

Heritage House
222 Jabu Ndlovu Street
PIETERMARITZBURG
3201

Tel: 033 341 3400

Invitation to Tender - DSAC 003/2526

KwaZulu-Natal– Department of Sport, Arts & Culture

Suitable and capable service providers are invited to bid for Provision of Cleaning Services to the Department of Sport, Arts and Culture (various sites In Kwazulu-Natal) for a period of 36 months.

The Department reserves the right to:

- not award the cheapest bid;
- Not award this bid; and or
- Cancel this bid.

Collection of Bid Documents

Tender documents will be made available on e-tenders - <https://www.etenders.gov.za> and departmental website <https://www.kzndsac.gov.za> printable at the bidder's own cost.

[Refer to section D]

Compulsory Briefing Session

The briefing session will be held as follows:

Date:	26 January 2026
Venue:	1 Cedara Road, Pietermaritzburg Auditorium (KZN-Department of Agriculture and Rural Development)
Time:	13h00
Site to be visited: ((Not Mandatory))	

Queries relating to the issue of these documents may be addressed to the following officials for:

Supply Chain Management related queries: Mrs. Thabisile Ndwandwe, Tel. No.033 342 2380: e-mail Ntulith@kzndsac.gov.za

Technical queries: Deputy Director Corporate Services: Mr L Langa, Tel. No. 083 783 6698: e-mail Lindani.Langa@kzndsac.gov.za

Delivery of Bid Documents

The closing date and time for receipt of Tenders is 18/02/ 2026, **11H00**.

Note: Only hand-delivery proposals will be accepted.

The physical address for delivery of Tender documents is The Head Office of the KZN Department of Sport, Arts and Culture, Heritage House, 222 Jabu Ndlovu Street [Formerly, Loop Street] Pietermaritzburg, 3201

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

PART A	INVITATION TO BID (SBD 1)	PAGE 3
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	PAGE 4
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID	PAGE 5
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	PAGE 6
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS IS CORRECT AND UP TO DATE	PAGE 7
SECTION D	OFFICIAL BRIEFING SESSION FORM	PAGE 8
SECTION E	PRICING SCHEDULE (SBD 3)	PAGE 9
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	PAGE 10
SECTION G	PREFERENCE POINTS CLAIM FORM (SBD 6.1)	PAGE 12 - 15
SECTION H	CONTRACT FORM (SBD 7)	PAGE 16
SECTION I	GENERAL CONDITIONS OF CONTRACT	PAGE 17 - 24
SECTION J	SPECIAL CONDITIONS OF CONTRACT	PAGE 25 - 26
SECTION K	AUTHORITY TO SIGN THE BID	PAGE 27
SECTION L	TERMS OF REFERENCE	PAGE 28 - 83

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (KwaZulu-Natal– Department of Sport, Arts & Culture)					
BID NUMBER:	DSAC 003/2526	CLOSING DATE:	18/02/2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING SERVICES TO THE DEPARTMENT SPORT, ARTS AND CULTURE TO VARIOUS SITE IN KZN FOR THE PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Heritage House					
222 Jabu Ndlovu Street					
Pietermaritzburg					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mrs. Thabisile Ndwandwe		CONTACT PERSON	Mr L Langa	
TELEPHONE NUMBER	033 342 2380		TELEPHONE NUMBER	083 783 6698	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Ntuliith@kzndsac.gov.za		E-MAIL ADDRESS	Lindani.Langa@kzndsac.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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS 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:

.....

SECTION A
SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered. Only a hard copy and soft copy shall be considered as stipulated on page 1 of this bid document.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.
18. Part A of the bid document **must** be completed and failure to do so shall lead to disqualification.
19. Bids submitted must be complete in all respects, spaces requiring information must be filled in, shown as "not applicable" and not left blank.
20. Bidders failing to adhere to the requirements as stipulated above and in the bid document shall be disqualified.
21. The Department reserves the right not to make an award. The lowest, or any bid will not necessary be accepted and the Department reserves the right to accept any bid either in whole, or in part thereof. In addition, the Department reserves the right to re-open process of soliciting bid offers/ appointing a panel of suppliers at any time should it deemed necessary to do so.

