



KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200
Tel (033) 264 9500 Fax (033) 342 3904 / 342 1991

ENQUIRIES: Mr B Magudulela/ Mr B Ngcobo

BID NOS: SS-KZN 5/2/1 (188) 2L

The Managing Director

Dear Sir / Madam

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWA-ZULU NATAL FOR A PERIOD OF TWO (02) MONTHS

1. BID NO: SS-KZN 5/2/1 (188) 2L
2. Closing Date: **18 May 2023 at 11h00**
3. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 3.3, SBD 4, SBD 6.1, terms of reference/specification, entity forms, as well as any other conditions accompanying this request are applicable. Proof of delegation of authority to sign the Bid document must be included in your proposal.
4. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
5. Submit the central supplier database summary report and the Tax compliance status pin or (valid tax clearance certificate).
6. Please contact on **Bongani Ngcobo on 033 341 2600** for any technical queries related to the project.
7. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Faxed or emailed copies will not be accepted. Use of correctional fluid is strictly prohibited on the document.
8. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project. Provision must be made for this compulsory meeting.
9. Please ensure that your bid reaches this office before closing time.
10. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
11. All bids are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Rural Development & Land Reform, Private Bag X9132, Pietermaritzburg, 3200
12. The Department of Agriculture, Land Reform and Rural Development is bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC
FOR DIRECTOR –GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND
RURAL DEVELOPMENT**

DATE: 12/05/2023

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

BID NUMBER:	SS-KZN 5/2/1 (188) 2L	CLOSING DATE: 18 May 2023	CLOSING TIME:	11H00
-------------	-----------------------	---------------------------	---------------	-------

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWA-ZULU NATAL FOR A PERIOD OF TWO (02) MONTHS
-------------	---

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (270 Jabu Ndlovu Street.)

1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
---	--

CONTACT PERSON	Mr Bongani Magudulela	CONTACT PERSON	Mr Bongani Ngcobo
----------------	-----------------------	----------------	-------------------

TELEPHONE NUMBER	033 264 9500	TELEPHONE NUMBER	033 341 2600
------------------	--------------	------------------	--------------

FACSIMILE NUMBER		FACSIMILE NUMBER	
------------------	--	------------------	--

E-MAIL ADDRESS	bongani.magudulela@dalrrd.gov.za	E-MAIL ADDRESS	bongani.ngcobo@dalrrd.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] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ 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? ☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 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. 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 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:

.....

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

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:	
	
	
	
	

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING THE SERVICE FOR STANDARD CLEANING AND HYGIENE FOR REGIONAL LAND CLAIM COMMISSIONER: 200 CHURCH STREET, KWAZULU NATAL FOR A PERIOD OF TWO (2) MONTHS

SBD 3.3

PRICING SCHEDULE

(Professional Services)

NAME OF Service Provider: Bid NO.: SS-KZN 5/2/1 (188) 2L

CLOSING TIME:

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
-------------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.

TOTAL PRICE

R.....

Bid offer must remain valid for the period of 30 days after the closing date.

N.B

- Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)
- All cleaning equipment and detergents **must be provided by the bidder.**
- Pricing must be fixed for the duration of the project. Only the wage increment based on a department of labour sectoral wage determination will be considered

DSE | SBD 3.3

1/4/18

Bid Initials

Bid's Signature.....

Date:.....



**agriculture, land reform
& rural development**

Department
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Directorate: Finance and Supply Chain Management Private Bag X9132, Pietermaritzburg, 3200
TEL: (033) 264 9500 FAX: (033) 342 1991

**1. TERMS OF REFERENCES OF THE EXTENTION SERVICE PROVIDER FOR
THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL,
FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT
OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE
REGIONAL LAND CLAIMS COMMISSIONER OFFICE FOR A PERIOD OF TWO
(2) MONTHS**

2. OBJECTIVES

- 2.1. The objective of the specification is to appoint a suitable Service Provider that can render the service for hygiene and deep cleaning for Regional Land Claim Commissioner: 200 Church Street, KwaZulu natal for a period of two (02) months.

