



DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CoGHSTA B17 / 2025-26 FY	CLOSING DATE:	18 MARCH 2026	CLOSING TIME:	11h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, HYGIENE AND PEST CONTROL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
20 RABE STREET					
HENSA TOWERS					
POLOKWANE, 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MOKALAPA.MJ		CONTACT PERSON	MALULEKE NE	
TELEPHONE NUMBER	015 294 2262		TELEPHONE NUMBER	015 294 2119	
E-MAIL ADDRESS	Mokalapa.johannes@limpopo.gov.za		E-MAIL ADDRESS	malulekene@coghsta.limpopo.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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 BIDDER:

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

DATE:

**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 CoGHSTA B17 / 25-26 FY
Closing Time 11H00	Closing date 18 MARCH 2026

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

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

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - *Delivery: Firm/not firm
 - Delivery basis

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

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

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

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

3. DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

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

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state:

The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

(a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each

preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Limpopo Province- Latest (not older than three months) Municipal Account/Traditional Council letter	04	
Rural / Township Business	04	
Black people -Valid Sworn Affidavit	02	
Persons with Disability	02	
Youth - Certify ID copy (not older than six months)	04	
Women - Certified ID copy (not older than six months)	04	
TOTAL	20	

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:

CONFIDENTIAL



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE
PROVIDER FOR THE CLEANING, HYGIENE
AND PEST CONTROL SERVICES FOR A
PERIOD OF 36 MONTHS

Terms of reference for the appointment of a service provider for the cleaning, hygiene and pest control services for a period of 36 months.

Initials of DBSC members: JM NE LTN TL

Initials of HOD RI

1 | Page

CONFIDENTIAL
Restricted | LCOGHSTA

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING, HYGIENE AND PEST CONTROL SERVICES FOR A PERIOD OF 36 MONTHS

1. PURPOSE

1.1. The Department of Co-operative Governance, Human Settlements and Traditional affairs (COGHSTA) seek to appoint a service provider, for the provision of cleaning, hygiene and pest control services for a period of thirty-six (36) months.

2. BACKGROUND

2.1. The Department has eight (8) buildings, of which two (2) require the cleaning, hygiene and pest control services and six (6) requires hygiene and pest control services.

2.2. Departmental buildings which require ***cleaning, hygiene and pest control services***

NO	BUILDINGS	NO. OF CLEANERS	FLOOR	USABLE SPACE (m ²)	NO. OF RESTROOMS	NO OF KITCHENS
1	20 Rabe Street (Hensa Towers), Polokwane	21	1 st floor	4182m ²	48 (Male = 14 Female = 27 Disabled = 07)	12
			2 nd floor	2798m ²		
			3 rd floor	2798m ²		
			4 th floor	2008m ²		
			5 th floor	2008m ²		
			6 th floor	2530m ²		
			Lower ground parking bays	4258m ²		
			Upper ground parking bays	4268m ²		
2	12-20 Avenue, Industrial (Central), Polokwane	3	Total usable space	2294m ²	14 (Male = 07 Female = 07)	07

2.3. Departmental buildings which require **hygiene and pest control services**

NO	BUILDINGS	NO. OF CLEANERS	FLOOR	USABLE SPACE (m ²)	NO. OF RESTROOMS	NO OF KITCHENS
1	28 Market Street, Polokwane	0	Total usable space	1640m ²	24 (Male = 11 Female = 12 Disabled = 01)	12
2	Vhembe District Office (Thohoyandou)	0	Total usable space	730m ²	02 (Male = 01 Female = 01)	01

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN TL

Initials of HOD RI

CONFIDENTIAL

NO	BUILDINGS	NO. OF CLEANERS	FLOOR	USABLE SPACE (m ²)	NO. OF RESTROOMS	NO OF KITCHENS
3	Mopani District Office (Giyani)	0	Total usable space	759m ²	02 (Male = 01 Female = 01)	01
4	Mokopane District Office	0	Total usable space	513m ²	02 (Male = 01 Female = 01)	01
5	Sekhukhune District Office (Lebowakgomo)	0	Total usable space	745m ²	02 (Male = 01 Female = 01)	01
6	Jane Furse Office	0	Total usable space	88m ²	02 (Male = 01 Female = 01)	01

3. THE ROLE OF STAKEHOLDERS

3.1. Department of CoGHSTA shall:

3.1.1 Manage the contract in a professional manner.

3.1.2 Monitor the service provider to ensure that cleaners are paid in line with the Sectoral Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance.

3.1.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.

3.1.4 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.

3.1.5 Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.

