

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS</b>					
BID NUMBER:	DHA09-2024	CLOSING DATE:	30 AUGUST 2024	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR GAUTENG PROVINCE FOR THREE (3) METROS AND TWO (2) DISTRICTS FOR VARIOUS BUILDINGS FOR A PERIOD OF THIRTY SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE SILVER STEEL BID BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Lettie Mbatha Nqobile Chonco		CONTACT PERSON	Vhonani Munyai	
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2789		TELEPHONE NUMBER	079 503 6370	
E-MAIL ADDRESS	<a href="mailto:lettie.makhudu@dha.gov.za">lettie.makhudu@dha.gov.za</a> <a href="mailto:Nqobile.chonco@dha.gov.za">Nqobile.chonco@dha.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:vhonani.munyai@dha.gov.za">vhonani.munyai@dha.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 BID.
2.5 IN BIDS 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 BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## INSTRUCTIONS TO BIDDERS

### 1. THE TENDER DOCUMENTS

#### Rules for Bidding

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

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

### **Conditions of the Tender**

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

### **Cost of Bidding**

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

### **Content of Tender Documents**

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

## Clarification of Tender Documents

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

### 1.24. Briefing session.

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

**Date and time:** Friday, 16 August 2024 at 10h00 to 11h00.

[https://teams.microsoft.com//meetup-](https://teams.microsoft.com//meetup-join/19%3ameeting_NzkyYTNkOGQtZDIzS00Yzc5LWE5ZTctMjl0OGFjOWEyOTNk%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d)

[join/19%3ameeting\\_NzkyYTNkOGQtZDIzS00Yzc5LWE5ZTctMjl0OGFjOWEyOTNk%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_NzkyYTNkOGQtZDIzS00Yzc5LWE5ZTctMjl0OGFjOWEyOTNk%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d)

## Amendment of Tender Documents

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

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

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

## 2. PREPARATION OF BIDS

### Language of Bid

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

### Documents Constituting the Bid

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

#### a) Technical Bid, including:

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

vii. **Letter of Authority**

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

viii. Completed Technical Specification Document

b) **Financial Bid, comprising:**

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

## **Bid Prices**

2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:

- All duties and other taxes;
- The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
- The price of any other incidental services required in terms of the tender deliverables;

2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.

2.6 Prices shall be quoted in South African Rands.

2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

## **Period of Validity of Bids**

2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.

2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

## **Format and Signing of Bid**

2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**

- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

### Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs  
230 Johannes Ramokgoase Street  
Cnr. Thabo Sehume and Johannes Ramokgoase Streets  
Hallmark Building, Pretoria  
0002
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

### Closing Date of Bids

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

### Late Bids

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

## **Modification and Withdrawal of Bids**

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

## **3. EVALUATION OF BIDS**

### **Clarification of Bids**

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

### **Preliminary Examination**

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

### **Evaluation and Comparison of Bids**

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

## **Contacting the Department**

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

## **4. AWARD OF CONTRACT**

### **Post qualification**

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

### **Department's right to vary Quantities at Time of Award**

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

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

- 4.5. The Department reserves the right to:
  - Accept or reject all or individual items of this bid;
  - Accept one or more bids submissions reject individual items;
  - Request clarification or further information regarding any item in the Proposal;
  - Request further information from any bidder after the closing date;
  - Accept a bid that may not reflect the lowest pricing;
  - Consider any bid that may not conform to any aspect of this bid;
  - Annul the tender process and reject all bids at any time prior to contract award;

- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

### **Notification of Award**

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

### **Signing of Contract**

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

### **Termination of Service**

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

### **Unsatisfactory Performance**

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

### **Assignment**

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



**home affairs**

Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

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**TERMS OF REFERENCE**

**DHA09-2024**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR GAUTENG PROVINCE FOR THREE (3) METROS AND TWO (2) DISTRICTS FOR VARIOUS BUILDINGS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**CLOSING DATE AND TIME OF BID:**

