairs may conduct site visits and inspections during the finalization of the award.
- x) The service provider must comply with Occupational Health Safety Act (OHSA) the recommended supplier will be subjected to the inspection of the health inspectors of labour, to determine that all products are SABS approved in terms OHSA and Compensation Fund. The recommended service provider will be required to comply with (COIDA) prior to signing of the contract. Home Affairs may verify with Department of Labour COIDA certificate (Please attach the certificate issued by the Department of labour). Non-compliance with any policies or laws of another government department/ institution may result in breach of contract which will lead to termination of contract.
- y) The service provider must remunerate his/her employees the minimum wages as prescribed by the Department of Labour and pay them on time.
- z) The service provider shall submit invoices on or before the 7th of each month for the services rendered on the previous month.
- aa) Home Affairs will make payment within 30 days of receipt of a valid invoice.
- bb) The successful service provider will submit an invoice for equal service rendered. The Office manager and District Manager Operations must confirm services rendered monthly by signing the Cleaning Services Confirmation Schedule.
- cc) A designated Home Affairs official to sign off the timesheet at the end of each shift confirming that services have been rendered according to cleaning service agreement at each site. The Invoice will be paid based on the service rendered according to the signed off timesheet.
- dd) The contractor's employees must be the citizens of South Africa and must have a clear criminal record, from South African Police Services.
- ee) Contravention of any special conditions may lead to unilateral-termination of contract by the Department of Home Affairs.

- ff) The price must include all the envisaged cost drivers for the cleaning services i.e. Labour cost, cleaning material, consumables, cleaning equipment, mark up, provision for CPI increases and any other relevant costs for the 36 months' period.
- gg) The Department reserves the right to amend cleaning schedule and amend, add or reduce site(s).
- hh) The Department intends appointing one service provider that will cover the entire province for these services.

TENDER DELIVERABLES / OUTPUTS

5. The primary deliverables to be achieved:

- The service provider shall provide quality cleaning services for a period of 36 months.

LOGISTICS AND TIMING

➤ **Project location(s):**

KwaZulu-Natal Province, District offices. The Bid proposals must be submitted in KZN in Pietermaritzburg Provincial Office – 4th Floor, Department of Home Affairs, 181 Church Street, Pietermaritzburg, 3201

➤ **Project period:**

Thirty-six (36) months and it shall terminate on the effluxion of time

➤ **Bid proposal**

- The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document.
- Bid documents may either be submitted through a courier services or hand delivered at the address indicated on SBD 1 form attached on the DHA's tender document.
- If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the tender box by the closing time (11h00) and date 06 December 2024**
- The Bidders' bid proposal must be submitted at the **Department of Home Affairs KZN in Pietermaritzburg Provincial Office, Department of Home Affairs, 181 Church Street, 4th Floor, Pietermaritzburg, 3201**
- Bidder(s) are required to submit two (2) original bid proposal response documents as per **paragraph 2.10** of the tender document under instruction to bidders:
 - ❖ One (1) original technical bid document;
 - ❖ One (1) original financial bid document and;
 - ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked

correctly and sealed separately for ease of reference during the evaluation process.

Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

➤ **Fee structure**

- All-inclusive costs plus VAT for the period of thirty-six (36) months. The **Annexure A** pricing schedule must be completed by the service provider for all offices.

EVALUATION STAGES

6. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory virtual briefing session	Yes
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Pre-qualification criteria	Yes
Stage 3	Mandatory requirement evaluation	Yes
Stage 4	Functionality requirement evaluation	Yes
Stage 5	Price and special goals	Yes

Stage 1A: Briefing session

- Non-compulsory briefing session will be held virtually.

Stage 1B: Initial screening process/compliance with bid requirements

- **Verification of bidder's compliance with bid requirements.**

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria

- Compliance with the prequalification requirements.
- Bidders who fail to meet the prequalification requirements will be disqualified.

