



Economic Development & Tourism

Department:
Economic Development & Tourism
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID: CLEANING SERVICES

APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC
DEVELOPMENT AND TOURISM FOR A PERIOD OF 36 MONTHS

TENDER NO. DEDaT 0002/2025

TERMS OF REFERENCE

ELIGIBILITY:	Competent Service Providers to provide quality cleaning service to the Department.
DUTY STATION:	Kimberley – Project Management Office, 13 th Floor, MetLife Building, Stead Street.
CONTRACT PERIOD:	36 months
REPORTING TO:	Supply Chain Management
APPOINTED BY:	Department of Economic Development and Tourism, Northern Cape.

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FOR A PERIOD OF 36 MONTHS**

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1 BACKGROUND

The Department of Economic Development and Tourism (DEDaT) in the Northern Cape is seeking to appoint a service provider with suitable experience to render cleaning services for 36 months.

The site and floors:

1.1 METLIFE TOWERS

1.1.1 T Floor

1.1.2 2nd Floor

1.1.3 11th Floor

1.1.4 12th Floor

1.1.5 13th Floor

Coordinates for individual site visits

28°44'16"S and 24°45'55"E.

Address: Cnr Knight and Stead Street, Kimberley

1.2 KHAYA LA BANTU

Coordinates for individual site visits

28° 43' 54" S and 24° 45' 37" E.

Address: 2 Cecil Sussman St, Kimberley, 8300

1.3 KIDJA

Coordinates for individual site visits

28° 44' 20" S and 24° 46' 10" E.

Address: 25 Villers street, Kimberley

2 PROJECT OBJECTIVE/PURPOSE

The objective of the bid is to appoint a service provider as indicated above to render cleaning services for the Department of Economic Development and Tourism for a period of thirty six (36) months. The department therefore undertakes to appoint a Service Provider for the need as identified.

3 COLLABORATIVE PARTNERSHIPS AND RELATIONSHIPS

The project working relationships that are key to the successful undertaking of the bid are the following;

- 3.1. Facilities management
- 3.2. Occupational Health and Safety Committee
- 3.3. SCM
- 3.4. DEDaT
- 3.5. Programme Managers

4 POLICY REGULATORY AND LEGISLATIVE FRAMEWORK

All regulations, policies, acts, frameworks, procedures and any of law applicable must be adhered to and in full compliance. They are listed below:

- Public Financial Management Act (Act 1 of 1999)
- Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000); and Preferential Procurement Regulations, 2022
- National Environmental Management Act (NEMA) 1998 (Act 107 of 1998);
- National Industrial Participation Programme (Local Content);
- Prevention and Combating of Corrupt Activities Act (PCCAA) 2004 (Act 12 of 2004);
- Supply Chain Management Practice Notes and Circulars;
- Broad-Based Black Economic Empowerment Act (BBBEEA) 2003 as amended (Act 53 of 2003);
- Competition Act (CA) 1998 (Act 89 of 1998) as amended;
- Foreign Corrupt Practices Act, 2004 as amended;
- Occupational health and safety (Act 85 of 1993)
- Basic Conditions of Employment (Act 75 of 1997)
- Compensation for occupational injuries and disease (Act 130 of 1993)
- Unemployment Insurance (Act 63 of 2001)

5 REQUEST FOR BID TERMS AND CONDITIONS

The following guidelines are provided to assist a Bidder in completing a response:

- 5.1. The bid should be written in simple tense English for easy understanding and perusal.
- 5.2. All costs incurred in the preparation and submission of the bid shall be wholly absorbed by the Bidder.
- 5.3. All information, supporting materials and other documentation submitted with the bid will become the property of DEDaT.
- 5.4. DEDaT shall not be liable for any costs incurred by the Bidder in the preparation of response to this Request For Bid. The preparation of response will be made without obligation to acquire any of the items included in the Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.
- 5.5. All invoices shall only become payable within 30 days upon receipt of an invoice by DEDaT.
- 5.6. Responses received after the specified due date and time will not be accepted under any circumstances. No late bid will be accepted.
- 5.7. DEDaT has the right to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA(Act 5 of 2000).
- 5.8. The DEDaT reserves the right to enter into negotiations with successful bidder under the conventions embodied in the principles of "Best And Final Offer" (BAFO).
- 5.9. Instructions to the Bidder on what needs to be included in the bid and indicating the failure to which non-compliance will be dealt with as well as how any dispute or grievances are to be dealt with are indicated in the bid documents (GCC). The terms of the General Condition of Contract (GCC) forms the general basis of the contract which will be further espoused in the special condition of contract (SCC) in the form of a service level agreement (SLA).
- 5.10. 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.
- 5.11. The copyright of all documents, programmes and report must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Department.
- 5.12. The service provider must be a single legal entity with all other necessary expertise and will be

dealt with as such if it's a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in this tender.

