

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA14-2023	CLOSING DATE:	27 OCTOBER 2023	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES TO TWENTY (20) DEPARTMENT OF HOME AFFAIRS' (DHA) BUILDINGS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BROWN WOODEN BID BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Dikeledi Nchaup Ngobile Chonco		CONTACT PERSON	Madimetja Mafafo	
TELEPHONE NUMBER	(012) 406 7166 (012) 406 2789		TELEPHONE NUMBER	(012) 406 4017	
E-MAIL ADDRESS	Dikeledi.Nchaup@dha.gov.za Ngobile.chonco@dha.gov.za		E-MAIL ADDRESS	Madimetja.Mafafo@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<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 2022, 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 / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

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

DATE:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

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

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

Conditions of the Tender

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

Cost of Bidding

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

Content of Tender Documents

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

Clarification of Tender Documents

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

1.24. Briefing session.

No briefing session will be held.

Amendment of Tender Documents

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

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

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

2. PREPARATION OF BIDS

Language of Bid

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

Documents Constituting the Bid

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

a) Technical Bid, including:

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

vii. Letter of Authority

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

viii. Completed Technical Specification Document

b) Financial Bid, comprising:

- i. Price Schedule & Professional services (SBD 3.3)
- ii. Preferential points specific goals

Bid Prices

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

Period of Validity of Bids

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

Format and Signing of Bid

- 2.10 The Bidder shall prepare one Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from the original hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**
- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs
230 Johannes Ramokhoase Street
Pretoria
0001

- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

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

Late Bids

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

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

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

Preliminary Examination

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

Evaluation and Comparison of Bids

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

Contacting the Department

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

4. AWARD OF CONTRACT

Post qualification

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

Department's right to vary Quantities at Time of Award

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

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

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;
 - Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 - Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

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

- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

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

Termination of Service

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

Unsatisfactory Performance

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

Assignment

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



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA14-2023

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES TO TWENTY (20) DEPARTMENT OF HOME AFFAIRS' (DHA) BUILDINGS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE AND TIME OF BID:

27 October 2023 at 11h00

NO BRIEFING SESSION WILL BE HELD

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

OBJECTIVES

1. The objective (aim) of this tender is:
 - To invite bids from suitable service provider(s) to provide cleaning services to the following twenty (20) Department of Home Affairs (DHA) buildings for a period of thirty-six (36) months:
 - Hallmark Building
 - BVR
 - Centre Walk
 - FSI
 - Passport Factory
 - Brits Archives Storage Facility
 - Rosslyn Records Facility
 - Heyvries Storage Facility
 - Desmond Tutu Refugee Reception Centre
 - Musina Refugee Reception Centre
 - Durban Refugee Reception Centre
 - Port Elizabeth Refugee Reception Centre
 - Cape Town Refugee Reception Centre
 - Cape Town Harbour (Cowries Place)
 - Cape Town International Airport
 - Lanseria International Airport
 - Saldanha Bay
 - DHA Church Square Digitisation Facility
 - DHA Silverton 1 Digitisation Facility
 - DHA Silverton 2 Digitisation Facility

BACKGROUND

2. The service is required in twenty 20 buildings mentioned on the table below:

No.	BUILDING	ADDRESS	SIZE OF THE BUILDING
1.	Hallmark Building Estimated number of staff members is 3800	230 Johannes Ramokhoase Street, Pretoria	25 388.58m ²