3.1.6 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

3.1.7 Provide a storage facility for equipment and materials where possible.

3.1.8 If necessary, request the withdrawal of a staff member/cleaner if they pose a threat or anything to CoGHSTA employees.

3.2. The Service Provider shall:

3.2.1. Conduct business in a courteous and professional manner.

3.2.2. Provide the necessary documentation as requested prior to the awarding of the contract.

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NE L.T.W TJ

Initials of HOD R1

CONFIDENTIAL

- 3.2.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc. CoGHSTA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 3.2.4. Manage the internal disputes among their staff such that CoGHSTA is not affected by those disputes.
- 3.2.5. Ensure that all staff working under this contract are in good health and pose no risk to any CoGHSTA employees.
- 3.2.6. Comply with CoGHSTA security and emergency policies, procedures and regulations.
- 3.2.7. Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 3.2.8. Not use equipment, utensils or chemicals that may damage fittings, affect persons or any other contents in offices. CoOGHSTA has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 3.2.9. Not use any poisonous or highly inflammable substances without the written consent of CoGHSTA.
- 3.2.10. Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of CoGHSTA;
- 3.2.11. Maintain cleaning equipment in good order so as to comply with the Occupational Health and Safety Standards (a copy will be available on request).
- 3.2.12. Replenishment of consumable stocks and clean machines and equipment only at such places as indicated/designated.
- 3.2.13. Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to CoGHSTA. The service provider shall be penalized for the poor performance of their staff. CoGHSTA

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN II

Initials of HOD RI

reserves the right to order the immediate removal of a staff member who is poorly performing.

- 3.2.14. Provide all staff working under this contract with uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers, CoGHSTA staff, etc. CoGHSTA reserves the right to order the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.
- 3.2.15. Ensure that CoGHSTA is informed of any removal and replacement of staff. For security reasons, CoGHSTA reserves the right to vet all persons working under this contract.
- 3.2.16. Ensure that cleaning relievers are immediately made available as and when the appointed cleaners are unavailable.

NB: The onus is upon service provider to familiarize themselves with the project site.

4. SCHEDULED MEETINGS

4.1. Quarterly mandatory meetings

4.1.1. The appointed service provider is expected to attend quarterly performance review meeting as organised by the Department.

4.2. OHS meetings

4.2.1. The appointed service provider is expected to attend OHS meeting as per invitation by the Department.

4.3. Ad-hoc meetings

4.3.1. The appointed service provider is expected to attend Ad-hoc meeting as as and when required by the Department.

5. LEGISLATIVE REQUIREMENTS

5.1. Bidders must comply with the following legislative and regulatory requirements

NO	DESCRIPTION
4.1.	Basic Conditions of Employment Act, 75 of 1997.
4.2.	Sectoral Determination 1: Contract Cleaning Sector.
4.3.	Occupational Health Safety Act, 85 of 1993.
4.4.	Compensation for Occupational Injuries and Diseases Act, 130 of

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE L.T.N TL

Initials of HOD RI

CONFIDENTIAL

NO	DESCRIPTION
	1993.
4.5.	Unemployment Insurance Contributions Act, No. 4 of 2002.
4.6.	Unemployment Insurance Act, no. 63 of 2001.
4.7.	National Minimum Wage Act no. 9 of 2018.
4.8.	Labour Relations Act, 66 of 1997
4.9.	Employment Service Act, no 4 of 2014

6. GENERAL CLEANING EQUIPMENT REQUIRED

ITEM DESCRIPTION	NO.	AREAS
Industrial Heavy duty carpet cleaner (wet and dry);	2	20 Rabe Street (Hensa Towers) and 12-20 th Ave. Industria
Industrial vacuum cleaners (less noise)	13	20 Rabe Street (Hensa Towers) and 12-20 th Ave. Industria
Disc stripping machine	1	20 Rabe Street (Hensa Towers) and 12-20 th Ave. Industria

NB:

-The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements and must be functional at all times.

-THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS.

