

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

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9

Project title:	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9
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Bid no:	CPTYT 12/22		
Advertising date:	21/09/2022	Closing date:	14/10/2022
Closing time:	11H00	Validity period:	60 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

1.	<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
2.	<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents.
3.	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference points claim form in terms of the Preferential Procurement Regulations 2017.
4.	<input type="checkbox"/>	Compliance to Local Production and Content requirements as per PA36 and Annexure C
5.	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD)
6.	<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
7.	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
8.	<input checked="" type="checkbox"/>	Fully completed pricing schedule and submission of PA32
9.	<input checked="" type="checkbox"/>	<p>Tenderers to comply with the pre-qualification criteria on paragraph 11.3 (level 1 or 2) for Preferential Procurement as follows:</p> <p>a) A valid copy of the bidder's BBB-EE certificate OR</p> <p>b) A valid copy of the bidder's "Sworn Affidavit" attested by the commissioner of Oath as prescribed by the BBB-EE Codes of Good Practice.</p> <p>The Date of deponent and date of Commissioner of Oath must correspond or be the same; financial year end must be indicated, according to The Broad-Based Black Economic Empowerment Practice Guide 01 Of 2018, Determining The Validity of a Broad-Based Black Economic Empowerment Verification Certificate, B-BBEE Certificate and Sworn Affidavit paragraph 17(i)</p> <p>c) A valid copy of BBB-EE issued by the DTI will be accepted</p> <p>d) A valid copy of a BBB-EE Verification Certificate / a sworn affidavit and a BBB-EE Certificate issued by the Companies and Intellectual Property Commission (CIPC) will be accepted</p> <p>e) A trust, consortium or joint venture must submit a consolidated BBB-EE status Level Certificates together with the bids. Failure to submit the consolidated BBB-EE will lead to disqualification of the bid.</p> <p>NB: Failure to submit any of the above will result in disqualification of bids as this is a pre-qualification criteria.</p>
10.	<input checked="" type="checkbox"/>	Submission of DPW09 (EC), Particular of Tenderer's Projects
11.	<input checked="" type="checkbox"/>	Attendance of a compulsory site briefing meeting (DPW16)

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.
4	<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
5	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
6	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
7	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.
8	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
9	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
10	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
11	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
12	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input checked="" type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;

This bid will be evaluated according to the preferential procurement model in the PPPFA:
(Tick applicable preference point scoring system)

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

Note: Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Minimum functionality score to qualify for further evaluation:	50
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Functionality criteria:	Weighting factor:
<p>1..WORK EXPERIENCE</p> <p>The bidder must demonstrate adequate experience to have successfully managed projects of cleaning services in the last five (5) years (from 2017 - 2022) with a minimum contract value of R 500 000 accumulatively. Only projects completed prior to the closing date will be considered.</p> <p>The bidder must attach appointment letter(s) or purchase order(s) with reference letter(s) from the employer with a clear project description, contract value and contract duration.</p> <p>The proof submitted in this category must be aligned to the list of projects submitted on the DPW-09. Failure to provide information on the DPW-09 or provide information regarding the bidder's experience will lead to no scoring of points in this criteria.</p> <p>The projects listed on the DPW-09 will be used to score the bidder on quality.</p> <p>5 projects = 5 points 4 projects = 4 points 3 projects = 3 points 2 projects = 2 points 1 projects = 1 points</p>	40
<p>2.QUALITY / PERFORMANCE EVALUATION</p> <p>References listed on the DPW-09 will be used to obtain the quality of work. Bidders must provide contactable references (inclusive of contact person and his/her contact details). The bidder must forward/submit the standard template (PQ-002) attached in the tender document to the referees to complete as listed on the DPW09 and it must be signed and stamped. The duly completed, signed and stamped PQ-002 form must be attached to the tender document and submitted on/or before closing date.</p> <p>(The projects submitted for experience, quality / PQ-002 must correspond with projects listed on the DPW-09).</p> <p>The bidder must submit quality form for each project listed on the DPW-09. If the bidder submit more than one quality form with different ratings an average will be used to score the bidder in this category.</p> <p>Failure to submit quality forms (PQ-002) will lead to no scoring of points in this criteria.</p> <p>a) Excellent references 5 points b) Good references 4 points c) Fair references 3 points d) Average references 2 points e) Poor references 1 point</p>	30