30 August 2024 at 11h00

**Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:**

**Date and time:** Friday, 16 August 2024 at 10h00 to 11h00

**Link to the virtual meeting**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NzkyYTNkOGQtZDIiZS00Yzc5LWE5ZTctMjI0OGFjOWEyOTNk%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzkyYTNkOGQtZDIiZS00Yzc5LWE5ZTctMjI0OGFjOWEyOTNk%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22f35a895d-6f99-444b-b735-39057ab50913%22%7d)

**BID VALIDITY PERIOD: 90 DAYS**

**Department of Home Affairs  
Supply Chain Management**

TERMS OF REFERENCE

**OBJECTIVES**

1. The objectives (aim) of this tender are:

- To procure cleaning services for Department of Home Affairs for Gauteng Province for a period of 36 months in the following districts:
  - a. **Gauteng East** (5 Days a week) Tshwane and Ekurhuleni – 12 Offices (14 Cleaners)
  - b. **Gauteng West** (5 Days a week) JHB Metro, Sedibeng and Westrand districts – 8 Offices (12 Cleaners)
  - c. **Gauteng East** – Ad-hoc (only when needed) Tshwane and Ekurhuleni – 8 Offices (8 Cleaners)
  - d. **Gauteng West** – Ad-hoc (only when needed) JHB Metro, Sedibeng and Westrand districts – 9 Offices (9 Cleaners)

**BACKGROUND**

2. The cleaning service is required in **3 Metros (three) and 2 Districts (two)** for the various buildings and mobile trucks mentioned on the table below:

**A. Gauteng East offices – 5 days a week – 2 Metros**

A. GAUTENG EAST (5 DAYS A WEEK) - TSHWANE & EKURHULENI METRO				
A.1	TSHWANE METRO – 5 DAYS A WEEK CLEANING			
BRONKHORSPRUIT	41 KRUGER STR	753,8 m <sup>2</sup>	2	5 x times per week
CULLINAN	KOPPIE DRIVE 174	234 m <sup>2</sup>	1	5 x times per week
CENTURION*	SANLAM MEERTZIGH	1245 m <sup>2</sup>	1	5 x times per week
MABOPANE*	SUITE 201 CENTRAL HOUSE	632.71 m <sup>2</sup>	1	5 x times per week
MENLYN	ATTERBURY ROAD	1227 m <sup>2</sup>	2	5 x times per week
MAMELODI*	MAHUBE MAX CITY	557 m <sup>2</sup>	1	5 x times per week
GARANKUWA*	8835 SETLALENTOA	785 m <sup>2</sup>	1	5 x times per week
A.2	EKURHULENI METRO – 5 DAYS A WEEK CLEANING			
BOKSBURG*	324 COMMISSIONER STREET	1395 m <sup>2</sup>	1	5 x times per week
BRAKPAN*	118 KINGSWAY AVENUE	1050 m <sup>2</sup>	1	5 x times per week
NIGEL*	80 NOORD STREET	1192 m <sup>2</sup>	1	5 x times per week
ALBERTON*	VOORTEKKER & 1PENZANCE RD	594 m <sup>2</sup>	1	5 x times per week
KEMPTON PARK*	10 EST STREET	1638 m <sup>2</sup>	1	5 x times per week

**B. Gauteng West offices – 5 days a week – 1 Metro and 2 Districts**

<b>B. GAUTENG WEST ( 5 DAYS A WEEK) - JHB METRO, SEDIBENG &amp; WESTRAND DISTRICTS</b>				
<b>B.1 JOHANNESBURG METRO – 5 DAYS A WEEK CLEANING</b>				
<b>BUILDING</b>	<b>ADDRESS</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>NUMBER OF CLEANERS REQUIRED</b>	<b>SERVICE REQUIRED PER WEEK</b>
ORANGE FARM	MULTI PURPOSE CENTRE EXT 4	93 m <sup>2</sup>	1	5 x times per week
ALEXANDRA*	STAND 291 FOURTH STREET	891 m <sup>2</sup>	1	5 x times per week
CRESTA MALL	BEYERS NAUDE & WELTEVREDEN RD	1100 m <sup>2</sup>	2	5 x times per week
<b>B.2 SEDIBENG DISTRICT – 5 DAYS A WEEK CLEANING</b>				
SEBOKENG	1 KING MOSHOESHOE STREET	985 m <sup>2</sup>	2	5 x times per week
HEIDELBERG	C/O UECKRMAN & VERWOED STREET	798 m <sup>2</sup>	2	5 x times per week
VANDERBJLPARK	22 FW BEYER STREET	1403 m <sup>2</sup>	2	5 x times per week
EVATON*	MAFATSANE THUSONG CENTRE	783.8 m <sup>2</sup>	1	5 x times per week
<b>B.3 WESTRAND – 5 DAYS A WEEK CLEANING</b>				
KRUGERSDORP*	85 COMMISSIONER STREET	1594 m <sup>2</sup>	1	5 x times per week