7. CLEANING REQUIREMENTS AND CONSUMABLES

ITEM DESCRIPTION	NO
Broom: colour coded (replaced every 6 months)	46
Platform Brooms	5
Mop trolley;	24
Industrial Mop: colour coded (replaced every 6 months)	46
Scrubbing brushes;	24
Buckets;	23
Toilet brushes	130
Feather duster (replace as and when required)	23
Dust pan set	23
Double sided wet floor caution safety sign	24
Cordless leaf blower	5
Outdoor cleaning equipment's	
• Gloves	4
• Hand trowel	4
• Hand fork	4
• Shovel	4

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN EI

Initials of HOD RI

CONFIDENTIAL

ITEM DESCRIPTION	NO
• Digging fork	4
• Rake	4
• Secateurs	4
• Long-handled pruners.	4
MONTHLY SUPPLY	
Steel wool;	
Furniture polish;	
Multipurpose cleaner;	
Toilet cleaner;	
Disinfectant soap;	
Dusters;	
Scourers	
Dish cloths;	
Microfibre cloth	
Dish washing soap	
Bleach;	
Pine Gel;	
Glass cleaner;	
Refuse bags	
sanitizers	

7.1. Every cleaner must have the following:

- 7.1.1. Broom (2 coded brooms);
- 7.1.2. Dustpan.
- 7.1.3. Mop (2 coded mops);
- 7.1.4. Mop trolley;
- 7.1.5. Scrubbing brushes;
- 7.1.6. Buckets;
- 7.1.7. Steel wool;
- 7.1.8. Furniture polish;
- 7.1.9. Multipurpose cleaner;
- 7.1.10. Toilet cleaner;
- 7.1.11. Disinfectant soap;
- 7.1.12. Dusters;
- 7.1.13. Scourers;
- 7.1.14. Dish cloths;
- 7.1.15. Dish washing soap;

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN TJ

Initials of HOD RI

- 7.1.16. Bleach;
- 7.1.17. Pine Gel;
- 7.1.18. Glass cleaner;
- 7.1.19. Refuse bags;
- 7.1.20. Sanitiser

7.2. Every worker must be clothed in full uniform at all times, depicting the name of the company.

8. SCOPE OF WORK ON CLEANING

Standard cleaning activities

The service provider is expected to provide cleaning services as described on:

- PART A – OFFICE CLEANING SERVICES REQUIREMENTS
- PART B – SANITARY CONSUMABLES REQUIREMENTS

PART A – OFFICE CLEANING SERVICES REQUIREMENTS

8.1. FLOOR MAINTENANCE:

8.1.1. Resilient Floors:

- a. Sweep and damp mopping. Daily
- b. Machine buffing Quarterly

8.1.2. Floors (ceramic tiles and wooden flooring):

- a. Sweep. Daily
- b. Damp Mopping. Daily
- c. Machine buffing/scrubbing As and when necessary

8.1.3. Carpeting:

- a. Vacuum clean thoroughly:
 - ✓ heavy traffic areas. Daily
 - ✓ medium traffic areas. Alternative Days
 - ✓ light traffic areas. Twice per week

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN FL

Initials of HOD RI

- 8.1.4. DUSTING:
- a. Dust all surface (low level). Daily
 - b. Dust all high ledges and fittings. Weekly
 - c. Dust all surfaces (wall, cabinet, etc.) Weekly
 - d. Dust all window ledges. Daily
 - e. Dust telephones. Daily
 - f. Clean and disinfect telephones Weekly
- 8.1.5. WASTE DISPOSAL:
- a. Provide refuse bags for the bins when required Daily and
 - b. Empty and clean all waste receptacles. Daily
 - c. Remove all waste to specified areas. Daily
 - d. Remove all waste papers. Daily
- 8.1.6. WALLS AND PAINTWORK:
- a. Spots clean all low surface, i.e., walls, doors, and light switches. Daily
- 8.1.7. GLASS AND METAL WORK:
- a. Spot clean glass doors and windows Daily
- 8.1.8. ENTRANCE AND RECEPTION:
- a. Sweeping steps, reception area and entrance Daily (three times)
 - b. Clean doormats and wells. Daily
 - c. Wash steps. Daily
- 8.1.9. TOILETS AND REST ROOMS:
- a. Provide toilet brushes for all toilets Once off and when required
 - b. Maintain floors according to types. Daily
 - c. Deep clean normal usage toilets Quarterly
 - d. Damp mop floors with disinfectant. Daily
 - e. Empty and clean all waste receptacles. Daily
 - f. Empty and clean sanitary bins (She-bin). Weekly
 - g. Clean and sanitise all bowels, basins, urinals, showers and baths (*where applicable*). Daily
 - h. Clean all mirrors. Daily