2.2. **PHYSICAL ADDRESS: 200 Church Street
Pietermaritzburg
3200**

3. SCOPE OF WORK

•	Number of floors	06	
•	Offices	77	
•	Open plan	01	
•	Toilets cubicles	09	Women
		06	Men
•	Hand wash basins	10	
•	Urinals	02	Men
•	Kitchens	05	
•	Entrance foyer	N/a	
•	Boardrooms	02	
•	Passage	05	
•	Surface to be cleaned approximately	2430m2	
•	Estimated no. of Employees	105	
•	Visitors	150 per months	
•	Parking Bays	13	

<u>TASK DESCRIPTION</u>	<u>FREQUENCY</u>
A. OFFICES, BOARDROOMS/ MEETING ROOMS	
Cleaning floor according to the type	Daily
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth	Daily
Dust desks and computers with a damp cloth	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Weekly
Polish all wooden furniture	Weekly
Clean directory boards	Daily
Empty dust bins, wastepaper baskets, wash and replaced plastic inners.	Twice Daily
Clean picture frames and glass	Daily
Clean water bottles and drinking glasses and refill with fresh water, with dish washing liquid	Daily
Clean material partitions inside offices	Weekly
Washing of carpets and upholstered furniture.	Quarterly or when required
Damp wash vinyl covered furniture	Weekly
Spot clean marks from walls, doors, paint work and light switches	Monthly
Apply liquid metal polish, to brass door handles, window stays and window fasteners,	Monthly/When required
Vacuum carpets, if any	Twice a Week

B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, AND FIRE ESCAPES.	
Clean floor according to type	Daily
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Glass doors at the entrances must be cleaned with a damp cloth.	Daily
Spot clean all glass; windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m.	Daily
Clean skirting	Weekly
C. CORRIDORS/ PASSAGES/ ATRIUM	
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Spot clean all glass, windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m	Weekly
Clean skirting and handrails	Weekly
Scrubbing, cleaning and polishing of passages and staircases	Quarterly
D. TOILET CLEANING	
Cleaning of toilets (closet pans, urinals, wash bins and mirror) with toilet cleaning soap and disinfectant.	Daily
Washing of toilet floors, walls, doors and pipes	Weekly
E. PEST CONTROL	
Provide full compliments of pest control for inside: fumigation, gel, sprays, and tablets to area eradicate rodents, cockroaches, fishmoths, ants and bees.	Quarterly

F. WINDOW, CURTAINS AND BLINDS	
Clean both faces of glass and blinds	Annually
G. KITCHEN	
Kitchen and pause area floor, cupboards must be cleaned with water and detergent	Daily
Microwave ovens must be washed with water and detergent	Daily
Fridge must be defrosted and washed with water and detergent	Quarterly
Cutlery and crockery used during the meeting must be cleaned	Daily or when required
H. WASTE BINS	
Separate paper waste from general waste and use designated /labeled bins. i) Contractor must supply waste bins in each toilet. Number of bins required: FIVE (5) (once off) (ii) Contractor must supply 200 plastic bin bags per month for waste removal from offices.	Weekly
Wash the waste bins and the refuse area	
I. SANITARY DISPOSAL SHE BINS	
Supply and installation of new SHE bins in all ladies toilets • 23 liters • plastic material • Sensor	9 units (Once off)
Sanitary waste must be removed and not stay with the Departmental premises	Twice a Week
Disposal bins must be replaced with the clean disinfected bins together with the inner plastic bags. • Must have self closing tight fitting lids with trap doors with non-touch opening / closing mechanism • One (1) bin per female cubicle	Twice a Week

J. SANITARY HYGIENE PLASTIC BAGS

Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle and Height: 310 mm, Depth: 60 mm, Width: 160 mm	09 Units (once off)
--	----------------------------

Supply and installation of sanitary hygiene plastic bag (90mm size)	Monthly
---	----------------

Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
---	--

K. SEAT WIPES

Supply and installation of seat wipe dispensers in both female and male toilets and Disability toilets	15 Units (once off)
--	----------------------------

Seat wipes (±400ml) must to be replaced and must be manufactured from non-woven linen tissue and must contain bactericides and disinfectants	WEEKLY (ENSURE AVAILABILITY ALL TIMES)
--	--

Seat wipe dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
--	--

L. TOILET PAPER HOLDERS AND ROLLS

Supply and installation of toilet paper holders in both female, male toilets and Disability toilets -three paper canister	15 Units (once off)
---	----------------------------

NB: All toilet roll holders should be lockable to prevent theft.

