



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

QUOTATION NUMBER: 2022081201

QUOTATION DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMKHUZE DISTRICT OFFICE FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 12 MONTHS.

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Private Bag X9152

Pietermaritzburg

3200

Contact: *Nosipho Maphumulo*

Telephone: 033 264 2539 / 060 5641286

Email: Nosipho.Maphumulo@kznedtea.gov.za

PLEASE NOTE THAT THIS QUOTATION IS SUBJECT TO SUPPLY CHAIN MANAGEMENT LEGISLATION AND THE GENERAL CONDITIONS OF CONTRACT AS PRESCRIBED BY NATIONAL TREASURY.

Briefing session / meeting is not applicable for this Quotation. However, should bidders have questions on this quotation, kindly forward them to Nosipho Maphumulo on email address:

Nosipho.Maphumulo@kznedtea.gov.za & 033 264 2539, due date for submitting questions is the 21 September 2022.

SECTION A
PART A
INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
QUOTATION NUMBER:	2022081201	CLOSING DATE:	22/09/2022	CLOSING TIME:	15:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMKHUZE DISTRICT OFFICE FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 12 MONTHS.				
QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 Jabu Ndlovu Street, Pietermaritzburg, 3200 at the Quotation Box at Foyer or scmquotations15@kznedtea.gov.za					
QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nosipho Maphumulo		CONTACT PERSON	Nonhlanhla Dlamini	
TELEPHONE NUMBER	033 264 2539 /060 5641286		TELEPHONE NUMBER	076 943 5828	
FACSIMILE NUMBER	-		FACSIMILE NUMBER		
E-MAIL ADDRESS	Nosipho.Maphumulo@kznedtea.gov.za		E-MAIL ADDRESS	Nonhlanhla.Dlamini@kznedtea.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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 THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR QUOTING

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

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

SIGNATURE OF BIDDER:

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

DATE:

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

SECTION B

NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS

PLEASE NOTE THAT THIS QUOTATIONS IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS

1. The bidder must be registered with National Treasury's Central Suppliers Database. (Proof to be furnished herewith)
2. The bidder's quotation should clearly indicate the validity period.
3. Quotations must be fully completed in all respects.
4. If you are a VAT vendor, please indicate your VAT number.
5. Please confirm that your banking details are still the same. If these have changed, please contact the Department for a new Bas Entity Registration form.
6. The attached Bidder's disclosure form must be fully completed and returned. Failure to submit fully completed Bidder's disclosure form will result in disqualification.
7. **The attached ownership demographic schedule MUST be completed.**
8. Tenderers are required to submit proof of B-BBEE Status Level of contributor. Proof includes valid B-BBEE Status Level Verification Certificates together with their tender or price quotation, to substantiate their B-BBEE rating claims/ Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths/ B-BBEE certificate issued by the Companies and Intellectual Commission.
9. Quotations received after the closing date and time will not be accepted.
10. Use of correction fluid is prohibited. Any alteration made by the bidder must be initialed.
11. Proof of authority to sign quotation documents and a company resolution letter must be attached

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to www.csd.gov.za to register or call 033 897 4223/4676/4509 for assistance.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a quotation or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS QUOTATION.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS QUOTATION FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS QUOTATION.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION D

SBD 4

BIDDER'S DISCLOSURE

1.PURPOSE OF THE FORM

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

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

2.BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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**

i. If so, furnish particulars:

.....
.....

3.DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6.1 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

INVITATION TO QUOTE

Ownership Demographic Schedule

- ✓ Kindly provide the percentage ownership for each owner according to the following demographic categories: African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.
- ✓ Please ensure you provide a total per category by adding up each owner's percentage for each applicable category.