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LFN EI

Initials of HOD RI

i. Clean all metal fittings.	Daily
j. Spot clean walls, doors, partitions and lockers (<i>where applicable</i>).	Daily
k. Replenish consumables	Daily
8.1.10. LIFTS AND LIFT FOYERS:	
a. Completely clean interior of all lifts including indicator boards.	Daily
b. Clean lift door tracks.	Daily
8.1.11. STAIRCASES:	
a. Dust and sanitize handrails and fittings.	Daily
b. Maintain landings, treads and risers according to finish.	Daily
c. Clean fire escape route.	Weekly
8.1.12. WINDOW CLEANING:	
a. Clean interior and exterior faces of all Windows	Quarterly (only on weekends)
b. Clean partition glass.	Weekly
8.1.13. BLINDS:	
a. Dust.	Twice a week
b. Ensure that blinds are in place.	Daily
NB: The service provider shall be held accountable for the blinds damaged by the cleaners	
8.1.14. PARKING:	
a. Pick up litter and remove to designated area.	Daily
b. Sweep.	Weekly
c. Dusting.	Daily
d. Washing/Mopping.	Weekly
8.1.15. STOREROOMS:	
a. Scrub the floor.	Twice a month and when required
b. Dust all areas	Twice a month and when required
c. Remove all unwanted papers and other items.	Twice a month and when required

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE L-TN FI

Initials of HOD RI

8.1.16. WALKWAY / BUILDING SURROUNDINGS:

- a. Pick up litter and remove to designated area. Daily
- b. Sweep. Weekly
- c. Weeding Weekly
- d. Cutting and trimming of trees and flower Quarterly and when required

8.1.17. REFUSE AREA:

- a. Sweep and keep the refuse area tidy (maintain refuse area in a clean hygienic condition) Daily

8.1.18. KITCHEN:

- a. Maintain and clean floors (inside and outside). Daily
- b. Wash the dishes in the kitchen. Four times a day and when required
- c. Clean the fridges. Fortnightly and when required
- d. Clean the microwaves Twice per week and when required
- e. Clean and re-fill water boilers Twice per week and when required
- f. Emptying of dustbins Twice daily

8.1.19. BOARDROOMS:

- a. Maintain and clean floors. Daily
- b. Dust all boardroom tables and chairs. Daily
- c. Collect dirty dishes and wash them in the kitchen. As and when required

8.1.20. OFFICES

In addition to the standard cleaning activities for offices

- a. Collect dirty dishes and wash them in the kitchen. As and when required
- b. Wash water jugs and glasses and re-fill water jugs Daily
- c. Polish desk and office furniture. Weekly, as and when required
- d. Wash vinyl covered furniture. Monthly
- e. Vacuum cloth covered furniture. Monthly
- f. Removal of boxes When required
- g. Moving of office furniture As and when

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN EI

Initials of HOD RI

required

8.1.21. WATER COOLERS:

- a. Clean and re-fill water coolers

Twice a week

8.2. SERVICE TIMES:

- 8.2.1. Day cleaning - Monday to Friday from 07:00 to 16:00, as practical in the environment.
- 8.2.2. Cleaning of toilets and passages must be done before 07:30
- 8.2.3. Overtime is only on arrangement.

8.3. DEEP CLEANING EXERCISES

- a. Carpet cleaning (deep cleaning)
- b. Clean windows
- c. Deep Cleaning of Couches

half yearly
(only on weekends)

Quarterly

half yearly
(only on weekends)

8.4. EXCLUDED AREAS:

- a. Electrical and mechanical plant rooms.

8.5. PEST CONTROL SERVICES:

- a. Fumigation of any flying or crawling insects
 - Fumigate all eight (08) buildings
- b. Rodents' treatment
 - Replenishment of treatment and cleaning of bait boxes

Quarterly
(After hours and weekend
only on)

Weekly

PART B – SANITARY CONSUMABLES REQUIREMENTS

8.6. All Sanitary consumables must not be harmful to humans and the environment.

- a. Hand Towel (for Sensor Operated Dispensers);
Hand Towel Quality must comply with SANS 1887 Part
- b. Foam Seat Spray (for Seat Spray Dispensers);
- c. Waste bag (for Sensor operated Sanitary Waste Bins);
- d. Hygiene bag (for disposing Sanitary pad);
- e. Hand Soap (for Sensor Operated Hand Soap Dispenser);
- f. Waste Bins bags (for Hand Towel Waste Bins);
- g. Air Fresheners (for Digital Air Fresheners Dispensers).

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NC L.T.N T.I

Initials of HOD RI

h. Batteries for all battery-operated equipment.

N.B: The appointed service provider is expected to properly monitor the usage and replenish the abovementioned consumables to ensure that there are no shortages at all times.

8.6.1. Equipment Specification

All equipment's listed below must be SABS approved and not harmful to human beings and the environment.