**C. Gauteng East - Ad hoc (only when needed) – 2 Metros**

<b>C. GAUTENG EAST (ADHOC -ONLY WHEN NEEDED) - TSHWANE &amp; EKURHULENI</b>				
<b>C.1 TSHWANE METRO - AD HOC OFFICES (ONLY WHEN NEEDED)</b>				
<b>BUILDING</b>	<b>ADDRESS</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>NUMBER OF CLEANERS REQUIRED</b>	<b>SERVICE REQUIRED PER WEEK</b>
TEMBA	MORETELE MAGISTRATE OFFICE	661.49 m <sup>2</sup>	1	Only When needed-ad hoc
PRETORIA (BYRON)	320 SCHUBARD DRIVE	1466 m <sup>2</sup>	1	Only When needed-ad hoc
AKASIA	AKASIA STATION SQUARE	1710 m <sup>2</sup>	1	Only When needed-ad hoc
SOSHANGUVE	2304 BLOCK F	998 m <sup>2</sup>	1	Only When needed-ad hoc
<b>C.2 EKURHULENI METRO -AD HOC OFFICES (ONLY WHEN NEEDED)</b>				
<b>BUILDING</b>	<b>ADDRESS</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>NUMBER OF EMPLOYEES</b>	<b>SERVICE REQUIRED PER WEEK</b>

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			REQUIRED	
BENONI	45 BEDFORD AVENUE	1027 m <sup>2</sup>	1	Only When needed-ad hoc
EDENVALE	VAN RIEBIEK STR- EDEVALE SHOPPING	1237.36 m <sup>2</sup>	1	Only When needed-ad hoc
GERMISTON	87 PRESIDENT STREET	1767 m <sup>2</sup>	1	Only When needed-ad hoc
SPRINGS	WELGEDACHT ROAD	1815 m <sup>2</sup>	1	Only When needed-ad hoc

### D. Gauteng West offices Ad hoc (only when needed) – 1 Metro and 2 Districts

D. GAUTENG WEST (ADHOC - ONLY WHEN NEEDED - JHB METRO, SEDIBENG & WESTRAND DISTRICTS)				
<b>D.1 JOHANENESBURG METRO - AD HOC OFFICES (ONLY WHEN NEEDED) MINIMUM OF A WEEK</b>				
BUILDING	ADDRESS	BUILDING SIZE m <sup>2</sup>	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK
MINERALIA BRAAMFONTEIN	78 DE KORTE STREET, 3 <sup>RD</sup> FOOR	1050 m <sup>2</sup>	1	Only When needed-ad hoc
JOHANNESBURG	77 HARRISON STREET	8100 m <sup>2</sup>	1	Only When needed-ad hoc
ROODEPOORT	PORTION 10 TECHNIKON TOWNSHIP	1100 m <sup>2</sup>	1	Only When needed-ad hoc
SOWETO (ORLANDO WEST)	11902 ARMATHIGE STREET	1761 m <sup>2</sup>	1	Only When needed-ad hoc
RANDBURG	198 HANS STRIJDOM DRIVE	1395 m <sup>2</sup>	1	Only When needed-ad hoc
MAPONYA MALL	SHOP 38 MAPONYA MALL	998 m <sup>2</sup>	1	Only When needed-ad hoc
<b>D.2 SEDIBENG DISTRICT - AD HOC OFFICES (ONLY WHEN NEEDED)</b>				
BUILDING	ADDRESS	BUILDING SIZE m <sup>2</sup>	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK
VEREENIGING	25 MERRIMAN AVENUE	1836 m <sup>2</sup>	1	Only When needed-ad hoc
<b>D.3 WESTRAND DISTRICT -AD HOC OFFICES (ONLY WHEN NEEDED)</b>				
BUILDING	ADDRESS	BUILDING SIZE m <sup>2</sup>	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK
CARLETONVILLE	SENTEL BUIDING – 72 FANZEIL	550 m <sup>2</sup>	1	Only When needed-ad hoc
RANDFONTEIN	FOUNTAIN PLAZA – MAIN STREET	1900 m <sup>2</sup>	1	Only When needed-ad hoc

