



**PIKITUP JOHANNESBURG SOC LIMITED**

**BID DOCUMENT FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR THE PROVISION OF FULL HYGIENE SERVICES, WHICH INCLUDES SUPPLY, INSTALLATION AND MAINTENANCE OF HYGIENE EQUIPMENT AND CONSUMABLES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.**

**BID NO: PU 110 / 2022**

**CLOSING DATE: 08 NOVEMBER 2022**

**CLOSING TIME: 11:00AM**

**BIDDER NAME:** .....

**BID AMOUNT:** .....

**TENDER DOCUMENT FOR:  
PIKITUP JOHANNESBURG SOC LTD  
JORISSEN PLACE  
66 JORISSEN STREET  
BRAAMFONTEIN, JHB**

**Contact person: Mlungisi Shongwe**

**E-mail: mlungisishongwe@pikitup.co.za**

**Enquiries relating to this bid may be e-mailed to the mentioned above contact person.**

**Bid document must be deposited at:**

**Pikitup Head Office, Tender Office, Ground Floor, East Wing, Jorissen Place, 66 Jorissen Street, Braamfontein, JHB before the closing date and time.**

**No late bid responses will be considered**

**No briefing or information session will be held for this tender**

**Please report fraud and corruption at the City of Johannesburg Anti-Fraud Hotline: 0800 002 587 or National Treasury Anti-Corruption Hotline: 0800 701 701**

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# ANNEXURE 1.1

## MBD 1

# INVITATION TO BID

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	PU110/2022	CLOSING DATE:	08 NOVEMBER 2022	CLOSING TIME:	11:00 AM
DESCRIPTION	BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR THE PROVISION OF FULL HYGIENE SERVICES, WHICH INCLUDES SUPPLY, INSTALLATION AND MAINTENANCE OF HYGIENE EQUIPMENT AND CONSUMABLES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
PIKITUP TENDER BOX, SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, JORISSEN PLACE, TENDER OFFICE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	..... _____		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SUPPLY CHAIN MANAGEMENT		CONTACT PERSON	SAME	
CONTACT PERSON	MLUNGISI SHONGWE		TELEPHONE NUMBER	SAME	
TELEPHONE NUMBER	087 357 1228		FACSIMILE NUMBER	SAME	
FACSIMILE NUMBER	NOT APPLICABLE		E-MAIL ADDRESS	SAME	
E-MAIL ADDRESS	MLUNGISISHONGWE@PIKITUP.CO.ZA				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>  1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.  2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.  2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.  2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.  2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.  2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO         </td> </tr> </table> <p style="margin-top: 10px;">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 ABOVE.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

DATE: .....

# ANNEXURE 1.2

## AUTHORITY TO SIGN A BID

## AUTHORITY TO SIGN A BID

Where the signatory is not a Director / Member / Owner / Trustees of the company as per the company registration (CIPC) certificate, an official letter of authorization or delegation of authority should be submitted with the bid document. The person signing the bid documentation must be fully authorised to sign the bid document on behalf of the bidder.

The bidder must provide a resolution or delegation of authority to the representative who is mandated to sign the bid document on the bidding organisation's behalf.

The resolution / delegation could be on the bidding company's letterhead or the bidding organisation could complete the relevant template from one of the following options.

<b>1. <u>Sole Proprietor (Single Owner Business) and Natural Person</u></b>			
1.1 I, ..... , the undersigned, hereby confirm that I am the sole owner of the business trading as .....			
OR			
1.2 I, ..... , the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.			
SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

<b>2. <u>Companies and Close Corporations</u></b>	
2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.	
2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.	
Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	
Full name and surname of all Director(s) / Member (s)	

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a certified copy of the resolution attached?			YES
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

<b>3. <u>Partnership</u></b>  We the undersigned partners in the business trading as ..... hereby authorise Mr/Mrs ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/or contract for and on behalf of the above mentioned partnership. The following particulars in respect of every partner must be furnished and signed by every partner:			
Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	



**4. Consortium**

We the undersigned consortium partners, hereby authorise \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorise Mr/Ms \_\_\_\_\_ to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

## 5. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms

.....

Authorized signatory of the Company / Close Corporation / Partnership (name)

.....

Acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

<b>LEAD PARTNER (Whom the Pikitup shall hold liable for the purpose of the tender)</b>			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

<b>2<sup>nd</sup> PARTNER</b>			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

<b>3<sup>rd</sup> PARTNER</b>			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

<b>4<sup>th</sup> PARTNER</b>			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

# ANNEXURE 1.3

## CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

## CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

### DECLARATION IN TERMS OF MUNICIPAL SCM REGULATIONS 21(d) (ii)

I, ..... (full name) and ..... (ID no.), hereby acknowledge that Pikitup Johannesburg SOC Limited may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of (name of the firm) ..... and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

**Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:**

Director / partner / member (Name and Surname)	Physical residential address of the director / partner / member (If the space below is insufficient, provide a separate schedule)	Municipal account number(s)

Does any of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc. reside outside the borders of South Africa? If "Yes", provide details on a separate schedule and attached proof of foreign residence.	Yes	No
(Mark the relevant) cell with an "X"		

Signature	Position	Date

**IMPORTANT NOTE:**

1. Copies of all bidder's director(s) / shareholder(s) / partner(s) / member(s), etc. identity documents or identity cards or passports to be attached.
2. Copies of municipal account statements for the bidding organization as well as all the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc. must be submitted with the bid. The municipal account statements submitted must not be older than 3 months, and must not be in arrears for more than 90 days.
3. If the bidding entity or any of its directors/shareholders/partners/members, etc. rent/lease the property or reside at the premises of a landowner, the particular landlord or the landlord's property agent must provide a Letter or Statement or Affidavit (correspondence should be dated and not older than 3 months) confirming that the bidding entity / owners / members / directors / trustees/etc. has no disputed account(s) and the account is not in arrears for more than ninety (90) days. (Note that body corporate statements would not be considered unless the statement reflects the account balances for rates and taxes, or rent).
4. If the any of the directors/shareholders/partners/members/etc. reside outside the South African borders, proof of foreign residence would be required.