- 5.13. 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.
- 5.14. Bidders may ask for clarification on these tender documents or any part thereof one week before the deadline for the submission of the bids.
- 5.15. Bidders 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 the bidder to influence bid evaluation, bid comparison or bid award decisions in any manner, may result in rejection of the bid concerned.
- 5.16. After the closure of the bid the Supply Chain Management Unit (SCM) will open the proposal and draft a long list of all responsive service providers. Thereafter service providers who are non-responsive and do not meet the stipulated prequalification evaluation criteria per the terms of this bid will be disqualified.
- 5.17. 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 service provider, modify the tender document. The Department may, at its discretion extend the deadline for submission of bids by amending the bid documents.
- 5.18. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period.

6 MANDATORY BID REQUIREMENTS

It is mandatory for bidders responding to this bid to submit the following information:

- 6.1. The following will be the minimum requirements that must be disclosed in the bid/proposal.
 - 6.1.1. General background.
 - 6.1.2. The name and contact details (telephone and/or mobile, fax, email, and postal address) of the project leader (on the front cover of the proposal).
 - 6.1.3. Particulars of project team members who will be involved in the project on an on-going basis (including qualifications and experience -CV's to be included) and a breakdown of race, gender and disability.
 - 6.1.4. The name of company, business addresses and contact details.
 - 6.1.5. Overview of the organisation's capabilities, experience and Credentials i.e. licences, certifications and professional certificate that demonstrate expertise in a specific trade or field
 - 6.1.6. The company's core business in relation to cleaning services and duration in conducting the cleaning services.
 - 6.1.7. The total complement of your staff and the statistical breakdown in terms of gender and previously disadvantaged individuals.
 - 6.1.8. The complement of your management and technical staff, and what is the numerical breakdown in terms of gender and previously disadvantaged individuals.
 - 6.1.9. Provide details of clients who make use of your cleaning services similar to the ones you offer in this bid, including names, contact persons and the nature of the services.
 - 6.1.10. Any other additional information to strengthen your bid/proposal will be considered
- 6.2. The taxes of the successful Bidder must be in order. The onus lies with the bidder to ensure that their tax matters are in order. This information must be clearly updated on the CSD. This include bids that are of a joint venture.

- 6.3. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must have a valid separate Tax compliance Certificate, SBD 4, upon submission. International companies are to make arrangements with South African Revenue Services for a valid separate Tax compliance Certificate.
- 6.4. In the event of a consortium, details of roles and responsibilities of each party are to be provided and the overall management structure of the consortium and business model thereof.
- 6.5. The Standard bidding documents to be completed SBD 1, 3.1, 4,6.1, must be completed in full and the signed declaration forms must be attached to the bid.

Table 1 Standard Bidding Document (SBD)

SBD 1	Invitation to bid/Request for proposal
SBD 3.1	Pricing schedule – firm prices
SBD 4	Declaration of interest
SBD 6.1	Preference points claim

6.6. Registration on Central Supplier Database (CSD)

If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid. All prospective bidders must attach a copy of the CSD registration "Detail Report" to the bid.

6.7. Provide a supervisor on site who will be available during working hours from 07h30 – 16h00.

6.8. Provide proof of COIDA and UIF registration

7 SPECIAL REQUIREMENTS

- The employees of the service provider on duty shall always be appropriately dressed in a uniform displaying his/her name and company name.
- The employees must be equipped with protective clothing and equipment.
- The successful bidder to submit invoices by the 20th of every month.
- The **Department** reserves the right to increase or decrease the number of employees at any existing or new location.
- The newly appointed company must absorb a minimum of 60% of the current staff/officers per site
- DEDaT reserve the right to move bidder's employees to different Departmental premises without price increase
- The Department reserves the right to determine the quality of all cleaning materials

8 INDEMNITY

The Northern Cape Department of Economic Development and Tourism shall not be liable for any injury, loss or damage to the preferred bidder's employees, equipment or vehicles whilst on the premises during the contract period.

9 TRANSFER AND CESSION

The successful bidder shall render the service. The successful bidder shall not cede, transfer, sell or alienate in any way this contract awarded in terms of Bid DEDaT 0002/2025 or any part thereof to any person or company.

10 BREACH AND TERMINATION

Should either party commit or breach the provisions of the contract and fail to remedy that breach (es) within 14 (fourteen) days after the receipt of a written complaint, the party that is not in default shall be entitled to cancel this contract per written notice delivered to the other party's domicile et executandi as per bid documents without prejudice to any other right which the non-defaulting party may have as a result of such breach.

11 PRICING

The following conditions shall be applicable and forms an integral part of the bid:

- It is expected that the contractor shall pay his/her employees at least a minimum monthly basic wage, as prescribed in the Basic Conditions of Employment Act, 75 of 1997: Sectoral Determination, South Africa.
- Price per employee should be all-inclusive, i.e. package per year including all leave provisions and other benefits. Bidders shall also make provision in their price structure for relief officers.
- A detail price breakdown of cleaning materials must be filled in.

A fixed increase of 6% per annum must be incorporated in the price calculation of this bid. Salaries/wages will be in line with any increases as published per Government Gazette.