2 ply Toilet roll must be replenished	Twice daily
--	--------------------

Toilet paper roll must be manufactured from a soft paper, must be of good quality and acceptable standards of SANS.	
---	--

Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
---	--

M. HAND WASH LIQUID SOAP AND DISPENSER

Supply and installation of liquid soap dispenser in both female and male toilet and Disability toilets	05 Units (once off)
--	----------------------------

NB: All soap dispensers holders should be lockable to prevent theft.

Hand wash Liquid soap must be replenished($\pm$ 500ml)	Weekly / when required
---	-------------------------------

Hand wash Liquid soap must be drip free and not harsh/ irritable to the skin non-ammoniated, antibacterial & non-fragrance.	
---	--

Liquid soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
---	--

N. AUTOMATIC AIR FRESHNER

Supply and installation of air freshener dispenser in both female and male toilets and Disability toilets	05 Units (once off)
---	----------------------------

Air freshener must be refilled and must spray at intervals of 15 minutes (480ml)	Weekly
--	---------------

Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
--	--

O. HAND PAPER TOWEL AND DISPENSER

Supply and installation of hand paper towel dispenser in both female and male toilets	FIVE (5) Units (once off)
---	----------------------------------

Paper towels must be replaced	Weekly
-------------------------------	---------------

Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
--	--

• STAFFING REQUIREMENT

- Staff required:
 - Working Supervisors 01
 - Cleaners 03
- Cleaning personnel must commence work daily by arrangement between 07:00 to 15:30

4. PROPOSAL REQUIREMENTS

4.1 The proposal should include the following:

- A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the contract. Price adjustment will only be acceptable only if there's CPI increases
- ❖ Company profile with contact details and addresses
- ❖ List of regional/branch office (if any)
- ❖ Main business area
- ❖ Detailed list of current and completed contracts of the similar nature/references

5. MANDATORY REQUIREMENTS

Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.

- a. A Valid tax Clearance Certificate issued by the South African Revenue Services (SARS), where consortium/ joint ventures are involved each party to the association must submit a separate valid original Tax Clearance Certificate. (TCC or PIN letter from SARS)
- b. A company resolution authorizing a person to sign the bid documents.
- c. A valid letter for tender purposes or letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning as the nature of business)
- d. Public Liability Insurance (Proof of quotation obtainable from any insurance companies or any other relevant proof). Minimum amount of R500 000.00
- e. Valid letter for tender purposes or certificate of compliance for Unemployment Insurance Fund obtainable from the Department of Labour. Not application of registration.
- f. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.
- g. There will be compulsory briefing or site inspection instead, any quotation pertaining technical enquires address to Mr B Ngcobo

email: bongani.ngcobo@dalrrd.gov.za On SCM related enquires address Mr B Magudulela email: bongani.magudulela@dalrrd.gov.za

- h. Sanitary waste removal management (Proof of quotation from the service provider who will collect and remove sanitary waste, obtainable from the waste removal company). On condition that the appointed sp is not providing hygiene service therefore they can sub contract and provide TCC of the company that will provide the service.
- i. Registration with the bargaining council for cleaning and hygiene services (Attach proof / certificate)
- j. CSD Report/ printout and be attached on the proposal
- k. COVID - 19 and Sanitary waste: The bidder must submit valid certificate (Proof of registration or license issued to the bidder by the National Department of Environment, Forestry and Fisheries) for disposal of sanitary bin content / waste. If the bidder is not accredited to provide this service (sanitary waste disposal) the bidder must submit valid letter of intent / quotation from an entity registered with the National Department of Environment, Forestry and Fisheries
- l. Accredited to provide this service (Pest control and fumigation operator) the bidder must submit a valid letter of intent / quotation for this bid or a copy a valid and certified certificate of registration as Pest Control for structural or fumigation certificate issued by the Department Agriculture, Rural Development and Land Reform

6. EVALUATION CRITERIA

- 7. Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and information provided.
- 8. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

9. Functionality will be evaluated on the basis of supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.
10. This bid shall be evaluated in two stages. On the first stage, bids will be evaluated on functionality whereas on the second stage evaluation, evaluation will be done in accordance with 80/20 preference points system as stipulated below.
11. The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values
12. The applicable values that will be utilized when scoring each criteria ranges from: **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent**
13. **First Stage -Evaluation of Functionality**

Functionality will be evaluated by members of the Bid Evaluation Committee in accordance with the functionality criteria and values illustrated below. The applicable values that will be utilized when scoring each criteria ranges from **1 poor, 2 average, 3 good, 4 very good and 5 excellent.**