# ANNEXURE 1.4

## CONDITIONS OF TENDER

## **CONDITIONS OF TENDER**

### **RETURN OF BIDS**

This BID closes as indicated on the cover page of this tender document. Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for BIDS that are not placed in the bid box by the closing date and time.

No BID shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink, and no correction fluid (Tippex) may be used on the bid document. If the bidder wishes to make a change, the bidder must draw a line through the incorrect wording, write the correct wording next to the change, and also initial next to the change.

### **VALIDITY PERIOD**

Your bid submission must remain valid for a period of **90 days** from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

### **NO BRIEFING OR INFORMATION MEETING WILL BE HELD**

Where the bid document indicates that no briefing or information meeting will be held. Questions relating the bid must be email to the contact person as indicated in the bid document.

### **ADJUDICATION OF BIDS**

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2017. Enquiries in respect of the policy should be addressed to PIKITUP's General Manager: Supply Chain Management – [mornekoortzen@pikitup.co.za](mailto:mornekoortzen@pikitup.co.za)

### **CONTRACT**

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your BID as you will be bound by the Contract (as described) if your BID is successful.

### **ADMINISTRATIVE JUSTICE**

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

## **INTERNAL APPEAL PROCESS**

Following the evaluation of tender and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

## **PROVISO**

In evaluating bids received and adjudicating the award of this tender, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidder(s) will not necessarily be selected as a preferred bidder(s).

In line with the provisions of Supply Chain Management Policy, Pikitup reserves the right to:

- request for a validity extension if necessary,
- apply pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000: Preferential Procurement Regulations of 2017
- award the bid in whole, or award the bid in parts, or not to award the bid at all,
- award the bid to one or more than one bidder(s)
- negotiate the bid price offered, and / or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid.



Pikitup further retain the right to:

- veto or conduct a due diligence on any bidder, and / or any of their sub-contractors or sub-service providers;
- request for samples, demonstrations, site visits or further information relating to the offered goods, services or works
- evaluate, review, test, inspect any of the products and / or staff offered for the tender, at Pikitup's sole discretion accept or reject such.

As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for final selection of bid(s):

- The spread of business amongst suppliers and / or rotation of contracts amongst suppliers,
- The protection of the environment or sustainability considerations,
- The geographical origin of resources utilised as inputs for the execution of the proposed contract,
- The development and / or impact on the local community,
- Considerations of after purchase costs, such as maintenance cost, operational costs, licence costs, or life cycle cost,
- Variants from the original scope of requirements,
- Financial stability and commercial status of the bidder(s),
- The receipt of an abnormally low bid amount, provided that the bidder in question is allowed an opportunity to justify its bid.

#### DECLARATION BY BIDDER:

I the undersigned, ..... (Name and Surname),  
being the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons' BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE TENDER DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BID DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

AUTHORISED SIGNATURE : .....

CAPACITY OF SIGNATORY : .....

DATE : .....

ADDRESS : .....

WITNESSES: 1 ..... WITNESSES: 2 .....

# ANNEXURE 2.

## TERMS OF REFERENCE / SPECIFICATION OF REQUIREMENTS

## **TERMS OF REFERENCE FOR PROVISION OF HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS**

### **PURPOSE OF CONTRACT**

The purpose of this contract is to appoint a service Provider/s for a period of 36 months for the provision of hygiene services, which includes supply, installation and maintenance of hygiene equipment and consumables to all Pikitup facilities.

### **SCOPE OF WORK HYGIENE SERVICES**

The Service Provider/s must provide the following required equipment for the supply, installations and maintenance of hygiene services to Pikitup:

Hand hygiene – Installation of Paper towel dispenser, and hand soap dispensers (must be battery operated).

Air hand dryers – Installation of hot air dryers (must be battery operated) The service Provider/s must ensure that the optimal functionality of the installed equipment.

Feminine hygiene –Bin should be touch free pedal model allows for hands free operation. Sanitary disposal service bins with anti-bacterial vapour to neutralise odour, bin liners must be collected and replaced weekly.

Deep cleaning - Deep cleaning in urinals, shower drains, toilet pans and rims, kitchen drains and hand basins as well as odour prevention. All deep cleaning will be carried out on a quarterly basis. A treatment schedule / report for each deep cleaning job must be submitted to PIKITUP with the invoice. Utilisation of deep cleaning SABS approved chemical with brushes and scrubbing pads.

Automated Air freshener dispensing unit (including consumables, throughout the term of the contract)

Urinals /toilets auto sanitizing dispenser (including consumables, throughout the term of the contract).

Toilet seats sanitizing dispensers [including consumables wipes] (including consumables, throughout the term of the contract)

**NB:** All required consumables are indicated on the pricing schedule. The service Provider/s as and when required must be expected to provide consumables for refilling.

The tenderer will have to provide rates for supplying the consumables as stipulated in the pricing schedule of the tender document. All the chemicals, detergents and other related materials to be used must be compliant to South African Bureau of Standards and meet the OHSAS requirements; and All the cleaning and hygiene services are to be undertaken in compliance with Occupational Health and Safety Act 85 Of 1993.

PIKITUP reserves the right to increase or reduce the scope as and when required.

BID NUMBER PU110/2022 – BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR PROVISION OF FULL HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.

PIKITUP reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures, where relevant.

The successful bidder/s will be required to provide induction for the replacement of consumables to PIKITUP appointed cleaners.

Service of Automated equipment MUST include replacement of batteries.