No.	ID NUMBER	%AFRICAN		%COLOURED		%INDIAN		%WHITE		% YOUTH	%DISABLE S	%CO- OPERATIVE	%OTHER (Specify)
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
TOTAL													

SECTION E
QUOTATION OFFER
(To be completed by Bidder)

QUOTATION NUMBER: 2022081201

1. QUOTATION PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER: 	SIGNATURE 	DATE:
-------------------------------------	-------------------------------	---------------------------

FOR OFFICE PURPOSES ONLY

IMPORTANT
Mark appropriate block with "X"

- | | | | |
|---|-----|----|--|
| 1. HAVE ANY ALTERATIONS BEEN MADE? | YES | NO | |
| 1. HAS AN ALTERNATIVE QUOTATION BEEN SUBMITTED? | YES | NO | |
| 3. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? | YES | NO | |



KWAZULU-NATAL PROVINCE

**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT **UMKHUZE DISTRICT OFFICE FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 12 MONTHS.**

1. BACKGROUND INFORMATION

1.1 Acronyms

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
SABS	South African Bureau of Standards
BCCCI	Bargaining Council Contract Cleaning Service Industry
UIF	Unemployment Insurance Fund
CV	Curriculum Vitae
COIDA	Compensation for Occupational Injuries and Diseases Act
VAT	Value Added Tax
KZN	KwaZulu Natal
BBBEE	Broad Based Black Economic Empowerment
SDL	Skills Development Levy

1.2 Sub-Programme Overview

The Corporate Services sub-programme provides administrative support functions to the whole Department. Under the umbrella of this sub-programme falls Auxiliary Services which amongst its responsibilities; is the provision of cleaning services to the Department and its district offices. Auxiliary Services intends to obtain service providers that will clean EDTEA offices.

1.3 Purpose of the Terms of Reference

These Terms of Reference serve to:

- Guide the process of selecting and appointing a suitable and qualified service provider; and
- Clearly outlines the scope of work and anticipated outputs.

1.4 Project Background

In fulfilling its obligation to ensure a conducive and clean environment in accordance with the Occupational Health and Safety Act (85 of 1993), the department seeks to appoint a service provider to render cleaning services at **UMKHANYAKUDE DISTRICT OFFICE**.

1.5 Office Location

UMKHANYAKUDE DISTRICT OFFICE- ERF 60, MZOLOZOLO AVENUE, UMKUZE

1.5.1 The district office is situated at ERF 60 Mzolozolo Avenue, Umkhuze. The total area is 814m², with a staff compliment of 30 employees. This office is situated in two different buildings. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

Note: The Department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

Staff requirement:

	District Office	Supervisor	General Cleaners
1	uMkhanyakude (Mkuze) District Office	01	02

2. CONTRACT OBJECTIVES**2.1 Overall Objective of the Contract**

The overall objective of this contract is to secure the services of an appropriately experienced company or consortium to provide the cleaning services for the EDTEA offices.

2.2 Specific Objectives of the Contract

- Install rented toilet SHE bins and SHE disposable bags, soap, perfume and towel paper dispensers;
- Clean all offices, toilets, kitchens and common areas at the above specified offices/sites throughout the duration of the contract;
- To clean exterior (including gardening where necessary) of the premises and wash government cars; and
- To ensure compliance with COVID 19 protocol including disinfecting of offices.

3. SCOPE OF WORK**3.1 Specific Activities and Outputs**

The scope of work includes the following:

General cleaning of the interior building to be kept in a clean and tidy condition, as well as exterior, windows, doors, ledges, nameplates, including the following:

- Offices
- Boardrooms
- Store rooms
- Kitchens
- Parking bays and outside yard
- Toilets including urinals and hand basins
- Government vehicles
- Minor Gardening where necessary
- Entrance reception area and passages

3.2 Specific deliverables

Cleaning of Buildings/Offices and Supply of rented ablution services according to COVID 19 Regulations:

3.2.1 UMKHANYAKUDE (UMKUZE) DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily

Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (18) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (3)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily

Clean hand basins with a germ killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Daily
Wash 6 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
She Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

Notes to Bidders:

1. Rubbish /Waste must be sorted according to their categories and be placed in the available rubbish /waste bins near the main gate which must be taken out for collection by the Local Municipality on collection days.