Pre-qualification criteria	Comply	Do not comply
Bidder must confirm the capacity to render cleaning services bidding for the Province of Kwazulu-Natal		
EVIDENCE: Complete, sign and date the document below:		

Pre-qualification requirement - Evidence

This serves to confirm that I have capacity to render cleaning services in ALL the Districts indicated (mark the district bidding for with ("X"))

Metro \Districts (5 Days, 3 Days, 2 Days and 1 Day a week cleaning)	Mark (X)
Ethekwini Metro – seven (7) offices and three (3) mobile trucks (8 Cleaners)	
Harry Gwala District – Two (2) offices and one (1) mobile truck (2 Cleaners)	
Illembe District - Three (4) offices and zero (1) mobile trucks (4 Cleaners)	
King Cetshwayo District – Four (4) offices and zero (0) mobile trucks (4 Cleaners)	
Ugu District – Two (2) offices and one (1) mobile truck (2 Cleaners)	
Uthukela District – Three (3) offices and three (3) mobile trucks (3 Cleaners)	
Umgungundlovu District – Six (6) offices and three (3) mobile trucks (7 Cleaners)	
Umkhanyakude District – Eight (8) offices and four (4) mobile trucks (9 Cleaners)	
Umzinyathi District – Three (3) offices and one (1) mobile truck (3 Cleaners)	
Zululand District – Five (5) offices and four (3) mobile trucks (5 Cleaners)	
Amajuba District – One (1) office and one (1) mobile truck (1 Cleaner)	

Name:

Signature:

Date:

Stage 3: Mandatory requirement evaluation

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.

Mandatory Requirement 1	Comply	Do not comply
The Bidder must have the Department of Labour COIDA certificate		
EVIDENCE: Valid letter of good standing attached which indicates under nature of business, for cleaning services or similar.		

Mandatory Requirement 2	Comply	Do not comply
The Bidder must have its business offices in Kwazulu-Natal Province.		
EVIDENCE: Valid Lease agreement or Title deed or Municipality utility bill. (The document must be in name of the company or Owner)		

Stage 4: Functionality requirement evaluation

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- The technical proposal will be evaluated out of 100 points with a minimum threshold of 60 points. Bidders that score less than the minimum of 60 points will be disqualified.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel (Bid Evaluation Committee (BEC)) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided. Bidders are required to ensure that all information is supplied as required.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
1.	Company relevant number of years of experience in the provision of cleaning services NB: no points will be scored if the reference letter is incomplete.	Contactable reference letter(s) (on a company letter head, signed, dated, with an indication of acceptable/ satisfactory level of performance and start and end date (or the actual period of the contract) 0 - Less than 5 years = 0 5 years less than 7 years = 30 7 years and more = 50	50	

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
2.	Company relevant experience (square meters) in the provision of cleaning services NB: no points will be scored if the reference letter is incomplete.	Contactable reference letter(s) on a company letterhead, signed, dated and with an indication of the square meters cleaned per project). No purchase orders, Award Letters, Appointment letter will be accepted. 0 m ² - 2 499 m ² = 0 2 500 m ² - 3 000 m ² = 30 3 001 m ² – 4 500 m ² = 40 4 501 m ² and more = 50 NB: Non- accumulative calculation the highest square metres cleaned will be considered.	50	
TOTAL			100	

Stage 5: Price and Specific goals

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EMEs and QSEs who are required to submit a sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price	80
2.	Preferential points: Specific goals	20
TOTAL:		100

Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD6.1 in verifying the tender's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points 	10	<p>Proof of claim as declared on SBD6.1 in verifying the tender's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points 	3	<p>Proof of claim as declared on SBD6.1 in verifying the tender's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.

ANNEXURE A

PRICING SCHEDULE

NB: The successful bidder will be responsible for provision of cleaning service, cleaning equipment and cleaning materials and consumables.