3.Resources: Machinery and Equipment The bidder must provide valid proof of ownership (signed asset register by accountant/auditor or invoice(s) signed and stamped) of all machinery and equipment or letter of intent to lease or buy. The machinery or equipment submitted as owned or leased by the bidder will be verified at evaluation stage prior an award is made. Scoring: - Proof of ownership = 5 points - Letter of intent to lease or buy = 3 points	30
Total	100 Points

Subject to sub-regulation 6(2) and /or 7(2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6(2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) and 7(1) respectively
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act

COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- ☒ Alternatively; Bid documents may be collected during working hours at the following address CUSTOMS HOUSE BUILDING , FORESHORE,CAPE TOWN. A non-

refundable bid deposit of R 300 is payable, (Cash only) is required on collection of the bid documents.

- ☒ A **compulsory** pre bid meeting with representatives of the Department of Public Works will take place at George Magistrate Court on 05/10/2022 starting at 11H00. Venue George Magistrate Court. *(if applicable)*

ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

DPW Project Leader:	Mr Glen Smit	Telephone no:	021 402 2128
Cell no:	076 413 6749	Fax no:	
E-mail:	glen.smit@dpw.gov.za		

DEPOSIT / RETURN OF BID DOCUMENTS:


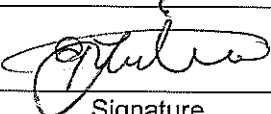

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 9027 CAPE TOWN 8000 ATTENTION: PROCUREMENT SECTION: ROOM 941 <i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i>	OR	DEPOSITED IN THE TENDER BOX AT: Ground Floor Main Entrance Customs Building Cape town 8000
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COMPILED BY:

 Name of Project Leader	 Signature	 Capacity	20/09/2022 Date
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PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9		
Project Leader:	Mr G Smit	Bid / Quote no:	CPTYT 12/22

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

[illegible]

Name of Bidder	Signature	Date

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CPTYT 12/22	CLOSING DATE:	14/10/2022	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor Main entrance at Customs House Building					
OR POSTED TO:					
PRAVITE BAG X 9027					
Customs House Cape town 8000					
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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR DETAILS:			
		NAME:			
		REGISTRATION NUMBER:			
	BUSINESS ADDRESS:				
				
				
				
				
	TELEPHONE NUMBER:.....				
	E-MAIL ADDRESS:.....				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <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 ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> <p>2. TAX COMPLIANCE REQUIREMENTS</p> <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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

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

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

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....
.....

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

YES / NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

_____ (project description as per Bid / Tender Document)

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

2. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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



15			
16			
17			
18			
19			
20			

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

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

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

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

(Project description as per Bid /Tender Document)

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

2. *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Note:

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

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ (place)

on _____ (date)

RESOLVED that:

RESOLVED that:

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

(Project description as per Bid /Tender Document)

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

B. *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)
and who will sign as follows: _____

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

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

- D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.
- E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.
- F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.
- G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

Note:

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- 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. The value of this bid is estimated to ~~Not Exceed~~ R50 000 000 (all applicable taxes included) and therefore the... 80/20system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	<u>80</u>
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	<u>20</u>
Total points for Price and B-BBEE must not exceed	100
1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	
1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.	

Preference Points Claim for Bids: PA-16

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **"consortium or joint venture"** 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;
- (h) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **"non-firm prices"** means all prices other than "firm" prices;
- (m) **"person"** includes a juristic person;
- (n) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under



Preference Points Claim for Bids: PA-16

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

Preference Points Claim for Bids: PA-16

P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

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

For Internal Use

Effective date April 2017

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(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

Preference Points Claim for Bids: PA-16

5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

- Manufacturer
 Supplier
 Professional service provider
 Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	Provision of Cleaning Services: Area 9: Term Contract 36 months		
Bid no:	CPTYT 12/22	Reference no:	

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

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.