The other waste matter which qualifies for recycling shall be kept on the available waste bins until collection days by the recycling company. Cleaning staff shall ensure that correctly sorted waste is placed correctly on different waste bins all the time. The Supervisors of the contractor shall be trained on this, prior the execution of this duty by his/her staff.

All Rubbish / Waste Bins must be cleaned, disinfected and replaced to their positions.

2. She Bins/Sanitary Bins to be emptied and cleaned regularly by a qualified/recognized service provider, at the cost of the contractor. The removal of SHE bins must be guided by the Health and Safety Standards.

3. Furniture must be polished with a clear non-stain polish. No residue to remain following polishing.

4. Service provider to ensure refilling of toilet papers, hand towel papers and hand liquid soaps.

Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

4. TIME FRAMES

4.1 Anticipated Contract Duration

- The duration of the contract shall be twelve (12) months after signing of the Standard Terms and Conditions of Contract; and
- The cleaning services must be provided on start date as agreed on appointment.

5. QUOTATION REQUIREMENTS

5.1 Quotation Documentation

All bidders are required to complete the Quotation Documentation.

5.2 Technical Proposal Requirements

5.2.1 For the purpose of this work, the Department requires information as per the below requirement. **None submission of such information will result in disqualification.**

Minimum Requirements	Proof/Documents to be Provided
5.2.1.1 Company profile.	Company profile with written references from previous contracts/employers clearly stating start dates and end dates. All references and previous contracts will be verified by the Department.
5.2.1.2. Registration with the Bargaining Council for the Contract Cleaning Industry (BCCCI)	Proof of a valid registration with the Bargaining Council BCCCI.
5.2.1.3. Proof of registration as an employer with COIDA.	Proof of a valid registration with Workman's compensation certificate (COIDA)

5.3 Financial Proposal and Budget Breakdown

The total quotation price must include all labour, materials, machinery and must include consumables on rental basis as appended in the attached annexures; for which unit prices to be on a fixed monthly cost inclusive of VAT.

6. REPORTING

The Service Provider is required to submit all queries and reports on the provision of cleaning to the Assistant Director: Auxiliary Services, Ms Nonhlanhla Dlamini; KZN Department of Economic Development, Tourism and Environmental Affairs. Contact: 076 943 5828, Email: Nonhlanhla.Dlamini@kznedtea.gov.za

7. SPECIAL CONDITIONS OF THE CONTRACT.

7.1 EXECUTION CAPACITY

Bidders must provide adequate information on the following:

- Technical competency in rendering cleaning services;
- Exposure to / experience with complex cleaning and maintenance projects;
- Appropriate qualification of employees;
- Handling risks related to the delivery of cleaning services;
- References and submissions of proof and
- Any other information to prove capacity to deliver.
- COVID 19 measures to be undertaken.

7.2. DUTIES OF CONTRACTOR

7.2.1 The service rendered by the personnel of the Contractor shall be rendered under competent supervision provided by the Contractor.

7.2.2 The Contractor shall be responsible to take command of and control over the deployment of his personnel on a daily basis at the designated sites.

7.2.3 The Contractor's personnel shall be dressed in uniform at all times.

7.2.4 The Contractor shall provide the necessary equipment (which shall at all times be in working order and condition) to enable its personnel to perform their duties to the satisfaction of the Department of Economic Development, Tourism and Environmental Affairs.

7.3 COMPLIANCE WITH STATUTES AND SAFETY RULES

7.3.1 The Contractor shall comply with all applicable legislation and safety requirements adopted from time to time and instructed by the Management. Shall be deemed to have been allowed for in the rates and prices in the contract.

7.3.2 The Contractor shall, in particular, comply with the following:

7.3.3 The registration with BCCCI – valid for 12 months from the date of issue

7.3.4 The Compensation for Occupational Injuries and Diseases (Act, No 130 of 1993). The Contractor shall submit proof of his registration and good standing with the Compensation Commissioner in terms of the Act.