**SCOPE AND EXTENT OF THE TENDER**

3. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:

- Activities to be provided on every visit (daily checklist)
- **All floors, surfaces, tools and equipment to be cleaned with appropriate cleaning detergent.**
- **The Province will supply cleaning material and equipment.**

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles, Carpets	Sweep and mop tiles with appropriate cleaning detergent	Every Visit
	Vacuum carpets	Every Visit
	Scrub with appropriate tile stripper and industrial scrubbing machine	Every Visit
	Polish with Hi-shine and industrial polisher	Every Visit
Furniture and equipment	Wipe and Polish with high shine polish	Every Visit
Floors	Clean and vacuum carpets floors with industrial vacuum cleaner.	Every Visit
Rails	Dust	Every Visit
Glass Doors, Glass Windows, Glass Partitions	Clean glass areas with appropriate cleaning detergent and shine them.	Every Visit
Doors, Door Handles, Light Switches, Window Frames	Clean with appropriate cleaning detergent	Every Visit
Counter Tops, Cabinets, Telephone Instruments	Clean and disinfect with appropriate cleaning detergent	Every Visit
	Polish furniture with furniture polish. Dust all surfaces (including cabinets and computers) with appropriate cleaning detergent	Every Visit
Dustbins	Empty dustbin. Wash and disinfect dustbin inside and outside with appropriate cleaning detergent	Every Visit
	Replenish plastic bag inside the dustbin	Every Visit
Ablution Facilities - Porcelain Or Ceramic Tiles	Sweep with broom	Every Visit
	Mop with clean water and appropriate tile cleaning detergent	Every Visit
	Scrub with appropriate tile stripper and industrial scrubbing.	Every Visit
Ablution Facilities - Basins, Urinals And Toilet Bowls, Hand Wash Soap Holders, Towel Holders And Toilet Paper Holders	Wash and disinfect toilet, ablution facilities with an appropriate cleaning detergent and wipe clean	Every Visit
	Replace duo block in the urinal	Every Visit
Ablution Facilities - Replenishment Of Consumables	Replenish consumables	Every Visit
Staircases /	Clean and disinfect with appropriate cleaning detergent	Every Visit
Kitchens – Over and Above Standard Cleaning	Wash crockery, cutlery and glassware, microwaves, fridges (no personal crockery, cutlery and glassware, containers, should be washed by the company personnel)	Every Visit
	Wash and wipe-shine interior and exterior of cupboards	Every Visit
	Wash dish towels	Every Visit

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TYPE OF AREA	SERVICE LEVEL	FREQUENCY
	Clean and disinfect the sink	Every Visit
Store Rooms	Sweep and mop the floor	Every Visit
	Dust all interior areas	Every Visit
	Remove all unwanted items when necessary	Every Visit