SECTION B

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

SECTION C
DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative), WHO
REPRESENTS (state name of bidder)CSD Registration
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON
THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION D

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved: **DEPARTMENT OF SPORT, ARTS AND CULTURE**

Quotation Reference No: DSAC 003/2526

Goods/Service/Work: **Provision of Cleaning Services to the Department of Sport, Arts and Culture (various sites In Kwazulu-Natal) for a period of 36 months.**

This is to certify that (bidder's representative name) _____

On behalf of (company name) _____

Visited and inspected the site on ____/____/____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ____/____/____

Name of Departmental Representative
(PRINT NAME)

Departmental Stamp	Signature

NB: Bidders are required to print and submit hard copies of certificate during briefing session.

Bidders are required to be at least 15 minutes before the start of the briefing session.

Briefing session is scheduled for 13:00.

Doors close at 13:00 and under no circumstances will the late attendants be allowed after closing time.

SECTION E**SBD 3.1****PRICING SCHEDULE – FIRM PRICES
(SERVICES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.
PRICE ADJUSTMENT WILL ONLY BE CONSIDERED AT ANNIVERSARY OF THE CONTRACT IN LINE WITH THE NEW REGULATED BARGAINING COUNCIL RATES.

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date...18/02/2026.....

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

Item No.	Description	Total Cost for Three (3) Years (Bid Price in RSA Currency with All Applicable Taxes Included)
1.	Eastern Cluster	
2.	Western Cluster	
3.	Northern Cluster	
4.	Southern Cluster	

Bidder's Signature: _____

Date: _____

SECTION F

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship 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:

.....

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.

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act 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 bid der

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.

SECTION G

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**

- a) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes,

but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest 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)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Companies owned by at least 51% people who are black	10			
Business within province of Kwa Zulu Natal (utility bill/ lease agreement/ proof of residence and affidavit)	10			
TOTAL POINTS	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:

.....

.....

.....

SECTION H

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to the **Department of Sport, Arts and Culture** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **DSAC 003/2526** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - 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 services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

3

4

DATE:

SECTION I

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The services supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the

performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.4 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.5 a cashier's or certified cheque
- 7.6 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

- 1.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 1.2 Documents to be submitted by the supplier are specified in SCC.

11 Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12 Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13 Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17 Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23 Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

23.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of

restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25 Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27 Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

SECTION J

SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 180 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

1.1 *The contract is for a period of thirty six (36) Months*

2. EVALUATION CRITERIA

There are *four* main stages in the selection process, namely, ensuring that bids comply with administrative Compliance, Mandatory Requirements, functionality and the price and preference points.

Stage 1 - Administrative Compliance

The bid submitted must be complete in all respects.

The standard bidding documents must be duly completed and be submitted with the bid at the time of closing of the bid:

Failure to comply with the Supply Chain Administrative Compliance shall result in the offer being considered non-responsive and shall be rejected.

Stage 2 - Mandatory Requirements

A bidder must comply with all the mandatory requirements outlined in the bid document. Failure to comply with the Mandatory Requirements shall result in the offer being considered nonresponsive and shall be rejected

Stage 3 – Functionality

To assess the execution capacity of the bidder, all the documents outlined in the bid document must be submitted on the closing date and time of the bid.

Failure to meet the minimum passing score of 70% on the functionality criteria will be deemed the bidder non-responsive and will not be further evaluated in terms of price and preference points.