NB: The service provider must install, maintain and replenish(re-fill) the following equipment required:

ITEM DESCRIPTION	NO.	AREAS
Automatic Soap Dispenser (stainless steel)	131	all 8 buildings
Air Freshener Dispenser	140	all 8 buildings
Automatic Foam Toilet Seat Sanitizer Dispenser	95	all 8 buildings
Automatic Sanitary Waste Bins / She-bins	97	all 8 buildings
Automatic Hygiene bag dispenser	97	all 8 buildings
Automatic Hand Dryers	95	all 8 buildings
Automatic Hand Towel Dispenser with Hand Towel waste bin	95	all 8 buildings

N.B: The appointed service provider is expected to properly monitor the abovementioned equipment and maintain to ensure that they are functional at all times.

Other Equipment (once off)

ITEM DESCRIPTION	NO.	AREAS
20l Bin (non-stick).	36	all 8 buildings
Bait box	200	all 8 buildings

N.B: The above to remain the property of the department at the end of the contract.

9. SERVICE LEVEL AGREEMENT MANAGEMENT

9.1. The Department will enter into a Service Level Agreement with appointed service provider for the cleaning, hygiene and pest control services, for a period of 36 months.

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE LTN TJ

Initials of HOD RI

10. LIABILITY INSURANCE

10.1. Upon appointment, service provider will be required to furnish the Department with a **Liability Insurance amounting to 10%** of the total value of the project from accredited financial institution.

10.2. Such insurance must be submitted within 14 working days after receipt of the official appointment letter.

11. PROVIDENT FUND

11.1. Within three (03) months after appointment a successful service provider will be required to provide proof of registration with accredited financial institution for Provident Fund of all full-time cleaners.

12. BID EVALUATION CRITERIA

12.1. This bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), 2022 Regulation, Departmental Procurement Preferential Policy and related regulations as follows:

The bid will be evaluated in four phases namely:

Phase 1: Bid Conditions (Phase 1a: Administrative Compliance and Phase 1b: Mandatory Compliance).

Phase 2: Technical/Functionality Evaluation.

Phase 3: Physical site inspection

Phase 4: Price and Specific Goals.

The Department reserves the right to accept all, some, or none of the bids submitted – either wholly or in part.

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NE L.T.N T.I

Initials of HOD RI

12.2. PHASE 1a: Administrative Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals:

- 12.2.1. Completed and signed Standard Bid Document (SBD1) which form part of the tender document.
- 12.2.2. Completed and signed SBD 6.1 which form part of the tender. Failure to fully complete and submitting supporting documents will result in zero Specific Goals points. Supporting documents to be submitted as **original certified copies not older than six months**.
- 12.2.3. Completed SBD 3.1 which form part of the tender.

N.B. The successful bidder will be required to sign SBD 7.2 Contract form.

12.3. PHASE 1b: Mandatory Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals; failure to comply will result in an offer being disregarded and not considered for further evaluation:

- 12.3.1. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required documents, and any other clearance or registration forms.
- 12.3.2. In the case of a Joint Venture/Consortium/Partnerships submitting a tender, include the following:
 - a. joint venture agreement indicating the lead partner.
 - b. resolution by its members authorising a member of the joint venture to sign the documents on behalf of the joint venture.
- 12.3.3. Proof of authority to sign on behalf of the bidder (e.g. company resolution) must be attached.
- 12.3.4. Completed and signed Compulsory Standard Bid Document (SBD4) which forms part of the tender document. (in case where the required information is more than the allocated space include an annexure and must be referenced)

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NIE LTN TJ

Initials of HOD RL

- 12.3.4.1. Bidders should take note of clause no.3.3 to 3.6 of the SBD 4 forms.
- 12.3.5. Valid Letter of Good Standing for Compensation for Occupational Injuries and Diseases issued by Department of Labour as proof of registration must be submitted. The Department reserves the right to verify its authenticity.
- 12.3.6. Service provider to comply with the Minimum Wage Determination Act as Prescribed by the Department of Labour.
- 12.3.7. Submit certified valid proof of National Contract Cleaning Association and/or Black Economic Empowerment Cleaning Association certificate.
- 12.3.8. **Pest control Operator (PCO)** - Submit a certified copy of accreditation certificate as a registered operator with P-registration number from the Department of Agriculture, Land Reform and Rural Development (DALRRD) under Act 36 of 1947 for Pest Control, or attach an agreement with a certified Pest Control Company (Submit a certified copy of accreditation certificate of a registered operator with P-registration number from DALRRD under Act 36 of 1947 for Pest Control).
- 12.3.9. Pricing Schedule must be submitted on **Annexure A** and must be fully completed.
- 12.3.9.1. A breakdown of the price must indicate the following:
- 12.3.9.1.1. Price should include VAT. (compulsory VAT registration threshold: R1 Million)
- 12.3.9.1.2. Prices must be guided by Labour Costs in line with the Minimum Wage Determination Act as Prescribed by the Department of Labour.
- 12.3.9.1.3. Price should be indicative of year 1, 2 and 3.
- 12.3.9.1.4. Prices should include estimated yearly increases as the Department will not allow any increases after appointment.
- 12.3.9.1.5. The validity of bid prices is 90 days.
- 12.3.10. Bidders should make use of the prescribed bid documents. Do not reproduce or amend.
- 12.3.11. Bid documents must be returned in their original format. Do not rearrange

