in the footprints...

an agency of the

Department of Sport, Arts and Culture

NELSON MANDELA MUSEUM

CONTRACT No. NMM-2026-05

FOR

PROVISION OF CLEANING SERVICES FOR THE NELSON MANDELA MUSEUM AT BHUNGA BUILDING IN MTHATHA, YOUTH AND HERITAGE CENTRE IN QUNU AND INFORMATION CENTRE IN QUNU FOR A PERIOD OF THREE (3) YEARS

CLOSING DATE: 14 October 2026

CLOSING TIME: 12:00

PREPARED BY

NELSON MANDELA MUSEUM

Corner Owen Street and Nelson Mandela Drive

MTHATHA

5099

Please note that the NMM opens at **08:00** and closes at **16:30**. Upon the submission of the Bid Documents, Service Providers are requested to sign the register at the security room

COMPULSORY BRIEFING SESSION: **21 September 2026 Time 10h00**

BID DOCUMENTS ARE AVAILABLE ON

- E-Tender portal (www.etenders.gov.za)
- NMM website (www.nelsonmandelamuseum.org.za)

NB: Completed Bid Documents must be deposited at the following address

ADDRESS	CLOSING TIME	TIME
NELSON MANDELA MUSEUM Corner Owen Street and Nelson Mandela Drive MTHATHA 5099	14 October 2026	12:00

Terms of Reference

1. Background

The Nelson Mandela Museum (NMM) is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sports, Arts and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation given by Nelson Mandela to the museum to share his legacy with the nation.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela, and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's three main facilities, the Bhunga Building in Mthatha, the Youth and Heritage Centre in Qunu, and the Information Centre in Qunu. The Bhunga Building serves as the administrative office of the museum.

2. Purpose

Nelson Mandela Museum invites suitably qualified, professional, experienced and competent service providers to render Cleaning Services for the period of 3 years (36 months).

The purpose of the request for proposals is to solicit proposals from bidders for the provision of cleaning services for the Nelson Mandela Museum. This document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the Nelson Mandela Museum, for the provision of cleaning services. The appointed service provider is expected to provide the Nelson Mandela Museum with cleaning services that are consistent and reliable while maintaining a high level of satisfaction.

3. Scope of the Service Required

- The service provider will be expected to render comprehensive cleaning, hygiene and pest control services including scheduled/routine (as per the standard methods indicated below) day-to-day services and reactionary services as and when required.
- The service provider will also be required to provide special cleaning services on an ad hoc basis.
- The Nelson Mandela Museum will require the above-mentioned services at its three sites, namely Bhunga Building, Youth & Heritage Centre and Information Centre.
- The list below is an itemized account of areas and items found in all buildings consisting of a brief description of the method and frequency of cleaning required in terms of “Standard Cleaning” norms.
- It is the bidder’s responsibility to ensure that all areas of the facilities are always kept clean and to perform a continuous internal audit ensuring adequacy in the frequency of cleaning and methodology.

3.1. Bhunga Building

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
OFFICES		
Blinds	Vertical – remove dust Horizontal – damp wipe	Daily
Carpets	High and low traffic areas – Vacuum	Daily
Wooden Floor	Damp wipe with flat mop	daily
	Polish	Weekly
Ceilings	Dust and wipe air vents	Weekly

Walls	Wipe and remove dirt/ markings	Weekly
Chairs	Fabric – vacuum	Daily
	Spot clean	Quarterly
	Shampoo Vinyl and leather	Daily
	Dust	Daily
Desks	Natural/unsealed wood - dust - polish	 Daily Twice weekly
	Sealed wood/glass/Formica - dust & damp wipe - polish	 Daily Weekly
Doors	Remove finger marks on glass and push plates	Daily
	Dust or damp wipe.	Daily
Electronic	Dust.	Daily
Equipment	Damp wipes.	Daily
	Empty shredder	Daily
	Water dispenser refill and cleaning	Daily
OPEN/COMMON AREAS		
Fire Escapes / Stairs	Treads – sweep	Daily

	Handrails – damp wipe	Daily
Floors – High Traffic (Exhibition Areas, Front Entrance, Courtyard, Waiting Area, Security Room & Corridors)	Remove dust with a mop or disposable cloth.	Daily
	Damp mop for soilage	Daily
	Spray clean or burnish using a mechanized system: light scrub & apply maintenance coat.	Weekly
	Strip clean and reseal.	Quarterly
Floors – Low Traffic (New Building Open Spaces, Receiving Rooms, Basement Areas, Main Control Room, Tour Guides Office, Library) Furniture	Remove dust with a mop or a disposable cloth sweeper.	Daily
	Carpet - Vacuum	Daily
	Damp mop for soilage.	Daily
	Spray clean or burnish using a mechanized system.	Weekly
	Light scrub and apply maintenance coat.	Weekly
	Strip clean and reseal.	Weekly
Partitions	Spot clean. Clean glass with glass cleaner.	Daily Daily
Pictures	Dust frames. Damp wipe frames. Clean glass with glass cleaner.	Daily Daily Daily
Uncovered Pipes	Dust and Damp wipe.	Daily