### SPECIAL CONDITIONS OF CONTRACT

4. To achieve the above the successful bidder will be required to meet the following requirements:

4.1 The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.

4.2 The following special conditions will be applicable to this bid. The service provider must:

- a) Provide cleaning service in a courteous and professional manner.
- b) Provide cleaning services 5 days a week Monday to Friday as per specification.
- c) Manage internal disputes among his/her staff such that Home Affairs is not affected by those disputes.
- d) Comply with Home Affairs security and all other policies, procedures, and regulations.
- e) Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning services.
- f) Provide and display warning sign when cleaning is in progress
- g) Not use equipment, utensils or chemicals that may damage property, persons or other contents in the offices (SABS Approved must be used).
- h) Not use poisonous or highly inflammable substances without the written consent of Home Affairs.
- i) Ensure that all work performed and all equipment used on site is in compliance with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act.
- j) Keep cleaning equipment / material in good working condition at all times and report fault on equipment timeously.
- k) Provide cleaners with uniform, protective clothing and identity card, which states the name of the service provider (Name Tags).
- l) The service provider must inform the Department Home Affairs by 8h00 if the staff member will not be at work.
- m) Ensure that the Department Home Affairs is informed of any replacement or removal of staff, and the replacement must a security screened employee and must report at 10:00 of the day of replacement.
- n) Ensure that health and safety of work environment is adhered to.
- o) Comply with all laws and regulations of the department.
- p) Should location of the office change the service provider will be informed of the new address and to perform work at the new premises.
- q) The recommended service provider will be required to comply with (COIDA) prior to signing of the contract. Home Affairs will verify with Department of Labour COIDA certificate. Non-compliance with any policies or laws

of another government department/ institution may result in breach of contract, which may lead to termination of contract.

- r) The service provider must remunerate his/her employees the minimum wages as prescribed by the Department of Labour and pay them on time.
- s) The service provider shall submit invoices on or before the 7th of each month for the service rendered on the previous month.
- t) Home Affairs will make payment within 30 days of receipt of valid invoice.
- u) The successful service provider will submit invoice for actual service rendered after the office manager has signed the checklist. Invoice will be paid based on the service rendered according to the signed off checklist and duty rooster (A designated Home Affairs official to sign off the checklist at the end of each shift confirming that service has been rendered according to cleaning service agreement at each site).
- v) The contractor's employees must have a clear criminal record and be a South African Citizen
- w) The service may be re-directed to other locations within the Province, and the scope of work may increase or decrease should the need arise.
- x) Hours of operation must be from 7:30 a.m. to 16:00 p.m.
- y) All Material and Equipment mentioned in Table 3 will be provided by the Department of Home Affairs.

### **TENDER DELIVERABLES / OUTPUTS**

5. The primary deliverables to be achieved:

- 5.1 The service provider shall provide quality cleaning services for a period of 36 months to the 3 (three) Metros and 2 (two) districts in Gauteng Province.

### **LOGISTICS AND TIMING**

- **Project location(s):**
  - The project will be based in Gauteng Province in the 3 Metros and 2 Districts.
- **Expected commencement date:**
  - 01 January 2025
- **Project period:**
  - 36 months.
- **Bid proposal**
  - The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document.

- Bid documents may either be submitted through a courier services or hand delivered at the address indicated on SBD 1 form attached on the DHA's tender document.
  - If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the Silver steel bid box by the closing time (11h00) and date (30 August 2024).**
  - The Bidders' bid proposal must be submitted at the **Department of Home Affairs 230 Johannes Ramokhoase, Hallmark Building, Pretoria.**
  - Bidder(s) are required to submit two (2) original bid proposal response documents as per **paragraph 2.13** of the tender document under instruction to bidders:
    - One (1) original technical bid document;
    - One (1) original financial bid document and;
    - One (1) original compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time.
  - Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.
- **Fee structure**
    - The Bidders must complete the pricing schedule. The price comparison will be done against the total vat inclusive price per grouping provided. The price offered must be a firm total VAT inclusive price for the provision of cleaning services and must include labor and overheads for a period of three years.
    - The Department will provide cleaning materials and equipment.
    - The annual increase must be considered in the bid total price for the thirty-six (36) months period.

