



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

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF Appointment of a panel of service providers for the provision of Cleaning services in the Western Cape for a period of 36 months.

Project title:	Appointment of a panel of service providers for the provision of Cleaning services in the Western Cape for a period of 36 months.
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Bid no:	CPTSC 04/23		
Advertising date:	30/08/2023	Closing date:	19/09/2023
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.

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

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

☐ Method 1 (Financial offer)	☒ Method 2 (Financial and Preference offer)
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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
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¹The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

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	☒	Submission of PA-32: Invitation to Bid
6	☒	Submission of record of attending compulsory briefing session. The bidders must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive
7	☒	The bidder must submit 3 completed projects in the Cleaning Services industry with a minimum accumulated value of R100 000.00 only. The following documents must be submitted in relation to the above: 1. Appointment letter(s) with clear contract description, contract value, contract duration and contract details. OR 2. Service Level Agreement with clear contract description, contract value, contract duration and contract details. OR 3. Purchase order with clear contract description, contract value, contract duration and contract details. The above documents must be accompanied by the reference letters, must be aligned to the submitted completed projects. Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified The bidder must submit a fully completed Pricing Schedule and transfer to PA-32 (Invitation to Bid form) as provided in the tender document. Failure to transfer the total price from the pricing schedule will result to the bid being disqualified
8	☐	Bidders must submit a valid copy of certificate or letter of registration to NCCA (National Cleaning Council Association).
9	☐	<i>Specify other responsiveness criteria</i>
10	☐	<i>Specify other responsiveness criteria</i>
11	☐	<i>Specify other responsiveness criteria</i>

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 authorised 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, authorising 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	☒	All parts of tender documents submitted must be fully completed in ink and signed where required
8	☐	<i>Specify other responsiveness criteria</i>
9	☐	<i>Specify other responsiveness criteria</i>
10	☐	<i>Specify other responsiveness criteria</i>

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

☒	<u>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.</u>		
	<u>Table 1</u>		
	Serial No	Specific Goals	Preference Points Allocated out of 20
	1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10
	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
			Documentation to be submitted by bidders to validate their claim
			SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
			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 (NCPDPSA).
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

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 (NCPDPSA).
	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

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 Lower Heerengracht Street, Custom`s House, 9th floor, Room 941, Cape Town. A non-refundable bid deposit of R 200.00 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 Custom`s House, Lower Heerengracht Street, Cape Town on 12/09/2023 starting at 11h00. Venue 3rd Floor, Dome. *(if applicable)*

6. ENQUIRIES

6.1. Technical enquiries may be addressed to:

DPWI Project Manager	Thandiwe Makhubela	Telephone no:	021 402 2237
Cellular phone no	072 134 4944	Fax no:	
E-mail	Thandiwe.makhubela@dpw.gov.za		

6.2. SCM enquiries may be addressed to:

SCM Official	Busisiwe Sondiwe	Telephone no:	021 402 2242
Cellular phone no	none	Fax no:	none
E-mail	busisiwe.sondiwe@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: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 9027 Cape Town 8001 ATTENTION: PROCUREMENT SECTION: ROOM 941 <i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i>	OR	DEPOSITED IN THE TENDER BOX AT: FRONT ENTRANCE CUSTOM`S HOUSE BUILDING LOWER HEERENGRACHT STREET ROOM: 941
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DOCUMENTATION.

- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

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



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

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 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 (NCPDPSA).
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 • 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 (NCPDSA).
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 (NCPDPSA).
	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:

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

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:

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

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 1,2 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) which is at least 51% owned by black people	4	10		
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		

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)
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:	

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			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

15			
16			
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 all 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



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)



Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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 all 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".

For external use

Effective date April 2012

Page 2 of 2
Version: 1.2

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: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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 be signed by all 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-40: DECLARATION OF DESIGNATED GROUPS

Tender no:

Name of Tenderer ☐ EME¹ ☐ QSE² ☐ 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: _____

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

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

Project title:	<i>Insert project description</i>		
Tender / quotation no:		Closing date:	dd/mm/yyyy
Advertising date:	dd/mm/yyyy	Validity period:	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 commencement date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						
8						

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 commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Signature
	Date

DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	<i>Insert project description</i>		
Tender / Quotation no:		Reference no:	
Closing date:			

This is to certify that I, _____ representing

_____ in the capacity of

_____ visited the site on: ***insert date***

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING
SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS**



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

TENDER NO:

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS

FOR THE

PROVISION

OF

CLEANING SERVICES

IN THE

WESTERN CAPE

FOR A

PERIOD OF 36 MONTHS

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS.

1. INTRODUCTION

- 1.1 The Department of Public Works (DPW) invites bids for the provision of cleaning services at specified premises.
- 1.2 The required norms and standards of the service to be rendered, and the precise scope thereof, are set out in Schedules A and B hereto.
- 1.3 The site information is provided as per Schedule D hereto.

