

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



**HEAD OF DEPARTMENT
MR. M.E. MOHLAHO**

**APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDER/(S) FOR
THE SUPPLY AND DELIVERY OF CLEANING MATERIALS ON “AS AND
WHEN NEEDED” FOR A PERIOD OF THREE (3) YEARS ON BEHALF OF
THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE.**

TENDER NUMBER: DPWFS (T) 003/2024

AUGUST 2024

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

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THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE	
<p>Physical address: 155 O.R. Tambo House Cnr St Andrews Street and Markgraaff Street Bloemfontein 9301</p>	<p>Post box number: P.O. Box 690 Bloemfontein 9301</p>
<p>DIRECTORATE: SUPPLY CHAIN MANAGEMENT</p> <p>Contact Person:</p> <p>Name: Mr. Mosiuoa Kolobe Telephone: 051 492 1750/3886 Email: kolobem@fsworks.gov.za</p>	<p>STORE 1: BLOEMFONTEIN:</p> <p>Contact Person:</p> <p>Name: Ms. Motibi Ralikontsane Telephone: 051 410 7542 Email: ralikontsanem@fsworks.gov.za</p> <p>STORE 2: PHUTHADITJHABA – QWA-QWA:</p> <p>Contact Person:</p> <p>Name: Ms. Thoko Yende Telephone: 058 718 3660 Email: yendet@fsworks.gov.za</p>
<p><i>Indicate the store for which you are bidding for (bidders must bid for one store only)</i></p> <p>Store 1: Bloemfontein: <input type="checkbox"/></p> <p>Store 2: Phuthaditjhaba: <input type="checkbox"/></p>	
<p>VERY IMPORTANT:</p> <ul style="list-style-type: none"> • THE DEPARTMENT RESERVES THE RIGHT TO LIMIT THE NUMBER OF SUPPLIERS TO FIVE (5) PER STORE ON THE CLEANING MATERIALS CONTRACT. • BIDDERS WILL BE EXPECTED TO ENSURE THAT VALUE FOR MONEY IS REALISED ON THE SUPPLY AND DELIVERY OF CLEANING MATERIALS. 	

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THE TENDER

PART T1: TENDERING PROCEDURES

T1.1 - Tender Notice and Invitation to Tender

CONTRACT NO: DPWFS (T) 003/2024
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T1.1 Tender Notice and Invitation to Tender

The Department of Public Works, Free State Provincial Government, invites tenders for the Supply and Delivery of Cleaning Materials: Free State Province:

Project title:	APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS TO BE APPOINTED IN A PANEL FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS ON “AS AND WHEN NEEDED” FOR A PERIOD OF THREE (3) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.		
Tender No:	DPWFS (T) 003/2024		
Advertising date:	16 August 2024	Closing Date:	16 September 2024
Closing time:	11:00am	Validity Period	90 Days (Calendar Days)
Compulsory Clarification Date:	28 August 2024	Compulsory Clarification Venue:	BLOEMFONTEIN: Hamilton Offices, 18 Hartley Street, Hamilton, Bloemfontein
Compulsory Clarification Date:	29 August 2024	Compulsory Clarification Venue:	QWA- QWA: Government Offices, Mampoi Street, Phuthaditjhaba
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za from 16 August 2024 **OR**
- Bid documents will also be available from 16 August 2024 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R267.00 is payable in cash (**please bring the exact amount**) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr St Andrews Street and Markgraaff Street
 OR Tambo House
 Room 101B, 1st Floor
 Bloemfontein
 9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.

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SECTION 1:

RETURNABLE DOCUMENTS

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EVALUATION CRITERIA

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Functionality Evaluation - evaluation of functionality- bidders who fail to obtain a minimum 68 points out of 90 points for functionality as set out below will not be considered for appointment on the panel.
Stage 3	Evaluation on price and preference - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who`s tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

1.1 Stage 1 (a) - Mandatory requirements

The following mandatory requirements will be applicable for this contract.