Step 4 - Preferential Point Evaluation

The applicable preference point system for this tender is an 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

Preference Points System	
Price	80
Specific Goals	20
Enterprise Located in KZN	20
Total	100

It is mandatory for tenderers to complete SBD 6.1 to claim points for specific goals, failure to complete SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

3. BID APPEAL TRIBUNAL (BAT)

BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 3.1 The bidder must, within five working days of receipt of the notification of an award, deliver written notification of an intention to appeal.
- 3.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 3.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 3.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 3.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

The address provided for the lodging of appeals is:

Email: Batsecretariat@kzntreasury.gov.za

**The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200**

SECTION K

AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(If the space provided is not enough, a separate list should be attached)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SECTION L

TERMS OF REFERENCE/ SPECIFICATIONS

STANDARD SPECIFICATIONS FOR CLEANING SERVICES FOR KWAZULU-NATAL DEPARTMENT OF SPORT, ARTS & CULTURE

1. DEFINITION OF TERMS

The following definitions of terms will apply in respect of this agreement:

1.1. ADMINISTRATION

The KwaZulu-Natal Provincial Administration: Department of Sport, Arts & Culture.

1.2. SERVICE

The cleaning services to be rendered in terms of this bid.

1.3. CONTACT PERSON

The contact person for the Department of Sport, Arts and Culture will be Deputy Director, Corporate Services: Mr L Langa telephone number: 083 783 6698

1.4. BIDDER

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

1.5. AGREEMENT

This comprises the agreement signed by the parties, the conditions of bid, the bid and the accepted document, the agreement conditions, and the specifications.

1.6. AGREEMENT PERIOD

The period during which the service is to be rendered as originally determined in the agreement, or as amended, extended, or renewed in accordance with stipulations of the agreement.

1.7. BIDDER

The person or persons, partnership, closed corporation, firm of company, submitting a bid for this service.

1.8. CENTRE MANAGEMENT (CM)

The person (or persons) in charge of the specific Centre who is an official (or are officials) of the KwaZulu-Natal Provincial Administration, Department of Sport, Arts & Culture.

1.9. SERVICE PROVIDER

The person (or persons) or entity that undertakes to provide cleaning and hygiene services to the Department.

1.10. DEPARTMENT

Refers to the KZN Department of Sport, Arts & Culture (DSAC)

1.11. OFFICES/BUILDING/PRECINCT

The grounds on which and/or the building(s) in which the service(s) shall be rendered.

1.12. PARTIES

The Administration and the Bidder

1.13. CLEANING STAFF

Staff in the employ of the Bidder

1.14. CLEANERS

Cleaning staff who shall execute the physical cleaning and hygiene services

1.15. SERVICE

The cleaning service to be rendered in terms of this agreement

1.16. SUPERVISOR

1.16.1. FIRST LEVEL SUPERVISOR:

The person executing direct supervision and control over the cleaning staff

1.16.2. SECOND LEVEL SUPERVISOR:

The person executing complete supervision and control over cleaning staff at the centre where the cleaning and hygiene services are rendered by the Bidder

2. CONDITIONS OF BID

2.1 Bidders must be in the position to assume duty immediately after the bid has been awarded.

2.2 Prospective bidders must visit the sites in order to ascertain the extent of the service to be rendered.

2.3 The enclosed "site inspection certificate" must be completed and signed by the Departmental representative in respect of each site inspection.

3. Bidders must furnish the following particulars:

3.1 Where their headquarters are situated.

3.2 Where regional offices are situated, if any.

3.3 Whether regional/district offices will be established in the centers where the service is to be rendered.

3.4 Name, address and telephone numbers of bank or other financial institution which manages the bidders finance and the name of a contact person at each financial institution.

3.5 Consent that the financial institutions may answer financial enquiries and supply statements on request.

3.6 The names, identity numbers and street addresses of all partners where persons, partnerships or close corporations bid.

3.7 Proof of training/experience and/or a condensed description of the training/experience at the bidder's command, must accompany the bid.

- 3.8 If training must still be provided or experience gained, an indication must be given as to when, where and by whom it will be provided.
- 3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided.
- 3.9.1 Who, or with whose help, has the business plan been drawn up.
- 3.9.2 Who, or with whose help, the bid price was calculated.
- 3.9.3 Whose advice is relied on.
- 3.10 A list of references must accompany the bid and particulars of similar bids successfully rendered or present bids, with a clear indication of the cash value, must be furnished.
4. Bidders must provide satisfactory proof of registration as employer with the Workmen's Compensation Commissioner.
5. Bidders must undertake to provide a certain and reasonable number of additional staff as requested for the rendering of service at the sites during crisis situations.
6. The price quoted for the service in terms of this bid must be a fixed price which will be held firm for the duration of the bid.
7. The Department reserves the right to increase/reduce the number of cleaners as the need arises.