2. DEFINITIONS & INTERPRETATION

- "Bid": includes "tender, and vice versa.
- "Contractor": means the successful bidder in terms of this Bid, and Supplier as referred to in the General Conditions of Contract
- "Premises" and "site": means the physical location where the services are to be rendered.
- "The Contract": means the contract arising from the formal acceptance of a bid, governed by the General Conditions Contract, and as supplemented and/or varied by the terms of this document.
- "The Department": means the National Department of Public Works.
- "The General Conditions of Contract": means the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- "User Department": means the Department of Justice and Constitutional Development (DOJCD).
- Any reference to the singular shall include the plural, and *vice versa*, unless the context clearly indicates otherwise.
- Any reference to one gender shall include the other, as well as gender-neutral persons and/or entities.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

3. THE PANEL

- 3.1 The panel will consist of bidders who meet all the requirements and criteria as stipulated in this terms of reference as well as the PA-04 (GS) Notice & Invitation to Bid form.
- 3.2 Bidders on the panel will be ranked from the lowest (overheads, mark-up percentage and VAT) to the highest and work will be allocated accordingly until all bidders are utilized.
- 3.3 The allocation of work will be as and when required.
- 3.4 For the purpose of job creation for local communities, bidders are encouraged and advised to employ general workers from within the local communities.
- 3.5 If all bidders are utilized or allocated sites to clean from the panel, the Department will begin again with the lowest offer to allocate sites, if there is a need for services.
- 3.6 The number of allocation of sites may not necessary be the same.
- 3.7 The department envisage to allocate work to all bidders, however, at the end of the contract, it does not guarantee the same number of sites and deployment distribution.
- 3.8 Compliance with specification is non-negotiable.
- 3.9 Deviations and non-compliance is prohibited.
- 3.10 The department will conduct performance assessments as and when deemed necessary without informing the successful bidder.

4 SECURITY CLEARANCE

- 4.1 Only successful bidders shall be subjected to security clearance.
- 4.2 Under no circumstances will a tender be awarded unless the bidder concerned has obtained security clearance.

5 AWARD OF TENDER

- 5.1 Notwithstanding anything to the contrary herein contained, no contract shall come into being until such time as the Department issues a formal notice of acceptance of a bid offer.
- 5.2 The Department reserves the right to reject any bid if it is of the opinion that the bid does not comply with the applicable wage determination.
- 5.3 Bidders must have an office in the Western Cape or establish such office in the Western Cape within 21 days upon receipt of an appointment letter.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

6 STATUTORY COMPLIANCE

- 6.1 Bidders must comply with all applicable statutory and other regulatory stipulations, particularly the Basic Conditions of Employment Act, 75 of 1997 as amended and the applicable Sectorial Wage Determination promulgated from time to time.
- 6.2 Bidders are requested to provide proof that the salaries / wages paid to the employees adhere to the provisions of the Act at the end of each month.
- 6.3 The above-mentioned requirement forms part of the Bid conditions.

7 RESPONSIVENESS CRITERIA

7.1 Substantive responsiveness criteria

- 7.1.1 Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
- 7.1.2 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).
- 7.1.3 The use of correction fluid is prohibited.
- 7.1.4 Submission of a PA32: Invitation to bid.
- 7.1.5 Submission of record of attending compulsory briefing session. The bidder must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive.
- 7.1.6 The bidder must submit 3 completed projects in the Cleaning Services industry with a minimum accumulated value of R100 000.00 only.
The following documents must be submitted in relation to the above:
 - 1. Appointment letter(s) with clear contract description, contract value, contract duration and contact details.
 - OR
 - 2. Service Level Agreement with clear contract description, contract value, contract duration and contact details.
 - OR
 - 3. Purchase order with clear contract description, contract value, contract duration and contract details.The above documents must be accompanied by the reference letters, must be aligned to the submitted completed projects.
Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified
The bidder must submit a fully completed Pricing Schedule and transfer to PA-32 (Invitation to Bid form) as provided in the tender document.
Failure to transfer the total price from the pricing schedule will result to the bid being disqualified.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

7.1.7 Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of boards/s of directors / or PA 15.3 Special Resolution of Consortia or JV's.

7.2 Administrative requirements

7.2.1 Submission of applicable (PA15.1, PA15.2, PA15.3): Resolution by the legal entity, or consortium/ joint venture, authorising a dedicated person (s) to sign documents on behalf of the firm /consortium /joint venture.

7.2.2 Submission of (PA 11): Bidder disclosure.

7.2.3 Submission of (PA40): Declaration of Designated Groups for Preferential Procurement.

7.2.4 Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the supplier Registration number on the form of offer. (including proposed sub-contractor).

7.2.5 Upon request, submission of 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.

7.3 Additional information that may be required during the bid evaluation

Legal Status of Tendering Entity: If the tendering entity is:	Documentation to be submitted
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporation Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
b. A profit company duly registered as a private company. (including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company in terms of Section 8(2)9c) of the Companies Act, 2008 (Act 71 of 2008, as amended)	Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and /or company(ies).

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

profit company(ies).	
d. A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of : i. The Founding Statement – CK1; and ii. The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f. A natural person, sole proprietor of a Partnership.	Copy(ies) of the Identity Document(s) of: i. Such natural person/sole proprietor, or each of the Partners to the Partnership.
g. A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary(ies) as well as the purpose of the Trust and the mandate of the Trustees.

8 DURATION OF TENDER

8.1 The tender shall endure for a period of 36 months, calculated from formal acceptance of the successful bidder's offer.

8.2 The Department reserves the right, at its sole discretion, to extend the panel for a further period, not exceeding 12 months, upon the same terms and conditions.

9 FORM AND COMPOSITION OF CONTRACT

9.1 The contract will be subject to the General Conditions of Contract, as supplemented by the terms set out in this document, including all the schedules attached hereto.