Name of Bidder	Signature	Date	Position

³ 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.

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

Project title:	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9		
Tender / quotation no:	CPTYT 12/22	Closing date:	14/10/2022
Advertising date:	21/09/2022	Validity period:	60 days

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

1.1. Current projects

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

Tender no:

1.2. Completed projects

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

Name of Tenderer	Signature
	Date

PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer ☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

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

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS: AREA 9		
Tender no:	CPTYT 12/22	Reference no:	
Closing date:	14/10/2022		

This is to certify that I, _____ representing
_____ in the company of
_____ visited the site on: **05/10/2022**

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

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

CLEANING CONTRACTS – AREA 9



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

TENDER NO: CPTYT 12/22

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE

PROVISION

OF

CLEANING SERVICES

IN THE

WESTERN CAPE

FOR A

PERIOD OF 36 MONTHS

AREA 9:

CLEANING CONTRACTS – AREA 9

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CONTRACT CLEANING SERVICES FOR A PERIOD OF 36 MONTHS

AREA 9	MAGISTRATE COURTS
	Thembaletu magistrate court Great Brak periodic magistrate court Still Bay periodic magistrate court Albertinia magistrate court George magistrate court Uniondale magistrate court Calitzdorp magistrate court Leeu-Gamka periodic magistrate court Merweville periodic magistrate court

1. INTRODUCTION

- 1.1 The Department of Public Works (DPW) invites bids for the provision of cleaning services at specified premises.
- 1.2 The required norms and standards of the service to be rendered, and the precise scope thereof, are set out in Schedules A and B hereto.
- 1.3 The site information is provided as per Schedule D hereto.
- 1.4 Bidders must attend all compulsory site information meetings (where applicable). Bidders are encouraged to be seated at least five (5) minutes before the starting time. The Attendance Register must be signed as proof of attendance with a compulsory site certificate which is included in the bid document.

2. DEFINITIONS & INTERPRETATION

- “Bid”: includes “tender, and vice versa.
- “Contractor”: means the successful bidder in terms of this Bid, and Supplier as referred to in the General Conditions of Contract
- “Premises” and “site”: means the physical location where the services are to be rendered.
- “The Contract”: means the contract arising from the formal acceptance of a bid, governed by the General Conditions Contract, and as supplemented and/or varied by the terms of this document.
- “The Department”: means the National Department of Public Works.

CLEANING CONTRACTS – AREA 9

- “The General Conditions of Contract”: means the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- “User Department”: means the Department of Justice and Constitutional Development (DOJCD).
- Any reference to the singular shall include the plural, and *vice versa*, unless the context clearly indicates otherwise.
- Any reference to one gender shall include the other, as well as gender-neutral persons and/or entities.

3. SECURITY CLEARANCE

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

4. AWARD OF TENDER

- 4.1 Notwithstanding anything to the contrary herein contained, no contract shall come into being until such time as the Department issues a formal notice of acceptance of a bid offer.
- 4.2 Bidders must comply fully with the relevant Sectorial Wage Determination.
- 4.3 The Department reserves the right to reject any bid if it is of the opinion that the bid does not comply with the applicable wage determination.
- 4.4 **The Department will only allow one area per contractor. This will be done in the interest of spreading work between more Service providers. However, the Department will only appoint the same contractor for more than one areas in cases where there is a shortfall of successful bidders for that specific area.**

5. STATUTORY COMPLIANCE

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

6. DURATION OF CONTRACT

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

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

7. FORM AND COMPOSITION OF CONTRACT

- 7.1 The contract will be subject to the General Conditions of Contract, as supplemented by the terms set out in this document, including all the schedules attached hereto.
- 7.2 Where, however, the General Conditions of Contract are in conflict with any of the terms contained in this document, the latter shall prevail.
- 7.3 The bid document, together with the attached schedules and other specifications contained in this document, shall constitute part of the Contract.