The service will be provided to the following facilities:

Item Number	Name	Physical Address	Longitude	Latitude
1	Head Office	66 Jorissen Str, Braamfontein	28.0318544	-26.1931015
2	Avalon Depot	Calendula Road, Klipspruit West	27.877553	-26.289331
3	Central Camp Depot	Nicolas road, Diepkloof	27.932953	-26.256375
4	Marlboro Depot	9th Street Marlboro	28.088669	-26.093211
5	Midrand Depot	Cnr Stilt Avenue and Falcon Street, Rabbie Ridge, Midrand	To be provided	To be provided
6	Norwood Depot	Cnr Short & Pine Street Orchards	28.082164	-26.157544
7	Orange Farm Depot	15748 Ext 6B, Orange Farm	27.866944	-26.481667
8	Randburg Depot	Cnr Malibongwe & Hans Schoeman Street Randburg	27.981478	-26.090694
9	Roodepoort Depot	10 Granville Road, Lea Glen ,Roodepoort	27.866406	-26.182833
10	Roodepoort Stores	10 Granville Road ,Lea Glen ,Roodepoort	27.866406	-26.182833
11	Selby Depot	Cnr. Village & Usher street Selby	28.03585	-26.210939
12	Southdale Depot	Cnr Short & Pine Street Orchards	28.024236	-26.244953
13	Waterval Depot	No 3 Albert Street Albertsville	27.978244	-26.168947
14	Zondi Depot	666 Koma Road Zondi	27.873317	-26.233481
15	Ennerdale Landfill Site	Walter Road ,Lawley	27.834064	-26.369689
16	Goudkoppies Landfill Site	156 Houthammer Road, Devland, Johannesburg	27.927157	-26.281181
17	Marie Lousie Landfill Site	Cnr Main Road & Elias Motsoaledi Street, Dobsonville, Soweto	27.883479	-26.190634
18	Linbro Park Landfill Site	Third street, Linbro Park	28.117534	-26.08344
19	Springfield / Robinson Deep	Marlborough and Turffontein Road	To be provided	To be provided

BID NUMBER PU110/2022 – BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR PROVISION OF FULL HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.

The following items are required per site:

Important Note: The appointed service Provider/s must ensure that defective equipment is either replaced or repaired within 48 hours from the time that such defective equipment is reported by PIKITUP.

### **HYGIENE SERVICES (Full service: Supply, install, service and maintenance)**

Items		Required Equipment
<b>Equipment with consumables</b>		
<b>1. Head Office</b>	Plastic toilet auto air freshener dispenser complete with the spray.	9
	Plastic urinal auto sanitizer - with sanitizer.	12
	Plastic toilet auto sanitizer - with sanitizer.	32
	Hygienic wipe dispenser with complete flushable wipes.	32
	Sanitary disposal bin with bin lining bag.	20
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	9
	Wall mounted bin.	9
	Paper towel holder	9
	Hand dryers.	9
<b>2. Avalon Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	6
	Plastic urinal auto sanitizer - with sanitizer.	5
	Plastic toilet auto sanitizer - with sanitizer.	15
	Hygienic wipe dispenser with complete flushable wipes.	15
	Sanitary disposal bin with bin lining bag.	8
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	6
	Wall mounted bin.	6
	Paper towel holder	6
	<b>Hand dryers.</b>	6
<b>3. Zondi Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	8
	Plastic urinal auto sanitizer - with sanitizer.	14
	Plastic toilet auto sanitizer - with sanitizer.	8
	Hygienic wipe dispenser with complete flushable wipes.	15
	Sanitary disposal bin with bin lining bag.	10
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	8
	Wall mounted bin.	8
	Paper towel holder	8
	Hand dryers.	8
<b>4. Central Camp Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	10
	Plastic urinal auto sanitizer - with sanitizer.	7
	Plastic toilet auto sanitizer - with sanitizer.	27
	Hygienic wipe dispenser with complete flushable wipes.	27
	Sanitary disposal bin with bin lining bag.	6
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	10

BID NUMBER PU110/2022 – BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR PROVISION OF FULL HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.

	soap/foam).	
	Wall mounted bin.	10
	Paper towel holder	10
	Hand dryers.	10
<b>5. Southdale Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	8
	Plastic urinal auto sanitizer - with sanitizer.	9
	Plastic toilet auto sanitizer - with sanitizer.	34
	Hygienic wipe dispenser with complete flushable wipes.	18
	Sanitary disposal bin with bin lining bag.	20
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	8
	Wall mounted bin.	8
	Paper towel holder	8
	Hand dryers.	8
<b>6. Selby Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	9
	Plastic urinal auto sanitizer - with sanitizer.	6
	Plastic toilet auto sanitizer - with sanitizer.	37
	Hygienic wipe dispenser with complete flushable wipes.	37
	Sanitary disposal bin with bin lining bag.	20
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	9
	Wall mounted bin.	9
	Paper towel holder	9
	Hand dryers.	9
<b>7. Norwood Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	5
	Plastic urinal auto sanitizer - with sanitizer.	6
	Plastic toilet auto sanitizer - with sanitizer.	32
	Hygienic wipe dispenser with complete flushable wipes.	32
	Sanitary disposal bin with bin lining bag.	14
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	5
	Wall mounted bin.	5
	Paper towel holder	5
	Hand dryers.	5
<b>8. Marlboro Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	9
	Plastic urinal auto sanitizer - with sanitizer.	9
	Plastic toilet auto sanitizer - with sanitizer.	24
	Hygienic wipe dispenser with complete flushable wipes.	24
	Sanitary disposal bin with bin lining bag.	9
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	9
	Wall mounted bin.	9
	Paper towel holder	9
	Hand dryers.	9
<b>9. Midrand Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	5
	Plastic urinal auto sanitizer - with sanitizer.	6
	Plastic toilet auto sanitizer - with sanitizer.	12
	Hygienic wipe dispenser with complete flushable wipes.	12

BID NUMBER PU110/2022 – BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR PROVISION OF FULL HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.