Power Skirting and Plugs	Dust and damp wipe.	Daily
Railings	Dust and Damp wipe railings and glass panels	Daily
Rubbish Removals (meeting rooms and workstations)	Empty bins Change bin liner (bathroom and kitchen). Damp wipe removes stains and disinfects.	2 x Daily Daily Daily
Walls	Glass (normal height) – damp wipe. High-rise walls require special skills and equipment.	Daily Daily
Doors and Windows	Normal height windows High-rise windows require special skills and equipment.	Daily Daily
Workstation Screens	Glass - Dust and damp wipe.	Daily
Tables	In the kitchen – wet wipe & disinfect/sanitize Other areas – e.g. "Desks".	Daily Daily
Parking	Remove litter. Remove dust using a mechanical sweeper or broom. Remove oil spillage with a degreaser	Daily Daily Daily

Kitchenettes	Floors - damp-mopped, wet-wiped, and dried. Walls and cupboard doors - wet wiped and dried. Washing kitchen utensils Cupboard storage cleaned, wet wiped and disinfected. Microwave- cleaned, wet wiped. Fridge- cleaned, wet wiped.	Daily Daily 2 x Daily Weekly Daily Daily
Sensor Hand Towels Dispenser	Service Refill (perforated double ply hand towels)	As and when required Replenished by the cleaning services personnel as and when required
Lamps	Dusted. Wipe.	Weekly Weekly
Lifts	Thorough cleaning	Daily
BATHROOMS		
Bathrooms	Ensure usability and replenish consumables (toilet paper, hand towels, seat sanitizer, and soap, etc.). Remove spoilage from the bowl and under the flush rim with a hard surface cleaner and brush. Remove mineral deposits.	Daily Daily Daily

	Wet wash with disinfectant, the seat and lid, cistern and pipes, etc. Wet wipe doors and walls. Note: It is the bidder’s responsibility to ensure that ablutions are in a usable condition at all times.	Daily Daily
Basins	Wet wipe with a hard surface cleaner. Remove mineral deposits.	Daily Daily
Sensor Hand Towels Dispenser	Service Refill (perforated double ply hand towels)	As and when required Replenished by the cleaning services personnel as and when required
Warm Air Dryers	Already available on site	Serviced as and when required
Toilet Rolls Holders (TR 3)	Already available on site	Serviced as and when required. Toilet rolls are replenished by the cleaning services personnel
Seat Hygiene	To wipe the toilet seat	Daily
Urinal Sanitizer	Disinfect and clean the urinals in the male bathrooms	Daily
No-Touch Sanitary Bins	Already available on site	Weekly - Mondays
Hand Soap Dispenser	Already available on site Refill	 Daily

Digital Air Freshener Deep Cleaning	Already available on site - Basins - Toilets - Urinals - Bathroom - Kitchens (kitchen equipment, etc.) - All building floors	Serviced and replenished by the service provider as and when required Fortnight
Pest Control	All areas in all buildings (Tamper proof boxes, rats/mice, cockroaches, paper mites' fleas, ants, etc. (Bhunga Building, Qunu Youth & Heritage Centre and Information Centre)	Quarterly

3.2. YOUTH AND HERITAGE CENTRE - QUNU

OFFICES		
Blinds	Vertical – remove dust Horizontal – damp wipe	Daily
Carpets Wooden Floor	High and low traffic areas – Vacuum Damp wipe with a flat mop Polish	Daily Daily Weekly
Ceilings	Dust and wipe air vents	Weekly
Walls	Wipe and remove dirt/ markings	Weekly
Chairs	Fabric – vacuum Spot clean	Daily Quarterly

	Shampoo Vinyl and leather Dust	Daily Daily
Desks	Natural/unsealed wood - dust - polish	 Daily Twice Weekly
Doors	Remove finger marks on glass and push plates. Dust or damp wipe.	Daily Daily
Electronic	Dust.	Daily
Equipment	Damp wipe Empty shredder Water dispenser refill and cleaning	Daily Daily Daily
Fire Escapes/ Stairs	Treads – sweep Handrails – damp wipe	Daily Daily
Floors – High Traffic	Remove dust with a mop or disposable cloth. Damp mop for soilage Spray clean or burnish using a mechanized system: light scrub & apply maintenance coat. Strip clean and reseal.	Daily Daily Weekly Quarterly
Change Rooms, Ablutions	Clean floors Showers Toilets Sinks	Daily Daily Daily Daily

	Cabinets	Daily
Sports Hall	Floor Polish	Daily Daily
Dining Halls	Clean sinks Clean stoves Clean fridges Clean utensils Clean tables and chairs Clean floors Meal trap TV	Daily Daily Daily Daily Daily Daily Twice Weekly Daily
Dormitories (12 rooms, bathrooms, showers & toilets)	Make and change beddings Clean floors Clean showers Toilets Cupboard TV	Daily Daily Daily Daily Daily Daily
Double rooms X 6 with bathrooms, showers & toilets)	Make and change beddings Clean floors Clean showers Toilets Clean cutlery and replenish coffee supplies Microwave TV	Daily Daily Daily Daily Daily Daily Daily

	Cupboard	Daily
Conference Facilities x 2	Furniture Floors Bins	Daily Daily Daily
Admin Block, Offices X2, Storeroom	Furniture Floors Bins Remove dust on computers	Daily Daily Daily Daily
Restaurant: Kitchen, Dining Hall & Bathroom	Clean sinks Clean toilets Clean urinal sink Clean stoves Clean fridges Clean utensils Clean tables and chairs Clean floors Meal trap TV	Daily Daily Daily Daily Daily Daily Daily Daily Twice Weekly Daily
Paved Open Space	Remove dirt Remove oil marks	Daily Weekly
Exhibition Halls (1 & 2)	Clean floors Clean windows	Daily Daily
Laundry	Clean floor Wash & dry linen Iron linen	Daily Daily Daily