9.2 Where, however, the General Conditions of Contract are in conflict with any of the terms contained in this document, the latter shall prevail.

9.3 The bid document, together with the attached schedules and other specifications contained in this document, shall constitute part of the Contract.

10 COMMENCEMENT OF WORK

10.1 The Contractor shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect from the Department.

10.2 The Contractor shall commence duties on site on the date the letter of acceptance and official order are issued.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

- 10.3 The Contractor must advise the Regional Manager: Department of Public Works 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.
- 10.4 The department will arrange for a site handover with the successful service provider where services will be rendered.
- 10.5 The successful bidder will be required to produce monthly progress reports per site.

11 WORK SCHEDULE

- 11.2 The services required in terms of this bid will be for week days only. No services may be rendered on week-ends or public holidays. All sites must be adequately staffed to ensure unbroken service delivery.
- 11.3 As regards Periodic Courts, subject to prior agreement between NDPWI, the User Department and the Contractor, only days worked at such courts will be compensated for.
- 11.4 The Contractor shall ensure that all personnel engaged shall be cleared by the South African Police Services before they commence any duties on site, and shall provide proof of such clearance to the Department upon request.(this should form part of the security clearance)

12 MINIMUM REQUIREMENTS

- 12.1 Bidders must take cognisance of the cleaning standards and norms as per **Schedule A** the Specifications which must be adhered to during the performance of the services.
- 12.2 Bidders must indicate compliance or non-compliance in Schedule A on a paragraph basis. Indicate compliance with the relevant paragraph by marking the **YES** box and non-compliance by marking the **NO** box.
- 12.3 Bidders must clearly state if any deviation from these requirements is proposed and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to this part of the bid submission.

13 PRICING

- 13.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule G** of the Specifications which must be submitted together with the bid documents.
- 13.2 The prices quoted must be firm and reasonable for the duration of the contract. It is expected that bidders will cover the risk of price increases for consumables, uniforms and cleaning material.
- 13.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form.

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- 13.4 The successful bidder shall make available Schedule/ Client Form signed by the relevant authority (User Department) from the relevant site and attached it along with the tax invoice as part of the proof that work was carried out. Failure to comply with regard will delay payment being processed.
- 13.5 Bidders' attention is drawn to **Schedule F** to assist them in compiling their bid price. The items listed in the schedule are not exhaustive and bidders must allow for any contingencies in order to effect the necessary cleaning services.
- 13.6 Unit rates shall be inclusive of labour, transport, overheads, consumables and everything necessary for proper performance of the work. All overhead costs must be inclusive of VAT (15%).
- 13.7 The Department will only consider price adjustments based on annual labour sectorial legislation increases and VAT increases or decreases.

14 PRODUCT SPECIFICATIONS

- 14.1 All cleaning products to be used by contractors must be environmental friendly, green products as stipulated by South African National Environments Management Act (NEMA). Unless otherwise specified, the products to be utilised in terms of the Contract must also comply with the relevant standards of the South African Bureau of Standards (SABS) and/or ISO9001.
- 14.2 The Department may request samples of the products, which must be provided within seven (7) days upon request.

15 PAYMENTS

- 15.1 Payment will be made monthly on submission of an **Original Invoice** for the services rendered.
- 15.2 The successful bidder will be expected to issue an invoice per magistrate court/site where services were rendered.
- 15.3 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works and Infrastructure**. The envelope must be deposited in the invoice boxes provided on the 11th floor (Registry Office) of Customs House Building. Alternatively, the invoices may be posted to the following address: NDPWI, Private Bag X9027, Cape Town, 8000
- 15.4 The original invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, contractor's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the contractor.
- 15.5 Payment shall be made by bank transfer into the Contractor's bank account within 30 days after receipt of an acceptable, original and valid tax invoice.
- 15.6 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other moneys required to be paid in terms of any applicable fiscal provision.

16 DISCLAIMER

- 16.1 Bidders must conduct their own checks and investigations and satisfy themselves as to the correctness of any and all aspects of this bid. The Department will not be liable for any incorrect or

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potentially misleading information in relation to any part of this document and any accompanying bid documents.

- 16.2 No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment letter or purchase order has been issued to the successful bidder. 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 consortia.

17 BREACH AND TERMINATION

- 17.1 The Department reserves the right to terminate the Contract under any one of the following circumstances:-
- 17.2 The Contractor has failed to comply with a statutory/or other regulatory obligation, and has not remedied such breach within 14 days of written notice by the Department to remedy such breach;
- 17.3 The Contractor has received at least three (3) written notifications from the Department during the currency of the Contract in respect of any breach.
- 17.4 The User Department has made persistent and unresolved complaints in regard to the standard, quality or level of service rendered by the Contractor.
- 17.5 The Contractor shall be liable for all damages and/or loss which may be incurred by the Department as a result of his failure to perform any portion of the contract and or his failure to perform the services at an acceptable level, quality or standard.