8. COMMENCEMENT OF WORK

- 8.1 The Contractor shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect from the Department.
- 8.2 The Contractor shall commence duties on site on the date the letter of acceptance is issued.
- 8.3 The Contractor must advise the Regional Manager: Department of Public Works immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

9. WORK SCHEDULE

- 9.1 The working hours for the services to be rendered to the NDPWI, will be determined in conjunction with the User Department.
- 9.2 The services required in terms of this bid will be for week days only. No services may be rendered on week-ends or public holidays. Absenteeism must be managed internally by the successful bidder and not hamper service delivery.
- 9.3 As regards Periodic Courts, subject to prior agreement between the User Department and the Contractor, **only days worked at such courts will be compensated for.**
- 9.4 The Contractor shall ensure that all personnel engaged shall be cleared by the South African Police Services before they commence any duties on site, and shall provide proof of such clearance to the Department upon request.

10. MINIMUM REQUIREMENTS

- 10.1 Bidders must take cognisance of the cleaning standards and norms as per **Schedule A** the Specifications which must be adhered to during the performance of the services.
- 10.2 Bidders must indicate compliance or non-compliance in Schedule A on a paragraph basis. Indicate compliance with the relevant paragraph by marking the **YES** box and non-compliance by marking the **NO** box.

CLEANING CONTRACTS – AREA 9

- 10.3 Bidders must clearly state if any deviation from these requirements is proposed and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to this part of the bid submission.

11. PRICING

- 11.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule C** of the Specifications which must be submitted together with the bid documents.
- 11.2 The prices quoted must be firm and reasonable for the duration of the contract. It is expected that bidders will cover the risk of price increases for consumables, uniforms and cleaning material.
- 11.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form.
- 11.4 The successful bidder shall make available Schedule/ Client Form signed by the relevant authority (User Department) from the relevant site and attached it along with the tax invoice as part of the proof that work was carried out. Failure to comply with regard will delay payment being processed.
- 11.5 Bidders' attention is drawn to **Schedule F** to assist them in compiling their bid price. The items listed in the schedule are not exhaustive and bidders must allow for any contingencies in order to effect the necessary cleaning services.
- 11.6 Unit rates shall be inclusive of labour, transport, overheads and everything necessary for proper performance of the work. All overhead costs must be inclusive of VAT (15%).
- 11.7 **Bidders to make provision for annual NCCA/ Labour determination increases in their Bid pricing. The Department of Public Works will not be responsible for any annual Labour increases.**

12. PRODUCT SPECIFICATIONS

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

13. PAYMENTS

- 13.1 Payment will be made monthly on submission of an **Original Invoice** for the services rendered.
- 13.2 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works and Infrastructure**. The envelope must be deposited in the invoice boxes provided on the 11th floor (Registry Office) of Customs House Building. Alternatively, the invoices may be posted to the following address: NDPWI, Private Bag X9027, Cape Town, 8000

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- 13.3 The original invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, contractor's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the contractor.
- 13.4 Payment shall be made by bank transfer into the Contractor's bank account within 30 days after receipt of an acceptable, original and valid tax invoice.
- 13.5 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other moneys required to be paid in terms of any applicable fiscal provision.

14. DISCLAIMER

- 14.1 Bidders must conduct their own checks and investigations and satisfy themselves as to the correctness of any and all aspects of this bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.
- 14.2 No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment letter or purchase order has been issued to the successful bidder. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

15. BREACH AND TERMINATION

The Department reserves the right to terminate the Contract under any one of the following circumstances:-

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

16. NOTIFICATION

- 16.1 Any formal notification required in terms of the Contract may be transmitted by email or written official letter and shall be deemed to have been received on the day following transmission: Provided that the following days is not a Sunday or public holiday.
- 16.2 No contractor should vacate premises without notifying the Department a week before such vacation takes place.