	Store linen	Daily
Media Centre	Floor Furniture Power skirting & plugs	Daily Daily Daily
Community Project	Floor Furniture Power skirting & plugs	Daily Daily Daily
Public toilets	Toilets floor Sinks Urinal toilets Bins	Daily Daily Daily Daily
Caretakers House- Ablutions, Kitchen	Make & change beddings Clean floor Clean sinks Toilets Furniture Stoves Microwave Cupboard TV	Daily Daily Daily Daily Daily Daily Daily Daily Daily
Public toilets	Sinks Toilet sits Floors Bins	Daily Daily Daily Daily
Guardroom	Furniture Floor	Daily Daily

	Microwave Toilets Sinks Cabinets	Daily Daily Daily Daily
Furniture	Natural/unsealed wood - dust - polish	 Daily Twice weekly
Partitions	Spot clean. Clean glass with glass cleaner.	Daily Daily
Pictures	Dust frames. Damp wipe frames. Clean glass with glass cleaner.	Daily Daily Daily
Uncovered Pipes	Clean and damp wipe	Daily
Power Skirting and Plugs	Dust and damp wipe.	Daily
Railings	Dust and Damp wipe railings and glass panels	Daily
Rubbish Removals (meeting rooms and workstations)	Empty bins Change bin liner (bathroom and kitchen). Damp wipe removes stains and disinfects.	2 x Daily Daily Daily
Walls	Glass (normal height) – damp wipe. High-rise walls require special skills and equipment.	Daily Daily
Doors and Windows	Normal height windows	Daily Daily

	High-rise windows require special skills and equipment.	
Workstation Screens	Glass - Dust and damp wipe.	Daily
Tables	In the kitchen – wet wipe & disinfect/sanitize Other areas – e.g. “Desks”.	Daily Daily
Parking	Remove litter. Remove dust using a mechanical sweeper or broom. Remove oil spillage with degreaser	Daily Daily Weekly
Lamps	Dusted. Wipe.	Weekly Weekly
BATHROOMS		
Bathrooms	Ensure usability and replenish consumables (toilet paper, hand towels; seat sanitizer and soap, etc.).	Daily
	Remove spoilage from bowl and under flush rim with hard surface cleaner and brush.	Daily
	Remove mineral deposits.	daily
	Wet wash with disinfectant seat and lid, cistern and pipes, etc.	Daily

	Wet wipe doors and walls. Note: It is the bidder's responsibility to ensure that ablutions are in a usable condition at all times.	Daily
Basins	Wet wipe with hard surface cleaner. Remove mineral deposits.	Daily Daily

Sensor Hand Towels Dispenser	Service	Serviced as and when required
	Refill (perforated double ply hand towels)	Replenished by the cleaning services personnel as and when required
Toilet Rolls Holders (TR 3)	Already available on site	Serviced as and when required. Toilet rolls replenished by the cleaning services personnel
Seat Hygiene	To wipe the toilet seat	Daily
Urinal Sanitizer	Disinfect and clean the urinals in the male bathrooms	Daily
No-Touch Sanitary Bins	Already available on site	Weekly - Mondays
Hand Soap Dispenser	Already available on site Refill	 Daily
Digital Air Freshener Deep Cleaning	Already available on site - Basins - Toilets - Urinals - Showers	Serviced and replenished by the service provider as and when required Fortnight

	- Bathroom - Kitchens (cooking equipment etc.) - All building floors	
Deep Cleaning	- Kitchens (cooking equipment inclusive of ovens and grills, deep fryers, refrigeration units, exhaust hoods and filters, extractor fans, male traps and other equipment on site)	Monthly Produce certificate of completion after each service
Pest Control	All areas in all buildings (Tamper proof boxes, rats/mice, cockroaches, paper mites' fleas, ants, etc. (Bhunga Building, Qunu Youth & Heritage Centre and Information Centre)	Quarterly

3.3. INFORMATION CENTRE (QUNU)

Bathrooms	Ensure usability and replenish consumables (toilet paper, hand towels; seat sanitizer and soap, etc.). Remove spoilage from bowl and under flush rim with hard surface cleaner and brush. Remove mineral deposits. Wet wash with disinfectant seat and lid, cistern and pipes, etc. Wet wipe doors and walls.	Daily Daily Daily Daily Daily

	Note: It is the bidder's responsibility to ensure that ablutions are in a usable condition at all times.	
Basins	Wet wipe with hard surface cleaner. Remove mineral deposits.	Daily Daily
Sensor Hand Towels Dispenser	Service Refill (perforated double ply hand towels)	Serviced as and when required Replenished by the cleaning services personnel as and when required
Toilet Rolls Holders (TR 3)	Already available on site	Serviced as and when required
Seat Hygiene	To wipe the toilet seat	Daily
Urinal Sanitizer	Disinfect and clean the urinals in the male bathrooms	Daily
No-Touch Sanitary Bins	Already available on site	Weekly - Mondays
Hand Soap Dispenser	Already available on site Refill	 Daily
Digital Air Freshener Deep Cleaning	Already available on site - Basins - Toilets - Urinals - Bathroom - All building floors	Serviced and replenished by the service provider as and when required Fortnight
Furniture	Natural/unsealed wood - dust - polish	 Daily Twice weekly