18 NOTIFICATION

- 18.1 Any formal notification required in terms of the Contract may be transmitted by email or written official letter and shall be deemed to have been received on the day following transmission: Provided that the following days is not a Sunday or public holiday.
- 18.2 No contractor should vacate premises without notifying the Department a week before such vacation takes place.
- 18.3 Should any of the premises served by this contract be vacated or should the service for any other reason become wholly unnecessary, the Bidder agrees to claim no payment in respect of such centre and the contract shall be considered as cancelled in respect of such centre.
- 18.4 Empty premises will not be cleaned except only on written instruction from the Department.
- 18.5 The Department will cancel the contract with immediate effect if, the Contractor does not have all the resources or proof of resources to complete the contract. This is stipulated as:
- (a) Public Liability Insurance
- (b) All risk insurance

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- (c) A full staff compliment with signed contracts and identification cards, dressed in full personal protective equipment
- (d) Equipment dedicated to this contract
- (e) Compliance of OHS Act of 1983
- (f) National Water Act (Act 32 of 2000)
- (g) National Environmental Management Act (Act 107 of 1998)

19 TERRAIN / SITE INSPECTION

- 19.1 Prospective tenderers are required to attend a compulsory site meeting as advertised.
- 19.2 Prospective bidders are advised to download the bid document from the website; www.publicworks.gov.za, under Procurement and click on Tenders. Bidders should familiarise themselves with the content of the bid document prior to the site meeting and to visit the physical terrain/site prior to this meeting in order to establish /assess the current conditions of the terrain/site.

20 NDPW Reports

- 20.1 On completion of every month's work, the contractor must submit a comprehensive monthly report based on the following items: Integrated Reporting System (IRS) Data Collection Form will be emailed to the successful bidder for full completion of the form.
- 20.2 The Court / Office / authorised representative will complete **schedule C** at the end of each month to prove service delivery which must be submitted together with the invoice. Failure to do so will/may result in the delay of payment.
- 20.3 Daily Register must be kept on-site and signed off by the DPW Project Manager at least once a month.
- 20.4 A summary of all daily registers must be provided to the DPW Project Manager no later than the 5th of each month.

21 GENERAL

- 21.1 Inquiries may be directed to the following officials:

Bid Enquiries	:	Ms Busisiwe Sondishe Tel: (021) 402-2242
Specification Enquiries	:	Ms Thandiwe Makhubela Tel: (021) 402-2237 Thandiwe.Makhubela@dpw.gov.za

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SCHEDULE A

CLEANING STANDARDS AND NORMS

#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
1.	<i>Cleaning Detergents</i> - o Ammoniated liquid detergent cleaners shall comply with SABS 1225 - o Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256 - o Liquid acidic cleaner for sanitary ware shall comply with SABS 1257			
2.	<i>Disinfections</i> - o Disinfectant liquids of the coal tar type shall comply with SABS 47 - o Disinfectant containing stabilised chlorine shall comply with SABS 643 - o Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032 - o Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459			
3.	<i>Polish</i> o The Bidder will be advised by DPW representative which furniture to be polished			
4.	<i>Finishers (Walls & Floors)</i> - o Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224 - o Floor sealer for vinyl flooring will comply with SABS 1042 applied in accordance with the manufacturer's instructions - o Ceramic tiles must be cleaned with normal tile cleaner - o Wipe and strip wooden wall finishes with approved detergent complying with SABS 525 - o Tile surfaces are to be cleaned with approved detergent complying with SABS 525 - o All cleaning and maintenance of floor shall be carried out in accordance with SABS Code 0170 - o Screed floor tiles to be cleaned with approved detergent complying with SABS 525 - o Laminated floor covering to be cleaned with approved detergent complying with SABS 525			
5.	<i>Carpets</i> o All carpets must be vacuumed, cleaned daily with industrial standard equipment			
6.	<i>Dusting, Wiping, Clean, etc.</i> - o Wipe all surfaces areas with a clean damp cloth - o All ornaments, window sills needs to be dusted - o Turnstiles to be cleaned and polished - o Non-slip polish to be used on all surfaces			
7.	<i>Overall Requirements</i> o Provide adequate vacuum cleaners, brooms, mops, dusters, cloths,			

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#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
	detergents and cleaning trolleys			
	o Attached list of proposed equipment to be used			
	o Attached Organogram indicating the proposed team for this contract			
8.	<i>Personnel Requirement</i>			
	o Conduct business in a courteous and professional manner			
	o Ensure that all personnel working under this contract are in good health and pose no risk to any DPW employees			
	o Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified			
	o Ensure that all personnel under this contract are adequately trained prior to the commencement of the contract			
	o Ensure that replacement staff is available should the need arise			
	o Ensure that DPW is informed of any removal and replacement of personnel			
	o All personnel must be SA Citizens and DPW reserves the right to validate citizenship			
9.	<i>General Conditions</i>			
	o Equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act and any Regulations promulgated in terms of this Act and the standard instructions of DPW			
	o Provide all personnel working under this contract with adequate Personnel Protective Equipment (PPE) and clothing and to ensure these items are worn at all times			
	o Comply with the relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc.			
	o DPW will not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract			
	o DPW will not accept responsibility for accounts / expenses incurred by the Service Provider that was not agreed upon by the contracting parties			
	o All broken / damaged items such as toilet seats, taps, etc. must be reported to the Court Manager for urgent attention			
	o All cleaning equipment such as brooms, mops, cloths must be cleaned with an applicable disinfectant on a daily basis			
	o All employees of the appointed service provider must have knowledge of operating various machines and usage of			

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#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
	different chemicals as part of their training. ○ In the event that the contracted service provider must still procure machines or cleaning material, it must comply with the prescribed designated sector. The applicable designated sector for local Production and Content must be local production and content of 100%. ○ This requirement will be discussed with the contracted bidder and the necessary forms (PA-36 and Annexures C, D & E) will be provided for completion, should a need exist to procure machines and cleaning material.			