DHA14-2023

No.	BUILDING	ADDRESS	SIZE OF THE BUILDING
	Number of visitors in the building: At an average of 6000 visitors per month		
2.	BVR Estimated staff members is 2800	184 Jeff Masemola St, Pretoria	39 477.45m ²
3.	Centre Walk Estimated staff members is 15 At an average of 200 visitors per month	266 Pretorius Street, Pretoria	170m ²
4.	FSI Building Estimated staff members of 20 An average of 40 visitors per month	909 Arcadia Street Hatfield Pretoria	3 800m ²
5.	Passport Factory Estimated staff members of 30 An average of 80 visitors per month	83 Visagie Street Pretoria	4 700m ²
6.	Brits Archives Storage Facility Estimated staff members is 65 At an average of 300 visitors per month	3 Piet Pretorius Street Extention 14 Brits	11 810 m ²
7.	Roslyn Records Storage Facility Estimated staff members is 35 At an average of 100 visitors per month	12 Piet Rautanbach Stand 86 Rosslyn	16 946 m ²
8.	Heyvries Records Storage Facility: Estimated staff members of 15 At an average of 80 visitors per month	366 Francis Baard (Schoeman) Street Pretoria	4 528m ²
9.	Desmond Tutu Refugee Reception Centre Estimated staff members is 150 At an average of 10 000 visitors per month	352 Eskia Mphahlele Drive Pretoria 0001	3 825m ²
10.	Musina Refugee Reception Centre Estimated staff members is 49 At an average of 19 000 visitors per month	08 Harold Street, Musina 0900	1 524m ²
11.	Durban Refugee Reception Centre Estimated staff members is 49 At an average of 19 000 visitors per month	137 Che Guevara Road Glenwood Durban	1 213m ²
12.	DHA Church Square Digitisation Facility Estimated staff members is 1000 At an average of 200 visitors per month	SAPO Post Office Cnr Bosman and Madiba Street Pretoria	3 962m ²

DHA14-2023

No.	BUILDING	ADDRESS	SIZE OF THE BUILDING
		0001	
13.	Port Elizabeth Refugee Reception Centre Estimated staff members of 45 At an average of 9000 visitors per month	2 Gibaud Road, Lakeside Business Park: North End, Port Elizabeth	2 381m ²
14.	Cape Town Refugee Reception Centre Estimated staff members is 52 At an average of 8000 visitors per month	Wanga Building 12 Greenville Avenue Epping 1 Cape Town	2 971m ²
15.	Cape Town Harbour (Cowrie Place) Estimated staff members of 12 At an average of 2600 visitors per month	Old Duncan Road, Port of Entry Control Centre, Cape Town Harbour 8001	3 519m ²
16.	Saldanha Bay Estimated staff members is 28 At an average of 300 visitors per month	Transnet National Ports Authority Port of Saldanha Bay Iron ore Terminal Cape Town	111 m ²
17.	Cape Town International Airport Estimated staff members is 20 At an average of 200 visitors per month	International Arrivals Hall Terminal 1 Cape Town International Airport	160 m ²
18.	Lanseria International Airport Estimated staff members is 15 At an average of 150 visitors per month	Lanseria International Airport Phelindaba Road Main Terminal Building	360 m ²
19.	DHA Silverton 1 Digitisation Facility Estimated number of staff members is 700 At an average of 200 visitors per month	Moretela and James Drive Silverton	4 257m ²
20.	DHA Silverton 2 Digitisation Facility Estimated number of staff members is 700 At an average of 200 visitors per month	Moretela and James Drive Silverton	10062m ²

SCOPE AND EXTENT OF THE TENDER

- The successful bidder will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:

- To provide total number of one hundred and sixty-four **(164)** cleaners and twelve **(12)** supervisors to render day-to-day cleaning services in the buildings stated in **Annexure B**.
- To deploy and distribute cleaners to various buildings as contracted.
- To render cleaning service to offices listed in paragraph 2, noting that head office cleaning services will be done in conjunction with permanent DHA cleaning staff.
- To provide monitoring and supervision of cleaning services in the buildings.