Floors	Remove dust with mop or disposable cloth. Damp mop for soilage Spray clean or burnish using a mechanized system: light scrub & apply maintenance coat.	Daily Daily Weekly
Bins Walls Tables and chairs Windows	Strip clean and reseal. Empty bins Change bin liner (bathroom and kitchen). Damp wipe removes stains and disinfects. Removes dust on computers Wipe and remove dirt/ markings Clean tables and chairs Clean windows	Quarterly 2 x Daily Daily Daily Daily Daily Daily Daily
Pest Control	All areas in all buildings (Tamper-proof boxes, rats/mice, cockroaches, paper mite's fleas, ants, etc (Bhunga Building, Qunu Youth & Heritage Centre and Information Centre)	Quarterly

4. STANDARD HYGIENE METHODS (BHUNGA BUILDING, YOUTH & HERITAGE CENTRE & INFORMATION CENTRE)

The Service Provider shall supply all hygiene consumables required to render the hygiene services and shall be responsible for the maintenance thereof. The service provider must ensure that defective equipment is either replaced or repaired within 12 hours from the time such equipment is reported by NMM Security, Facilities & Logistics representative.

5. STAFF COMPLIMENT REQUIRED

Building	Total Number of Staff Required	Number of Supervisor Required	Days per week
Bhunga Building	9 (minimum, both gender represented)	1	Monday - Sunday
Qunu Youth & Heritage Centre	9 (minimum, both genders represented)	1 (to service both sites)	Monday - Sunday
Information Centre	1 person for the site will be enough		Monday - Sunday

All sites to have relievers incase a worker is sick and or on leave

- Consumables/Equipment
- All consumables/detergents should be of South African Bureau of Standards (SABS) acceptable quality standard. An acceptable quality standard would be equipment of a brand name that is recognized within the facilities management industry as being durable in composition and reliable in service. Each serviced area needs to be allocated sufficient equipment per site.

The service provider shall be responsible for maintenance of all equipment and ensure that defective equipment is replaced within 12hrs from time which it was reported

6. CLEANING EQUIPMENT SCHEDULE

6.1. BHUNGA BUILDING

Equipment	Minimum Quantity	Minimum Specification	Verification
Low noise industrial vacuum cleaners	Two (2)	Commercial/industrial grade suitable for timber and tile floors	Physical Inspection

Industrial Mops	One (1) per cleaner/team	Commercial grade suitable for timber and tile floors	Physical Inspection
Mop Buckets with wringer (single and double)	One (1) per cleaning team	Commercial grade suitable for timber and tile floors	Physical Inspection
Adjustable telescopic window cleaning pole	One (1)	Commercial grade suitable for timber windows	Physical Inspection
Industrial scrubbing machine with buffing accessories	One (1)	Commercial grade suitable for wood and tile floors	Physical Inspection
Microfiber colour coded cleaning cloths	As required	Commercial grade	Physical Inspection
Brooms, hand carpet brush, dust pans	As required	Commercial grade	Physical Inspection
Wet floor caution signs	One (1) per cleaning team	Wet floor/hazard signage	Physical Inspection
Ladder/Access equipment	As required	Safe and fit for purpose	Physical Inspection
Cleaning chemical storage containers	As required	Properly labelled and secure	Physical Inspection

6.2. YOUTH AND HERITAGE CENTRE

Equipment	Minimum Quantity	Minimum Specification	Verification
Low noise industrial vacuum cleaners	Two (2)	Commercial/industrial grade suitable for timber and tile floors	Physical Inspection

Industrial Mops	One (1) per cleaner/team	Commercial grade suitable for timber and tile floors	Physical Inspection
Mop Buckets with wringer (single and double)	One (1) per cleaning team	Commercial grade suitable for timber and tile floors	Physical Inspection
Adjustable telescopic window cleaning pole	One (1)	Commercial grade suitable for timber windows	Physical Inspection
Industrial scrubbing machine with buffing accessories	One (1)	Commercial grade suitable for wood and tile floors	Physical Inspection
Microfiber color coded cleaning cloths	As required	Commercial grade	Physical Inspection
Brooms, hand carpet brush, dust pans	As required	Commercial grade	Physical Inspection
Wet floor caution signs	One (1) per cleaning team	Wet floor/hazard signage	Physical Inspection
Ladder/Access equipment	As required	Safe and fit for purpose	Physical Inspection
Cleaning chemical storage containers	As required	Properly labelled and secure	Physical Inspection

6.3. INFORMATION CENTRE

Equipment	**Minimum Quantity**	**Minimum Specification**	**Verification**
Industrial Mops	One (1)	Commercial grade suitable for timber and tile floors	Physical Inspection

Mop Buckets with wringer (single and double)	One (1)	Commercial grade suitable for timber and tile floors	Physical Inspection
Industrial scrubbing machine with buffing accessories	One (1)	Commercial grade suitable for wood and tile floors	Physical Inspection
Microfiber colour coded cleaning cloths	As required	Commercial grade	Physical Inspection
Brooms, hand carpet brush, dust pans	As required	Commercial grade	Physical Inspection
Wet floor caution signs	One (1) per cleaning team	Wet floor/hazard signage	Physical Inspection
Cleaning chemical storage containers	As required	Properly labelled and secure	Physical Inspection

7. EVALUATION PROCESS AND GOVERNANCE

Stage	Assessment	Outcome
Stage 1	Mandatory responsiveness	Compliant bids proceed; non-responsive bids do not proceed.
Stage 2	Functionality	Only bidders meeting the approved minimum threshold proceed.
Stage 3	Price	Price points calculated using the prescribed formula (80/20).
Stage 4	Specific Goals	Applicable preference/specific-goal points awarded on verified evidence.