	Sanitary disposal bin with bin lining bag.	10
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	5
	Wall mounted bin.	5
	Paper towel holder	5
	Hand dryers.	5
<b>10. Waterval Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	11
	Plastic urinal auto sanitizer - with sanitizer.	11
	Plastic toilet auto sanitizer - with sanitizer.	45
	Hygienic wipe dispenser with complete flushable wipes.	45
	Sanitary disposal bin with bin lining bag.	15
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	11
	Wall mounted bin.	11
	Paper towel holder	11
	Hand dryers.	11
<b>11. Randburg Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	4
	Plastic urinal auto sanitizer - with sanitizer.	2
	Plastic toilet auto sanitizer - with sanitizer.	36
	Hygienic wipe dispenser with complete flushable wipes.	36
	Sanitary disposal bin with bin lining bag.	8
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	4
	Wall mounted bin.	4
	Paper towel holder	4
	Hand dryers.	4
<b>12. Roodepoort Depot</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	4
	Plastic urinal auto sanitizer - with sanitizer.	3
	Plastic toilet auto sanitizer - with sanitizer.	10
	Hygienic wipe dispenser with complete flushable wipes.	10
	Sanitary disposal bin with bin lining bag.	10
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	4
	Wall mounted bin.	4
	Paper towel holder	4
	Hand dryers.	4
<b>13. Roodepoort Stores</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	2
	Plastic urinal auto sanitizer - with sanitizer.	1
	Plastic toilet auto sanitizer - with sanitizer.	1
	Hygienic wipe dispenser with complete flushable wipes.	2
	Sanitary disposal bin with bin lining bag.	1
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	2

	soap/foam).	
	Wall mounted bin.	2
	Paper towel holder	2
	Hand dryers.	2

#### 14. Orange Farm

	Plastic toilet auto air freshener dispenser complete with the spray.	6
	Plastic urinal auto sanitizer - with sanitizer.	4
	Plastic toilet auto sanitizer - with sanitizer.	14
	Hygienic wipe dispenser with complete flushable wipes.	14
	Sanitary disposal bin with bin lining bag.	8
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	6
	Wall mounted bin.	6
	Paper towel holder	6
	Hand dryers.	6

#### 15. Goudkoppies LFS

	Plastic toilet auto air freshener dispenser complete with the spray.	4
	Plastic urinal auto sanitizer - with sanitizer.	10
	Plastic toilet auto sanitizer - with sanitizer.	10
	Hygienic wipe dispenser with complete flushable wipes.	10
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	4
	Wall mounted bin.	4
	Paper towel holder	4
	Hand dryers.	4

#### 16. Marie Louise LFS

	Plastic toilet auto air freshener dispenser complete with the spray.	6
	Plastic urinal auto sanitizer - with sanitizer.	4
	Plastic toilet auto sanitizer - with sanitizer.	6
	Hygienic wipe dispenser with complete flushable wipes.	6
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	6
	Wall mounted bin.	6
	Paper towel holder	6
	Hand dryers.	6

#### 17. Springfield LFS

	Plastic toilet auto air freshener dispenser complete with the spray.	4
	Plastic urinal auto sanitizer - with sanitizer.	4
	Plastic toilet auto sanitizer - with sanitizer.	4
	Hygienic wipe dispenser with complete flushable wipes.	4
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	4
	Wall mounted bin.	4
	Paper towel holder	4
	Hand dryers.	4

#### 18. Ennerdale LFS



	Plastic toilet auto air freshener dispenser complete with the spray.	4
	Plastic urinal auto sanitizer - with sanitizer.	4
	Plastic toilet auto sanitizer - with sanitizer.	4
	Hygienic wipe dispenser with complete flushable wipes.	4
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	4
	Wall mounted bin.	4
	Paper towel holder	4
	Hand dryers.	4
<b>19. Linbro Park</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	2
	Plastic urinal auto sanitizer - with sanitizer.	2
	Plastic toilet auto sanitizer - with sanitizer.	4
	Hygienic wipe dispenser with complete flushable wipes.	4
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	2
	Wall mounted bin.	2
	Paper towel holder	2
	Hand dryers.	2
<b>20. Diepsloot Satellite</b>		
	Plastic toilet auto air freshener dispenser complete with the spray.	2
	Plastic urinal auto sanitizer - with sanitizer.	2
	Plastic toilet auto sanitizer - with sanitizer.	4
	Hygienic wipe dispenser with complete flushable wipes.	4
	Sanitary disposal bin with bin lining bag.	2
	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam).	2
	Wall mounted bin.	2
	Paper towel holder	2
	Hand dryers.	2

NB: All installed hygiene equipment to the Head Office and all Pikitup facilities will remain Pikitup assets after the contract expires. A compulsory site survey would have to be conducted to determine correct installations.

## CONTROL OF HYGIENE CONSUMABLES

The Service Provider/s will provide a monthly usage report for all hygiene consumables as per purchase order issued.

The appointed Service Provider/s must ensure that depleted consumables are replenished within 24 hours.

The Service Provider/s must provide, maintain and replenish all sanitary dispensing machines at all Pikitup facilities.

The Service Provider/s must ensure that all consumables are sealed and stored at the designated storage room provided by Pikitup.

The Service Provider/s must report damaged or missing equipment before any replacement is made.

Ensure that defective equipment is either replaced or repaired within 48 hours from the time that such defective equipment is reported by PIKITUP.

The service Provider/s must empty, clean and disinfect the sanitary bins weekly on Fridays.

The Service Provider/s must ensure that all the required consumables are delivered on time and of sufficient quantity.

## **INSPECTIONS AND MONITORING**

Appointed Service Provider/s must complete a thorough, initial inspection of each building or site before commencement of services. The purpose of the initial inspections is for the service Provider/s to evaluate each site of possible installation. This is to identify problem areas and any equipment, structural features that may have to be addressed before installation.