Note: Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 1.1.1 Provide Central Supplier Database`s MAAA number which will be used to verify valid tax compliance status of the bidding entity. (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status which will be confirmed at the time of award).
- 1.1.2 A valid proof of registration on the National Treasury`s Central Supplier`s Database must be accompanying this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
 - a) However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 1.1.3 Tenders must attach Compliance Certificates:
 - a. Valid letter of good standing Registered with the Department of Labour in terms of COIDA (Compensation for Occupational Injuries and Diseases Act, No 130 of 1993).
- 1.1.4 Duly completed and signed SBD documents (SBD 1, SBD 3.1 and SBD 4)
- 1.1.5 Complete and sign the Annual Financial Statements Declaration (Attach the income statement and the balance sheet as support for the declaration) attached to the bid document.
- 1.1.6 Bidders must be registered as an employer with the Compensation Commissioner (proof must be attached).
- 1.1.7 Attendance of the mandatory clarification meeting the details of which are listed in the tender notice and invitation.
- 1.1.8 **All documents must be completed in writing with a black pen.**

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1.2 Stage 1 (b): Non-Mandatory requirement

- 1.2.1 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.2.2 Duly completed and signed SBD 6.1- Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.2.3 Duly completed and signed SBD 7.1: Contract form - Purchase of goods/works
- 1.2.4 Duly completed and signed Annexure A - Record of Addenda to tender documents.
- 1.2.5 Duly completed and signed Annexure B - Propose amendments and qualifications.
- 1.2.6 A Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 1.2.7 Completed and signed schedule of tenderer’s schedule of experience.
- 1.2.8 Attach Appointment Letters, reference letters and purchase orders where the supplier has completed similar projects.

1.3 Stage 2 – Functionality Evaluation

- 1.3.1. Each bidder must obtain a minimum of 68 points out of 90 points for functionality in order to qualify for evaluation on price and preference using the 80/20 preference points systems.
- 1.3.2. The functionality criteria will be assessed as follows:

NO.	CRITERIA	GUIDELINE FOR CRITERIA	MAXIMUM SCORE
1.	COMPANY EXPERIENCE	<p>The Service Provider must provide previous work performed which confirms that the Bidder performed in accordance with the Specification, Standard and Health and Safety requirements of the employer.</p> <p>Attach appointment Letters; applicable/original/certified Letters of Reference in the company logo of the employer and signed by the Authorised person for projects in the last five (5) years (<i>i.e. between 01 June 2019 to 31 May 2024</i>).</p> <p>Number of projects for which similar services were rendered:</p> <ul style="list-style-type: none"> • 5 projects and more = 25 points • 4 projects = 20 points • 3 projects = 15 points • 2 projects = 10 points • 1 Project = 05 points • Less than 1 Project = 00 points <p>Supporting documents required to support the claims above (Only purchase orders, appointment letter/(s) and/or reference letter/(s) for projects above R300 000.00 including all applicable taxes must be submitted as proof to support claims made above). Bidders must submit all the requested documents as proof in order to be awarded the points.</p> <p>Notes:</p> <ul style="list-style-type: none"> • All appointment letters and reference letters must be on the letterhead of the employer which is dated, signed and stamped. • <i>Submission of purchase orders without corresponding reference letters or the submission of reference letters without corresponding purchase</i> 	25

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		<p>orders will not be considered for scoring purposes, therefore points will be forfeited.</p> <ul style="list-style-type: none"> • Failure to complete and sign schedule of the Tenderer's experience will result in the bidder forfeiting these points. 	
2.	FINANCIAL CAPABILITIES	<p>Financial capability of the service provider verified through the annual financial declaration and supporting documents (e.g. income statement, balance sheet, credit facility from any large retailer/wholesaler and latest bank statement – not older than three (3) months):</p> <ul style="list-style-type: none"> • Access to finance above R500 000 = 50 points • Access to finance above R350 000 = 40 points • Access to finance above R250 000 = 30 points • Access to finance above R150 000 = 20 points • Access to finance above R 50 000 = 10 points 	50
3.	THE BIDDER MUST HAVE THE CAPACITY IN TERMS OF THE NECESSARY EQUIPMENT TO BE UTILIZED TO RENDER THE REQUIRED SERVICE EFFECTIVELY.	<p>The bidder is required to provide the following information:</p> <p>Details of the vehicle owned by the bidder i.e. types of vehicle, quantity of vehicles, proof of ownership for vehicles. or A copy of the lease/ rental agreement (minimum 36 months) for the vehicle if not owned by the bidder. The agreement should clearly indicate the types of vehicles and quantities.</p> <ul style="list-style-type: none"> • 3 and more delivery vehicles owned or leased = 15 points • 2 delivery vehicles owned or leased = 10 points • 1 delivery vehicle owned or leased = 5 points <p>NB: Please attach proof of ownership/lease agreement</p>	15
TOTAL (minimum score 75%)			90

1.4 Stage 3 – Evaluation on Preference Point System

- 1.4.1 The Department is committed to achieving the government's objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE Act and the Preferential Procurement Regulations of 2022.
- 1.4.2 The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.4.3 The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.4.4 The points for preference will be allocated to bidders in accordance with the following specific goals.