NMM reserves the right to cancel or withdraw a procurement process only in accordance with applicable legislation, Treasury requirements and approved SCM policy, with reasons properly recorded and approved.

NMM does not undertake to appoint the lowest-priced bidder where the applicable evaluation methodology produces a different lawful outcome. Any deviation from the normal ranking or recommendation must be supported by the applicable legal/policy framework and documented reasons.

8. CLARIFICATIONS

NMM may seek clarification of information already submitted where necessary to understand the bid. Clarification shall not permit a bidder to materially alter, improve, replace or complete its bid after the closing date. Any clarification process shall be documented and applied consistently.

9. CONTRACT MANAGEMENT AND KPIs

KPI	Minimum Requirement	Evidence/Frequency
Staffing	Approved staffing levels maintained; relievers available.	Daily attendance / monthly report
Cleaning quality	All scheduled areas are completed to the required standard.	Daily checklists; monthly inspection
Bathrooms	Usable, clean, and stocked throughout service periods.	Inspection checklist / complaints log
Equipment	Operational equipment available; defects addressed within agreed response time.	Equipment register / incident log
Consumables	Required consumables available and replenished.	Stock/replenishment records
Pest control	Quarterly service completed with treatment report.	Fumigation Certificate
OHS	Compliance with site OHS requirements and incident reporting.	Monthly/incident reports

Complaints	Complaints acknowledged and corrected within agreed SLA timeframes.	Complaints register
Reporting	Monthly performance report submitted.	Monthly reports

The Contract Manager shall monitor service delivery, verify monthly reports, conduct inspections, maintain the contract file, monitor KPIs, record non-performance, and initiate corrective/remedial action in accordance with the contract and GCC.

10. OCCUPATIONAL HELATH AND SAFETY COMPLIANCE

a. The service provider shall comply with the Occupational, Health and Safety Act and applicable regulations before commencement; the appointed service provider shall submit an OHS plan appropriate to the scope and site of risks.
b. Employees shall receive appropriate training, PPE, and safe work instructions.
c. Chemicals shall be labelled, stored and safely, with safety data sheets available where required.
d. All incidents, injuries, unsafe conditions, and material safety risks must be reported to the NMM promptly.
e. Only suitable and properly maintained equipment may be used.

11. LABOUR AND STATUTORY COMPLIANCE

a. The bidder must comply with applicable labour legislation, sectorial determinations and minimum wage requirements.
b. Maintain a valid UIF and Compensation Fund/COIDA compliance.
c. Maintain a valid Provident/Retirement Fund compliance.
d. The bidder must provide proof of statutory compliance at the frequency specified by the NMM and whenever reasonably required for contract monitoring.
e. Ensure staff working on the contract are lawfully employed and remunerated

12. INSURANCE

a. The successful Service Provider shall, at its own cost and expense, obtain and maintain adequate insurance cover against claims, liabilities, costs, losses, damages, injury, death and/or property damage arising from or in connection with the performance of the Services.

b. The insurance cover shall remain valid and operative for the entire duration of the Contract.
c. Prior to commencement of the Services, the successful Service Provider shall provide NMM with valid proof of insurance cover, including the applicable insurance certificate and/or policy schedule, for verification and record purposes.
d. The Service Provider shall immediately notify NMM in writing of any cancellation, lapse, material amendment or reduction in the insurance cover during the Contract period and shall ensure that appropriate replacement or reinstated cover is maintained without interruption.
e. The maintenance of insurance shall not relieve the Service Provider of any liability or obligation arising from the Contract.

13. PUBLIC LIABILITY AND INSURANCE

a. The successful Service Provider shall, at its own cost and expense, obtain and maintain Public Liability Insurance with a minimum cover of R5,000,000 (Five Million Rand) for any single occurrence or such other basis as may be specified by the insurer, covering claims arising from or in connection with the provision of the cleaning services.
b. The insurance shall provide appropriate cover for, amongst others: bodily injury, illness or death of any person arising from the Service Provider's activities; loss of or damage to property belonging to NMM, its employees, visitors or third parties; claims arising from the acts, omissions, negligence or misconduct of the Service Provider, its employees, agents or subcontractors; and any other third-party liability arising from the performance of the Services.
c. The Public Liability Insurance shall remain valid and operative for the entire duration of the Contract.
d. Prior to commencement of the Services, the successful Service Provider shall submit to NMM a valid Certificate of Insurance and/or insurance policy schedule confirming the minimum Public Liability cover of R5,000,000.

e. The Service Provider shall immediately notify NMM in writing of any cancellation, lapse, suspension, material amendment or reduction of the insurance cover and shall ensure that replacement or reinstated cover is obtained without interruption.

f. The maintenance of Public Liability Insurance shall not relieve the Service Provider of any liability or obligation arising from the Contract, and the Service Provider shall remain responsible for any loss, damage, injury, claim, cost or liability arising from its acts or omissions.

g. Failure by the successful Service Provider to maintain the required insurance cover shall constitute a material breach of the Contract and shall be dealt with in accordance with the applicable contract provisions

14. STAFF UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.

All personnel should wear an acceptable contractor's uniform i.e. the contractor's personnel outlook should suit that of a corporate environment in terms of aesthetics.