14. **Refer to SBD 6.1**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20) system	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

14. TERMS AND CONDITIONS OF THE PROPOSAL

- Bidders must ensure that upon the assumption of duty all workers must have uniform\protective clothing.
- Upon termination of the contract the Service Provider must remove such equipment from the premises without causing any damages to the property.
- The service provider will be held liable for any damages and payment may be withheld
- Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the DRDLR Supply Chain Management general contract conditions.
- The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation will result in disqualifications.
- In cases where company, partnership or close corporation commence business for the first time or either don't have capital; the following particulars must be furnished
- Full particulars of a registered, reputable financial institute/ company that will assist with the commencement of project e.g. buying material and equipment
- Service Provider must give the assurance that all workers will be under proper supervision. Any liaison in regard to the daily needs will be through the supervisor and not directly with workers. Supervisor must ensure that cleaning and hygiene material are available at all time and that it should be replaced as required.
- The Service Provider must arrange the insurance policy with a reputable insurance company **OR** submit documentary proof/ letter of intent. Premiums must be paid monthly after the award for the duration of the project failure to comply the Department will reserve the right to pay the premiums and to deduct such payments from money owed by the contractor.
- All Acts and Regulations relating to cleaning and hygiene services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South Africa Bureau of Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- The Department reserves the right to conduct tests and analyses on the cleaning and hygiene detergents and equipment provided by the bidder to ascertain the quality and compliance to **SANS**.
- No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- All equipment and cleaning, hygiene material must be provided by the service provider.
(See part A and B attached to these terms of reference).

- **Any short coming in this term of reference must be identified by the service provider prior the awarding of the quotation. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.**
- Should the service provider not comply with any of the conditions contained in this term of reference during the contract period the DRDLR may cancel the contract within one month notice.
- The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.
- Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month
 - **The Department of Rural Development and Land Reform shall:**
 - Conduct business in a courteous and professional manner with the Service Provider.
 - Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
 - Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
 - The DRDLR and Service Provider will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification will also form part of the service level agreement.
- **All toilet roll canisters and soap dispensers should be lockable to prevent theft. The Service Provider must install all SHE bins, automatic air freshener units, soap dispensers and automated paper towel dispensers units will be rented. Upon termination of the contract the Service Provider must remove such equipment from the premises.**
- All Acts and Regulations relating to cleaning services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South African National

Standards and Occupational Health and Safety Act and regulations and must be of high quality.

- The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.

15. ENQUIRIES

Query	Name	Contact Details
Technical	Mr. Bongani Ngcobo	033 341 2600/30 Bongani.ngcobo @drdlr.gov.za
Quotations related	Mr. Bongani Magudulela BIDS Management	033 264 9500 Bongani magudulela @drdlr.gov.za

9. PUBLICATION

- CSD – Quotations

10. APPROVAL

Terms of Reference has been approved as follows:

~~APPROVED/ NOT APPROVED~~



MR. M. DLAMINI

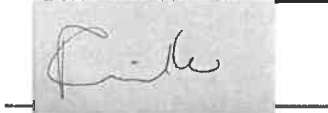
CHAIRPERSON: BSEC

DATE: 8/05/2023

11. ENDORSEMENT

Terms of Reference has been endorsed as follows:

~~ENDORSED/ NOT ENDORSED~~ —



MRS. PAULINE MAULLER

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 11/05/2023

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF TWO (02) MONTHS

SBD 3.3

PRICING SCHEDULE

(Professional Services)

NAME OF SERVICE PROVIDER: Bid NO.: SS-KZN SP

CLOSING DATE & TIME:

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
-------------------	-------------	--

The accompanying information must be used for the formulation of proposals.

TOTAL PRICE

R.....

Bid offer must remain valid for the period of 30 days after the closing date.

N.B

- Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)
- All cleaning equipment and detergents must be provided by the bidder.
- Pricing must be fixed for the duration of the project. Only the wage increment based on a department of labour sectoral wage determination will be considered

A. LABOUR RATES

DESCRIPTION	ALL MONTHLY COST	INCLUSIVE	QUANTITY REQUIRED	CONTRACT DURATION	TOTAL COST FOR THE PROJECT FOR DURATION 2 MONTHS
WORKING SUPERVISOR/CLEANER	R.....	1	2 MONTHS	R.....	
PROFIT, OVERHEADS AND OTHER RELATED COSTS (WORKING SUPERVISOR)	R.....	1	2 MONTHS	R.....	
GENERAL CLEANERS	R.....	3	2 MONTHS	R.....	
PROFIT, OVERHEADS AND OTHER RELATED COSTS (GENERAL CLEANER)	R.....	3	2 MONTHS	R.....	
SUBTOTAL COST (EXCL VAT)				R.....	
VAT @ 15%				R.....	
TOTAL COST (INCL VAT)				R.....	