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific goals	20
Total points for Price and SPECIFIC GOALS	100

- a. A maximum of 80 points is allocated for price on the following basis:

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$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

b. Allocation of points in terms of the 80/20 preference point system.

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

c. 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	6	
Gender: Women ownership 51% or more	5	
Race: Black ownership 100%	4	
Youth ownership 51% or more	3	
People living with a Disability Ownership: 51% or more	2	
Total Points Claimed out -	20	

d. Claiming of preference points for Specific goals:

- i) Bidders will be required to submit CIPC, CSD and FICA-approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State Based Companies 100%.
- ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy/(ies) in order to claim points for specific goals on Gender: Women ownership 51% or more
- iii) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: Black ownership 100%.
- iv) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy/(ies) in order to claim points for specific goal on Youth: Youth ownership 51% or more.
- v) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder’s disability in order to claim points for specific goals on People living with a disability. Disability ownership: 51% or more

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Note: Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

1.5 Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.5.1 Resolution of Board of Directors.
- 1.5.2 Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia).
- 1.5.3 Special Resolution of Consortia or Joint Ventures.
- 1.5.4 Provide a tax status compliance pin issued by SARS.
- 1.5.5 Valid Proof of Registration on the National Treasury`s Central Supplier`s Database must be accompanying this bid.
- 1.5.6 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.5.7 Duly completed and signed SBD 1 – Invitation to Tender.
- 1.5.8 Duly completed SBD 3.1 (Pricing schedule – firm prices).
- 1.5.9 Duly completed and signed SBD 4 – Bidders Disclosure.
- 1.5.10 Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.5.11 Duly completed and signed SBD 7.1-Contract form: Purchase of goods and works.
- 1.5.12 Duly completed and signed Annexure A - Record of Addenda to tender document.
- 1.5.13 Duly completed and signed Annexure B - Proposed amendments and qualifications.
- 1.5.14 Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 1.5.15 Schedule of the Tenderer`s Experience (Particulars of Tenderers Projects).
- 1.5.16 Annual Financial Statements Declaration form.
- 1.5.17 A valid letter of good standing issued by the Department of Labour.
- 1.5.18 All returnable documents indicated under Evaluation criteria.

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LIST OF RETURNABLE DOCUMENTS

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	2 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 3.1: Pricing Schedule	6 Pages	<input type="checkbox"/>
SBD 4: Bidder’s Disclosure	2 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	4 Pages	<input type="checkbox"/>
SBD 7.1: Contract form – Purchase of goods /works	2 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration).	1 Page	<input type="checkbox"/>
Schedule of the Tenderer’s Experience (Particulars of Tenderers Projects)	5 Page	<input type="checkbox"/>
Schedule of equipment offered	1 Page	<input type="checkbox"/>

Name of Bidder	Signature	Date

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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 Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per 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 Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

- * Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners

ENTERPRISE STAMP

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RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURE

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 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 and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per 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 accept 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 choose 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) _____

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Postal Address:

_____ (code) _____

Telephone number (code): _____

Fax number (code): _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
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7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS TO BE APPOINTED IN A PANEL FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS ON "AS AND WHEN REQUIRED BASIS" FOR A PERIOD OF THREE (3) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



public works & infrastructure

Department of
Public Works & Infrastructure
Free State Province

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 tender 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:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

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

B. Mr/Mrs. /Ms.: _____

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS TO BE APPOINTED IN A PANEL FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS ON "AS AND WHEN REQUIRED BASIS" FOR A PERIOD OF THREE (3) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender 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: _____ (Code) _____

Fax number: _____

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (T) 003/2024	CLOSING DATE:	16 September 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS TO BE APPOINTED IN A PANEL FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (3) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Ms. Motibi Ralikontsane	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051 410 7542	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	ralikontsanem@fsworks.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2.	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON “AS AND WHEN NEEDED” FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIAL ON “AS AND WHEN NEEDED” FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

IMPORTANT PRICING INFORMATION:

- a) The Department to furnish the service team with access cards valid for the term of the contract. New service team members to be introduced to the Department.
- b) Cleaning materials are grouped in categories as per usage in different areas.
- c) Pricing will be based on the price of an item or packaging in a specific category.
- d) The Department will issue out task orders through calling of RFQ for a specific category of items that they have quoted for “as and when necessary”.
- e) Pricing escalation must be indicated on the pricing schedule per annum.
- f) Prices charged by the Service Provider under this contract shall not vary from the prices quoted by the Service Provider in his/her bid.
- g) The Service Provider to furnish the Department with an invoice upon fulfilment of obligations stipulated in the contract.
- h) Below is a list of cleaning materials required by the Department:

Quotes based on the following STORES:

GROUP 01: SUPPLY AND DELIVERY OF CLEANING MATERIAL FOR BLOEMFONTEIN STORE

Item No	Product / Item Description	Item Package size /unit of measure	Unit Price	Prize per item	Escalation Price	Escalation Price
				Year 1	Year 2	Year 3
KITCHEN DETERGENTS (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
1	Dish washwashing liquid (750ml)	6pp	R	R	R	R
2	Ammonia multipurpose cream (750ml)	6pp	R	R	R	R
3	Thick bleach cream (750ml)	6pp	R	R	R	R
4	Cotton cleaning rag terry dish washing cloth size (30 X 30cm)	5pp	R	R	R	R
5	Cotton cleaning rag terry dish drying cloth (large size (40 X 60cm)	5pp	R	R	R	R



6	Steel wool 500g	10pp	R	R	R	R
7	Mutton cloth roll 500g	10pp	R	R	R	R
8	Window washer soap trigger spray bottle (750ml)	6pp	R	R	R	R

TOILET DETERGENTS AND MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)

9	Disposable Plastic aprons, white	100pp	R	R	R	R
10	Scented antibacterial liquid hand soap (5l)	each	R	R	R	R
11	Black disinfectant fluid (dip) 5L	each	R	R	R	R
12	Refuse heavy duty bags, black	20pp	R	R	R	R
13	Latex examination gloves, powder free medium	100pcs	R	R	R	R
14	Latex examination gloves, powder free small	100pcs	R	R	R	R
15	Yellow large hand gloves (long) PVC, a pair	10pp	R	R	R	R
16	Yellow medium hand gloves (long) PVC, a pair	10pp	R	R	R	R
17	Yellow small hand gloves (long) PVC	10pp	R	R	R	R
18	Yellow medium hand gloves (long) heavy duty PVC	12pp	R	R	R	R
19	Yellow small hand gloves (long) heavy duty PVC	12pp	R	R	R	R
20	Yellow large hand gloves (long) heavy duty PVC	12pp	R	R	R	R
21	Pine Gel (5kg)	each	R	R	R	R
22	Toilet bowl cleaner (scented) 5l	each	R	R	R	R
23	Sanitary bin liner scented (19l fit)	100pp	R	R	R	R
24	Dust musk with elastic FFP2	20pp	R	R	R	R

FURNITURE MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)

25	Furniture polish Spray 300ml	6pp	R	R	R	R
26	Oil furniture polish (500ml)	6pp				

FLOOR DETERGENTS AND MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)

27	All-purpose floor cleaner (5l)	each	R	R	R	R
28	Oil degreaser (5l)	each	R	R	R	R
29	Hi-Lite Floor Polish 21% Polymer super instant shine (5lt)	each	R	R	R	R
30	Pad polishing 450mm red	5pp	R	R	R	R
31	Pad scrubbing 450mm black	5pp	R	R	R	R
32	Scented wax polish oil based (20l)	each	R	R	R	R
33	3 in 1 Laminate floor cleaner and polish spray (750ml)	6pp	R	R	R	R
34	3 in 1 Tile cleaner spray (750ml)	6pp	R	R	R	R

CARPET DETERGENTS (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)

35	Carpet shampoo (5l)	each	R	R	R	R
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WINDOW AND LIFTS DETERGENT (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)

36	Glass and multi surface cleaner (1l)	6pp	R	R	R	R
37	Stainless steel polish and cleaner (500ml) (lifts)	6pp	R	R	R	R

CONTRACT NO:

DPWFS (T) 003/2024

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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PESTICIDE (STRICKLY SABS APPROVED/CERTIFICATE MAY BE REQUESTED)						
(ONCE OFF YEARLY PROCUREMENT ITEMS)						
38	Insects killer spray, odourless (400ml)	12pp	R	R	R	R
39	Grain bait rats poison (500g)	10pp	R	R	R	R
40	Ants and cockroach concentrated poison (50ml)	6pp	R	R	R	R
41	Weed killer round up (15l)	each	R	R	R	R
BROOMS AND BRUSHES (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
(ONCE OFF YEARLY PROCUREMENT ITEMS)						
1	Floor scraper (100mm/4")	each	R	R	R	R
2	Extendable microfiber duster (280cm)	each	R	R	R	R
3	Ostrich feather duster long	each	R	R	R	R
4	Ostrich feather duster medium	each	R	R	R	R
5	Extendable complete window squeegee (6m)	each	R	R	R	R
6	Toilet brush set round	each	R	R	R	R
7	Complete household mop (400g)	each	R	R	R	R
8	Complete household mop sweeper	each	R	R	R	R
9	Heavy duty detachable mop head (454g)	each	R	R	R	R
10	Soft bristle household broom	each	R	R	R	R
11	Soft bristle platform heavy duty broom (450mm) (outdoor)	each	R	R	R	R
12	Complete wax applicator (1,40m)	each	R	R	R	R
13	Dust pan and brush set soft bristle	each	R	R	R	R
14	Plastic long handle scoop and whisk broom (outdoor)	each	R	R	R	R
15	Plastic trigger spray bottles, non-breakable, (1l)	each	R	R	R	R
16	Microfiber Dust Cloths green (45 x 45cm)	each	R	R	R	R
17	Microfiber Dust Cloths red (45 x 45cm)	each	R	R	R	R
18	Microfiber Dust Cloths blue (45 x 45cm)	each	R	R	R	R
19	Microfiber Dust Cloths yellow (45 x 45cm)	each	R	R	R	R
	SUB – TOTAL OF THE RATES		R	R	R	R
	15% VAT		R	R	R	R
	TOTALS FOR YEAR (1, 2 & 3)		R	R	R	R

CONTRACT NO: DPWFS (T) 003/2024
 APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR
 THE SUPPLY AND DELIVERY OF CLEANING MATERIAL ON "AS
 AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON
 BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF
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GROUP 02: SUPPLY AND DELIVERY OF CLEANING MATERIAL PHUTHADITJHABA STORE

Item No	Product / Item Description	Item Package size /unit of measure	Unit Price	Prize per item	Escalation Price	Escalation Price
				Year 1	Year 2	Year 3
				Year	Year	Year
KITCHEN DETERGENTS (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
1	Dish washwashing liquid (750ml)	6pp	R	R	R	R
2	Washing soap bar (2x200g)	6pp	R	R	R	R
3	Ammonia multipurpose cream (750ml)	6pp	R	R	R	R
4	Thick bleach cream (750ml)	6pp	R	R	R	R
5	Cotton cleaning rag terry dish washing cloth size (30 X 30cm)	5pp	R	R	R	R
6	Cotton cleaning rag terry dish drying cloth (large size (40 X 60cm)	5pp	R	R	R	R
7	Steel wool 500g	10pp	R	R	R	R
8	Mutton cloth roll 500g	10pp	R	R	R	R
TOILET DETERGENTS AND MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
9	Disposable Plastic aprons, white	100pp	R	R	R	R
10	Scented antibacterial liquid hand soap (5l)	each	R	R	R	R
11	Black disinfectant fluid (dip) 5L	each	R	R	R	R
12	Refuse heavy duty bags, black	20pp	R	R	R	R
13	Latex examination gloves, powder free medium	100pcs	R	R	R	R
14	Latex examination gloves, powder free small	100pcs	R	R	R	R
15	Yellow large hand gloves (long) PVC, a pair	10pp	R	R	R	R
16	Yellow medium hand gloves (long) PVC, a pair	10pp	R	R	R	R
17	Yellow small hand gloves (long) PVC	10pp	R	R	R	R
18	Yellow medium hand gloves (long) heavy duty PVC	12pp	R	R	R	R
19	Yellow small hand gloves (long) heavy duty PVC	12pp	R	R	R	R
20	Yellow large hand gloves (long) heavy duty PVC	12pp	R	R	R	R
21	Pine Gel (5kg)	each	R	R	R	R
22	Toilet bowl cleaner (scented) 5l	each	R	R	R	R
23	Sanitary bin liner scented (19l fit)	100pp	R	R	R	R
24	Dust musk with elastic FFP2	20pp	R	R	R	R
FURNITURE MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
25	Furniture polish Spray 300ml	6pp	R	R	R	R
26	Oil furniture polish (500ml)	6pp				
FLOOR DETERGENTS AND MATERIAL (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
27	All-purpose floor cleaner (5l)	each	R	R	R	R