The bidder should ensure that employees are easily identified by providing name tags depicting the company logo and name for their staff members i.e. company branded name tags.

15. CLEANING EQUIPMENT, PEST CONTROL AND CONSUMABLES SUPPLY

The bidder shall provide all general and specialized equipment required in the provision of this service.

Consumables must be provided by contractor.

NMM will provide storage facilities/space in respect of equipment, chemicals and consumables keeping.

The bidder must use only SABS approved equipment & bio-degradable (eco-friendly) chemicals.

16. DAMAGE COMPENSATION

The bidder will be responsible for any damages or thefts that may be caused, to NMM premises or contents by him/her or his/her employees due to their neglect, whether in the normal execution of their duties and claim for indemnification can accordingly be imposed by NMM against the service provider.

17. CONTRACTOR INDUCTION

a. The bidder will be expected to attend an induction meeting where a formal handover will be conducted and be familiarized with NMM site compliance requisites, policies and procedures prior to commencement of the service contract.
b. The bidder must, in the induction meeting, bring all staff to be deployed at the NMM with the following information: Name, Address and ID Number. NB: NMM reserves the right to request removal of any personnel on site deemed not to be compliant with NMM policies and procedures

18. STAFF, SECURITY, CONFIDENTIALITY AND POPIA

a. The bidder shall ensure that the personnel to be deployed at NMM are vetted and have no criminal records, subject to applicable law. Note: NMM reserves the right to verify such before work commencement.
b. The cleaning staff and management on site must be able to communicate, read and write in English.
c. The cleaning staff are prohibited from reading documents in offices or unnecessary handling thereof.
d. All deployed personnel shall be identified to NMM and comply with site-access requirements.
e. Personal information collected for access/security purposes shall be processed lawfully and only for legitimate purposes.
f. Confidential NMM information may not be disclosed to the public or media without NMM's prior written authorization, subject to lawful disclosures.
g. Supervisory staff shall maintain reliable communication and emergency contact availability.

19. TERMS AND CONDITIONS

a. All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. NMM is not liable to pay such costs and expenses or to reimburse or compensate for service

a. providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
b. NMM reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
c. NMM may require responsive bidders to present and discuss their proposals in person
d. NMM reserves the right not to make any appointments from the proposals submitted.
e. Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of NMM.
f. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
g. NMM reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
h. Any and all project proposals shall become the property of NMM and shall not be returned.
i. The bid offers and proposals should be valid and open for acceptance by NMM for a period of 120 days from the date of submission.
j. NMM reserves the right not to award the bid to the bidder that scores the highest points. Disputes that may arise between NMM and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
k. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract, an original signed copy of which must be submitted together with all other bid documentation.
l. All returnable bid documents must be completed in full and submitted together with the bidder’s proposal. Should the returnable documents not be completed, the bid will not be considered any further.

m. The successful bidder will be subject to the supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
n. After the successful service provider has received the appointment letter, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.
o. No tender shall be awarded to a bidder whose name (or any of its directors or partners or associates and/or attorneys) appears on the Register of Defaulters kept by the Treasury, or who have been placed on the National Treasury's List of Restricted Supplies. The NMM reserves the right to withdraw an award or cancel the Service Level Agreement concluded with the bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by any Government Institution
p. No tender shall be awarded to a bidder whose tax affairs are not in order. NMM reserves the right to withdraw an award made, or cancel the Service Level Agreement concluded with the successful bidder(s) should it be established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the NMM

20. ACCOUNTABILITY

The service provider will be accountable to and under the direction of the CEO of the NMM in the performance of the assignment duties.

21. PRICING INSTRUCTION

a. The provision of cleaning services must be rendered as per the requirements of the NMM, and it must be invoiced on completion;
b. The bid and the total price for the provision of cleaning services may not be exceeded;
c. Amounts due to the Service Provider shall be paid by the NMM within thirty (30) days of receipt of the invoice.
d. The NMM reserves the right by giving written notice to the service provider to stop the works' progress at any time. Should the client exercise this right, the NMM will

pay the service provider for work done and expenses incurred only up to the time that the notice was given.

22. RETRUNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their proposal*. **Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

23. COMPULSORY RETURNABLE DOCUMENTS

a. Duly signed & completed **SBD 1** Invitation to BID
b. SBD 2 Tax Clearance Requirements
c. Duly signed & completed **SBD 3.3** Pricing Schedule
d. Duly signed & completed **SBD 4** Declaration of Interests form.
e. Duly signed & completed SBD **6.1** Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
f. Duly signed & completed **SBD 7.2** Contract Form (Rendering Services).
g. Duly signed & completed **SBD 8** Declaration of Bidder's Past Supply Chain Management Practices.
h. Duly signed & completed Duly signed & completed **SBD 9** Certificate of Independent Bid Determination.
i. Proof of CSD registration
j. Proof of registration with National Contract Cleaners (NCCA) or any other cleaning affiliation
k. Proof of wage paid to employees; should not be less than the minimum wage as per the Labour Relations Act (copy of payslip).
l. Valid proof of UIF registration and last declarations

m. The Bidder must submit a valid COIDA certificate from the Department of Labour. (Compensation of Occupational Injury and Diseases Act)
n. Valid proof of Provident Fund enrolment and compliance is attached
o. Valid proof that the Owners/Director/s are South African citizens (ID certified) is attached
p. Three (3) years of audited financial statements, with the latest being the most recent audited AFS as required by law.
q. Certificate/ records of compliance with Occupational Health and Safety Act (OHSA) or Occupational Health and Safety Plan
r. South African Pest Control Association (SAPCA) certificate or agreement with a SAPCA registered company
s. Valid proof of public liability insurance is attached (R5m minimum)