### A. GAUTENG EAST – 5 days a week – Tshwane & Ekurhuleni Metro

A. GAUTENG EAST (5 DAYS A WEEK) - TSHWANE & EKURHULENI					
A.1	TSHWANE METRO – 5 DAYS A WEEK CLEANING				
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE REQUIRED PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER MONTH	PRICE OVER 36 MONTHS
BRONKHORSPRUIT	753,8 m <sup>2</sup>	5 x times per week	2	R	R
CULLINAN	234 m <sup>2</sup>	5 x times per week	1	R	R
CENTURION*	1245 m <sup>2</sup>	5 x times per week	1	R	R
MABOPANE*	632.71 m <sup>2</sup>	5 x times per week	1	R	R
MENLYN	1227 m <sup>2</sup>	5 x times per week	2	R	R
MAMELODI*	557 m <sup>2</sup>	5 x times per week	1	R	R

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GARANKUWA*	785 m <sup>2</sup>	5 x times per week	1	R	R
<b>A.2</b>	<b>EKURHULENI METRO – 5 DAYS A WEEK CLEANING</b>				
<b>BUILDING</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>SERVICE required PER WEEK</b>	<b>NUMBER OF CLEANERS REQUIRED</b>	<b>PRICE PER MONTH</b>	<b>PRICE OVER 36 MONTHS</b>
BOKSBURG*	1395 m <sup>2</sup>	5 x times per week	1	R	R
BRAKPAN*	1050 m <sup>2</sup>	5 x times per week	1	R	R
NIGEL*	1192 m <sup>2</sup>	5 x times per week	1	R	R
ALBERTON*	594 m <sup>2</sup>	5 x times per week	1	R	R
KEMPTON PARK*	1638 m <sup>2</sup>	5 x times per week	1	R	R
<b>GRAND TOTAL- GAUTENG EAST</b>	<b>11303.51</b>	<b>5 x times a week</b>	<b>14</b>	<b>R</b>	<b>R</b>

### B. GAUTENG WEST – 5 Days a week – Johannesburg Metro, Sedibeng & Westrand Districts

<b>B. GAUTENG WEST ( 5 DAYS A WEEK) - JHB METRO, SEDIBENG &amp; WESTRAND DISTRICTS</b>					
<b>B.1</b>	<b>JOHANNESBURG METRO – 5 DAYS A WEEK CLEANING</b>				
<b>BUILDING</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>SERVICE REQUIRED PER WEEK</b>	<b>NUMBER OF CLEANERS REQUIRED</b>	<b>PRICE PER MONTH</b>	<b>PRICE OVER 36 MONTHS</b>
ORANGE FARM	93 m <sup>2</sup>	5 x times per week	1	R	R
ALEXANDRA*	891 m <sup>2</sup>	5 x times per week	1	R	R
CRESTA MALL	1100 m <sup>2</sup>	5 x times per week	2	R	R
<b>B.2</b>	<b>SEDIBENG DISTRICT – 5 DAYS A WEEK CLEANING</b>				
<b>BUILDING</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>SERVICE REQUIRED PER WEEK</b>	<b>NUMBER OF EMPLOYEES REQUIRED</b>	<b>PRICE PER MONTH</b>	<b>PRICE OVER 36 MONTHS</b>
SEBOKENG	985 m <sup>2</sup>	5 x times per week	2	R	R
HEIDELBERG	798 m <sup>2</sup>	5 x times per week	2	R	R
VANDERBJLPARK	1403 m <sup>2</sup>	5 x times per week	2	R	R
EVATON*	783.8 m <sup>2</sup>	5 x times per week	1	R	R
<b>B.3</b>	<b>WESTRAND – 5 DAYS A WEEK CLEANING</b>				
<b>BUILDING</b>	<b>BUILDING SIZE m<sup>2</sup></b>	<b>SERVICE REQUIRED PER WEEK</b>	<b>NUMBER OF CLEANERS REQUIRED</b>	<b>PRICE PER MONTH</b>	<b>PRICE OVER 36 MONTHS</b>
KRUGERSDORP*	1594 m <sup>2</sup>	5 x times per week	1	R	R
<b>GRAND TOTAL-</b>	<b>7647.8</b>	<b>5 x times a week</b>	<b>12</b>	<b>R</b>	<b>R</b>

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<b>GAUTENG WEST</b>			
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### C. GAUTENG EAST – Adhoc (As and when needed) – Tshwane & Ekurhuleni Metro