12 SITE

The project site is illustrated below:

12.1 MetLife Towers

12.1.1 T Floor

12.1.2 2nd Floor

12.1.3 11th Floor

12.1.4 12th Floor

12.1.5 13th Floor

12.2 Khaya La Bantu Building

12.3 KIDJA

13 REQUIRED KEY COMPETENCIES

1. The service provider must demonstrate his/her ability to undertake the work.
2. The reliever must be able to perform the exact same work or better than the one he/she relieves and not compromise the quality of work.
3. Provision of a supervisor on site to respond to all queries and challenges that may arise within 24 hours.
4. The service provider must demonstrate how compliance to legislation will be met.
5. Demonstrate the ability to meet the turnaround time of 24hours in relation to all queries for solutions
6. Fully functioning office in Kimberley or Northern Cape as indicated to be verified of bidders during due diligence and shall remain for the duration of the contract. The office must remain in the city for the duration of the contract.
7. The proposal must demonstrate a clear understanding of the scope.
8. The service must comply with the service standards and the regulations as outlined in the terms of reference.

14 TECHNICAL PROPOSAL

The service provider must clearly outline the following:

1. Executive Summary
2. Introduction
3. Background: Provide relevant background information on your company, the cleaning industry and your customers.
4. Description of the project management experience, also where it relates to referrals of past clients.
5. Description of your financial capability and financial management of project.
6. Methodology to reflect how the scope of work can be achieved.
7. Demonstrate the implementation of the project.
8. The proposal must be submitted with all other required documents.

15 COMPULSORY BID CRITERIA

The following bid criteria will apply and must be fully complied with.

1. Provide proof of experience in the scope of work.
2. Bidders must have administrative and management infrastructure to manage, control and perform the service as required at the time of the contract commencement.
3. All standard bid documents (1, 3.1, 4, 6.1) indicated in this tender must be completed, signed and submitted. (As issued).

4. Site visits to Northern Cape based businesses will be conducted.
5. All bids must be submitted on the official forms provided by the department.
6. This bid is subject to the general conditions of the bid, the special conditions of the bid, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. A Service Level Agreement will be signed upon appointment to administer the contract. The GCC is attached.
7. The Department reserve the right to terminate the tender or its process or not to appoint any service provider.
8. All prices must be in South African Rand
9. All prices are inclusive of VAT.
10. No bid may be withdrawn in the interval between the deadlines of submission of bids and expiration of validity specified by the bidder on the invitation to bid form.
11. The successful bidder must provide a supervisor on site to respond to all queries and challenges that may arise at the expense of the company. This supervisor must be available from 07H30 to 16H00.
12. Bidders should ensure that bids are delivered in time to the correct address. If the bid is late, it shall not be accepted.
13. This request for proposal is prepared in accordance with the Public Finance Management Act, 1999 and its regulation and relevant procurement legislation.
14. SERVICE LEVEL AGREEMENT - The Service Level Agreement (SLA) will be administered in relation to the conditions of the General Conditions of Contract (GCC). The conditions of the SLA are non-negotiable and must be adhered to at all times. Failure to adhere to the terms and conditions of the SLA will lead to a recourse. Insufficient materials or the lack thereof will be purchased by the Department and deducted from the service provider's payment.
15. GOVERNING LAW - South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid. This bid is binding upon submission.
16. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS - No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury List of Restricted Suppliers. The DEDaT reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established at any time that the bidder has been blacklisted with National Treasury or by another government institution.
17. FRONTING
 - a. Government supports the spirit of broad based black economic empowerment and recognizes that it can only be achieved through individuals and businesses conducting themselves in accordance with the constitution of the Republic of South Africa; honest, fair, equitable, transparent, competitive and legally compliant manner. Against this background the Department of Economic Development and Tourism condemns any form of fronting
 - b. The government in ensuring that Bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the Department of Trade, Industry and Competitive, be established during such enquiry/investigation, the onus will be on the Bidder/contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the Bidder/contractor to conduct business with the public sector for a period not

exceeding ten years, in addition to any other remedies the Department of Economic Development and Tourism may have against the Bidder/contractor concerned.

16 EVALUATION CRITERIA

Bidders must take note that this bid document consist of technical proposal and financial proposal which must be submitted as alluded below. Furthermore, bidders must ensure that SBD 3.1 is only submitted with the financial proposal.

The bidder is required to submit one (1) envelope which comprise of one original technical proposal and four (4) copies of the technical proposal. The original pricing proposal must be submitted separately in an envelope with the bid.

Evaluation and selection will comprise of prequalification criteria, technical evaluation criteria, price and specific goals evaluation.

16.1 FUNCTIONALITY CRITERIA

The functionality assessment involves evaluating the capabilities and abilities of the service provider to undertake the contract.