SPECIAL CONDITIONS OF CONTRACT

4. To achieve the above, the successful bidder will be required to meet the following requirements:
- Provide day-to-day cleaning service in a courteous and professional manner.
 - Work eight (8) hours per day Monday to Friday.
 - Manage internal disputes among his/her staff members such as that Home Affairs is not affected by those disputes.
 - Comply with Home Affairs security and all other policies, procedures, and regulations.
 - Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning services.
 - Provide and display warning sign when cleaning is in progress
 - Not use equipment, utensils or chemicals that may damage property, persons, or other contents in the offices.
 - Not use poisonous or highly inflammable substances without the written consent of Home Affairs.
 - Ensure that all work performed and all equipment used on site is in compliance with the Occupational Health Safety Act no.85 of 1993 and any regulations promulgated in terms of this Act.
 - Provide and keep cleaning equipment in good working condition at all times
 - Refill, empty, and clean machines and equipment only at designated places.
 - Provide cleaners with a uniform and identity which states the name of the service provider(s).
 - Provide cleaners with personal protective clothing
 - Ensure that Home Affairs is informed of any replacement or removal of staff.
 - Ensure that the Health and Safety of work environment is adhered to.
 - **Ensure that cleaning materials/consumables are provided at all times and when necessary.**
 - Ensure that the team responsible for cleaning of offices must be always be managed by the supervisor(s).
 - Comply with all laws and regulations of the department
 - During the change of building lease conditions, the number of cleaners may be affected by these changes and successful bidder must take note of this.
 - The number of cleaners and supervisors can change from time to time, based on the departmental needs however the price per cleaner and supervisor should remain as tendered.

- Attach a breakdown which will state all cost drivers. Labour cost should not be below the approved sectoral wage determination as determined by the Department of Employment and Labour. The breakdown must be indicated in **Annexure A**.
 - **No other template will be accepted and failure to complete Annexure A in full will result in a disqualification.**
- Bidders who will be bidding for more than one area must complete and submit separate bid documents and attach pricing schedules for the area bidding for. **The following are the names of bidding areas:**
 - Hallmark Building
 - BVR
 - Centre Walk
 - FSI
 - Passport Factory
 - Brits Archives Storage Facility
 - Rosslyn Records Facility
 - Heyvries Storage Facility
 - Desmond Tutu Refugee Reception Centre
 - Musina Refugee Reception Centre
 - Durban Refugee Reception Centre
 - Port Elizabeth Refugee Reception Centre
 - Cape Town Refugee Reception Centre
 - Cape Town Harbour (Cowries Place)
 - Cape Town International Airport
 - Lanseria International Airport
 - Saldanha Bay
 - DHA Church Square Digitisation Facility
 - DHA Silverton 1 Digitisation Facility
 - DHA Silverton 2 Digitisation Facility
- The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
- The Department of Home Affairs may conduct site visits and inspections during the finalization of the award.
- Bidders should place pricing schedule in separate envelope marked as envelope two with the name of service provider.
- **The bid specification must indicate that the cleaning material cost is a pass through cost.**
- Service provider(s) must be in possession of the following competency:
 - Experience in provisioning of cleaning service commercial building.

Home Affairs Shall:

- Manage the contract in a professional manner.
- Monitor the service provider(s) if he/she pays his/her staff in line with the Sectoral Determination 1: Contract Cleaning Sector and takes steps against the service provider(s) if there is no-compliance.
- Not accept any responsibility for any damages suffered by the service provider(s) or their staff for the duration of the contract.
- Not be involved in the management of unfair labour practices between service provider(s) and his/her staff that happen during the execution in the project activities.
- Provide storage facility for cleaning equipment and materials where possible.
- If necessary, request the withdrawal of staff member/cleaner if he/she poses a threat to Home Affairs or he/she is found not to be performing his/her duties satisfactory.
- The Conduct security vetting (screening) on all service provider s employees who will be rendering the services. Service provider s employees that result in negative security vetting outcome shall not be allowed to be part of the service provider deployed team in DHA buildings.

Note:

National Treasury SCM instruction Note 4A of 2016-2017 Central Supplier Database.

All prospective suppliers interested in pursuing opportunities within South African Government are encouraged to self-register on the Central Supplier Database.(www.csd.gov.za).