CONTRACT NO:

DPWFS (T) 003/2024

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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Item No	Description	Item Package size	Price per item	Prize per item for 1 st Year	Escalation % for 2 nd Year	Escalation % for 3 rd Year
	Oil degreaser (5l)	each	R	R	R	R
28	Hi-Lite Floor Polish 21% Polymer super instant shine (5lt)	each	R	R	R	R
29	Pad polishing 450mm red	5pp	R	R	R	R
30	Pad scrubbing 450mm black	5pp	R	R	R	R
31	Scented wax polish oil based (20l)	each	R	R	R	R
32	3 in 1 Laminate floor cleaner and polish spray (750ml)	6pp	R	R	R	R
33	3 in 1 Tile cleaner spray (750ml)	6pp	R	R	R	R
CARPET DETERGENTS (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
34	Carpet shampoo (5l)	each	R	R	R	R
WINDOW DETERGENT (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED)						
35	Glass and multi surface cleaner (1l)	6pp	R	R	R	R
PESTICIDE (STRICKLY SABS APPROVED/CERTIFICATE MAY BE REQUESTED) (ONCE OFF YEARLY PROCUREMENT ITEMS)						
36	Insects killer spray, Doom/Raid odourless (400ml)	12pp	R	R	R	R
37	Grain bait rats poison (500g)	10pp	R	R	R	R
38	Ants and cockroach concentrated poison (50ml)	6pp	R	R	R	R
39	Weed killer round up (15l)	each	R	R	R	R
BROOMS AND BRUSHES (STRICKLY SANS APPROVED/CERTIFICATE MAY BE REQUESTED) (ONCE OFF YEARLY PROCUREMENT ITEMS)						
1	Floor scraper (100mm/4")	each	R	R	R	R
2	Extendable microfiber duster (280cm)	each	R	R	R	R
3	Ostrich feather duster long	each	R	R	R	R
4	Ostrich feather duster medium	each	R	R	R	R
5	Extendable complete window squeegee (6m)	each	R	R	R	R
6	Toilet brush set round	each	R	R	R	R
7	Complete household mop (400g)	each	R	R	R	R
8	Complete household mop sweeper	each	R	R	R	R
9	Heavy duty detachable mop head (454g)	each	R	R	R	R
10	Soft bristle household broom	each	R	R	R	R
11	Soft bristle platform heavy duty broom (450mm) (outdoor)	each	R	R	R	R
12	Complete wax applicator (1,40m)	each	R	R	R	R
13	Dust pan and brush set soft bristle	each	R	R	R	R

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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14	Plastic long handle scoop and whisk broom (outdoor)	each	R	R	R	R
15	Plastic trigger spray bottles, non-breakable, (1l)	each	R	R	R	R
16	Microfiber Dust Cloths green (45 x 45cm)	each	R	R	R	R
17	Microfiber Dust Cloths red (45 x 45cm)	each	R	R	R	R
18	Microfiber Dust Cloths blue (45 x 45cm)	each	R	R	R	R
19	Microfiber Dust Cloths yellow (45 x 45cm)	each	R	R	R	R
	SUB – TOTAL OF THE RATES					
	15% VAT		R	R	R	R
	TOTAL FOR YEAR (1, 2 & 3)		R	R	R	R

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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. BIDDERS'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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:

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.

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3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 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

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.

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in

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response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point

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system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	6	
Gender: Women ownership 51% or more	5	
Race: Black ownership 100%	4	
Youth ownership 51% or more	3	
People living with a Disability Ownership: 51% or more	2	
Total Points Claimed out	20	

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:

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- 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:

.....

.....

.....

.....

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1. CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

2. PART 1 (TO BE FILLED IN BY THE BIDDER)

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1.
2.
DATE	

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CONTRACT FORM - PURCHASE OF GOODS/WORKS

3. PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

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Annexure A - Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

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

Attach additional pages if more space is required.

Signature Date

Name Position

Tenderer

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Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature Date

Name Position

Tenderer

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Annual Financial Statements Declaration

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

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
 - internally independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
 - enterprise has had its financial statements audited;
name of auditor
 - enterprise is required by law to have an independent review of its financial statements
name of independent reviewer
 - enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

.....

.....

Name

Position

.....

.....

Tenderer

.....