The Technical Proposal Assessment will carry 100 points based on the criteria below. **Bidders must obtain at least 65% to qualify on functionality. Bidders who do not achieve the minimum of 65% will be disqualified and not evaluated further.**

16.1.1. TECHNICAL -100 points

Table 2. Technical assessment evaluation criteria

TECHNICAL ASSESSMENT – 100 POINTS			
CRITERIA	RATING	WEIGHT	TOTAL
1. Proven experience in scope of work		15	
2. Financial capability		15	
3. Human Resource Capabilities		10	
4. Identified presence or office within the Northern cape			
a. Proof of municipal account (3months statement) of the business in Northern Cape.		20	
b. Proof of official functioning office of the business in Northern Cape on CSD.		15	
c. Verifiable clients within the Northern Cape		15	
5. Demonstration of methodology to achieve project scope		10	
Total		100	

Below is the detailed breakdown of the evaluation criteria to measure the technical proposal

1. Proven experience in the scope of work

Table 3. Evaluation criteria for experience

Criteria	Rating
No experience	0
More than zero but not greater than one Year	1
More than one year but not greater than two Years	2

More than two years but not greater than three Years	3
More than three years but not greater than four Years	4
More than four years	5

2. Financial capability

Table 4. Evaluation criteria for financial capability

Criteria	Rating
R 0 – R5000	0
R 5001 - R10 000	1
R 10 001 – R30 000	2
R 30 001 – R 500 000	3
R 500 001 – R 1 000 000	4
≥ R1 million	5

The bidder must submit proof of business bank statement indicating cash balance and/or letter from the bank indicating availability of credit facility in relation to table 4.

3. Human Resource

The following are the minimum requirements.

1. Organisational structure indicating number of employees.
2. The company must have a comprehensive Human Resource Policy.
3. Proper recruitment strategy in compliance with all labour laws
4. Qualified administrative staff
5. Supervisor
6. Training and development strategy or policy

Table 5 Evaluation criteria for Human Resource capability

Indicator	Rating
Did not meet the minimum requirements. Non compliance	0
Satisfied one (1) requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Satisfied two (2) of the requirements with major reservations. Some major reservations of the supplier's relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Satisfied three (3) of the requirements. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence with minor reservations.	3
Satisfied four (4) of the requirements with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources and quality measures required	4

to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	
Satisfied and exceeds five (5) of the requirements. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

4. Identified presence or functioning office within the Northern Cape
- a. Proof of municipal account (3months statement) of the business in Northern Cape

Table 6. Evaluation criteria for proof of municipal account

Indicator	Rating
Non-Compliant	0
Less than 3 months	3
Equal or greater than 3 months	5

- b. Proof of official functioning office of the business in Northern Cape.

Table 7. Evaluation criteria for official functioning office in Northern Cape

Indicator	Rating
Outside Northern Cape	2
In Northern Cape	5

- c. Verifiable clients within the Northern Cape.

Table 8. Proof of verifiable clients within Northern Cape

Indicator	Rating
Did not submit any client or contract or contact details	0
Submitted one (1) reference letter from client or contract with contact details	1
Submitted two (2) reference letter from client or contract with contact details	2
Submitted three (3) reference letter from client or contract with contact details	3
Submitted four (4) reference letter from client or contract with contact details	4
Submitted more than five (5) reference letter from client or contract with contact details	5

5. Methodology

The proposal should be properly structured with a layout that is easy to understand and follows a sequential flow of the scope of work.

The methodology must reflect how the scope of work can be achieved. It must illustrate how the work is intended to be done in terms of compliance to legal prescripts, reporting time and conflict management.

Table 9 The criteria below will be utilised to evaluate the scope of work.

Description	Rating
Does not satisfy the minimum requirements.	0
Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

16.2 POINT SYSTEM CALCULATION

Bidders who qualify on functionality will then move to the point system calculation. The bidder with the highest point will be the successful bidder for each service. The 80/20 point system will be applicable.

The 100 points system will be allocated as follows; Price= 80 and Specific goals =20

Refer to SBD. 6.1

17 SUPPLIER DUE DILIGENCE

The Department of Economic Development and Tourism reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visit. A negative report will have a negative impact on the technical assessment scoring.

18 SUBMISSION OF BID

Interested Service Providers must place bid in the Tender Box with the following details:

a. Physical Address

Northern Cape Economic Development and Tourism
Cnr. of Knight and Stead Street

MetLife Towers (Entrance)
Ground Floor
Kimberley
8301

b. Closing Details

Date: 18 November 2025

Time: 11:00

The bid validity period is 120 days. In exceptional cases, the Department may solicit the Bidder's consent to extend the validity period.

c. Compulsory briefing session

Bidders are cautioned to adhere to time, date and place for the briefing session. Late coming will not be accepted by the Department. Any bad behaviour during the briefing session will not be tolerated by the Department and reserves the right to remove transgressors from the premises.

Date: 4 November 2025

Time: 11:00

Place: KIDJA

d. Collection of documents

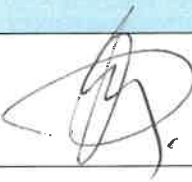
Departmental website –

http://www.northerncape.gov.za/dedat/index.php?option=com_phocadownload&view=category&id=14&Itemid=824

eportal

<https://admin.etenders.gov.za/>

19 APPROVAL BY HOD

Description	
Signature	
Accounting Officer	Mr A.T.M. Mabija

20 STANDARD BID DOCUMENTS

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	DEDaT 0002/2025	CLOSING DATE:	18 NOVEMBER 2025	CLOSING TIME: 11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
GROUND FLOOR(ENTRANCE)				
METLIFE TOWERS				
MARKET SQUARE				
KIMBERLEY				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	Ms M. Gooiman		CONTACT PERSON	Ms. M. Tlhalogang
TELEPHONE NUMBER	083 346 7730 / 053 839 4030		TELEPHONE NUMBER	082 744 5128 / 053 839 4088
FACSIMILE NUMBER	053 831 3668		FACSIMILE NUMBER	053 831 3668
E-MAIL ADDRESS	MGooiman@ncdedat.gov.za		E-MAIL ADDRESS	MTlhalogang@ncdedat.gov.za
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
FOR A PERIOD OF 36 MONTHS**

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 PART B:3]
--	--	--	--

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.