The CSD report must be attached to the bid document

TENDER DELIVERABLES / OUTPUTS

5. The primary deliverables to be achieved.
 - The service provider(s) shall provide quality cleaning services for a period of thirty-six (36) months.
 - General Conditions of the Contract (GCC) as set out by National Treasury shall apply in this bid.
 - The contract shall be managed by Directorate Property and Facilities Management.
 - Service provider(s) shall report to the various respective office Managers.
 - The details of the service provider's contact person must be stated in the proposal on the letter of authority as per paragraph "2.2. a) vii. Letter of Authority" on the tender document under instruction to bidders.
 - Management of the service provider(s) must conduct inspections in buildings and provide a report once a month to Home Affairs.
 - Operational meeting with the Home Affairs must be conducted once a quarter and minutes of such meeting must be kept.
 - The contract is for the duration of thirty-six (36) months.

- Service provider(s) shall submit invoices together with the attendance register of the cleaning staff on or before the 7th of each month for the service rendered on the previous month.
- Home affairs will make payment within 30 days of receipt of valid invoice.
- The successful service providers will submit invoice for equal number of cleaners and supervisor actual deployed in that particular proceeding month.

LOGISTICS AND TIMING

- **Project location(s):**
 - Hallmark Building, BVR, Centre Walk, FSI, Passport Factory, Brits Archives Storage Facility, Rosslyn Records Facility, Heyvries Storage Facility, Desmond Tutu Refugee Centre, Musina Refugee Centre, Durban Refugee Reception Centre, Port Elizabeth Refugee Reception Centre, Cape Town Refugee Reception Centre, Cape Town Harbour (Epping), Cape Town International Airport, Lanseria International Airport, Saldanha Bay Harbour, DHA Church Square Digitisation Facility, DHA Silverton 1 Digitisation Facility, DHA Silverton 2 Digitisation Facility.
 - **The bid proposal must be submitted at the Head Office: Hallmark building, 230 Johannes Ramokhoase Street, Pretoria.**
- **Expected commencement date:**
 - The contract will commence after the awarding of the tender, upon the receipt of the signed acceptance letter and signed SBD7.2 from the awarded service provider/s.
- **Project Period:**
 - The services will be required for a period of thirty-six (36) months from the commencement date.
- **Bid Proposal:**
 - The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
 - ✓ The bidding company's profile,
 - ✓ The pricing information as per **Annexure A**.
 - ✓ Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
 - Bid documents may either be submitted through a courier services or hand delivered to the brown wooden bid box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the brown wooden bid box by the closing time and date.**

- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
- ✓ One (1) original technical bid document;
 - ✓ One (1) original financial bid document and;
 - ✓ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

FEE STRUCTURE

6. All-inclusive costs plus VAT for the period of thirty-six (36) months. The **ANNEXURE A** pricing schedule must be completed in full for the office/s that the service provider is bidding for.

Note: Failure to complete Annexure A in full will result in disqualification.

EVALUATION STAGES

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

Stage	Description	Applicable for this bid
Stage 1A	Briefing session	No
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Pre-qualification criteria evaluation	Yes
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price / Specific goals	Yes

Stage 1A: Briefing session

- No briefing session will be held. All queries will be handled through emails indicated on the SBD 1 as per paragraph 1.23 of the tender document under instruction to bidders.

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

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	

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

Stage 2: Pre-qualification criteria

- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.
- Service provider(s) must indicate their compliance with the following pre-qualification requirements as required by the Department and provide proof. Failure to submit proof requested will invalidate the bid.

Pre-qualification Requirement	Comply	Do not comply
Bidder must have capacity to provide cleaning services in the identified office(s) bidding for.		
EVIDENCE: Signed and dated letter from the Bidder confirming that they have the capacity to provide cleaning services in the identified office/s bidding for.		

Stage 3: Mandatory requirements evaluation

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

Mandatory Requirement 1	Comply	Do not comply
The bidder must comply with the Compensation for Occupational Injuries and Diseases Act (COIDA)		
EVIDENCE: Proof of valid Letter of good standing with Compensation for Occupational Injuries and Diseases Act (COIDA) issued by the Compensation Fund.		