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SCHEDULE B

SCOPE OF WORK

DESCRIPTION	FREQUENCY
OFFICES, WAITING AREAS, BOARDROOMS, CUBICLES, COURT ROOMS, ETC.	
Furniture:	
o Wipe work stations and filing cabinets	Daily
o Clean / dust chairs	Weekly
o Wipe and dust Boardroom tables	Daily
o Vacuum upholstered chairs	Weekly
Internal Glassed:	
o Wipe glazed doors, including handles and frames	Daily
o Wipe glazed windows, including frames	Daily
Carpet Floor Covering:	
o Vacuum	Daily
o Spot clean marks	Daily
o Deep cleaning carpets	Twice per Annum
o Deep cleaning of high traffic areas	As and when required
Wall Cleaning:	
o Clean internal walls	Adhoc
o Passage walls	Adhoc
Floor Cleaning:	
o Broom sweep and wash floor tiles	Daily
Telephones	
o Dust and damp-wipe telephones, including cables, etc.	Weekly
Curtains & Blinds:	
o Wipe and dust blinds	Weekly
o Vacuum curtains	Weekly
Plants:	
o Water plants	Weekly
o Clean artificial plants and plant containers	Weekly

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DESCRIPTION	FREQUENCY
Wipe / clean light switches, door handles and air condition diffuses	Weekly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
HALL AND TELLER'S COUNTERS	
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
Wipe / clean security glass at teller's counters	Daily
Wipe / clean security entrance cubicle glass, doors and handles	Daily
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception and security furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Vacuum carpets (if applicable)	Daily
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
Wipe / clean directory boards	Weekly
KITCHEN	
Replenish hand towels	Daily
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wipe / clean and disinfect appliances	Daily

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DESCRIPTION	FREQUENCY
Wipe down / clean and disinfect inside cupboard and doors	Daily
Wipe / clean and disinfect kitchen zinc	Daily
Wipe / clean and disinfect kitchen utensils, cutlery and crockery	Daily
LIFTS	
Broom sweep floor	Daily
Wipe all Mirrors	Daily
Wash and clean floor	Daily
Damp-Wipe control panel and all vertical surfaces	Daily
ENTRANCE HALL	
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Vacuum carpets (if applicable)	Daily
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
ABLUTION FACILITIES	
o Clean and was all urinals, wash hand basins and water closets	Daily
o Wipe all Mirrors	Daily
o Clean down and wipe all toilet doors	Daily
o Replenish soap dispensers	Continuously
o Place toilet rolls in dispensers	Continuously
o Refill automated air fresheners (if applicable)	Daily

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DESCRIPTION	FREQUENCY
o Replenish hand towels	Continuously
o Empty SHE bins	None
Floor Tiles:	
o Broom sweep and wash floor tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wall tiles splash backs:	
o Wash tiles	Daily
CORRIDORS / PASSAGES	
Floor Tiles:	
o Broom sweep and wash floor tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
o Polish floors	Monthly
Dust / wipe / clean furniture, walls, doors, handles, cupboard doors, vending machines, public telephone booths, counter tops	Daily
Polish public benches	Weekly
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
STORE ROOM	
Broom sweep, wash floors and vacuum	Daily
WASTE DISPOSAL	
Clean and empty all waste bins and receptacles	Daily
Wash all waste bins and receptacles	Weekly
WINDOWS	
Dust / clean / wash window sills	Daily
Cleaning of windows (internal and external)	Quarterly
Cleaning inter-office windows	Weekly
Removal of all bird droppings on windows	Weekly
DEEP CLEANING TOILETS	

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DESCRIPTION	FREQUENCY
Cleaning toilets by spray	Monthly
PEST CONTROL	
Ants (Spray)	Monthly
Cockroaches (Spray)	Monthly
Rats (Pallets)	Monthly
GROUND'S UPKEEP	
Dispose of all litter	Daily
Broom sweep yard	Weekly
Hose wash hard standing	Twice Monthly
REFUSE AREA / ROOM	
Broom sweep, clean, wash and disinfect refuse room / area	Weekly
Ensure refuse bins is ready for pick up by Municipality / removal company	Weekly
Clean, Wash and disinfect drains	Daily
Wipe down, clean and disinfect walls	Weekly
Wash and disinfect refuse bins	Weekly
BASEMENT AREA (If applicable)	
Broom sweep floors	Weekly
FIRE ESCAPE STAIRS (If applicable)	
Broom sweep floors	Weekly
GENERAL (ALL AREAS)	
Damp-wipe signage (of various sizes)	Weekly
Dust picture frames (of various sizes)	Twice Weekly
Spot clean finger marks from paintwork and light switches	Daily
Vacuum blinds	Monthly
Wipe and clean finger, water, coffee marks, etc. on all surfaces	Daily
Clean hand rails	Weekly
Clean and polish all upright metal fittings	Weekly
Wipe all internal doors	Weekly
Wipe all metal and timber shelves	Monthly