Proposed Materials and Equipment for service: The Service Provider/s must provide current labels and Material Safety Data Sheets (MSDS) for all their material and equipment.

Service schedule for each building or site: The Service Provider/s must visit sites on a frequency of once a month to provide monitoring and inspection on the conditions of equipment installed, consumables and provide a report.

The Service Provider/s must attend monthly meeting as scheduled by Pikitup.

Record Keeping: The Service Provider/s must be responsible for maintaining a Hygiene Control Logbook (HCL) for each site specified in this terms of reference. These records must be kept on site and maintained on each visit. The file must contain items installed on site, inspection report and a service report.

## **STAFF, IDENTIFICATION AND PROTECTIVE CLOTHING**

Service Provider/s` personnel working in or around buildings specified must wear distinctive uniform and protective clothing.

Service Provider/s` personnel attending to the installation of equipment deployed on this contract must sign a compliance form before commencement of work at PIKITUP confirming that they have received an induction on the following:

OHSA training.

Security policy of building explained to employee.

Explanation of what to do in case of injury.

Emergency and evacuation routes and procedures explained to employee.

Building orientation.

The successful bidder will sign a Health and Safety agreement with Pikitup

## **EVALUATION CRITERIA**

PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC) and / or Accounting Officer for final consideration.

The Bid Evaluation Committee will evaluate the bids received in accordance with the criteria below and make recommendations to the BAC, and the Accounting Officer.

The bid will be evaluated based on pre-compliance, functionality, price and preference in terms of the PPPFA and Preferential Procurement Regulations of 2017 using the 80/20 points system.

## **DISTINCT PRE-QUALIFICATION CRITERIA**

In addition to the standard pre-compliance criteria, it must be noted that the following distinct pre-qualification criteria will also apply for this tender. Bids that do not comply with the distinct pre-qualification criteria or the meet the pre-compliance requirements will be considered as an unacceptable bid and will not disqualify for further evaluation.

Advance designated groups Pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000: Preferential Procurement Regulations of 2017.

Only QSE or EME companies/organisation that is at least BBBEE Status Level 1 will be considered for this tender Original or certified copy of a sworn affidavit or SANAS accredited BBBEE Certificate will be required to evaluate.

## **PRE- COMPLIANCE EVALUATION**

Bidders must submit the documentation as per the tender requirements. The documentation submitted must be valid at time of tender closing. Bidders will be eliminated for not submitting compulsory returnable documents as stated below:

**Table for Mandatory Documentation**

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>a) To enable Pikitup to verify the bidder's tax compliance status, the bidder must provide;</p> <p>A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number; (Note: Refer to MDB 1)</p>		<p>CSD must be in the same business name as the bidding company?</p> <p>CSD must be valid?</p> <p>CSD report submitted must not be older than 30 days from closing date of the tender</p> <p>Tax status must be compliant?</p>
<p>(b1) Confirmation that the bidding company's rates and taxes are up to date:</p> <p>Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or</p> <p>Letter or Statement or Affidavit from landlord confirming that the Bidder (bidding company) has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</p>		<p>Was a Municipal Account Statement or landlord letter provided for the bidding company?</p> <p>The name and / or addresses of the bidder's statement correspond with CIPC document?</p> <p>Are correspondence recent (not older than 3 months)?</p> <p>Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>b2) In addition to the above, confirmation that all the bidding company's owners / members / directors / trustees rates and taxes are up to date:</p> <p>Original or copy of Municipal Account Statement of all the South African based owners / members / directors / trustees not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or</p> <p>Letter or Statement or Affidavit (correspondence should be dated and not older than 3 months) for all the South African based owners / members / directors / trustees from their respective landlord/s confirming that the owners / members / directors / trustees of the bidding company has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</p>		<p>Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors?</p> <p>The names and/or addresses of all directors on statement correspond with CIPC document?</p> <p>Are correspondence recent (not older than 3 months)?</p> <p>Are all payments up to date (i.e. not in arrears for more than 90 days)?</p>
<p>c) Duly signed and fully completed declarations as well as MBD forms i.e.</p> <p>MBD 1 parts A and B,</p> <p>Authority to sign the bid (required if the representative signing the bid document is not an owner / director / member / trustee of the bidding organization),</p> <p>Certificate for payment of municipal services,</p> <p>Conditions of tender</p> <p>Pricing Schedules</p> <p>MBD 4,</p> <p>MBD 8 and</p> <p>MBD 9</p>		<p>All documents fully completed (i.e. no blank spaces)?</p> <p>All documents fully signed?</p> <p>Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, will be considered)?</p>
<p>d) Sanitary waste disposal and transporter hazardous certificate. Gauteng Waste Information System (GWIS). (This certificate should be in the name of the tendering company and accredited by the relevant authority).</p>		<p>Removal of sanitary waste (SHE bins) and proper (as per legislated regulations) disposal</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>e) Original or certified copy of a sworn affidavit or SANAS accredited BBBEE Certificate.</p> <p>Pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000: Preferential Procurement Regulations of 2017)</p> <p>Minimum QSE or EME that is at least BBBEE Status Level 1 (i.e. Only QSE or EME that is either BBBEE Status Level 1 will be considered for this tender)</p>		Original or certified copy of a sworn affidavit or SANAS accredited BBBEE Certificate that comply with minimum requirements submitted?
<p>f) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)</p> <p>Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to (d) above must be provided for all JV parties.</p> <p>In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p>Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup.</p>		<p>If applicable.</p> <p>JV agreement provided?</p> <p>JV agreement complete and relevant?</p> <p>Agreement signed by all parties?</p> <p>All required documents as per (i.e. a to d) must be provided for all partners of the JV.</p>
Tender pricing schedule must be fully completed		<p>Pricing schedule must be fully completed and signed</p> <p>Documents must be completed in ink (i.e. no “Tippex” corrections or documents completed in pencil will be considered)</p>

Table for: Other Returnable Documentation Required for Functionality or Technical Evaluation:

Other Returnable Documentation (Submission of these are compulsory)	Checklist (YES or NO)
a) Proof of Company Registration (Latest version of company registration showing the company's physical address, all the current registered owners / members / directors / shareholders, and all the owners / members / directors / shareholders' physical	

Other Returnable Documentation (Submission of these are compulsory)	Checklist (YES or NO)
addresses.	
b) Certified Copy of ID Documents of owners/members/directors/shareholders	
c) Company Profile	
d) Reference letters	
e) List of previous projects	
f) Implementation Plan	
h) Attach all supporting documents as required in the Technical / Functionality Evaluation criteria included herein	

The information contained in the OTHER RETURNABLE DOCUMENTS as indicated in the table above, will be used for scoring in the functionality evaluation purposes. The appointed Bid Evaluation Committee will validate the list of returnable document as mentioned below for further evaluation to functionality stage.

Criterion	Points	Score (0 – 5)
<b>Experience in respect of the Company.</b> Company experience in the supply, installation and maintenance of hygiene service. List of projects confirming experience relating to years' experience (i.e. company, short description of work, start, end dates, value): <ul style="list-style-type: none"> <li>• 5 years and above = 5</li> <li>• 3 years and above but less than 5 years = 3</li> <li>• 2 years and above but less than 3 years = 2</li> <li>• 1 year and above but less than 2 years = 1</li> <li>• Less than 1 year = 0</li> </ul>	<b>25</b>	
Bidder(s) must provide written, signed and contactable references on a letterhead from clients, stating the contract value(s) for supply, installation and maintenance of hygiene service. <ul style="list-style-type: none"> <li>• 3 references or more = 5</li> <li>• 2 references = 3</li> <li>• 1 reference = 1</li> <li>• No reference provided = 0</li> </ul>	<b>25</b>	
Experience of Project/Contract Manager in relation to Hygiene Services (attach CV) <ul style="list-style-type: none"> <li>• 5 yrs and above. = 5</li> <li>• 4-5 yrs = 4</li> <li>• 3-4 yrs = 3</li> <li>• 2-3 yrs = 2</li> <li>• 1-2 yrs = 1</li> </ul>	<b>20</b>	
<b>Implementation Plan.</b>  The bidder must ensure effective site implementation, the plan must include, but not limited to the following: Overall site implementation starting from appointment date, including timelines. Readiness i.e, mobilization of equipment; etc. Bidder must provide a proposal plan as part of their bid response	<b>20</b>	
<b>Location of the bidder's office</b>  Within COJ = 5 Within Gauteng = 3 SA out of Gauteng = 1 Outside South Africa = 0	<b>10</b>	
<b>Total</b>	<b>100</b>	

The minimum cut off points for functionality is 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation. Service Provider/s that qualified pre-evaluation and in terms of the functionality cut-off points of 70 points will then be evaluated in terms of price (80 points) and preference (20 points).



## PRICE AND PREFERENCE

Price	80
Preference Points (Points scored by the bidder in terms of their B-BBEE contribution level as per the DTI Codes of Good Practice)	20
(See Preference Points Table below))	
Total points for Price and Preference	100 POINTS

### Important Note:

A maximum of 80 points will be allocated for price on the following basis:

In terms of the Legislative framework, the B-BBEE Act of 2017. Service Provider/s with annual total revenue of R10 million or less qualify as Exempted Micro Enterprises (EMEs), or Service Provider/s with annual total revenue of R 50 million or less qualify as Qualifying Small Enterprises (QSEs) must submit sworn affidavit and a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover.

A consolidated BBEE scorecard must be submitted for joint ventures to claim preference points.

NB: Failure to submit Minimum B-BBEE status Level 1 Original or certified copy of BBEE Scorecard, or affidavit where applicable Bidders will be eliminated from the bidding process.

Preference Points table for 80/20 points system:

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

## DETAILED PRICING SCHEDULE AND ESTIMATED QUANTITIES

### Pricing Schedule for Hygiene Equipment

Item No	Item Description	Quantity	Rate per unit	Total Amount = Quantity X Rate per Unit
				Excluding VAT
1	Hygiene Equipment			
1.1	Plastic toilet auto air freshener dispenser complete with the spray(Once off Installation at project commencement)	118		
1.2	Plastic urinal auto sanitizer with sanitizer(Once off Installation at project commencement)	121		
1.3	Plastic toilet auto sanitizer - with sanitizer(Once off Installation at project commencement)	359		
1.4	Hygienic wipe dispenser with complete flushable wipes – (once off installation at project commencement)	349		
1.5	Sanitary disposal bin with bin lining bag (Once off Installation at project commencement)	172		
1.6	Hand sanitizer complete with soap/foam (SABS approved anti-bacterial soap/foam) – once off installation at project commencement)	117		
1.7	Plastic wall mounted bin – (once off installation at project commencement)	118		
1.8	Paper towel holder – (once off installation at project commencement)	104		
1.9	Air hand dryers – (once off installation at project commencement)	118		
SUB-TOTAL (Excluding VAT) - A				

**Pricing Schedule for Consumables and Deep Cleaning for Year 1**

Item No	Item Description	Quantity	Rate Per Unit	Period	Total Amount = Quantity X Rate per Unit X 12 months (Excluding VAT)
<b>2</b>	<b>Hygiene Consumables (30 days Services)</b>				
2.1	Air Freshener spray	118		12	
2.2	Sanitizer for urinal	121		12	
2.3	Sanitizer for toilet	359		12	
2.4	Toilet seat sanitizer wipes (150 wipes – 20cm X 20cm)	349		12	
2.5	Sanitary disposal service bins with anti-bacterial vapour to neutralise odour, for collection weekly	172		12	
2.6	Hand soap/foam (SABS approved anti-bacterial soap/foam)	117		12	
2.7	Urinary mats/screens screens 178mm X 178mm	12		12	
<b>SUBTOTAL (Excluding VAT) - B</b>					