Mandatory Requirement 2	Comply	Do not comply
The bidder must be registered with the Unemployment Insurance Fund (UIF)		
EVIDENCE: Proof of valid UIF compliance certificate (tender letter) issued by the Compensation Fund.		

Stage 4: Functionality requirements evaluation

- The technical proposal will be evaluated out of 100 points with a threshold of 70 points.
- Bidders that score less than minimum of 70 points will be disqualified.
- Bidders must score a minimum of 70 points on functionality to qualify for further evaluation on price and preference points.

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
1.	Company relevant experience in the provision of commercial cleaning services: <ul style="list-style-type: none"> ➤ No relevant information = 0 ➤ 1 Reference letter = 10 ➤ 2 Reference letters = 20 ➤ 3 Reference letters = 30 ➤ 4 Reference letters = 40 ➤ 5 Reference letters = 50 	Contactable reference letter(s) (on a company letterhead) indicating acceptable/satisfactory level of performance.	50	
2.	Company relevant commercial square meters cleaned: <ul style="list-style-type: none"> ➤ 0 - 9999 or no information = 0 ➤ 10000-19999 =5 ➤ 20000-29999=10 ➤ 30000 - 39000=15 ➤ 40000 - 49999= 20 ➤ 50000 and above = 25 	Contactable reference letter(s) (on a company letterhead). The said letter must indicate the square meters cleaned).	25	
3.	Company relevant years of experience in the provision of commercial cleaning services <ul style="list-style-type: none"> • Less than 1 year or no information = 0 • 1 year = 5 • 2 years =10 • 3 years =15 • 4 years = 20 	Contactable reference letter(s) (on a company letter). The said letter must indicate the start and end date of the service)	25	

DHA14-2023

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
	<ul style="list-style-type: none"> 5 years and more = 25 			
TOTAL			100	

Stage 5: Price and Specific goals

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable and will be calculated with a rand value up to R50 million (all applicable taxes included).
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a rand value up to R50 000 000.00, the 80/20 system shall be applicable and will be calculated as follows:

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

Specific goals	20	Evidence
HDI	10	A valid B-BBEE certificate showing at least 51% black ownership
Women	7	A valid B-BBEE certificate showing at least 40% women ownership
Disability	3	A doctor's note confirming disability

ANNEXURE A (Pricing schedule)

- **The Bidder must remunerate its employees in line with Sectorial wage determination and make provision for leave, bonuses and other employment benefits.**
- The total price must be for the provision of cleaning services and must include Labour cost, cleaning material, consumables, cleaning equipment, mark up, provision for CPI increases and any other relevant costs for the 36 months' period. **The only adjustment that will allowed be on the hourly rates for the workers as per the Sectoral Determination 1: Contract Cleaning Sector.**
- The **ANNEXURE A** pricing schedule must be completed in full for each building that the service provider is bidding for.
- **The total vat inclusive bid price to be indicated in the SBD3.3 form.** The price offer must be for the three years' period and must include all cost drives in arriving to the total vat inclusive price.
- **Please note that the number of cleaners, supervisors and the estimated quantities will change from time to time when necessary.**
- **The successful service provider(s) will submit invoice for equal number of cleaners and supervisor actually deployed in that particular proceeding month. The Department will deduct money from the service provider if failed to make provision for the absent staff member. It is the service provider's responsibility to make provision for replacing cleaners that cannot come to work.**

ANNEXURE A: BUDGET BREAKDOWN FOR PRETORIA BUILDINGS AND SURROUNDING

Hallmark, BVR, Centre Walk, FSI, Passport Factory, Brits Archives Storage Facility, Rosslyn Records Storage Facility, Heyvries Record Storage Facility, Desmond Tutu Refugee Reception Centre and Lanseria International Airport.