L. BUILDING	KZN OFFICES – 5 DAYS A WEEK CLEANING				Year 1 (Monthly cost x 12)	Year 2 (Monthly cost x 12)	Year 3 (Monthly cost x 12)	Total
	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH				
1. PROSPECTON and One(1) Mobile Truck	1 Prospecton Place, Prospecton, Isipingo 4113	540 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
2. ETHEKWINI (UMGENI) and Two (2) Mobile Trucks	350 Umgeni Road, Greyville, Durban,	3185 m²	2	Monthly cost for 1 cleaner including all consumables & equipment				
3. TONGAAT	3 Maharaj Street, Ghandis Hill, Tongaat	696 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
4. RICHARDS BAY	3 Aloe Loop Street, Richards Bay	1360 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
5. NDWEDWE	P100 Main Road, Ndwedwe	780 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
6. UMGUNGUNDLOVU and Three (3) Mobile trucks	181 Church Street, PMB 3201	2588 m²	2	Monthly cost for 1 cleaner including all consumables & equipment				
7. MTUBATUBA and One (1) Mobile truck	32 Oriole Centre Jan Smuts Avenue, Mtubatuba	1045 m²	2	Monthly cost for 1 cleaner including all consumables & equipment				
8. ESTCOURT and One (1) Mobile truck	16 Opposition Street, Melmoth	648 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				

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9. LADYSMITH and Two (2) Mobile trucks	33 Keate Street, Ladysmith	650 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
M.	KZN OFFICES – 5 DAYS A WEEK CLEANING				Year 1 (Monthly cost x 12)	Year 2 (Monthly cost x 12)	Year 3 (Monthly cost x 12)	Total
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH				
10. HLUHLUWE and One(1) Mobile Truck	ERF 23&24, Old Main Road, Hluhluwe	827 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
11. GREYTOWN	129 Voortrekker Street, Greytown	258 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
12. NEWCASTLE and One(1) Mobile truck	67 Scott Street, Newcastle,	1540 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
13. ULUNDI and One (1) Mobile truck	King Dinuzulu Highway, Administration Building, Ulundi	800 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
14. CHATSWORTH	8 Joyhurst Street, Chatsworth, Durban	444 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
15. DUNDEE	34 Wilson Street, Dundee	685 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
SUB-TOTAL VAT INCLUSIVE PRICE								
N.	KZN OFFICES – 3 DAYS A WEEK CLEANING							
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH	Year 1 (Monthly cost x 12)	Year 2 (Monthly cost x 12)	Year 3 (Monthly cost x 12)	Total
16. PAVILION	Pavilion Sopping Centre,	428 m²	1	Monthly cost for 1 cleaner				

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	Parking Level - 3, Shop No. STOMPR1			including all consumables & equipment				
17. BULWER and One(1) Mobile truck	101 Jackson street, Bulwer	120 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
18. NEW HANOVER	Old Greytown Main Road, New Hanover	248 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
19. MBAZWANA	Lot 749 Thusong Center, Sodwana Road Mbazwana	150 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
20. BHAMBANANA and One(1) Mobile truck	Bhambanana Training Centre, Ingwavuma, 3968	350 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
21. NQUTHU and One(1) Mobile truck	Babanango Road, Magistrate Building, Nqutu	233 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
22. NONGOMA and One(1) Mobile truck	96 Main Road Magistrate Building, Nongoma	17 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
23. PAULPIETERSBURG	21 Corner Kruger & Joubert Street, Paulpietersburg, 3180	681 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
SUB-TOTAL VAT INCLUSIVE PRICE								
O.	KZN OFFICES – 2 DAYS A WEEK CLEANING				Year 1	Year2	Year3	Total
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH	(Monthly cost x 12)	(Monthly cost x 12)	(Monthly cost x 12)	
1. HAMMARSDALE	G7 Shezi Road, Hammersdale,3700	50 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				