24. SUPPORTING RETURNABLE DOCUMENT (for functionality scoring)

- Proof of company experience
- Experience of Supervisor
- Project Plan
- Equipment/Resources
- Financial Capacity

25. ESSENTIAL SUPPORTING DOCUMENTS

Valid and certified copy of BBBEE certificate or affidavit on or before the closing date and time ***(failure to submit on or before the closing date will result in an automatic score of zero for*** **preference)**

26. VALIDITY PERIOD

Bid submissions must be valid for a period of 120 days.

27. COMPULSORY SITE INSPECTION MEETING

Bidders must attend a compulsory site inspection meeting scheduled as follows:

Date: 21 September 2026

Bhunga Building

Time: 10:00 AM

Venue: Qunu Youth & Heritage Centre

Time: 12:00

28. EVALUATION CRITERIA

a. **Phase one:** Compliance with the terms of reference and conditions of the tender. Failure to submit the stipulated compulsory returnable documents of the tender will automatically disqualify your tender at this phase.

b. **Phase two:** The bid will be evaluated and adjudicated using the 80/20 system (80 for Price and 20 for specific goals. Functionality will be scored at a maximum of 100 points, whereby the bidder must obtain a **minimum of 70 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA FOR FUNCTIONALITY	WEIGHTS	BREAKDOWN OF POINTS
Company Experience • Signed reference letter/completion certificate in client's letterhead relevant to the scope of work clearly indicating	**25**	4 letters **= 25**
		3 letters **= 20**
		2 letters **= 10**
		1 letter **= 5**

(nature of work, duration of contract, value of work, year of start and year of completion) accompanied by Appointment Letter/Purchase Order. • Failure to meet the afore-mentioned conditions will result in a reference letter/completion Certificate considered invalid. • A company must have performed contracts to the value of R3 million each in the last five (5) years		Failure to submit **= 0**
Experience of Supervisors (2) two linked to the project Service providers to submit CV, qualification for each site (refer to staff complement required on page 28) • Supervisor must have a minimum of	**20**	Grade 12 with 5 years' experience **= 20** Grade 12 with 4 years' experience **= 15** Grade 12 with 3 years' experience **= 10** Grade 12 with 2 years' experience **= 5** Grade 12 with 0 - 1 years' experience **= 0**

Grade 12/Matric qualification (NQF 4), 5 years and above proven experience as a supervisor		
Project Plan A detailed project plan/work plan covering daily, weekly, monthly, quarterly, reactional services, quality control, complaints and reporting	**25**	Excellent project plan **= 25** Good project plan **= 20** Average project plan **= 10** Poor project plan **= 5** Failure to submit **= 0**
Equipment/Resources • Equipment schedule, proof of ownership or lease agreement • Utilization plan to align with the activities on the scope of work	**10**	Good **= 10** Poor **= 5** Failure to submit **= 0**
Financial Capacity Bidders will be required to submit complete sets of audited/reviewed financial statements over the past 3	**20**	Financial Statements inclusive of all four (4) requirements **= 20** Financial Statements inclusive of three (3) requirements = **15**

years in the name of the bidding entity. Financial statement analysis will be conducted for the shortlisted bidders. The annual financial statements must contain: • 4.1 Signed Auditors / Accounting Officers Opinions (5) • 4.2 Statement of Profit and Loss and Other Comprehensive Income; (favorable net income) (5) • 4.3 Statement of Financial Position (positive net assets balance) (5) • 4.4 Statement of Cash Flows (favorable net Cash Flows) (5)		Financial Statements inclusive of two (2) requirements **= 10** Financial Statements inclusive of one (1) requirements **= 5** Failure to submit **= 0**
TOTAL		**100**

29. SPECIFIC GOALS

APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM

(1) Points for this shall be awarded for:

- (a) Price (quote validity for 120 days); and
- (b) Specific Goals.
- (c) Where 80 points will be allocated for price and 20 points allocated for specific goals

(2) The following specific goals are applicable to all procurements of a transaction value above R2 000 and up to R50 000 000

a. The NMM will utilize the following preference criteria;

i. Service providers within the OR Tambo region & Eastern Cape

ii. Historically Disadvantaged Individuals (Women, Youth, and People living with disabilities)

iii. SMMEs

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
Women-owned supplier	4	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	

		Non-Youth Ownership (> 35-year-old persons)	2	CIPC Registration Certificate (CK) and CSD Report
People living with disabilities	3	People living with disabilities	3	CSD Report
Small Micro, Medium & Enterprises	4	SME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report/
		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

30. SUBMISSION OF TENDERS

The bid submissions must be returned to the **Nelson Mandela Museum, Bhunga Building, Corner Nelson Mandela Drive & Owen Street, Mthatha.**

a. Service providers are requested to furnish the NMM with two clearly labelled and binded copies of their submissions (an original and a copy).
b. Submissions are to be deposited in the allocated Tender Box clearly marked with reference and this bid's title.
c. NMM will not be responsible for any submissions placed in an incorrect box and submissions left with the security officers or any employee of the NMM, which may lead to the submission not deposited into the tender box by the closing date.
d. **NO LATE, FAXED OR EMAILED QUOTATIONS SHALL BE ACCEPTED.**