7.3.5 The Occupational Health and Safety Act (Act 85 of 1993).

The Contractor is, in terms of section 37(2) of Act 85 of 1993 deemed to be an employer in his own right with duties as prescribed in the said Act and agrees to ensure that all work will be performed or machinery and plant used in accordance with the provisions of the Act in respect of all persons in his employment. The agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned in the aforementioned section.

7.3.6 The Department upholds the good principles entailed in the Recycling Policy of the Department therefore the Service Provider will have to uphold the same principles through the supervision of each site/offices.

7.3.7 The contractor to comply with COVID 19 regulations.

7.4 LIABILITY

The contractor shall be liable for the acts and omissions of its personnel and /or employees in the execution of their duties against:

- any damage to the Department's property, whether movable or immovable;
- loss of property belonging to the Department
- liability in respect of any damage to property, whether movable or
- immovable from third parties;
- liability in respect of loss property belonging to third parties,
- liability in respect of the death of, unlawful arrest, injury, illness or disease to any person.

7.5 CONDITION OF THE CONTRACT

- Provident fund is a condition of award and it is not going to be part of the administrative compliance.

7.6 INDEMNITY CLAUSE

The Department will not be held responsible for any injuries incurred by the Contractor and its employees/personnel while rendering the service.

7.7 PENALTIES

Should at any time during the contract period be determined that the Contractor's personnel failed to perform in one or other facet of their duties without a reasonable motivation the contract will be terminated.

7.8 HOURS OF WORK

The working hours shall be from 7H00 to 15H30. The Contractor shall confine his work to the working hours as agreed upon except when work outside those hours is permitted by the Management at the Contractor's request or ordered by the Manager.

7.9 CONTRACT NOT TO BE CEDED OR ASSIGNED WITHOUT APPROVAL

The Contractor will not be allowed to cede or assign his rights and / or obligations under the contract or to sublet the contract work or any part thereof, without the consent of the Department.

7.10 EXECUTION OF WORK

The service rendered shall be carried out by the Contractor in a thorough and workman manner and to the satisfaction of the Department.

7.11 INSPECTION OF SITE

There will be a compulsory site inspection wherein the Contractor will inspect the site and satisfy himself/herself before submitting the tender, as to the nature of the work, number of personnel required and material necessary to render the service as required in the tender document.

7.12 CARE OF THE WORKS

The obligation to take care of and provide custody for the contract work and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to prevent injury to persons or damage to property and to protect adjoining properties from trespass or damage to progress of the contract.

7.13 REMUNERATION

- 7.13.1 The Department shall remunerate the Service Provider in respect of his/her services rendered in accordance with the appropriate conditions as set forth.
- 7.13.2 The Service Provider agrees hereto that responsibility of payment for services rendered to the Department shall vest in the Service Provider, who shall on monthly basis submit an invoice to the Department.
- 7.13.3 The service Provider shall submit to the Department a tax invoice for each month, and the Department shall pay to the Service Provider the amount of invoice within 30 (thirty days) of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.
- 7.13.4 In the event that the Department is not satisfied with the performance of the Service Provider, the Department shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable time frame to enable the service provider to rectify such performance.
- 7.13.5 In the event of the entire amount or a portion of the invoice being disputed by the Department, only a portion in the dispute shall be held for payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.
- 7.13.6 The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