Item No	Item Description	Unit Price Per Quarter (Excluding VAT)	Quantity	Total Amount (Excluding VAT) Unit price per Quarter X Quantity
<b>3</b>	<b>Hygiene (Deep Cleaning)</b>			
3.1	Deep clean – urinal ( Quarterly)		484	
3.2	Deep clean – toilets ( Quarterly)		1436	
3.3	Deep clean – hand basins ( Quarterly)		424	
3.4	Deep clean – showers (Quarterly)		268	
<b>SUBTOTAL (Excluding VAT) - C</b>				

**Pricing Schedule for Consumables and Deep Cleaning for Year 2**

Item No	Item Description	Quantity	Rate Per Unit	Period	Total Amount = Quantity X Rate per Unit X 12 months (Excluding VAT)
<b>4</b>	<b>Hygiene Consumables (30 days Services)</b>				
4.1	Air Freshener spray	118		12	
4.2	Sanitizer for urinal	121		12	
4.3	Sanitizer for toilet	359		12	
4.4	Toilet seat sanitizer wipes (150 wipes – 20cm X 20cm)	349		12	
4.5	Sanitary disposal service bins with anti-bacterial vapour to neutralise odour, for collection weekly	172		12	
4.6	Hand soap/foam (SABS approved anti-bacterial soap/foam)	117		12	
4.7	Urinary mats/screens screens 178mm X 178mm	12		12	
<b>SUBTOTAL (Excluding VAT) - D</b>					

Item No	Item Description	Unit Price Per Quarter (Excluding VAT)	Quantity	Total Amount (Excluding VAT) Unit price per Quarter X Quantity
<b>5</b>	<b>Hygiene (Deep Cleaning)</b>			
5.1	Deep clean – urinal ( Quarterly)		484	
5.2	Deep clean – toilets ( Quarterly)		1436	
5.3	Deep clean – hand basins ( Quarterly)		424	
5.4	Deep clean – showers (Quarterly)		268	
<b>SUBTOTAL (Excluding VAT) - E</b>				

**Pricing Schedule for Consumables and Deep Cleaning for Year 3**

Item No	Item Description	Quantity	Rate Per Unit	Period	Total Amount = Quantity X Rate per Unit X 12 months (Excluding VAT)
<b>6</b>	<b>Hygiene Consumables (30 days Services)</b>				
6.1	Air Freshener spray	118		12	
6.2	Sanitizer for urinal	121		12	
6.3	Sanitizer for toilet	359		12	
6.4	Toilet seat sanitizer wipes (150 wipes – 20cm X 20cm)	349		12	
6.5	Sanitary disposal service bins with anti-bacterial vapour to neutralise odour, for collection weekly	172		12	
6.6	Hand soap/foam (SABS approved anti-bacterial soap/foam)	117		12	
6.7	Urinary mats/screens screens 178mm X 178mm	12		12	
<b>SUBTOTAL (Excluding VAT) - F</b>					

Item No	Item Description	Unit Price Per Quarter (Excluding VAT)	Quantity	Total Amount (Excluding VAT) Unit price per Quarter X Quantity
<b>7</b>	<b>Hygiene (Deep Cleaning)</b>			
7.1	Deep clean – urinal ( Quarterly)		484	
7.2	Deep clean – toilets ( Quarterly)		1436	
7.3	Deep clean – hand basins ( Quarterly)		424	
7.4	Deep clean – showers (Quarterly)		268	
<b>SUBTOTAL (Excluding VAT) - G</b>				

### PRICING SUMMARY OF HYGIENE SERVICES

	Item Description	Total Amount (Excluding VAT)
<b>A</b>	<b>Sub-total of Pricing Schedule for Hygiene Equipment</b>	
<b>B</b>	<b>Sub-total of Pricing Schedule for Consumables Year 1</b>	
<b>C</b>	<b>Sub-total of Pricing Schedule for Deep Cleaning Year 1</b>	
<b>D</b>	<b>Sub-total of Pricing Schedule for Consumables Year 2</b>	
<b>E</b>	<b>Sub-total of Pricing Schedule for Deep Cleaning Year 2</b>	
<b>F</b>	<b>Sub-total of Pricing Schedule for Consumables Year 3</b>	
<b>G</b>	<b>Sub-total of Pricing Schedule for Deep Cleaning Year 3</b>	
<b>TOTAL AMOUNT (EXCLUDING VAT)</b>		
<b>VAT @ 15%</b>		
<b>TOTAL TENDER AMOUNT (INCLUDING VAT)</b>		

# ANNEXURE 3.1

## MBD 3.1

# PRICING SCHEDULE

**(Pricing schedules to be completed page 33 - 37 of the terms of reference document under Annexure 2 of this tender 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:	PU110/2022
Closing Time:	11:00 AM
Closing Date:	08 NOVEMBER 2022

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

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

**Rates to be quoted on the pricing schedules under the terms of reference in Annexure 2 of this tender document.**

- Required by Pikitup Johannesburg SOC Limited
- At various sites in and around the City of Johannesburg area as specified in the
- Brand and Model To be completed in a separate schedule
- Country of Origin To be completed in a separate schedule
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery As specified in the TOR  
\*Delivery: Firm/Not firm
- Delivery basis As specified in the TOR

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

**Except if indicated differently in the pricing schedule, the bid price will remain fixed for the proposed contract period.**



# ANNEXURE 4

## MBD 4

# DECLARATION OF INTEREST

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

(Circle the applicable answer)

YES /

NO

3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

(Circle the applicable answer)...YES

/ NO

3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Circle the applicable answer) YES /

NO

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Circle the applicable answer)...YES /

NO

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

(Circle the applicable answer)...YES /

NO

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Circle the applicable answer)...YES /

NO

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Circle the applicable answer)...YES /

NO

3.14.1 If yes, furnish particulars:

.....  
.....