CLEANING CONTRACTS – AREA 9

- 16.3 Should any of the premises served by the successful bidder be vacated (by the User Client) or should the service for any other reason become wholly unnecessary, the Bidder's invoices will not be processed. No work no pay. Empty premises will not be cleaned except only on written instruction from the Department.
- 16.4 A successful bidder should provide full uniform for their staff within one month from the date of award.
- 16.5 The Department will cancel the contract with immediate effect if, the Contractor does not have all the resources or proof of resources to complete the contract. This is stipulated as:
- (a) Public Liability Insurance
 - (b) All risk insurance
 - (c) A full staff compliment with signed contracts and identification cards, dressed in full personal protective equipment
 - (d) Equipment dedicated to this contract
 - (e) Compliance of OHS Act of 1983
 - (f) National Water Act (Act 32 of 2000)
 - (g) National Environmental Management Act (Act 107 of 1998)

17. TERRAIN / SITE INSPECTION

- 17.1 Prospective tenderers are expected to attend a compulsory site meeting as advertised.
- 17.2 Attending this site meeting will be a pre-requisite of the acceptance of a tender.
- 17.3 Prospective tenderers are advised to purchase the tender document/s prior to the site meeting and to visit the physical terrain/site prior to this meeting in order to establish /assess the current conditions of the terrain/site.

18. NDPW Reports

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

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19. GENERAL

Inquiries may be directed to the following officials:

Bid Enquiries : Ms Busisiwe Sondishe

Tel: (021) 402-2242

Specification Enquiries : Mr Glen Smit OR Ms W Botes
Tel: (021) 402-2128 Tel: (021) 402-2240
glen.smit@dpw.gov.za wanda.botes@dpw.gov.za

CLEANING CONTRACTS – AREA 9

SCHEDULE A

CLEANING STANDARDS AND NORMS

#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
1.	Cleaning Detergents <ul style="list-style-type: none"> Ammoniated liquid detergent cleaners shall comply with SABS 1225 Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256 Liquid acidic cleaner for sanitary ware shall comply with SABS 1257 			
2.	Disinfections <ul style="list-style-type: none"> Disinfectant liquids of the coal tar type shall comply with SABS 47 Disinfectant containing stabilised chlorine shall comply with SABS 643 Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032 Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459 			
3.	Polish <ul style="list-style-type: none"> The Bidder will be advised by DPW representative which furniture to be polished 			
4.	Finishers (Walls & Floors) <ul style="list-style-type: none"> Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224 Floor sealer for vinyl flooring will comply with SABS 1042 applied in accordance with the manufacturer's instructions Ceramic tiles must be cleaned with normal tile cleaner Wipe and strip wooden wall finishes with approved detergent complying with SABS 525 Tile surfaces are to be cleaned with approved detergent complying with SABS 525 All cleaning and maintenance of floor shall be carried out in accordance with SABS Code 0170 Screed floor tiles to be cleaned with approved detergent complying with SABS 525 Laminated floor covering to be cleaned with approved detergent complying with SABS 525 			
5.	Carpets <ul style="list-style-type: none"> All carpets must be vacuumed, cleaned daily with industrial standard equipment 			
6.	Dusting, Wiping, Clean, etc. <ul style="list-style-type: none"> Wipe all surfaces areas with a clean damp cloth All ornaments, window sills needs to be dusted Turnstiles to be cleaned and polished Non-slip polish to be used on all surfaces 			
7.	Overall Requirements <ul style="list-style-type: none"> Provide adequate vacuum cleaners, brooms, mops, dusters, cloths, detergents and cleaning trolleys 			

CLEANING CONTRACTS – AREA 9

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

CLEANING CONTRACTS – AREA 9

#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
	<ul style="list-style-type: none">○ In the event that the contracted service provider must still procure machines or cleaning material, it must comply with the prescribed designated sector. The applicable designated sector for local Production and Content must be local production and content of 100%.○ This requirement will be discussed with the contracted bidder and the necessary forms (PA-36 and Annexures C, D & E) will be provided for completion, should a need exist to procure machines and cleaning material.			