7.14 GENERAL

- 7.14.1 All cleaning staff to be neatly attired and easily identifiable by use of uniforms.
- 7.14.2 The contractor is not responsible for payment of accounts for refuse, electricity or water used in the performance of this contract.
- 7.14.3 Storage facilities for the contractor's stock and equipment will be provided. The contractor will be responsible for the security thereof.
- 7.14.4 The contractor must arrange for adequate supervision of his/ her employees so as to ensure that all services are rendered efficiently to the entire satisfaction of the Department of Economic Development, Tourism and Environmental Affairs. The contractor must provide a responsible person to be in charge of the labour at all times.
- 7.14.5 The contractor must make his/her own arrangement for the transport of his/her employees.
- 7.14.6 The contractor must ensure that his/her employees are medically fit to execute their duties and ensure replacement in the event of absence of his employees.
- 7.14.7 The contractor shall be responsible for any keys handed to him/her during the specified days and times of contract. In the event of any keys being lost by the employee of the contractor, the contractor will be responsible for replacing the keys
- 7.14.8 Prices to include value added tax where a contractor is a VAT vendor.
- 7.14.9 The monthly rental charge includes cleaning and maintenance of stock and equipment. The contractor will replace free of charge any worn out stock and equipment which is attributable to wear and tear.
- 7.14.10 Stock and equipment to be cleaned and maintained only by the contractor.
- 7.14.11 In the event of the contractor for any reason terminating this agreement before the expiry date, a cancellation fee equivalent to any or all additional costs which the Department of Economic Development, Tourism and Environment Affairs may have incurred in awarding this service to a suitable contractor will be payable by the contractor.
- 7.14.12 This contract will not be subject to any increase in costs for the duration other than for statutory wage increases in which case it will be the responsibility of the contractor to provide written proof of the costs.

8. Team Composition

Supervisors - CV's must be submitted using the attached format as annexure A and sign the Statement of exclusivity and availability attached as annexure B

Job Title	Qualification	Knowledge and Experience
Supervisors	Grade 10	<ul style="list-style-type: none">• Must be able to communicate in IsiZulu and English• A minimum of 3-5 years' experience in being a supervisor.• Must be physically fit.

General Workers	Grade 08	<ul style="list-style-type: none"> • Must be able to communicate in IsiZulu and English • Must be physically fit.
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9. EVALUATION CRITERIA

9.1 The Evaluation Process will be conducted in the following phases:

Phase 1	Phase 2	Phase 3	Phase 4
Administrative Compliance	Functionality Requirement	Price and Preference Points	Negotiation and Final Award
Compliance with Mandatory and other Bid Requirements	Bidders will be assessed to verify capacity to execute the contract. Minimum qualifying score of 60% is to be obtained by bidders.	Quotations will be evaluated using the 80/20 preference points system	Successful bidder will be informed of the outcome and negotiations will be performed where applicable

MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE

CSD Registration number	The Entity must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal.
Tax Information	No tender may be awarded to any tenderer whose tax matters have not been declared by the SARS to be in order.
Suppliers Disclosure – SBD 4	Completed and signed
Authority to Sign a Quotation: COMPANIES	Section O: The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Registration with the Bargaining Council for the Contract Cleaning Industry (BCCCI)	Proof of a valid registration with the Bargaining Council BCCCI.
Authority to Sign a Quotation: SOLE PROPRIETOR (ONE – PERSON BUSINESS)	Section O: The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Quotation: CLOSE CORPORATION	Section O: The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Quotation: CO-OPERATIVE	Section O: The bidder must indicate the enterprise status by signing the appropriate box.

	A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Quotation: JOINT VENTURE	Section O: The bidder must indicate the enterprise status by signing the appropriate box. Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory</u>
Authority to Sign a Quotation: CONSORTIUM	Section O: The bidder must indicate the enterprise status by signing the appropriate box. Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory</u>
Authority to Sign a Quotation: PARTNERSHIP	Section O: The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Company profile.	Company profile with written references from previous contracts/employers clearly stating start dates and end dates. All references and previous contracts will be verified by the Department.
COIDA	Proof of a valid registration with Workman's compensation certificate (COIDA)
Registration with the Bargaining Council for the Contract Cleaning Industry (BCCCI)	Proof of a valid registration with the Bargaining Council BCCCI.

9.2 Phase 2 – Functionality Requirements

The following is the weighting awarded for each element and the threshold scores for each

No	Evaluation Criteria	Guidelines	Maximum Points
1	Understanding of Assignment	Bidders are required to describe in detail their understanding of the brief and TORs by submitting a detailed technical methodology demonstrating the ability of the bidder to meet the project objective.	10
2	Number of cleaning projects previously undertaken by the company	The service provider to provide detailed references from previous clients for work similar to the project detailing the actual work completed. The references must include the company name, contactable references and contact numbers, duration of the contract and value of the contract.	10
3	Personnel Experience: Supervisors Experience	The service provider to provide detailed curricula vitae (CVs) for the project supervisor clearly indicating the experience of the allocated team leader(s) in the supervising of similar projects and number of years' experience held by the supervisor and cleaners.	10
	Overall Score Total		30

Overall bidders must score a minimum of 60% in the functionality assessment to go through to Phase 3 of the evaluation of the bid (Price).