**4. Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

# ANNEXURE 6.1

## **MBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

EME's / QSE's without a BBEE certificate may complete a SWORN AFFIDAVIT FOR BBEE-EXEMPT MICRO ENTERPRISE. Download affidavit at [http://www.dti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.dti.gov.za/economic_empowerment/bee_codes.jsp)

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 a) The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (~~delete whichever is not applicable for this tender~~).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 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**

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

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	40	20
2	9	18

3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	4	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: ..... = ..... (maximum of 40 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	X
-----	--	----	---

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted .....%
- The name of the sub-contractor .....
- The B-BBEE status level of the sub-contractor .....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people	N/A	N/A
Black people who are youth	N/A	N/A
Black people who are women	N/A	N/A
Black people with disabilities	N/A	N/A
Black people living in rural or underdeveloped areas or townships	N/A	N/A
Cooperative owned by black people	N/A	N/A
Black people who are military veterans	N/A	N/A
<b>OR</b>		
Any EME	N/A	N/A
Any QSE	N/A	N/A



**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number: .....

8.8 Total number of years the company/firm has been in business:

.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

# ANNEXURE 7

## CONTRACT FORM

### MBD 7.1 – PURCHASE OF GOODS

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **Pikitup Johannesburg SOC Ltd** in accordance with the requirements and specifications stipulated in bid number **PU110/2022** 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 time of 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;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - 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 goods and/or works 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. ....

- - -

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for  
the supply of goods/works indicated hereunder and/or further specified in the  
annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the  
terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice  
accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION CONTENT applicable)	FOR AND (if

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

# ANNEXURE 8

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

## MBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal 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 municipality's / municipal 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 <i>audi alteram partem</i> rule was applied).  <b>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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE  
 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**



# ANNEXURE 9

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal 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 municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel 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 MBD 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 (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**MBD 9**  
**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 Municipality / Municipal Entity)

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

I certify, on behalf of \_\_\_\_\_ (Name of Bidder)  
that:

1. I have read and I 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<sup>3</sup> 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:

BID NUMBER PU110/2022 – BID FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR PROVISION OF FULL HYGIENE SERVICES TO ALL PIKITUP FACILITIES FOR A PERIOD OF 36 MONTHS.

- (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.
10. 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

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

# ANNEXURE 10

## **CORPORATE GOVERNANCE BREACH CLAUSE**

## **CORPORATE GOVERNANCE BREACH CLAUSE**

1. PIKITUP Johannesburg (SOC) LTD (“PIKITUP”) requires ..... (“the Company”) to comply, *mutatis mutandis* with the Code contained in the King II Report and Code of Good Corporate Governance (below “the Code”) for the term of this Agreement and any extension thereof.
2. The Company irrevocably undertakes and agrees that it will, *mutatis mutandis*, comply with the Code for the term of this Agreement and any extensions thereof.
3. The Company acknowledges and agrees that:
  - 3.1 It is essential that the Company complies with the Code, in order to discharge all of its obligations under and in terms of the Agreement in a proper, efficient and professional manner, and
  - 3.2 PIKITUP will be prejudiced and may suffer damages in the event of the Company failing to comply with the Code.
4. The Company shall be required, within seven (7) days of the end of each calendar month during the term of this Agreement (and any extensions thereof), to furnish PIKITUP with a written certificate, signed by the directors of the Company **[alternatively members of the Close Corporation]**, certifying that the Company has complied with the provisions of the Code during the preceding months.
5. PIKITUP shall have the right, without assigning any reason therefore and at any time, to appoint either the Institute of Directors of South Africa or a firm of chartered accountants or attorneys, to conduct an audit of the business and affairs of the Company in order to ascertain whether the Company is indeed complying with the terms of the Code. To this end, the Company irrevocably undertakes and agrees to co-operate fully with the party conducting such investigation for and on behalf of PIKITUP and to make available to such party all such documentation and all such information as the investigation party may require to fully discharge its obligations under and in terms hereof and to report fully to PIKITUP.

In the event of it being found that the Company is not complying with the Code, then PIKITUP shall be entitled to (a) regard this as a breach of the agreement and (b) recover the costs of the investigation, on an attorney and client basis, from the Company. In the

event of it being found that the Company is, in fact, discharging its obligations under and in terms of the Code, then PIKITUP shall bear the costs incurred in such investigation. In either of the foregoing events, the Company shall be entitled to receive a copy of the written report once same has been concluded by the investigating party.

6. In the event of the Code being replaced with another Code (or similar document), then such replacement document shall replace the Code and a reference to the Code shall be deemed to be a reference to such replacement document. The reference to the Code shall be deemed to include any statutory codification of directors' obligations and duties which may be enacted in the Republic of South Africa at any time in the future.
7. In entering into this Agreement, the Company represents and warrants to PIKITUP that it is familiar with the Code, that it fully understands and appreciates the rights, obligations and recommendations therein contained and agrees to be bound thereby as herein recorded.

# ANNEXURE 11

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid will apply. The GCC is available on [www.nationaltreasury.gov.za](http://www.nationaltreasury.gov.za). Any additional terms and conditions will form part of special conditions of contract to be agreed and signed upon award of the bid. The contract will have to be signed by the successful bidder before the project commence. A service level agreement must be entered into by the awarded bidder and PIKITUP within 30 days of award of contract.

The following agreement is a draft agreement (indicating the specific conditions of contract) and will be concluded at bid award with the successful bidder/s.



# ANNEXURE 12

**ALL COMPULSORY RETURNABLE DOCUMENTS  
AND OTHER RETURNABLE DOCUMENTS TO BE  
ATTACHED TO THE BID RESPONSE**

**BIDDERS ARE TO PROVIDE AN INDEX OF ALL  
RETURNABLE DOCUMENTS ON THE BID  
RESPONSE**