CLEANING CONTRACTS – AREA 9

SCHEDULE B**SCOPE OF WORK**

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

CLEANING CONTRACTS – AREA 9

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

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Wipe / clean and disinfect kitchen zinc	Daily
Wipe / clean and disinfect kitchen utensils, cutlery and crockery	Daily
LIFTS	
Broom sweep floor	Daily
Wipe all Mirrors	Daily
Wash and clean floor	Daily
Damp-Wipe control panel and all vertical surfaces	Daily
ENTRANCE HALL	
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Vacuum carpets (if applicable)	Daily
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
ABLUTION FACILITIES	
o Clean and was all urinals, wash hand basins and water closets	Daily
o Wipe all Mirrors	Daily
o Clean down and wipe all toilet doors	Daily
o Replenish soap dispensers	Continuously
o Place toilet rolls in dispensers	Continuously
o Refill automated air fresheners (if applicable)	Daily
o Replenish hand towels	Continuously
o Empty SHE bins	None

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Floor Tiles:	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
Wall tiles splash backs:	
○ Wash tiles	Daily
COORIDORS / PASSAGES	
Floor Tiles:	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
○ Polish floors	Monthly
Dust / wipe / clean furniture, walls, doors, handles, cupboard doors, vending machines, public telephone booths, counter tops	Daily
Polish public benches	Weekly
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
STORE ROOM	
Broom sweep, wash floors and vacuum	Daily
WASTE DISPOSAL	
Clean and empty all waste bins and receptacles	Daily
Wash all waste bins and receptacles	Weekly
WINDOWS	
Dust / clean / wash window sills	Daily
Cleaning of windows (internal and external)	Quarterly
Cleaning inter-office windows	Weekly
Removal of all bird droppings on windows	Weekly
DEEP CLEANING TOILETS	
Cleaning toilets by spray	Monthly
PEST CONTROL	
Ants (Spray)	Monthly

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

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1A)

PRICING SCHEDULE

THEMBALETHU MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **8 CLEANERS WITH 1 SUPERVISOR** SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Supervisor	@ R28.00 per hour	1	R	R
Cleaner	@ R25.52 per hour	8	R	R
Provision for projected Annual Salary Increase (Supervisor) for 36 months		1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		8	R	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	8	R	R
UIF (Supervisor)	1% of basic monthly Salary	1	R	R
UIF (Cleaner)	1% of basic monthly Salary	8	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	8	R	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	8	R	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R	R

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POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	8	R	R
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	8	R	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	8	R	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	8	R	R
Total Salaries and Allowances	1 Supervisor + 8 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1B)

PRICING SCHEDULE

GROOT BRAK PERIODIC MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.**

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1C)

PRICING SCHEDULE

STILL BAY PERIODIC MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.**

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1D)

PRICING SCHEDULE

ALBERTINIA MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.**

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1E)

PRICING SCHEDULE

GEORGE MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **15 CLEANERS WITH 1 SUPERVISOR** SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Supervisor	@ R28.00 per hour	1	R	R
Cleaner	@ R25.52 per hour	15	R	R
Provision for projected Annual Salary Increase (Supervisor) for 36 months		1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		15	R	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	15	R	R
UIF (Supervisor)	1% of basic monthly Salary	1	R	R
UIF (Cleaner)	1% of basic monthly Salary	15	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	15	R	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	15	R	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R	R

CLEANING CONTRACTS – AREA 9

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	15	R	R
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	15	R	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	15	R	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	15	R	R
Total Salaries and Allowances	1 Supervisor + 15 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1F)

PRICING SCHEDULE

UNIONDALE MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. **1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.**

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1G)

PRICING SCHEDULE

CALITZDORP MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. 1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 1H)

PRICING SCHEDULE

LEEU-GAMKA PERIODIC MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. 1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 11)

PRICING SCHEDULE

MERWEVILLE PERIODIC MAGISTRATE COURT

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 3. 1 CLEANERS WITH NO SUPERVISOR SHOULD BE APPOINTED FOR THE MAGISTRATES COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 36 MONTHS
Cleaner	@ R25.52 per hour	1	R	R
Provision for projected Annual Salary Increase (Cleaner) for 36 months		1	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R	R
UIF (Cleaner)	1% of basic monthly salary	1	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷ 12 months	1	R	R
Total Salaries and Allowances	1 Cleaners		R	R