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DESCRIPTION	FREQUENCY
Dust light fittings	Twice Monthly
Wash / clean external entrance façade and pillars	Monthly
Wipe / clean external notice boards	Weekly
Remove graffiti marks	As and when required

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SCHEDULE C

CLIENT MONTHLY REPORT ON CLEANING CONTRACTS

Contractor: _____

Site: _____

Kindly indicate the level of service for the month of: _____

GENERAL CLEANING

Space	Period	Good 3	Satisfactory 2	Poor 1
OFFICES	Daily			
COURT ROOM	Daily			
KITCHEN	Daily			
PASSAGE	Daily			
TOILET FACILITIES	Daily			
CELLS	Daily			
LIFTS / GLASS PANELS	Daily			
GROUND	Daily			

OTHER:

Windows: Cleaned Inside/Outside				Deep Cleaning			
Quarter	Good	Satisfactory	Poor	Quarter	Good	Satisfactory	Poor

Are you satisfied with the work done by the Service Provider in the month of ? (Yes / No)

Comment:

Can you comment on the accountability, staffing, equipment and resources of the Service Provider ?

Comment:

Any Other Comments / Remarks by the Court Officer/Court Manager/ Acting Personnel who signs this report:

Name & Surname:

Signature:

NB: This form must be attached/provided with/to invoice at the end of every month before a payment is processed. Failure to comply with this request will result in the delay of payment.

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SCHEDULE D

CLEANING MATERIALS LIST AND PRODUCT DATA SHEET

ITEM	PRODUCT NAME	CODE	SABS APPROVED (Y/N)	SUPPLIER NAME
Chemical / Useable:				
Floor liquid cleaner				
Hand Soap / liquid for dispensers				
Brasso				
Handy Andy or of equal quality				
Deo blocks or of equal quality				
Furniture polish – Mr Min or of equal quality				
Disinfectant pine / germitol / pine gel or of equal quality				
Liquid bleach				
Liquid window cleaning detergent				
Graffiti remover				
Cement cleaner				
Liquid soap				
Mutton Cloth				
Heavy duty black bags				
Red pads for polisher				

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ITEM	PRODUCT NAME	CODE	SABS APPROVED (Y/N)	SUPPLIER NAME
Black pads for polisher				
Floor sealer				
Floor stripper				
Drain / trap cleaner				
Sanitizer/disinfectant for gullies/gutters/ channels				
General surface disinfectant/ cleaner				
Toilet Paper:				
Toilet paper (two ply, white only , 1 st grade – 500 sheet, code 174) – minimum requirement to be supplied				
Hand Paper Towel:				
Hand Paper Towels (Kimdri)				

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SITE INFORMATION

The information provided is done in good faith by the Department. The Department does not accept any liability for the correctness thereof. The bidder must indicate compliance with the veracity of all information contained on site and conversances with the onsite conditions.

All machinery and equipment should be on site within 2 months of receiving the official order.

Area	Building Name	Human Resources	Equipment		Proof Required With Bid Document	
		Human Resources	Required Vacuum Cleaners	Required Polishers / Scrub-Machines	Proof of ownership to be provided Attached /Not attached (Yes/No)	Letter of intent (if any) for funding Attached /Not attached (Yes/No)
1	120 PLEIN STREET	41	20	5		
	PARLIAMENT TOWERS	14	7	2		
2	CAPE TOWN MAGISTRATE COURT	14	7	5		
	JUSTITIA BUILDING	13	6	3		
	NORLEN HOUSE	2	1	1		
	ATTERBURY HOUSE	2	1	1		
3	DULLAH OMAR BUILDING	13	10	4		
	LIBERTY LIFE CENTRE	4	2	1		
	LABOUR COURT	4	2	1		
	CAPE TOWN HIGH COURT	19	10	5		
	NORTON ROSE BUILDING	3	2	1		
	UNION CASTLE	2	1	1		
4	ATHLONE MAGISTRATE COURT	7	3	1		
	BHORAT CENTRE (Maintenance court)	2	1	1		
	FEZEKA COMMUNITY COURT, GUGULETHU	2	1	1		
	PHILIPPI MAGISTRATE COURT	4	2	1		

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Area	Building Name	Human Resources	Equipment		Proof Required With Bid Document	
		Human Resources	Required Vacuum Cleaners	Required Polishers / Scrub-Machines	Proof of ownership to be provided Attached /Not attached (Yes/No)	Letter of intent (if any) for funding Attached /Not attached (Yes/No)
4	MUIZENBERG PERIODIC COURT	3	1	1		
	SIMON'S TOWN MAGISTRATE COURT	3	1	1		
	WYNBERG MAGISTRATE COURT	5	2	1		
5	BELLVILLE MAGISTRATE COURT	21	10	5		
	PAROW MAGISTRATE COURT	4	2	1		
	GOODWOOD MAGISTRATE COURT	4	2	1		
	BLUE DOWNS MAGISTRATE COURT	11	5	2		
	KUILSRIVIER MAGISTRATE COURT	5	2	1		
	BISHOP LAVIS MAGISTRATE COURT	4	1	1		
6	SOMERSET MAGISTRATE COURT	5	1	1		
	STRAND MAGISTRATE COURT	4	1	1		
	GRABOUW MAGISTRATE COURT	3	1	1		
	RIVIERSONDEREND PERIODIC MAGISTRATE COURT	1	1	1		
	GENADENDAL PERIODIC MAGISTRATE COURT	1	1	1		
	VILLIERSDORP PERIODIC COURT	1	1	1		
	BARRYDALE PERIODIC MAGISTRATE COURT	1	1	1		
7	MALMESBURY MAGISTRATE COURT	7	2	1		