TERMS AND CONDITIONS FOR BIDDING

PART B

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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE 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 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, ,(name)..... the undersigned
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 consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 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.

¹ 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.

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
FOR A PERIOD OF 36 MONTHS**

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**
(delete whichever is not applicable for this tender).

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) ~~Either the 90/10 or 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
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Race		
90% - 100% - Black Owned Company	8	
61% - 89% - Black Owned Company	7	

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
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51% - 60% - Black Owned Company	6	
50% Black owned Company	4	
Less than 49% Black Owned Company	0	
Women		
76% - 100% - Women owned Company	6	
51% - 75% - Women owned Company	4	
50% Women owned Company	3	
Less than 49% Women owned Company	0	
Youth		
100% Youth Owned Company	4	
51% - 89% - Youth Owned Company	3	
50% Youth Owned Company	2	
Less than 49% Youth Owned Company	0	
People With Disabilities		
51% - 100% Disabled Owned Company	2	
50% Disabled Owned Company	1	
Less than 49% Disabled Owned Company	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm.....

Company registration number:

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.4. 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:

.....

21 ANNEXURE - A

ANNEXURE A – COMPULSORY BID CRITERIA - PREQUALIFICATION SPECIAL CONDITIONS FOR RENDERING CLEANING SERVICES IN KIMBERLEY FOR A PERIOD OF 36 MONTHS

NB.THIS SECTION OF THE SPECIFICATION MUST BE COMPLETED BY ALL BIDDERS AS FAILURE TO COMPLY SHALL LEAD TO DISQUALIFICATION

The preferred bidder's prime object must be absolute cleanliness of the Department's offices through correct management, training and discipline of staff to always ensure high quality cleaning services.

SPECIFICATIONS	Details of offer: Yes/No
1. <u>Electrical Appliances & -Equipment</u>	
1.1.The preferred bidder shall ensure that it's in a position to acquire and have all relevant appliances and equipment required for the execution of the contract.	
2. <u>Items to be supplied and used by the Service Provider</u>	
2.1.The service provider shall not store any flammable chemicals on any of the Department's premises without prior written approval from the Department.	
2.2. No chemicals are to be used on any of the Department's premises that can result in damage to any surface or office furniture. Any furniture damaged by the use of abrasive chemicals shall be replaced by the service provider.	
2.3. All toilet papers to be used in Departmental cloak rooms shall be in accordance with SANS: 648:1980 specifications. Toilet papers shall be in white. Recycled toilet paper shall not be allowed. If the Department decides to purchase short supplied toilet paper or any other cleaning material the costs thereof will be deducted from the bidder's monthly payment. The service provider will be notified of poor performance. The contract will be cancelled upon the 3rd (third) time.	
2.4.It shall be the bidder's responsibility to supply liquid hand soap in all Departmental cloak rooms pertaining to this bid. This includes supply and installation of the liquid soap dispensers - if required - in which event soap dispensers shall remain the service provider's property but if it's attached to the property of the department and when detached it does not affect or damage the property.	
2.5.Furniture and floor polishes shall be provided by the service provider and in the case of offices with carpets relevant cleaning materials shall also be provided by the service provider.	
2.6.The service provider is to supply air fresheners and smell blocks in all cloakrooms - including urinals.	
2.7.She-bins must be supplied to ladies toilets and shall remain the property of the service provider. Appropriate plastic bags for wrapping of sanitary towels shall be provided by the service provider.	
2.8.Service provider shall supply enough paper hand towels to dry hands in all cloak rooms.	
2.9.The service provider shall supply standard refuse bags for cleaning of waste bins.	

2.10. Service provider shall supply and maintain her / his own equipment and material required to fulfil the contract.	
3. <u>CONDITIONS OF CONTRACT</u> The contract shall commence on the date indicated in the preferred bidder's letter of acceptance of offer – cleaning services shall be rendered by the service provider with effect from said date. The bidder will be required to sign a service level agreement (SLA).	
4. <u>Personnel / Employees</u> Bidders must calculate their prices according to the Department of Labour's latest published minimum employee wages annual bonuses, leave and sick leave. (Minimum wages to employees will escalates annually as per CPIX). Detailed particulars of the latest Government Gazette and Government Notice used to calculate the employee's wages must be attached to bid documents.	
5. <u>A locally based labour force shall be used.</u> Existing employees of the current service provider are preferred to being employed by the newly appointed service provider. However, It's the prerogative of the service provider's to exercise this requirement of the absorption of existing employees or not.	
5.1. The number of personnel to be employed in order to render efficient cleaning services is indicated.	
5.2. Details about personnel's designations e.g. cleaners, supervisors are also required.	
5.3. The service provider shall note that it is a specific condition of this bid that all employees must undergo security clearance before they are allowed on any of the Department's premises. Costs related to security clearance shall be for the account of the service provider.	
5.4. The service provider is advised to register employees for UIF at the Department of Labour to comply with the Labour relations act between the employee and the employer. Employees who are not registered have the right to seek redress from the Department of labour.	
5.5. The contractor is advised to have a formal contract with its employees signed by both parties (the employer and each employee).	
5.6. Working hours for full day cleaners shall be from 07:30 to 16:00 Mondays to Fridays – excluding public holidays.	
5.7. Service provider shall assign a supervisor on site responsible to liaison with the Department. The supervisor shall within 24 hours attend to all problems that may arise regarding cleaning services. Must be introduced to the department upon date of commencement of contract.	
5.8. Service provider is to ensure adequate supervision of cleaning staff/employees at all times.	
5.9. The service provider shall remain fully and solely responsible for the safety of her / his employees during execution of their cleaning duties. The service provider shall be liable for any claims in respect of injury to, or death of persons or the loss or damage to any property, however, caused	