31. DISCLAIMERS

The NMM is not committed to any course of action because of its issuance of this bid document and/or its receipt of a bid in response to it. Please note that the NMM reserves the right to:

a. modify the bid document's service(s) and request Respondents to re-quote on any changes;
b. reject any bid submission which does not conform to instructions and specifications which are detailed herein;
c. disqualify bids submitted after the stated submission deadline;
d. not necessarily accept the lowest priced bid;
e. cancel the tender

32. ENQUIRIES

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR BID ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Ms. A Mashologu
Tel: 047 501 9504
Email: akhona@nelsonmandelamuseum.org.za
Supply Chain Officer
Technical Enquiries:
Mr. L. Nongcaula
Tel: 047 501 9517
Email: lihle@nelsonmandelamuseum.org.za
SFL Manager

NB: ENQUIRIES AND CLARIFICATIONS

All enquiries relating to this bid must be submitted in writing to the designated SCM official by no later than 7 calendar days before the closing date.

Signed by:Mandisi Msongelwa CA(SA)
Signed at:2026-09-09 10:49:15 +02:00
Reason:Witnessing Mandisi Msongelwa C

Mr. Mandisi Msongelwa CA(SA)

Acting Chief Executive Officer

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)						
BID NUMBER:		CLOSING DATE:			CLOSING TIME:	
DESCRIPTION						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**			
CONTACT PERSON			CONTACT PERSON			
TELEPHONE NUMBER			TELEPHONE NUMBER			
FACSIMILE NUMBER			FACSIMILE NUMBER			
E-MAIL ADDRESS			E-MAIL ADDRESS			
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	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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, 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 THE BIDDER: …………………………………………………

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

DATE: …………………………………………………

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ………………………………………………………………………………………………	BID NO.: ……………………………………
CLOSING TIME 12:00	CLOSING DATE…………………………...

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

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

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

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R………..…………………………………………………...

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

PERSON AND POSITION	HOURLY RATE	DAILY RATE
---	R-----------------------------	--------------------------------
---	R-----------------------------	--------------------------------
---	R-----------------------------	--------------------------------
---	R-----------------------------	--------------------------------
---	R-----------------------------	--------------------------------

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

---	R-----------------------------	------------------------- days
---	R-----------------------------	------------------------- days
---	R-----------------------------	------------------------- days
---	R-----------------------------	------------------------- days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
--	………………..	……………..	R………………..
--	……………….	……………..	R………………..
--	……………….	……………..	R………………..
--	………………..	……………..	R………………..

TOTAL: R………………………………………………….

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

Bid No.: ……………………………………

Name of Bidder: ……

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
--	……………….	……………..	R………………..
--	……………….	……………..	R………………..
--	……………….	……………..	R………………..
--	……………….	……………..	R………………..

TOTAL: R……………………………………………….

6. Period required for commencement with project after acceptance of bid ……………………………………………………………….

7. Estimated man-days for completion of project ……………………………………………………………….

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ……………………………………………………………….

……………………………………………………………….

……………………………………………………………….

……………………………………………………………….

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

………………………………………………………………………………
………………………………………………………………………………
………………………………………………………………………………

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, …………………………………………………..............................., 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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

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

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

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

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

………………………………	…………………………………………
Signature	Date
………………………………	………………………………………...
Designation	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

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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	
SPECIFIC GOALS	
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**

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

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**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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: ……………………………………………………….

……………………………………………………….

……………………………………………………….

……………………………………………………….

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)……………………………………. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number………..……….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Proof of tax compliance status;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Bidder's Disclosure form;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)	…………………………….
CAPACITY	…………………………….
SIGNATURE	…………………………….
NAME OF FIRM	…………………………….
DATE	…………………………….

WITNESSES	
1	……..…………………………….
2	………..…………………………….
DATE:	……………………………..

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I……………………………………………. in my capacity as……………………...……………………………….. accept your bid under reference number ………………dated………………………for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ………………………………………ON………………………………..

NAME (PRINT) ……………………………………….

SIGNATURE ………………………………………

OFFICIAL STAMP

WITNESSES

1 …..…………………………….

2 …...…………………………….

DATE: ……………………………..

DECLARATION OF TENDER'S SUPPLY CHAIN MANAGEMENT PRACTISES(SBD8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This State Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by state entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the state entity's supply chain management system or committed any improper conduct in relation to such system;

b. been convicted for fraud or corruption during the past five years;

c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (<u>www.treasury.gov.za</u>) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) …………..……………………………...……

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME. SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………………...	**…………………………..**
Signature	**Date**
……………………………………….	**…………………………..**
Position	**Name of Bidder**

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION(SBD9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This State Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 National Treasury Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the organ of the state or has committed any improper conduct in relation to such system; and

c. cancels a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

____

(Bid Number and Description)

in response to the invitation for the bid made by:

____

(Name of State Entity)

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

I certify, on behalf of: ____that.:

(Name of Bidder)

1. I have read and understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation.
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

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

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

10. 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.

………………………………………………… ………………………………….
Signature Date

………………………………………………… ………………………………

Position Name of Bidder