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 98 cleaners		

COST OF LABOUR FOR SUPERVISOR (S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 5 supervisors		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 98 cleaners		
Total cost of 5 supervisors		
Other (Mark up, vat , material, equipment, PPE etc.)		
Total Price		

ANNEXURE A: BUDGET BREAKDOWN FOR MUSINA REFUGEE RECEPTION CENTRE

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 4 cleaners		

COST OF LABOUR FOR SUPERVISOR(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 1 supervisor		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 4 cleaners		
Total cost of 1 supervisor		
Other (Mark up, vat, material, equipment, PPE etc.)		
Total Price (indicate on SBD 3.3)		

ANNEXURE A: BUDGET BREAKDOWN FOR PORT ELIZABETH REFUGEE RECEPTION CENTRE

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 4 cleaners		

COST OF LABOUR FOR SUPERVISOR(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 1 supervisor		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 4 cleaners		
Total cost of 1 supervisor		
Other (Mark up, vat , material, equipment, PPE etc.)		
Total Price (indicate on SBD 3.3)		

ANNEXURE A: BUDGET BREAKDOWN FOR CAPE TOWN BUILDINGS AND SURROUNDING

(Cape Town Refugee Reception Centre, Cape Town Harbour (Epping), Cape Town International Airport, and Saldanha Bay Harbour)

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 16 cleaners		

COST OF LABOUR FOR SUPERVISOR(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 2 supervisors		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 16 cleaners		
Total cost of 2 supervisors		
Other (Mark up, vat, material, equipment, PPE etc.)		
Total Price (indicate on SBD 3.3)		

ANNEXURE A: BUDGET BREAKDOWN FOR DURBAN REFUGEE RECEPTION CENTRE

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 4 cleaners		

COST OF LABOUR FOR SUPERVISOR(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 1 supervisors		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 4 cleaners		
Total cost of 1 supervisor		
Other (Mark up, vat ,material, equipment, PPE etc.)		
Total Price (indicate on SBD 3.3)		

ANNEXURE A: BUDGET BREAKDOWN FOR DHA DIGITISATION FACILITIES

(DHA Church Square Digitisation Facility, DHA Silverton 1 Digitisation Facility and DHA Silverton 2 Digitisation Facility)

HOURLY RATES – (must be in line with the Sectoral Determination 1: Contract Cleaning Sector) Failure to comply will result in disqualification

ITEM	Hourly rates Area A	Hourly rates Area B	Hourly rates Area C
Hourly rate per cleaner			
Hourly rate per supervisor			

COST OF LABOUR FOR CLEANER(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per cleaner		
Total cost of 38 cleaners		

COST OF LABOUR FOR SUPERVISOR(S)

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost per supervisor		
Total cost of 2 supervisors		

FINAL PRICE FOR COMPARISON

ITEM	COST PER MONTH (VAT INCLUSIVE)	COST FOR 36 MONTHS (VAT INCLUSIVE)
Total cost of 38 cleaners		
Total cost of 2 supervisors		
Other (Mark up, vat , material, equipment, PPE etc.)		
Total Price (indicate on SBD 3.3)		

ANNEXURE B:**ALLOCATION OF SUPERVISORS AND CLEANERS**

No	BUILDING	PROPOSED NUMBER OF SUPERVISORS	SHARED SUPERVISOR	PROPOSED NUMBER OF CLEANERS
1.	Hallmark Building	1	Supervisor will be supervising 01 and 03,08	21
2.	BVR	1	Supervisor will be supervising 02,04,05,	23
3.	Centre Walk	0	Hallmark Supervisor	1
4.	FSI Building	0	BVR Supervisor	2
5.	Passport Factory	0	BVR Supervisor	1
6.	Brits Archives Storage Facility	1	No sharing	14
7.	Rosslyn Records Facility	1	No sharing	12
8.	Heyvries Storage Facility	0	Hallmark Supervisor	2
9.	Desmond Tutu Refugee Centre	1	No sharing	20
10.	Musina Refugee Centre And	1	No sharing	4
11.	Port Elizabeth Refugee Reception Centre	1	No sharing	4
12.	Cape Town Refugee Reception Centre	1	No sharing	9
13.	Cape Town Harbour (Epping)	1	No sharing	3
14.	Cape Town International Airport	0	No sharing	2
15.	Lanseria International Airport	0	No sharing	2
16.	Durban Refugee Reception Centre	1	No sharing	4
17.	Saldanha Bay Harbour	0		2
18.	DHA Church Square Digitisation Facility	1	No sharing	16
19.	DHA Silverton 1 Digitisation Facility	1	Supervisor will be supervising 19 and 20	8
20.	DHA Silverton 2 Digitisation Facility	0	DHA Silverton 1 Digitisation Facility	14
Grant Total of Supervisors and Cleaners		12		164