C. GAUTENG EAST (ADHOC -ONLY WHEN NEEDED) - TSHWANE & EKURHULENI					
C.1	TSHWANE METRO – AD HOC OFFICES (ONLY WHEN NEEDED)				
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE required PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER WEEK	
TEMBA	661.49 m <sup>2</sup>	Only When needed-ad hoc	1	R	
PRETORIA (BYRON)	1466 m <sup>2</sup>	Only When needed-ad hoc	1	R	
AKASIA	1710 m <sup>2</sup>	Only When needed-ad hoc	1	R	
SOSHANGUVE	441 m <sup>2</sup>	Only When needed-ad hoc	1	R	
C.2	EKURHULENI METRO – AD HOC OFFICES (ONLY WHEN NEEDED)				
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE required PER WEEK	NUMBER OF EMPLOYEES REQUIRED	PRICE PER WEEK	
BENONI	1027 m <sup>2</sup>	Only When needed-ad hoc	1	R	
EDENVALE	1237.36 m <sup>2</sup>	Only When needed-ad hoc	1	R	
GERMISTON	1767 m <sup>2</sup>	Only When needed-ad hoc	1	R	
SPRINGS	1815 m <sup>2</sup>	Only When needed-ad hoc	1	R	
<b>GRAND TOTAL- ADHOC - GAUTENG EAST</b>	<b>10124.85</b>	<b>Only When needed-ad hoc</b>	<b>8</b>	<b>R</b>	

### D. GAUTENG WEST – adhoc (as and when needed) – Johannesburg Metro, Sedibeng & Westrand Districts

D. GAUTENG WEST (ADHOC - ONLY WHEN NEEDED - JHB METRO, SEDIBENG & WESTRAND DISTRICTS)					
D.1	JOHANENESBURG METRO - AD HOC OFFICES (ONLY WHEN NEEDED)				
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE REQUIRED PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER WEEK	
MINERALIA BRAAMFONTEIN	1050 m <sup>2</sup>	Only When needed-ad hoc	1	R	
JOHANNESBURG	8100 m <sup>2</sup>	Only When needed-ad hoc	1	R	
ROODEPOORT	1100 m <sup>2</sup>	Only When	1	R	

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D. GAUTENG WEST (ADHOC - ONLY WHEN NEEDED - JHB METRO, SEDIBENG & WESTRAND DISTRICTS)					
D.1 JOHANENESBURG METRO - AD HOC OFFICES (ONLY WHEN NEEDED)					
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE REQUIRED PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER WEEK	
		needed-ad hoc			
SOWETO (ORLANDO WEST)	1761 m <sup>2</sup>	Only When needed-ad hoc	1	R	
RANDBURG	1395 m <sup>2</sup>	Only When needed-ad hoc	1	R	
MAPONYA MALL	998 m <sup>2</sup>	Only When needed -adhoc	1	R	
D.2 SEDIBENG DISTRICT – AD HOC OFFICES (ONLY WHEN NEEDED)					
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE REQUIRED PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER WEEK	
VEREENIGING	1836 m <sup>2</sup>	Only When needed-ad hoc	1	R	
D.3 WESTRAND – AD HOC OFFICES (ONLY WHEN NEEDED)					
BUILDING	BUILDING SIZE m <sup>2</sup>	SERVICE REQUIRED PER WEEK	NUMBER OF CLEANERS REQUIRED	PRICE PER WEEK	
CARLETONVILLE	550 m <sup>2</sup>	Only When needed-ad hoc	1	R	
RANDFONTEIN	1900 m <sup>2</sup>	Only When needed-ad hoc	1	R	
<b>GRAND TOTAL- ADHOC - GAUTENG WEST</b>	<b>18690</b>	<b>Only When needed-ad hoc</b>	<b>9</b>	<b>R</b>	

### EVALUATION STAGES

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

Stage	Description	Applicable for this bid
Stage 1A	Non-Compulsory virtual briefing session	Yes
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Prequalification criteria	Yes
Stage 3	Mandatory requirement evaluation	Yes
Stage 4	Functionality requirement evaluation	Yes
Stage 5	Price and Specific goals	Yes

**Stage 1A: Briefing session**

- Non-compulsory virtual briefing session will be held.