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Area	Building Name	Human Resources	Equipment		Proof Required With Bid Document	
		Human Resources	Required Vacuum Cleaners	Required Polishers / Scrub-Machines	Proof of ownership to be provided Attached /Not attached (Yes/No)	Letter of intent (if any) for funding Attached /Not attached (Yes/No)
7	DARLING PERIODIC MAGISTRATE COURT	1	1	1		
	RIEBEECK WES PERIODIC MAGISTRATE COURT	1	1	1		
	VREDENBURG MAGISTRATE COURT	3	1	1		
	PIKETBERG MAGISTRATE COURT	1	1	1		
	LAMBERTS BAY PERIODIC MAGISTRATE COURT	1	1	1		
	CLANWILLIAM MAGISTRATE COURT	3	1	1		
	MOORREESBURG MAGISTRATE COURT	2	1	1		
	PORTERVILLE PERIODIC MAGISTRATE COURT	1	1	1		
	LUTZVILLE PERIODIC MAGISTRATE COURT	1	1	1		
	KLAWER PERIODIC MAGISTRATE COURT	1	1	1		
	VANRHYNSDORP MAGISTRATE COURT	1	1	1		
	NUWERUS PERIODIC COURT	1	1	1		
8	PAARL MAGISTRATE COURT	10	4	2		
	TOUWS RIVIER PERIODIC MAGISTRATE COURT	1	1	1		
	FRANSHOEK PERIODIC MAGISTRATE COURT	1	1	1		
	DE DOORNS PERIODIC MAGISTRATE COURT	1	1	1		
	LAINSBURG MAGISTRATE COURT	2	1	1		
	RAWSONVILLE PERIODIC MAGISTRATE COURT	1	1	1		
	BONNIVALE MAGISTRATE COURT	1	1	1		

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Area	Building Name	Human Resources	Equipment		Proof Required With Bid Document	
		Human Resources	Required Vacuum Cleaners	Required Polishers / Scrub-Machines	Proof of ownership to be provided Attached /Not attached (Yes/No)	Letter of intent (if any) for funding Attached /Not attached (Yes/No)
8	ASHTON PERIODIC MAGISTRATE COURT	1	1	1		
	WORCESTER MAGISTRATE COURT	9	2	2		
	WORCESTER FAMILY ADVOCATE COURT	1	1	1		
	ROBERTSON MAGISTRATE COURT	3	1	1		
	WOLSELEY MAGISTRATE COURT	2	1	1		
9	GEOERGE MAGISTRATE COURT	16	5	3		
	UNIONDALE MAGISTRATE COURT	1	1	1		
	CALITZDORP MAGISTRATE COURT	1	1	1		
	THEMBALETHU MAGISTRATE COURT	9	4	2		
	GROOTBRAK MAGISTRATE COURT	1	1	1		
	STILL BAY PERIODIC MAGISTRATE COURT	1	1	1		
	ALBERTINIA MAGISTRATE COURT	1	1	1		
	LEEU-GAMKA PERIODIC MAGISTRATE COURT	1	1	1		
	MERVEVILLE PERIODIC MAGISTRATE COURT	1	1	1		

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING
SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS**

SCHEDULE F

CHECKLIST FOR COMPILING BID PRICE

This schedule is inserted to assist bidders in compiling the bid price. The listed items are provided to indicate to the bidders what the minimum is that should be allowed for in the bid. The items as listed are not necessarily exhausted and bidders may add to the list as it suit their requirements. Bidders must therefore make allowance for any other items in their bid price in order to effect the necessary cleaning services.

The information provided is done in good faith by the Department. The Department does not accept any liability for the correctness thereof. All bidders must indicate compliance with the veracity of all information contained in the bid, conversances with the onsite conditions and that they have the capacity to fulfil the requirements of this bid.

In compiling the bid price, the bidders' attention is drawn to, but not limited to the items as listed below.

It must be borne in mind that the quantities must be for the duration of the contract.

CHECKLIST FOR COMPILING BID PRICE
Labour Costs: ○ Salary (One staff member per 1000m² is considered average) ○ UIF Pension / Provident Fund ○ Supervisor ○ Replacement for staff: Leave, sick leave, etc.) ○ Formula for average cost per staff member calculated as: Hourly rate x 8 hours = daily rate Daily rate x 5 days = weekly rate Weekly rate x 4.33 weeks = average monthly rate
Uniforms for Staff: The contractor will provide each employee of the contractor with a ○ Photo Identity Card with the following particulars: Name of firm, Name of an employee, Identity Number of an employee and the signature of the employee. ○ Shoes: All employees must be given protective shoes by the Contractor. ○ Overall –Dress (Ladies) and / or Suit (Men): All employees are entitled to a uniform.
Material (Chemicals / Consumables) <u>Do not forget to make allowances for:</u> Hand soap / liquid soap for soap dispensers; deo block 100 gram round blocks; furniture polish; disinfectant pine; liquid bleach; liquid window cleaning detergent; graffiti remover; cement cleaner; mutton cloth; heavy duty black bags; red pads for polisher; black pads for polisher; floor sealer; floor stripper; penlight AA batteries, etc.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