ANNEXURE C: CLEANING MATERIALS FOR ALL OFFICES

Note: The bidder will be required to ensure that the following cleaning materials are provided for all the offices for day-to-day cleaning.

No.	Item
1.	Bleach Thick
2.	Deo block
3.	Dish washing liquid soap
4.	Disposable hand paper towel
5.	Floor stripper
6.	Furniture oil polish
7.	Furniture spray polish
8.	Liquid floor polish
9.	Liquid hand soap
10.	Multipurpose cleaning cream detergent
11.	Pine gel
12.	Refuse bag (heavy duty)
13.	Toilet air freshener
14.	Toilet bowl cleaning detergent
15.	Cleaning sponge scourers
16.	Dust Masks
17.	Carpet cleaning detergent

Note: Only SABS approved products to be used.

ANNEXURE D: MINIMUM SERVICE LEVELS: PUBLIC AREAS AND OFFICES:**Note: Supervisors must have written cleaning and hygiene protocols for their respective building**

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Floors- Ceramic/Porcelain tiles	Sweep with broom	Daily
	Mop with water and appropriate tile cleaning detergent	
	Scrub with appropriate tile stripper and industrial scrubbing machine	
Floors-Carpets	Sweep carpets with carpets broom	Weekly
	Vacuum carpets floors with industrial vacuum cleaner	
	Wash marks on the carpets	
	Deep Cleaning of Carpets	
Floors-Vinyl tiles	Sweep with broom	Daily
	Mop with water and appropriate tile cleaning detergent	
	Scrub with appropriate tile stripper and industrial scrubbing machine	
	Polish with Hi-shine and industrial polisher	
Floors-Wooden floors	Sweep with broom	Daily or when necessary
	Mop with water and appropriate tile cleaning detergent	
Rails	Wash with water and appropriate cleaning detergent and wipe shine them	Weekly
	Vacuuming of rails	
Glass Doors Glass Windows Glass Partitions	Clean glass areas with appropriate cleaning detergent and shine them	Daily
Office Dustbins	Empty office dustbins.	Daily
Bathroom and kitchen	Clean and empty bins in the bathrooms and kitchens.	Twice per day
Toilet paper and hand towel rolls	Replenish toilet paper and hand paper towel rolls (toilet paper and hand paper towel rolls to be provided by the Department).	When necessary
Cleaning materials/ Hygiene consumables	Replenish/ replace/ refill cleaning materials/ hygiene consumables.	When necessary

ANNEXURE D: MINIMUM SERVICE LEVELS: RECORDS STORAGE AREAS**Note: Supervisors must have written cleaning and hygiene protocols for their respective building**

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Storage Shelving Cabinets	Remove dust, debris and loose particles on the shelves with damp cloth	Weekly
Records Boxes	Vacuum and clean boxes with light damp cloth	Monthly
Storage Walls	Remove dust with vacuum and wash walls with damp cloth	Monthly
Cleaning of Windows	Clean windows using household window wiper	Quarterly for arm length windows
	Scrub with appropriate tile stripper and industrial scrubbing machine	

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DHA14-2023
CLOSING TIME 11:00	CLOSING DATE: 27 OCTOBER 2023

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

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

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

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

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

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

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

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE)	20
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

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 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 the and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10	A valid B-BBEE certificate showing at least 51% Black ownership	
Women	7	A valid B-BBEE certificate showing at least 40% Women ownership	
Disability	3	A doctor's note confirming disability	

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:

.....

.....

.....