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

- **Verification of bidder’s compliance with bid requirements.**

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

**Stage 2: Pre-qualification criteria**

- Compliance with the prequalification requirements.
- Bidders who fail to meet the prequalification requirements will be disqualified.

Pre-qualification criteria	Comply	Do not comply
Bidder must confirm the capacity to render cleaning services bidding for.		
<b>EVIDENCE:</b> Complete, sign and date the document below.		

**Pre-qualification requirement - Evidence**

**This serves to confirm that I have capacity to render cleaning services in the District (s) indicated (tick the district) bidding for with (“X”)**

Metro \Districts (5 Days a week and Ad hoc as and when needed)	Tick (x)
Gauteng East (5 Days a week) Tshwane and Ekurhuleni -12 Offices (14 Cleaners)	
Gauteng West (5 days a week) JHB Metro, Sedibeng and Westrand districts – 8 offices (12 cleaners)	
Gauteng East - Ad hoc (only when needed) Tshwane and Ekurhuleni - 8 Offices (8 Cleaners)	
Gauteng West -Ad hoc (only when needed) JHB Metro, Sedibeng and Westrand districts – 9 offices (9 cleaners)	

Name: .....

Signature: .....

Date: .....

**Stage 3: Mandatory requirement evaluation**

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

Mandatory Requirement	Comply	Do not comply
Department of Labour COIDA certificate – Valid letter of good standing attached		
The Bidder must have its business Head Quarters in Gauteng Province		
<b>EVIDENCE:</b> Evidence must be a valid Lease agreement or Title deed or Municipality utility bill. (The document must be in name of the company or Owner.		

**Stage 4: Functionality requirement evaluation**

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- The technical proposal will be evaluated out of 100 points with a minimum threshold of 60 points. Bidders that score less than the minimum of 60 points will be disqualified.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel (Bid Evaluation Committee (BEC)) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided. Bidders are required to ensure that all information is supplied as required.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
1.	Company relevant number of years of experience in the provision of cleaning services  <b>NB: no points will be scored if the reference letter is incomplete.</b>	Contactable reference letter(s) (on a company letter head, signed, dated, with an indication of acceptable/ satisfactory level of performance and start and end date (or the actual period of the contract)  Less than 1 year = 0 1 – < 2 years = 15 2 - < 3 years = 25	50	

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Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
		More than 3 years = 50		
2.	Company relevant experience (square meters) in the provision of cleaning services  <b>NB: no points will be scored if the reference letter is incomplete.</b>	Contactable reference letter(s) on a company letter head, signed, dated and with an indication of the square meters cleaned per project). <b>No purchase orders, Award Letters, Appointment letter will be accepted.</b>  0 - 999 = 0 1000 - 1500 = 15 1501 - 2500 = 25 2501 - 3500 = 35 3501 - and above= 50  <b>NB: Non- accumulative calculation the highest square metres cleaned will be considered.</b>	50	
<b>TOTAL</b>			<b>100</b>	

### Stage 5: Price and Specific goals

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000.00, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R50 000 000.00 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

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

### Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	<p>7</p>	<p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>7 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>	<p>10</p>	<p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>	<p>3</p>	<p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>

**\*NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

**PRICING SCHEDULE**  
 (Professional Services)

<b>NAME OF BIDDER:</b> .....	<b>BID NO:</b> <u>DHA09-2024</u>
<b>CLOSING TIME</b> <u>11:00</u> .....	<b>CLOSING DATE:</b> <u>30 AUGUST 2024</u>

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
  
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
  
3. Period required for commencement with project after acceptance of bid .....
  
4. Estimated man-days for completion of project .....
  
5. Are the rates quoted firm for the full period of contract? **Only firm prices will be accepted.**



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 consortium<sup>2</sup> will not be construed as collusive bidding.

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

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

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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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

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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

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

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

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

**1. GENERAL CONDITIONS**

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

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

**1.2 To be completed by the organ of state**

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

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

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

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

**2. DEFINITIONS**

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

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

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

<b>80/20</b>	or	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$			

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

**PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>7 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE</li> </ul>	

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The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number: .....

#### 4.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....