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE L.T.W Tj

Initials of HOD RI

- 12.3.12. Closing time for the bid is 11:00 on the closing date. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted and/or considered.
- 12.3.13. Bid submitted through e-mail or fax will not be considered.
- 12.3.14. Each bid should be lodged in a sealed separate envelope with the **name and address of the bidder, bid number and closing date.**
- 12.3.15. Use of correction pen is prohibited.
- 12.3.16. No amendments without initializing will be accepted.
- 12.3.17. The department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD).
- 12.3.18. Deviation from Specifications/Terms of Reference is not permitted.

12.4. Phase 2: Technical/ Functionality Evaluation

100% (80 points) will be allocated for technical requirements in accordance with the following rating scale:

0 =Very Poor, 1 =Poor, 2 =Average, 3 = Good, 4 = Very Good, 5 = Excellent

With regard to functionality the following criteria will be applicable, and the Maximum weight of each criterion is indicated hereunder:

Criteria A: Tenderer's experience		Points
Demonstrate years of experience in Cleaning Services: Attach contract(s) indicating the value, and the start and end date. <i>(All these should be on the letterhead of institutions where the work was completed)</i>	Cleaning Services years of experience: 5 years and more = 5 (30 points) 4 years but less than 5 years = 4 (24 points) 3 years but less than 4 years = 3 (18 points) 2 years but less than 3 years = 2 (12 points) 1 year but less than 2 years = 1 (06 points) less than 1 year = 0 (00 points)	30

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months.

Initials of DBSC members: JM NE L.T.N T.L

Initials of HOD RI

Criteria A: Tenderer's experience		Points
List of Cleaning Services Contract value: Previous/current Value Contracts: Attach contract(s) indicating the the value, and the start and end date. <i>(All these should be on the letterhead of contracted party)</i>	Previous/current Cleaning Services contracts total Value: R5m and more = 5 (30points) R4m but less than R5m = 4 (24points) R3m but less than R4m = 3 (18 points) R2m but less than R3m = 2 (12 points) R1m but less than R2m = 1 (06 points) less than R1m = 0 (00 points)	30
List of Cleaning Services Contract Size in m²: Previous/current Contracts: Size in m ² Attach Reference letter(s)/contract(s) indicating the size in m ² , the value, and the start and end date. <i>(All these should be on the letterhead of contracted party)</i> (sizes (m ²) of all individual contracts will be added to get total size)	Previous/current Cleaning Services reference letter/contracts: 17000m ² and more = 5 (20points) 13600m ² but less than 17000m ² = 4 (16 points) 10200m ² but less than 13600m ² = 3 (12 points) 6800m ² but less than 10200m ² = 2 (08 points) 3400m ² but less than 6800m ² = 1 (04 points) less than 3400m ² = 0 (00 points)	20
GRAND TOTAL		80

IMPORTANT NOTE:

A bid which scores less than sixty percent (60%) in respect of the requirements in Technical or Functionality Evaluation will be deemed to be non-responsive.

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: Jm NE L.T.W Tj

Initials of HOD Ri

12.5. Phase 4: Physical site inspection

Previous/current Project(s) of all shortlisted Service Providers will be inspected by Departmental staff members to confirm the following:

12.5.1. The attached Contract and reference letter, with highest value for **phase 2: technical evaluation** with the client (company/department etc), where the service was/is rendered.

Contract	Points
Confirmation of the contract value	3
Confirmation of Contract size	3
Confirmation of project completion/current project	2
Total	8

12.5.2. A supplier scoring less than 62.5% (**5 points**) will be deemed non-responsive, and will not proceed to the next level

12.6. Phase 3: Price and Specific Goals Contributor

In terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows: **the 80/20 preference points system is applicable for the acquisition of goods or services for rand value equal to or below R50 million. The adjudication of this bid will be based on the 80/20-point scoring system.**

12.6.1. Price

Price will be allocated points out of 80 in respect of this invitation, inclusive of all applicable taxes.