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Schedule of the Tenderer’s Experience (Particulars of Tenderers Projects)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINT SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIAL ON “AS AND WHEN NEEDED” FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE		
Contract no:	DPWFS (T) 003/2024	Closing date:	16 September 2024
Advertising date:	16 August 2024	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

2. PARTICULARS OF THE TENDERER’S CURRENT AND PREVIOUS COMMITMENTS

2.1. **Current projects: Appointment letter(s) must be provided to buttress the information supplied below.**

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
4						
5						
6						
7						
8						
9						
10						
11						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
12						

Name of Tenderer	Signature	Date

2.2. **Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.**

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						

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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
4						
5						
6						
7						
8						
9						
10						
11						

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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
12						

Name of Tenderer	Signature	Date

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SCHEDULE OF PLANT AND EQUIPMENT

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Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

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SECTION 2:

TERMS OF REFERENCE

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TERMS OF REFERENCE

1. THE SCOPE OF WORKS FOR THE IDENTIFIED AND APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MATERIAL:

1.1 BACKGROUND

The Department of Public Works & Infrastructure is inviting service provider/(s) to supply the department with cleaning material for a period of three (03) years. The successful service provider/(s) is expected to deliver cleaning material in accordance with orders which will be issued by the department on as and when needed. Housekeeping unit has sixty (60) properties where cleaning and gardening services are rendered on daily basis. The unit is monitored by Departmental Monitoring and Evaluation Section, Risk management and 16.2 OHS and Labour Relations. In order to comply with OHS we need to avail cleaning material for our cleaners to be able to render housekeeping services effectively.

1.2 SCOPE OF WORK

1.2.1. To supply and deliver cleaning material and cleaning tools under SBD 3.1 pricing schedule as follows:

- 1.2.1.1. Regular supply of cleaning materials as per agreed schedule/request, any delays or changes to the schedule to be communicated promptly.
- 1.2.1.2. Any necessary training material or guidance on the proper use and handling of the materials provided to the Department
- 1.2.1.3. Environmentally friendly cleaning material should be considered – SANS approved
- 1.2.1.4. Any disputes arising from the supply of materials will be solved through negotiations between the two parties.
- 1.2.1.5. To deliver the correct specification and not to deviate or to deliver inferior items.
- 1.2.1.6. The duration of the contract will be for a period of thirty-six (36) months.
- 1.2.1.7. The successful bidder must possess sound knowledge, experience and proven success record.
- 1.2.1.8. The Service Provider is expected to provide high quality cleaning materials suitable for various surfaces and environments.
- 1.2.1.9. The materials provided must comply with all relevant safety and environmental regulations.
- 1.2.1.10. The successful bidder shall be obliged to sign a Service Level Agreement a month after the bid is awarded.
- 1.2.1.11. Operational Conditions:

Item no	Description	Comply		Remarks
		Yes	No	
	Service required			
1	To give quotation of the list of cleaning materials according to specification			
2	Deliver cleaning material quoted as per the order and a list of items requested.			
3	To deliver the correct (not inferior) specification as ordered and not to deviate.			
	Description of service	Yes	No	Remarks
1	To check and verify samples before quoting			

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2	To quote for the cleaning materials as per the requested specification.			
3	Delivery of requested cleaning materials as per the order.			

1.2.2. Service Levels

Service Element	Performance Standards	Priority Level	Target
To quote for the requested specification.	No failure to comply with legislation	3	100 %
Be familiar with specifications, utilization, and dosage to be utilized on a certain size in line with industrial best practices.	No failure to provide schedule and methodology	3	100 %
To provide the DPWI with Material Safety Data Sheet (MSDS) for each chemical to be supplied which includes trade name, percentage of all active ingredients, registration number, type of cleaning area as well as application method.	No failure to provide a list of product, chemical characteristic	4	100 %