9.3 Phase 3 – Price Evaluation

- 9.3.1** Bidders who obtained a minimum qualifying score of 60% on functionality will further be evaluated on price and preference points

9.4 Phase 4: Negotiation and final award

Once the evaluation and adjudication processes have been concluded, Successful bidder will be informed of the outcome and negotiations will be performed where applicable.

Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

10. UMKHANYAKUDE DISTRICT OFFICE (UMKUZE)
LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project.
- Management fee must not exceed 30% of the TOTAL QUOTATION OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

**10.1 Quantities of toilets to be provided with rented toilet dispensers/items
UMKHANYAKUDE (UMKUZE)**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	01	01	01	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 1	01	01	0	01	02	02	01
Total	03	03	02	03	05	05	01

10.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	02	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	03	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Total Inclusive of Vat		R _____

10.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (Total Cost for the Month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (Total Cost for The Month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

10.4 Total Pricing for Bid UMKHANYAKUDE (UMKUZE)

DESCRIPTION	A AMOUNT MONTH (Labour)	PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 12 Months	TOTAL AMOUNT Inclusive of VAT
Twelve months (12)	R_____		R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section E of the quotation document

ANNEXURE A**CURRICULLUM VITAE****Proposed role in the project:**

1. **Family name:**
2. **First name:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

Institution [Date from-Date to]	Degree(s) or Diploma(s) obtained

7. **Language skills:** indicate competence on a scale of 1 to 5 (1 excellent; 5 basic)

Language	Reading	Speaking	Writing
English			
Zulu			

8. **Membership of professional bodies:**
9. **Other skills:** (e.g. Computer literacy, etc)
10. **Present position:**
11. **Years within the firm:**
12. **Key qualifications:** (Relevant to the project)
13. **Professional Experience**

Date from-date to	Location	Company	Position	Description of projects/ responsibilities etc

14. **Other relevant information** (e.g. Publications)

ANNEXURE B**STATEMENT OF EXCLUSIVITY AND AVAILABILITY****Statement of exclusivity and availability Tender ref:** _____

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer _____ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs and that the notification of award of contract to the tenderer may be rendered null and void.

Name	
Signature	
Date	

SECTION F

AUTHORITY TO SIGN A QUOTE

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....
 hereby authorise Mr/Mrs/Ms
 acting in the capacity of
 whose signature is
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

Co-operative:	Resolution letter from the directors
Close Corporation:	Resolution letter from the directors
Company:	Resolution letter from the director/s
Sole Proprietor:	Resolution letter from the director
Partnership:	Resolution letter from the director
Joint Venture / Consortium:	Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>I. before 27 April 1994; or</p> <p>II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/____

Stamp

Signature of Commissioner of Oaths

ANNEXURE C

EVALUATION GRID

ASSESSMENT		
Name of project: Cleaning Services at UMKHUZE EDTEA OFFICES.	Maximum	Initial
Number of cleaning projects previously undertaken by the company	10	
10 or more cleaning Projects	10	
7 - 9 Projects	5	
0 - 6 Projects	3	
Personnel Experience: Supervisors Experience	10	
3 or More Years of Experience	10	
2 -3 Years of Experience	5	
1 Year of Experience	3	
No experience	0	
Understanding of Assignment	10	
Demonstrate clear technical methodology to meet the project objective	10	
Demonstrate satisfactory technical methodology to meet project objective	5	
Demonstrate a poor technical methodology to meet project objective	3	
No demonstration of technical methodology to meet project objective	0	
Minimum passing Score	18	
Overall Total Score	30	

The minimum pass mark for this project is 60 %

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Signature	
Date	