12.6.2. Specific Goals

A maximum of 20 points may be awarded for the specific goals specified hereunder.

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NE L.T.W T.E

Initials of HOD R1

CONFIDENTIAL

The following specific goals with verifiable means of verification and applicable points will be utilised for awarding of points:

Ownership	Points	Means of Verification
Limpopo Province	4	Latest (not older than three months) Municipal Account/Traditional Council letter
Rural /Township Businesses	4	Latest (not older than three months) Municipal Account/Traditional Council letter
Black People	2	Valid Sworn Affidavit
Persons with Disability	2	Disability verification letter from a medical practitioner indicating the practice number
Youth	4	Certified ID copy (not older than six months)
Women	4	Certified ID copy (not older than six months)
Total	20	

The tenderer must indicate how they claim points for each preference point system on the SBD 6.1 form.

The points scored by a tenderer in respect of the Specific Goals will be added to the points scored by the said tenderer for price.

13. SERVICE LEVEL AGREEMENT

13.1. The Department will enter into a Service Level Agreement with appointed service provider.

14. SUBMISSION PROCEDURE

All bids must be submitted in the Bid Box @ 20 Rabe Street, Cnr Landdros Mare & Rabe Streets, Polokwane addressed to:

The Chief Director: Supply Chain Management

Department of Co-operative Governance, Human Settlements & Traditional Affairs

Private Bag X9485

Polokwane

0700

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 35 months.

Initials of DBSC members: JM NE LTN T.J

Initials of HOD RI

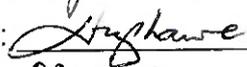
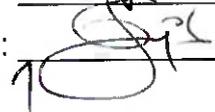
N.B Each bid should be lodged in a sealed separate envelope with the name and address of the bidder, bid number and closing date

15. ENQUIRIES

Should additional information or clarification be required regarding the terms of reference before the closing date of bid, contact may be made through telephone or email with the following officials:

NAME	TELEPHONE	EMAIL ADDRESS
Technical Enquiries		
Maluleke NE	015 294 2119	MalulekeNE@coghsta.limpopo.gov.za
Administrative Enquiries		
Phiri JM	015 294 2140	PhiriJM@coghsta.limpopo.gov.za
Mokalapa MJ	015 294 2278	MokalapaMJ@coghsta.limpopo.gov.za
Peta MM	015 294 2154	PetaMM@coghsta.limpopo.gov.za

DEPARTMENTAL BID SPECIFICATION COMMITTEE SIGNATURES

Chairperson : 
Deputy Chairperson : 
Member : 
Member : 
HOD : 

Terms of reference for appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: Jm NE L.T.N Tj

Initials of HOD R1



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

ANNEXURE A: PRICING SCHEDULE

Bidder: _____

ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING, HYGIENE AND PEST CONTROL SERVICES FOR A PERIOD OF 36 MONTHS.

YEAR 1

LABOUR COST(COE)			
NO	This cost is the total on-site cost of the labour required to carry out the cleaning		
		Monthly Cost	Annual Cost
1	Basic monthly wage cost		
2	Leave provisions		
	Annual leave: (21 days per year)		
	Sick leave: (10 days per year)		
	Family responsibility (3 days per year)		
3	Other: Employer contribution		
	Provident fund (5.25% of monthly wage)		
	Bonus (4.33 weeks for a full 12 months)		
	UIF (1% of basic monthly wage)		
	COID (1.6% of basic monthly wage)		
	Uniform		
	Total Labour Cost per cleaner		
	Total labour cost for 24 cleaners required		
HYGIENIC SERVICE COST			
The cost to include equipment rental, maintain and replenish(re-filling)			
		Monthly Cost	Annual Cost
1	Automatic Soap Dispenser (stainless steel)	131	
2	Air Freshener Dispenser	140	
3	Automatic Foam Seat Spray Dispenser	95	
4	Automatic Sanitary Waste Bins / She-bins	97	
5	Automatic Hygiene bag dispenser	97	
6	Automatic Hand Dryers	95	
7	Automatic Hand Towel Dispenser with hand towel waste bin	95	
	Total hygienic service Cost		
The below list of consumables to be provided as replenishment stock as and when required. The cost of which will be part of the monthly hygienic cost			
	Hand Towel (for Sensor Operated Dispensers):		