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2. SUNDUMBILI	12 Nkonjane Street, Sundumbili	39 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
3. MELMOTH	16 Opposition Street, Melmoth	150 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
4. ESIKHAWINI	Esikhaweni Magistrate Building, Ilanda Street, Esikhawini	31 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
5. NKANDLA	Nkandla Magistrates Building, Ndlayingubo Road, Nkandla	53 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
6. HARDING and One(1) Mobile truck	Livingston Street, Harding	80 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
7. BERGVILLE	No 1 Corner Golf and South Street, Bergville, 3350	300 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
8. RICHMOND	41 Victoria Street, Richmond	172 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
9. HLABISA	Lott 228, Heriot Street, Hlabisa	105 m ²	1	Monthly cost for 1 cleaner including all consumables & equipment				
10. KWANGWANASE and One(1) Mobile truck	Thengani Area, Manguzi Magistrate Building Kwangwanase	74 m ²	1	Monthly cost for 1 cleaner including all consumables &				

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				equipment				
11. JOZINI	Circle Street Bottom Town, Jozini	156 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
12. EMONDLO	Block B Gobinsimbi Stree, Emondlo	88 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
SUB-TOTAL VAT INCLUSIVE PRICE								
P.	KZN OFFICES – 1 DAY A WEEK CLEANING							
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH	Year 1 Monthly cost x 12)	Year 2 Monthly cost x 12)	Year 3 Monthly cost x 12)	Total
13. UMBUMBULU	R603 Umbumbulu Magistrate Court Buildings,Umbumbulu	162 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
14. HIMEVILLE	3 Old Main Road, Underberg	12 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
15. MAPHUMULO	R74 Old Main Road, Maphumulo Magistrate Court	18 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
16. BHAMSHELA and One(1) Mobile truck	R614 Noordberts Road, Uzvathini	20 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
17. UMZUMBE	Umzumbe Magistrate	55 m²	1	Monthly cost for 1				

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	Court			cleaner including all consumables & equipment				
18. IMPENDLE	Impendle Thusong Centre, 38 Ikhwezi Road, Impendle	75 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
19. MOOI RIVER	Municipality Building, 10 Cloughton Terrace, Mooi River	10 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
20. HOWICK	Municipality Building, Umngeni Rd, Howick	131 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
21. UBOMBO	Lot 15, Ubombo Main Road, Magistrate Building	31 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
22. MAHLABATHINI	Mahlabathini Magistrates Building, Mahlabathini	54 m²	1	Monthly cost for 1 cleaner including all consumables & equipment				
SUB-TOTAL VAT INCLUSIVE PRICE								

SUMMARY PRICE

#	AREAS	Year 1	Year 2	Year 3	Total
A	KZN OFFICES - 5 DAYS A WEEK CLEANING				
B	KZN OFFICES - 3 DAYS A WEEK CLEANING				
C	KZN OFFICES – 2 DAYS A WEEK CLEANING				
D	KZN OFFICES – 1 DAY A WEEK CLEANING				
TOTAL					

SUMMARY PRICE

- The price offered by the bidder must be firm and it must take into consideration the annual increases.
- The price offer must be for the three years' period and must include all cost drivers to arrive at the total with vat included.
- The total price must be for the provision of cleaning services and must take into consideration labour and overheads.
- The service provider total price must include cleaning service, cleaning equipment and cleaning materials and consumables.
- Ad hoc services will only be requested when there is a need for a period not less than a week and ad-hoc services need to be priced at a daily rate per cleaner
- All offices marked, as 5-day a week cleaning needs to be priced at monthly rate per cleaner.
- The monthly cleaners will work from Monday to Friday.
- The weekly cleaners will work as and when required for a minimum of 1 and 5 days as per the above schedule.
- Bidder must provide a price for all the offices, failure do so will result in a disqualification.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DHA15-2024
CLOSING TIME 11:00	CLOSING DATE: 06 DECEMBER 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. Period required for commencement with project after acceptance of bid
4. Estimated man-days for completion of project
5. Are the rates quoted firm for the full period of contract? **Only firm prices will be accepted.**

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89

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.

of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

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

1. 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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 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 (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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:

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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points 	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE 	

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	

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:

.....

.....