1.3 DELIVERABLES

- 1.3.1. The supplier is expected to provide the agreed quantity of cleaning materials on a regular basis, as per the agreed schedule.
- 1.3.2. The supplier must provide compliance certificates and safety data sheets for all supplied materials. These documents ensure that the materials meet regulatory standards and provide necessary safety information for handling and usage.
- 1.3.3. The supplier must ensure that all supplied materials meet the required quality standards. Regular quality checks may be conducted by the purchasing company to ensure compliance.
- 1.3.4. If necessary, the supplier may provide training materials or guidance on the proper use and handling of the supplied materials to ensure effective and safe usage.
- 1.3.5. The successful bidder shall be obliged to sign a Service Level Agreement a month after the bid is awarded.
- 1.3.6. When completing the bid proposal, the bidder may not deviate from specifications provided unless allowed to do so by the Department in writing.
- 1.3.7. Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 1.3.8. Each bid, once submitted, constitutes a binding and irrevocable offer to provide the equipment on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 1.3.9. The Department may, for any reason and at any time during the evaluation process, request any bidder to supply further information and/or documentation for clarity reasons.
- 1.3.10. The final rates and/or price be negotiated with service providers who about the highest number of points for evaluation on price and preference above. The appointment of the successful service provider/s will be subject to the recommended service providers receiving appointment letter/s and entering into an agreement with the Department of Public Works and Infrastructure.
- 1.3.11. To supply and deliver cleaning material chemicals and once off yearly procurement of cleaning tools per request for a period of (03) three years.
- 1.3.12. Service provider to inform Housekeeping Office before delivery to confirm and accept items.

CONTRACT NO: DPWFS (T) 003/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SUPPLIER(S) FOR THE SUPPLY AND DELIVERY OF CEANING MATERIAL ON "AS AND WHEN NEEDED" FOR A PERIOD OF THREE (03) YEARS ON BEHALF OF THE FREE STATE PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.



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1.4 SPECIAL CONDITIONS OF THE BID

- 1.4.1. When completing the bid proposal, the bidder may not deviate from specifications provided unless allowed to so by the Department in writing.
- 1.4.2. Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 1.4.3. The General Conditions of Contract will be applicable for these bid.
- 1.4.4. The Departments commits to settling any monies due to the service provider with thirty (30) days of receiving a legitimate and genuine invoice/s for the services rendered.
- 1.4.5. The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
- 1.4.6. Any shortcoming in this specification must be identified by the bidder prior to awarding of contract. Any shortcoming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier.
- 1.4.7. The Departments commits to settling any monies due to the service provider with thirty (30) days of receiving a legitimate and genuine invoice/s for the services rendered.
- 1.4.8. The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
- 1.4.9. An appointment letter or reference letter should be attached and should be in the name of the service provider who will be conducting the service to show that the disinfection was previously conducted. No attachment will lead to a disqualification.
- 1.4.10. The General Conditions of Contract will be applicable for this bid.
- 1.4.11. Documents will be reviewed to determine compliance with tax matters and whether certificated have been submitted with the bid documents at closing date and time of bid.
- 1.4.12. All bid prices must be inclusive of 15 % Value Added Tax
- 1.4.13. The Department maintains the prerogative to verify the quality of materials delivered according to specifications.
- 1.4.14. The supplier shall ensure that all materials to be supplied comply with prescribed laws and regulations and can be utilised on daily basis with bare hands and (or) no mask on and without causing any harm on flesh and respiratory. All materials to be environmental friendly.
- 1.4.15. Each cleaning material container must be labelled with the product name, hazard symbols, safety warnings and usage instructions.
- 1.4.16. Cleaning materials must meet specific quality standards to ensure effectiveness and consistency when used.
- 1.4.17. Materials should be packed in appropriate containers that prevents leakage and storage, during transportation and storage.
- 1.4.18. Product Certification: Certificates from regulatory bodies or independent testing laboratories verifying that the cleaning materials comply with specific product standards and requirements.
- 1.4.19. Product Certification: Certificates from regulatory bodies or independent testing laboratories verifying that the cleaning materials comply with specific product standards and requirements.
- 1.4.20. Bidders must register as an employer with the Compensation Commissioner (proof to be attached).
- 1.4.21. Providing samples of cleaning materials for testing before making a purchase.

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- 1.4.22. Conduction training sessions or workshops for the end user on the proper use of materials.
- 1.4.23. Offering responsive customer service and assistance, including quick resolution of queries or concerns related to the supplied materials.
- 1.4.24. The bidder should have storage facilities for South African National Standards (SANS) approved cleaning material.
- 1.4.25. All cleaning materials should be environmental friendly, dermatologically and hygienically approved.
- 1.4.26. The bidder to supply the department with cleaning material which are in line with the specification.
- 1.4.27. The bidder to avail own staff during delivery for offloading purposes.
- 1.4.28. The bidder should bring samples for final check before delivery.
- 1.4.29. The supplier should deliver in accordance with specification packaging.
- 1.4.30. The bidder must make delivery between 10am and 13pm during working hours.

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**SECTION 3:
CONTRACT DATA
GENERAL CONDITIONS OF CONTRACT**