and suffered by her / his employees, departmental officials and / or any third party. The service provider shall indemnify and hold harmless the Northern Cape Provincial Government & the Department of Economic Development and Tourism against any such injury to or death of persons or the loss of or damage to any property arising from the execution of the work in terms of her / his cleaning services.	
5.10. The service provider shall render all specified cleaning services and provide sufficient cleaners for the due execution thereof.	
5.11. Service provider shall provide cleaning staff/employees with suitable, identifiable and protective clothing.	
6. <u>Statutory Compliance with all applicable legislation</u> Service provider shall comply with the statutes (acts) of Parliament, ordinances and regulations of the provincial- and local authority that may be applicable to cleaning services and shall inform any such authority in all instances where notification is required; pay all fees that may be payable in respect of the cleaning service and indemnify the Department from all losses, cost, damage or expenses that may arise as a result of failure to comply with such laws, ordinances and regulations.	
6.1. Occupational Health and Safety Act 85 of 1993 and its Regulations. Should the service provider fail to take adequate precautions in terms of applicable legislation and should she / he not respond appropriately when requested to remedy an unsafe situation, the Department shall reserve the right to issue an instruction to another service provider as to rectify the situation.	
6.2. All appliances and equipment to be used on Departmental premises shall comply at all times with the Act on Machinery and Safety 6 of 1983. Under no circumstances may any appliances and / or equipment be allowed on any of the Departmental premises that exceed 66 db measured one (1) metre away from the piece of equipment being tested or used.	
7. <u>Termination of Contract</u> The Department reserves the right at any given time to terminate this contract, or part thereof with <u>one (1) calendar month's</u> written notice. The written notice is to be signed by the Head of Department or designee.	
7.1. Amendment may occur should a section of the office building(s) become unoccupied at any given time. Any such amendment to the contract shall result in an adjustment to the monthly contract amount payable.	
7.2. Furthermore, termination of the contract shall be applicable if the service provider is not co-operating with the Department or not operating in accordance with the terms and special conditions of this bid and subsequent contract.	
7.3. Service provider shall be in default if she / he:	

▪ Fails to commence with the service as prescribed herein; ▪ Fails to proceed with the service with due diligence; ▪ Stops, abandons or suspends the service before termination of the contract, and ▪ Refuses or neglects to comply strictly with any of the conditions of her / his contract or any specifications given in terms of this contract.	
7.4. Should the service provider be in breach of contract, the Head of Department or designated official shall have the right to cancel the contract with one (1) month's written notice; instruct the service provider in writing to discontinue the service on a date stated; withdraw rendering of cleaning services on Departmental premises of any lien or a right of retention or on the premises of any right whatsoever.	
8. <u>Broken Service</u> Should the service provider experience any form of labour unrest during the duration of this contract, the service provider is <u>expected to ensure that the cleaning service continues as per special conditions of this bid</u>. No payment will be effected for days on which cleaning services were not rendered.	
9. <u>Damage to Departmental Property</u> The service provider shall note that, in the event of any damage caused to any Departmental property, either by any of her/ his personnel / employees or any faulty equipment of her / him, it shall be made good to the complete satisfaction of the Department at no cost to the Department.	
10. <u>Warning Signs</u> The service provider shall be <u>responsible for displaying warning signs in all areas of operation</u>. All such warnings shall be placed in areas where people could be injured such as wet floors.	
10.1. The warning signs must be noticeable from a distance of ± 1 metre. The size may not be less than 500mm x 500mm.	
11. <u>Disturbance</u> 11.1. Cleaning staff shall communicate quietly with each other. <u>No undue noise shall be tolerated</u>.	
11.2. The service provider shall inform employees that, whilst cleaning an office, they are to be silent and switch off equipment in use upon request of the occupant i.e. in the event of an incoming telephone call.	
11.3. Cleaning staff may not answer official telephones and shall leave the office if an official requires confidentiality in handling an official telephone call.	
11.4. The service provider's employees may not use Departmental telephones, facsimile machines or any other office equipment.	
12. <u>Cleaning Services</u> 12.1. Toilets shall be cleaned twice daily. Morning and at 14H00	