<u>PRICE BREAKDOWN</u>	<u>CLEANERS</u>	<u>SUPERVISOR</u>
Basic salary per cleaner	R	R
Leave pay	R	R
Sick leave	R	R
UIF	R	R
Public Holiday	R	R
Levy Workmen compensation	R	R
COIDA	R	R
Skills development levy	R	R
Total cost	R	R
<u>Overtime- rate only:</u>		
Weekday	R	R
Saturday	R	R
Sunday / Public Holidays	R	R

Bid Initials
 Bid's Signature.....
 Date:.....

B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 2 MONTHS
EQUIPMENTS AND MACHINERY	R.....	2 MONTHS	R.....
CLEANING DETERGENTS	R.....	2 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)			R.....
VAT @ 15%			R.....
TOTAL COST (INCL VAT)			R.....

Bid Initials
 Bid's Signature.....
 Date:.....

C. HYGIENE SERVICE

HYGIENE SERVICE TASK DESCRIPTION	QUANTITY OF CONSUMABLES PER MONTH	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 36 MONTHS
Supply and installation of new SHE bin (See item I of the scope of work)	9 UNITS (ONCE OFF)	R..... Per month	2 MONTHS	R.....
Supply and replenishment of Bin Liner bags (Clear)	150 PER MONTH	R..... Per month	2 MONTHS	R.....
Supply and replenishment of refuse plastic bag (Black)	160 PER MONTH	R..... Per month	2 MONTHS	R.....
Supply and installation of sanitary hygiene plastic bag dispensers	9 UNITS (ONCE OFF)		2 MONTHS	R.....
Supply of sanitary hygiene plastic bag	18 X 50 PER PACKET PER MONTH	R..... Per month	2 MONTHS	R.....
Supply and installation of seat wipe dispensers in both female and male toilets	15 UNITS (ONCE OFF)		2 MONTHS	R.....
Supply of tissue seat wipes	15 X 100 SEAT WIPES PER MONTH	R..... Per month	2 MONTHS	R.....
Supply and installation of	15 UNITS (ONCE		2 MONTHS	R.....

Bid Initials
 Bid's Signature.....
 Date:.....

metal lockable toilet paper holders in both female and male toilets	OFF)				
2 PLY TOILET PAPER ROLLS	25 BALES PER MONTH (48 ROLLS PER BALE)	R..... Per month	2 MONTHS	R.....	
Supply and installation of hand paper dispenser	10 UNIT (ONCE OFF)		2 MONTHS	R.....	
Replacement of paper towels	20 ROLLS PER MONTH	R..... Per month	2 MONTHS	R.....	
Supply of paper towel bin	10 UNITS (ONCE OFF)		2 MONTHS	R.....	
Supply and installation of wall mounted hand wash foam plastic dispenser in both female and male toilets and the kitchen	10 UNITS (ONCE OFF)		2 MONTHS	R.....	
Supply of hand wash foam	10 X 1L PER MONTH	R..... Per month	2 MONTHS	R.....	
Supply five (5) foot-pedal COVID 19 waste bin (PPE bin), ten (10L) capacity in entrance, the waste must have self-closing tight	5 UNITS (10L)	R.....	2 MONTHS	R.....	

Bid Initials
 Bid's Signature.....
 Date:.....

Provide four (04) red plastic bags for COVID-19 bin per month	20 PER MONTH	R.....	2 MONTHS	R.....
Provide constant removal of COVID 19 waste bin disposal items in line with Health Care waste protocols and clean and sterilize bins	4 PER MONTH	R.....	2 MONTHS	R.....
Supply and installation of automatic air freshener dispenser	5 UNITS	R..... Per month	2 MONTHS	R.....
Supply & replenishment of automatic Air Freshener	5 x 200ML PER MONTH	R..... Per month	2 MONTHS	R.....
Supply liquid furniture non wax and non water based aerosol	4 x 175ML CANS PER MONTH	R..... Per month	2 MONTHS	R.....
Supply dishwashing liquid	8 LITRES PER MONTH	R..... Per month	2 MONTHS	R.....
Supply hand sanitiser (70% alcohol based SABS / SANS approved)	1 x 5LITRE PER MONTH	R..... Per month	2 MONTHS	R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Bid No.:

Supply 2-Ply Facial Tissues White 180 Tissues (205mm x 190 mm)	N/A	R..... Per month	2 MONTHS	R.....
Supply Toilet Bowl Cleaner Compound	4 x 5LITRE PER MONTH	R..... Per month	2 MONTHS	R.....
Supply Anti-Septicum disinfectant	1 X 5LITRE PER MONTH	R..... Per month	2 MONTHS	R.....
Supply Carpet Cleaning Shampoo	1 X 20 LITRE PER QUARTER	R..... Per month	2 MONTHS	R.....
Supply Window Cleaner	1 x 5LITRE PER MONTH	R..... Per month	2 MONTHS	R.....
SUB TOTAL COST (EXCL VAT)				R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INC VAT)				R.....

Bid Initials
Bid's Signature.....
Date:.....

SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST INCLUDING VAT
A. TOTAL COST FOR LABOUR RATES INCLUDING VAT	R.....
B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS, INCLUDING VAT	R.....
C. HYGIENE SERVICE INCLUDING VAT	R.....
TOTAL BID PRICE	R..... (Should reflect on SBD 3.3 as well)

Bid Initials
Bid's Signature.....
Date:.....

PART A: EQUIPMENT AND MATERIAL SCHEDULE: 200 CHURCH STREET, PIETERMARITZBURG

	DESCRIPTION	QUANTITY FOR 2 MONTHS	PRICE		
			PRICE PER ITEM	MONTHLY	TOTAL PRICE FOR THE 2 MONTHS CONTRACT PERIOD
1.	Janitor trolleys-complete with bucket, wringer, cloths	1			
2.	Sweeping mop complete	4			
3.	Toilet brushes	15			
4.	Soft brooms	4			
5.	Feather dusters	4			
6.	Cloth	8 colour-coded			
7.	Swabs	8			
8.	Ammoniated liquid detergent cleaner	1X 10L			
9.	Multi purpose cleaning / scrubbing liquid soap:	1 X10L			
10.	Toilet scrubbing and cleaning soap	2 x 20L			
11.	Pine gel	6 X 5L			
12.	Dishwashing Liquid	3 x 5L			
13.	Liquid furniture non wax and non water based aerosol	8 cans			

14.	Sanitizer drip-master for urinals	6 once off		
15.	Refills for drip-master	12 X 400ml		
16.	Toilet Bowl Cleaner Compound	8X5L		
17.	Anti-Septicum disinfectant	2 x 5L		
18.	Dust pan set	4 sets		
19.	Carpet Cleaning Shampoo	2X5L		
20.	Window Cleaner	2X5L		
21.	Industrial Extension cord	4X10m		
22.	Refuse plastic bags- heavy duty	320		
23.	Hand paper towel dispenser	10 Unit (once off)		
24.	Replenishment of Paper towels	40 rolls		
25.	70% Alcohol based hand sanitizer	2x5L		
26.	Foot pedal COVID 19 Waste bin (PPE)	5 x10 L capacity- once off)		
27.	Plastic bags for COVID-19 bins (red)	40 bags		
28.	Removal hazardous waste material	8 times (4 per month)		
29.	Automatic Air freshener dispensers	5 Units- once off		
30.	Replenishment of Air Freshener	10 x 200ml		
31.	Wall mounted bins	10 x 32L (once off)		

32.	2-Ply Facial Tissues White 180 Tissues (205mm x 190 mm)	N/A			
33.	Scrubbing Brush	N/A			
34.	Seat wipe dispensers	15 units (once off)			
35.	Toilet paper holders	15 units (once off)			
36.	Sanitary hygiene plastic bag dispensers	9 units (once off)			
37.	Wall mounted hand foam soap automatic dispenser	10 units (once off)			
38.	New SHE bins in all ladies' toilets,	9 x 23 liters (Once off)			
39.	Sanitary hygiene plastic bags	36 x 50 per pkt			
40.	Toilet seat wipes	30 x 100 per pack			
41.	Toilet paper rolls (2 ply)	50 bales x 48 rolls			
42.	Hand wash foam soap	20 X 1L			
43.	Office Bin liner bags (20lt- clear)	300			