CHECKLIST FOR COMPILING BID PRICE
Equipment and Machinery: The bidder must prove ownership of cleaning equipment and tools, such as industrial buff machines, industrial vacuum cleaners, ladders, buckets, mops, ect., by providing an Asset Register signed by the accountant or auditor. OR A lease Agreement signed by lessee and lessor which must be valid for the duration of the contract for cleaning equipment and tools. OR A signed letter of intent to lease or buy the cleaning equipment and tools by the bidder. If the bidder submits a Letter of Intent to lease or buy cleaning equipment and tools, it must be provided within seven (7) calendar days if awarded the tender. <u>Do not forget to make allowances for:</u> Polisher; scrubbing machine; carpet cleaning machines; extension leads; industrial vacuum cleaners; polish applicator; caution signboards (e.g. "floor wet", "slippery"); dust pan; medium platform broom (soft / hard); household broom; rubber hand gloves; mop; bucket; toilet brush; trolley, yellow dusters; all-purpose scrubbing brush steel wool NB: Has allowance been made for equipment / machinery at each site?
Toilet Paper and hand Towels: A continued supply of toilet paper, hand towels and soap must be supplied to all ablution facilities. NB: Toilet paper: single ply, white only, 1st grade – 500 sheet, SABS code 174 – minimum requirement
Window Cleaning: Has allowance been made for internal and external cleaning of windows?

NB!! All machinery and equipment needed for the tender to be in place 30 calendar days of receiving your appointment letter.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

SCHEDULE G

PRICING SCHEDULE

PRICING SCHEDULE 1 – METROPOLITAN AREAS

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS = R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05
Supervisor	@ R40.71 per hour	1	R
Cleaner	@ R27.97 per hour	1	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R
UIF (Supervisor)	1% of basic monthly Salary	1	R
UIF (Cleaner)	1% of basic monthly Salary	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷ 12 months	1	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R
Total Salaries and Allowances	1 Supervisor + 1 Cleaner		R

OVERHEADS AND MARK UP/ PROFIT PERCENTAGE - MONTHLY

OVERHEADS AND PROFIT MARK-UP/ PROFIT PERCENTAGE COSTS	QTY	COSTS PER MONTH Excl VAT
Overhead cost (%) Consumables (toilet paper, hand paper towels, black bags, all cleaning chemicals, etc.) equipment and tools.	1	R
Window Cleaning: NB:All equipment to be used must be included for internal & external	1	R
Deep Cleaning: NB: All equipment to be used must be included	1	R
Mark-up/ profit percentage (%)	1	R
Total Overhead and mark-up/ profit percentage Costs		R

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

VAT 15% (IF VAT VENDOR)		R
Sub Total		R
Total Salaries & Allowances		R
Grand Total: Wages and allowances Overheads and profit mark-up/ profit percentage		R

- TOTAL OFFER TO BE CARRIED OVER TO THE PA32
- FAILURE TO TRANSFER TOTAL OFFER FROM PRICING SCHEDULE TO PA32 WILL RESULT TO ELIMINATION

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once per quarter)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once per quarter)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

NB: Grand Total must be transferred to PA 32: Invitation to Bid Part B as Total Bid Price, failure to do so will invalidate the bid for further evaluation. For VAT vendors, it is mandatory to include VAT in their bid price.

No additional costs will be accepted for whatever reason except increase or decrease in VAT or escalation of rates as per the Minimum wage per the Sectorial Determination 1 in the Contract Cleaning sector.

The Department reserves the right to negotiate with bidders who are excessively high in their offers including overheads and profit.

SIGNED: _____

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

PRICING SCHEDULE 2 – RURAL AREAS

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS = R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05
Supervisor	@ R40.71 per hour	1	R
Cleaner	@ R25.50 per hour	1	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R
UIF (Supervisor)	1% of basic monthly Salary	1	R
UIF (Cleaner)	1% of basic monthly Salary	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R
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Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷ 12 months	1	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R
Total Salaries and Allowances	1 Supervisor + 1 Cleaner		R

OVERHEADS AND MARK UP/ PROFIT PERCENTAGE - MONTHLY

OVERHEADS AND PROFIT MARK-UP/ PROFIT PERCENTAGE COSTS	QTY	COSTS PER MONTH Excl VAT
Overhead cost (%) Consumables (toilet paper, hand paper towels, black bags, all cleaning chemicals, etc.) equipment and tools.	1	R
Window Cleaning: <u>NB:</u> All equipment to be used must be included for internal & external	1	R
Deep Cleaning: <u>NB:</u> All equipment to be used must be included	1	R
Mark-up/ profit percentage (%)	1	R
Total Overhead and mark-up/ profit percentage Costs		R

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

VAT 15% (IF VAT VENDOR)		R
Sub Total		R
Total Salaries & Allowances		R
Grand Total: Wages and allowances Overheads and profit mark-up/ profit percentage		R

- TOTAL OFFER TO BE CARRIED OVER TO THE PA32
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Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

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No additional costs will be accepted for whatever reason except increase or decrease in VAT or escalation of rates as per the Minimum wage as per Sectorial Determination 1 in the Contract Cleaning sector.

The Department reserves the right to negotiate with bidders who are excessively high in their offers including overheads and profit.

SIGNED: _____