12.2. All stains shall be removed immediately - wherever possible - in order to prevent permanent damage. Prior to any stain being removed from a carpet, or carpet tiles, the sensitivity of the stain remover to be used shall be tested on an inconspicuous area to determine colour fastness. Once stains have been removed, the damp pile shall be brushed up.	
13. <u>Service provider's Duties and Obligations</u>	
13.1. The service provider shall submit an original invoice for cleaning services rendered before or on the 20th of each calendar month. Invoice must be submitted and duly signed for cleaning services	
13.2. The service provider's business name and contact details must be clearly indicated on the original invoice. The invoice must be dated and duly signed.	
13.3. Value added tax (VAT) may only be charged by service providers registered for VAT by means of a unique registration number issued by the South African Revenue Service (SARS). The VAT registration number must be indicated on the original invoice submitted for payment. All prices are inclusive of VAT.	
13.4. The service provider shall notify the department about any changes related to banking details and company's profile.	
14. <u>Department's Duties and Obligations</u>	
14.1. The Department shall pay the monthly amount within 30 days of receipt of the service provider's original invoice, provided the service provider's service has been satisfactory.	
14.2. The Department reserves the right to retain monthly payments in its entirety, or in such part, as it may deem necessary if cleaning services were not rendered or if it were unsatisfactory.	
14.3. The payment will be made only into the service provider's bank account bearing the name of the company and confirmed by that financial institution.	
14.4. The Department shall appoint a contact person as liaison between the Department and the service provider.	
15. <u>GENERAL CONDITIONS OF BID</u>	
15.1. The contract shall commence on the date stipulated in the letter of acceptance to the preferred bidder and shall be for the duration of thirty-six (36) months.	
15.2. Bidders are advised to visit all sites before submitting their bids so as to determine the appearance and layout, access to the premises, number of toilets & urinals as well as areas suitable for or available for storage of cleaning materials or equipment and any other circumstances that could affect the rendering of cleaning services. No claims resulting from such factors will be considered after the contract has been concluded.	
SITES WHERE DAILY CLEANING SERVICES ARE REQUIRED:	
1. MetLife Towers c/o Stead and Knight Streets floor no. T	

2.	MetLife Towers c/o Stead and Knight Streets floor no. 2	
3.	MetLife Towers c/o Stead and Knight Streets floor no.11	
4.	MetLife Towers c/o Stead and Knight Streets floor no. 12	
5.	MetLife Towers c/o Stead and Knight Streets floor no. 13	
6.	Khaya La Bantu	
7.	KIDJA	
15.3. Bidders must complete the details of offer (see column right with yes/ no/amount) in all respects.		
15.4. The preferred bidder must be able to commence with cleaning services on the date stipulated in the letter of acceptance of offer.		
15.5. Any clause in the special conditions of bid may only be amended by mutual agreement between the Department and service provider.		
16. ANNUAL PRICE ESCALATION		
A fixed price increase of 6% per annum is applicable to this bid/contract. This increase shall cover all aspects of the contract e.g. increase in salaries, cleaning material, transport and administration costs.		

22 CLEANING FREQUENCIES REQUIRED

<u>Abbreviations</u>	<u>Descriptions</u>
D	Daily clean
Q	Quarterly clean
2	2 x per week
O	On-going cleaning as often as necessary/possible
F	Fortnightly
M	Monthly
W	Weekly

FREQUENCY OF CLEANING

EMPTYING / CLEANING	FREQUENCY
Empty waste paper bins	D
Empty general waste bins	D
Wash waste paper bins	O
DUST REMOVAL, DISINFECTION	
Tables, shelves	2
Desks, telephones, lamps	2
Window sills (Excludes MetLife)	2
Conduit (pipes)	W

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
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Pictures, charts	W
Skirting boards	W
Upholstered furniture	W
Stair rails	W
Handrails, balustrades	W
REMOVING OF FINGER MARKS	
Furniture	2
Doors, switches	2
CLEANING & DISINFECTING	
Hand basin, mirror, cloakroom tiles	D
Toilets, urinal tabs, urinal bowl, but (pipes), sink	D
Urine stain removal	D
Sanitary fittings	D
Partitions, wall tiles	F
FILL / REPLACE	
Liquid soap	D
Hand towels	D
Toilet rolls	D/O
Air Freshener	O
FLOOR CLEANING VINYL/STONE/CERAMIC TILES / CARPETS.	
Removal of spillages	O
Wet mopping passages / tiled areas / stare cases back / front, lifts areas	D
Disinfecting	D
Scrubbing free areas	W
Sweep	D
Vacuum offices	W
Vacuum traffic areas (<i>frequent areas/most used areas</i>)	O
Vacuum dust barriers	W
Stain removal	O
WAITING / ENTRANCE AREAS	
Waste bins	D

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
FOR A PERIOD OF 36 MONTHS**

Removal of spillage	O
Removal of stains	O
Wet mopping	D
Scrubbing	W
Sweeping	D
WINDOWS, & LOCK-UP GARAGES and Emergency staircase (if applicable)	
Windows (Excluding MetLife Towers and Kidja)	Q
Emergency staircase where applicable	W
Sweep lock-up garages/ Carports and yard	O

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
FOR A PERIOD OF 36 MONTHS**

6.1 BIDDER'S DETAILS

Company Name:

Physical Address:

.....