CLEANING CONTRACTS – AREA 9

OVERHEADS AND COST / MONTHLY

OPERATIONAL COSTS	QTY	COSTS PER MONTH INCL.VAT	TOTAL AMOUNT (36 MONTHS) INCL. VAT
<i>Transport Costs</i>		R	R
<i>Cleaning Material</i>		R	R
<i>Consumables: Toilet Paper Hand Paper Towel</i>		R	R
Window Cleaning: <i>NB: All necessary equipment to be used must be included for internal & external</i>	6	R	R
Deep Cleaning: <i>NB: All necessary equipment to be used must be included</i>	9	R	R
Profit <i>(This amount includes hiring of any cleaning machinery required)</i>		R	R
Total Operational Costs		R	R
Total Salaries & Allowances		R	R
Grand Total: Operational costs Salaries & Allowances		R	R

CLEANING CONTRACTS – AREA 9

SCHEDULE C (PART 2)**FINAL SUMMARY PAGE**

NB: 1. THE TOTAL BID PRICE FOR THIS SERVICE MUST INCLUDE ALL LABOUR AND MATERIAL REQUIRED FOR THE PROPER EXECUTION OF THE WORK AND SHALL BE CARRIED OVER TO THE BID FORM WHICH MUST BE RETURNED TOGETHER WITH THIS DOCUMENT

2. THE VALIDITY PERIOD IS **60 CALENDER DAYS** FROM THE CLOSING HOUR AND DATE OF THE BID

BUILDING	PAGE NO.	AMOUNT
THEMBALETHU MAGISTRATE COURT	17-19	R
GROOT BRAK PERIODIC MAGISTRATE COURT	20-21	R
STILL BAY PERIODIC MAGISTRATE COURT	22-23	R
ALBERTINIA MAGISTRATE COURT	24-25	R
GEORGE MAGISTRATE COURT	26-28	R
UNIONDALE MAGISTRATE COURT	29-30	R
CALITZDORP MAGISTRATE COURT	31-32	R
LEEUE-GAMKA PERIODIC MAGISTRATE COURT	33-34	R
MERWEVILLE PERIODIC MAGISTRATE COURT	35-36	R
TOTAL: (To be carried forward to the Invitation to Bid Form PA-32)		R

CLEANING CONTRACTS – AREA 9

SCHEDULE D

SITE INFORMATION

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

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

Building Name	Human Resources	Equipment		Proof Required With Bid Document	
	Human Resources	Required Vacuum Cleaners	Required Polishers/ Scrub-Machines	Proof of ownership to be provided Attached /Not attached (Yes/No)	Letter of intent (if any) for funding Attached /Not attached (Yes/No)
GEORGE MAGISTRATE COURT	16	5	3		
UNIONDALE MAGISTRATE COURT	1	1	1		
CALITZDORP MAGISTRATE COURT	1	1	1		
THEMBALETHU MAGISTRATE COURT	9	4	2		
GROOT BRAK PERIODIC MAGISTRATE COURT	1	1	1		
STILL BAY PERIODIC MAGISTRATE COURT	1	1	1		
ALBERTINIA MAGISTRATE COURT	1	1	1		
LEEU-GAMKA PERIODIC MAGISTRATE COURT	1	1	1		
MERWEVILLE PERIODIC MAGISTRATE COURT	1	1	1		
TOTAL	32	16	12		

CLEANING CONTRACTS – AREA 9

SCHEDULE E**CLIENT MONTHLY REPORT ON CLEANING CONTRACTS**

Contractor: _____

Site: _____

Kindly indicate the level of service for the month of: _____ 20

GENERAL CLEANING

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

OTHER:

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

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

Comment:

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

Comment:

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

Name & Surname:

Signature:

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

CLEANING CONTRACTS – AREA 9

SCHEDULE F

CHECKLIST FOR COMPILING BID PRICE

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

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

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

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

CHECKLIST FOR COMPILING BID PRICE
Labour Costs: <ul style="list-style-type: none">o Salary (One staff member per 1000m² is considered average)o UIF Pension / Provident Fundo Supervisoro Replacement for staff: Leave, sick leave, etc.)
Uniforms for Staff: The contractor will provide each employee of the contractor with a <ul style="list-style-type: none">o Photo Identity Card with the following particulars: Name of firm, Name of an employee, Identity Number of an employee and the signature of the employee.o Shoes: All employees must be given protective shoes by the Contractor.o Overall –Dress (Ladies) and / or Suit (Men): All employees are entitled to a uniform.
Material (Chemicals / Consumables) <p><u>Do not forget to make allowances for:</u></p> Hand soap / liquid soap for soap dispensers; deo block 100 gram round blocks; furniture polish; disinfectant pine; liquid bleach; liquid window cleaning detergent; graffiti remover; cement cleaner; mutton cloth; heavy duty black bags; red pads for polisher; black pads for polisher; floor sealer; floor stripper; penlight AA batteries, etc.
Equipment and Machinery: <p><u>Do not forget to make allowances for:</u></p> Polisher; scrubbing machine; extension leads; industrial vacuum cleaners; polish applicator; caution signboards (e.g. "floor wet", "slippery"); dust pan; medium platform broom (soft / hard); household broom; rubber hand gloves; mop; bucket; toilet brush; trolley, yellow dusters; all-purpose scrubbing brush steel wool
NB: Has allowance been made for equipment / machinery at each site?

CLEANING CONTRACTS – AREA 9

CHECKLIST FOR COMPILING BID PRICE

Toilet Paper and hand Towels:

A continued supply of toilet paper, hand towels and soap must be supplied to all ablution facilities.

NB: Toilet paper: single ply, white only, 1st grade – 500 sheet, SABS code 174 – minimum requirement

Window Cleaning:

Has allowance been made for internal and external cleaning of windows?

NB!! All machinery and equipment needed for the tender to be in place 1 months of receiving your purchase order.

CLEANING CONTRACTS – AREA 9

PQ – (002) References in relation to provision of Cleaning Services

NOTE: (TO BE COMPLETED BY BIDDER'S REFERENCES)

Bidder's name:

- Professionalism and conduct of delivery team members assigned:

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

- Quality of items:

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

- Punctuality of deliveries:

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

- Conformance to required specifications:

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

- Overall satisfaction of the service and deliverables received:

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

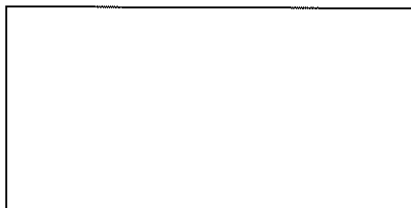
.....
Name and position of authorising signatory

.....
Signature:

.....
Company:

.....
Date:

Note: Referee' official company stamp



CLEANING CONTRACTS – AREA 9



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

CLEANING CONTRACT AREA 9

SCHEDULE G**CLEANING MATERIAL LIST AND PRODUCT DATA SHEET**

ITEM	PRODUCT NAME	CODE	SABS APPROVED (Y/N)	SUPPLIER NAME
Floor liquid cleaner				
Hand soap / for liquid dispensers				
Metal polish				
Amonia base cleaner				
Deo blocks				
Furnisher polish spray				
Disinfectant Pine				
Bleach liquid				
Window cleaning liquid				
Graffiti remover				
Cement cleaner				
Liquid soap				
Mutton cloth				
Heavy duty black bags				
Red pads for polisher				
Black pads for polisher				
Floor sealer				
Floor stripper				
Drain cleaner				
Surface disinfectant cleaner				
Toilet paper white				
Hand Paper Towels (kimdri)				

Department of Public Works

Any reference to the word "contractor" herein or in any other documentation shall be construed to have the same meaning as the word "supplier".