Jim NIE L-T-N TL

RI



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

ANNEXURE A: PRICING SCHEDULE

Bidder: _____

ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED

Hand Towel Quality must comply with SANS 1887 Part 8		
Foam Seat Spray (for Seat Spray Dispensers);		
Waste bag (for Sensor operated Sanitary Waste Bins);		
Hygiene bag (for disposing Sanitary pad);		
Hand Soap (for Sensor Operated Hand Soap Dispenser);		
Waste Bins bags (for Hand Towel Waste Bins);		
Air Fresheners (for Digital Air Fresheners Dispensers).		
Batteries for all battery-operated equipment.		
CLEANING SERVICES COST		
Refer to Part A (paragraphs 7.1 to 7.3)		
		Monthly Cost
		Annual Cost
1	20 Rabe Street (Hensa Towers), Polokwane and 12-20 Avenue, Industrial (Central)	
Total Cleaning Services Cost		
The below list of consumables and Equipment to be provided and replenishment stock of all consumables should be as and when required. The cost of which will be part of the monthly Cleaning services cost		
		Quantity
GENERAL CLEANING EQUIPMENT REQUIRED		
1	Industrial Heavy duty carpet cleaner (wet and dry);	2
2	Industrial vacuum cleaners (less noise)	13
3	Disc stripping machine	1
CLEANING REQUIREMENTS AND CONSUMABLES		
1	Broom: colour coded (replaced every 6 months)	46
2	Platform Brooms	5
3	Mop trolley;	24
4	Industrial Mop: colour coded (replaced every 6 months)	46
5	Scrubbing brushes;	24
6	Buckets;	23
7	Toilet brushes	130
8	Feather duster (replace as and when required)	23
9	Dustpan set	23
10	Outdoor cleaning equipment's refer to item 7 of the specification (4 each)	32
11	Cordless leaf blower	5
12	Double sided wet floor caution safety sign	24
MONTHLY SUPPLY		
1	Steel wool;	
2	Furniture polish;	
3	Multipurpose cleaner;	
4	Toilet cleaner;	

appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NIE L.T.N Tj

Initials of HOD RI



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

ANNEXURE A: PRICING SCHEDULE

Bidder: _____

ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED

5	Disinfectant soap;			
6	Dusters;			
7	Scourers			
8	Dish cloths;			
9	Microfibre cloth			
10	Dish washing soap			
11	Bleach;			
12	Pine gel;			
13	Glass cleaner;			
14	Refuse bags			
15	Sanitizers			
PEST CONTROL SERVICES COST				
The service to be performed on a weekly and quarterly basis at all eight (08) buildings Services not rendered will not be paid for				
	Size in m ²	Cost per Quarter	Annual Cost	
	Pest Control of any flying or crawling insects - Fumigation of all buildings (Quarterly)	31619 m ²		
		Units	Monthly Cost	Annual Cost
	Rodents' treatment - Replenishment of treatment and cleaning of bait boxes (weekly)	200		
Total cost Pest Control Services				
OTHER EQUIPMENT ONCE OFF COST				
The below to remain the property of the department at the end of the contract.				
		Quantity	Unit price	Total
1	20l Bin (non-stick).	36		
2	Bait box	200		
Total Cost Once Off Equipment				
TOTAL COST FOR YEAR 1				
Total labour cost for 24 cleaners required				
Total Hygiene Services Cost				
Total Cleaning Services Cost				
Total cost Pest Control Services				
Total Cost Once Off Equipment				
SUB-TOTAL				
VAT				
TOTAL				

appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: JM NE L.T.N T.J

Initials of HOD RI



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

ANNEXURE A: PRICING SCHEDULE

Bidder: _____

ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED

Price escalation percentage ____% for year 2

TOTAL COST FOR YEAR 2	
Total labour cost for 24 cleaners required	
Total Hygiene Services Cost	
Total Cleaning Services Cost	
Total cost Pest Control Services	
SUB-TOTAL	
VAT	
TOTAL	

Price escalation percentage ____% for year 3

TOTAL COST FOR YEAR 3	
Total labour cost for 24 cleaners required	
Total Hygiene Services Cost	
Total Cleaning Services Cost	
Total cost Pest Control Services	
SUB-TOTAL	
VAT	
TOTAL	

TOTAL BID PRICE FOR THREE (03) YEARS

TOTAL COST	
Total Cost for Year 1	
Total Cost for Year 2	
Total Cost for Year 3	
TOTAL	

appointment of service provider for the cleaning, fumigation, installation and maintenance of hygiene equipment for a period of 36 months

Initials of DBSC members: Jm NE L.T.N T.J

Initials of HOD RI