.....

Print Name & Surname of Bidder:

Phone Number:

Closing Date of bid :

6.2 CONFIRMATION OF PRICES

SIGNED AT.....ON THIS..... DAY OF
..... (Month) 2025.

IN THE PRESENCE OF THE UNDER MENTIONED WITNESSES:

AS WITNESS

1		
	SIGNATURE: WITNESS	WITNESS: PRINT NAME & SURNAME

2		
	SIGNATURE: WITNESS	WITNESS: PRINT NAME & SURNAME

.....
BIDDER: SIGNATURE & PRINT: NAME & SURNAME

FINANCIAL PROPOSAL DOCUMENT

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....120.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

- | | | |
|---|-------------------|----------------|
| - | Required by: | |
| - | At: |
..... |
| - | Brand and model | |
| - | Country of origin | |

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
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- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

Name of bidder:

Signature:

Date:

23 PRICE CONSTITUENT

24.1 All bidders shall indicate the following in terms of bid offers:

- 24.1.1 All offers shall include VAT, if the bidder is eligible for VAT verifiable by a unique VAT number
- 24.1.2 All prices shall be in South African Currency (Rand).

24.2 Additional cleaning and prices

- 24.2.1 All additional cleaning services such as washing of carpets, strip and seal of vinyl floors do not form part of the bid. Price quotations will be invited for additional cleaning upon receipt of the Department's liaison official.
- 24.2.2 All prices shall include supply of toilet paper, liquid hand soap, paper hand towels, air freshener; refuse bags, she-bins and appropriate plastic bags for sanitary towels and all that will be needed to do the work.

24.3 Equipment details

**APPOINTMENT OF SERVICE PROVIDER TO CLEAN THE OFFICES OF ECONOMIC DEVELOPMENT AND TOURISM
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Bidders must list all equipment to be used (and number thereof) in the following categories:
(Failure to comply shall render the bid invalid).

24.3.1 Specify Vacuum cleaners' make & capacity:

24.3.2 Number of vacuum cleaners:

24.3.3 Any other equipment / cleaning material to be used in order to successfully fulfil the contract e.g.:
toilet paper, paper hand towels, liquid hand wash soap, mops, brooms, dusters, sanitary brush,
air freshener, polish, chemicals *etc.*

.....

.....

.....

.....

.....

.....

.....

24.4 References

List of references / contact persons and their telephone numbers

Company	Contact Person	Phone Number

24.5 Cleaning of offices as per Bid

24.5.1 Labour

Nr	OFFICE	NUMBER OF DAYS PER WEEK CLEANING SERVICES ARE REQUIRED	NUMBER OF FULL DAY CLEANERS	HOW OFTEN WILL YOU SUPERVISE DAILY/ WEEKLY/ FORTNIGHTLY/ MONTHLY?	PRICE PER MONTH (Including VAT)
1.	MetLife Towers Floors T	5	4		R.....

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2.	MetLife Towers 2 nd Floors	5	1		R.....
3.	MetLife Towers 11 th Floors	5	1		R.....
4.	MetLife Towers 12 th Floors	5	1		R.....
5.	MetLife Towers 13 th Floors	5	1		R.....
6.	Khaya La Bantu Offices	5	4		R.....
7.	KIDJA Offices	5	1		R.....
Total price for the year 1 including VAT					R.....
Total price for the year 2 including VAT plus 6% escalation					R.....
Total price for the year 3 including VAT plus 6% escalation					R.....
Total price for labour for 36 months					R.....

No.	CLEANING ITEMS	Size	Quantity/PM	Unit price	Total / PM
1	Thick Dish Washing liquid	5L	4		
2	Multipurpose cleaner	5L	10		
3	Tile cleaner	5L	8		
4	Thick bleach	5L	10		
5	Hand towels	Box	4		
6	Hand towel (170wX900m)	Roll	20		
7	Methylated Spirits	5L	3		
8	Bowl cleaner	5L	5		
9	Deo Block (Bucket)	1Kg	10		
10	Multi surface cleaner furniture polish	300ml	8		
11	Furniture oil	500ml	8		
12	Air Freshener (Aerosol)	180ml	34		
13	Black refuse bag (750mm x 950mm 30mic)	20pack	7		
14	Bin plastics (60mmX66mm)	20pack	10		
15	Glass and surface cleaner	750ml	8		
16	Toilet paper (Two ply)	48 pack	15		
17	Hand wash	5L	10		

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18	Pine Gel	5L	5		
19	Micro Fibre cloths (200gsm)	10pack	1		
20	Dish sponge	1	24		
21	Tile sealer	5L	3		
22	Scented urinal mat	4pack	8		
Sub-Total					
Total price for year 1 including VAT					
Total price for the year 2 including VAT plus 6% escalation					
Total price for the year 3 including VAT plus 6% escalation					
Total price for cleaning materials for 36 months					
GRAND TOTAL FOR LABOUR AND CLEANING MATERIAL FOR 36 MONTHS					