8. NORM/STANDARD

- 8.1. The bidder must comply with all the provisions contained in the Bargaining Council for the Contract Cleaning Services Industry (BCCCI) legislative frameworks in addition, the Bidder shall comply with all training standards and codes of conduct as determined by the BCCCI
- 8.2. Bidders who do not comply with conditions for the prescribed minimum wage requirements as legislated in the Government Gazette **will** be disqualified.
- 8.3. The norm/quality of the cleaning services to be rendered, must be in accordance with the acceptable standard of the trade concerned.

9. DUTIES AND FUNCTIONS OF THE SERVICE PROVIDER

All possible steps shall be taken by the cleaning and hygiene service provider to ensure that the execution of this agreement takes place. These steps include, inter alia, the following:

The cleaning and fumigation of State Property at the intended site and maintenance of gardening of the said property

10. BID PRICES

Bid prices reflected will be taken as firm for the full contract period and only subject to a statutory wage increase. An increase may be considered for the second and third year of the contract. Bidders are to state the percentage escalation on the price page for year two and three. It will be taken by the Department that the percentage increase reflected on the price page for year two and three is exclusive of a statutory wage increase.

11. PRO -RATA DECREASE OF PAYMENT

If, at any time, the service is not rendered in accordance with the conditions of bid or the specification (for example number of cleaners are incomplete), the right is reserved to adjust payment pro-rata.

No delay or failure of the Department of Sport, Arts and Culture or its officials in exercising its rights in terms of conditions of bid, shall be deemed to be a condonation, waiver or ratification of any departure, breach or failure to comply with any of the set conditions or regulations unless such condonation, waiver or non-fulfillment has been agreed to in writing by the Accounting officer.

12. TERMINATION OF SERVICE

The stipulations of the Treasury (TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF BID), apply in particular to cases of any failure to comply with any of the conditions of bid, or where an unsatisfactory service is rendered.

The bid will be terminated immediately should the bidder no longer qualify as a cleaning and hygiene service provider in terms of the BCCCI.

Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent of both parties.

Should the bidder alienate his rights and liabilities in terms of this bid, he must notify the Bid Adjudication Committee immediately so that the necessary steps for the cession of the bid in terms of the General Conditions of Contract, may be taken.

RULES OF BIDDING

Bidders must indicate the clusters they are bidding for by completing all relevant sections in the pricing schedule. For a bid to be considered responsive, all sites within a selected cluster must be fully priced and included. Failure to complete the pricing schedule for every site within a cluster will render that cluster non-responsive

EVALUATION CRITERIA

There are four main stages in the selection process, namely, ensuring that bids comply with administrative Compliance, Mandatory Requirements, Functionality and the Price and Preference points.

Stage 1 - Administrative Compliance

Bids submitted must be complete in all respects.

The following bid document must be duly completed and be submitted with the bid at the time of closing of the bid

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
PART A	INVITATION TO BID (SBD 1)			
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)			
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE			

SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS			
SECTION D	OFFICIAL BRIEFING SESSION FORM			
SECTION E	PRICING SCHEDULE (SBD 3)			
SECTION F	BIDDER'S DISCLOSURE (SBD 4)			
SECTION K	AUTHORITY TO SIGN THE BID			

Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

Stage 2 - Mandatory Requirements

The following mandatory documents must be submitted with the bid at the time of closing of the bid:

MINIMUM REQUIREMENTS	YES/NO	PROOF TO BE PROVIDED
Affiliation/ registration with any South African Bargaining Council for Cleaning Services		Submit valid BCCCI Certificate/s.
Affiliation/ registration with National Council for Contract Cleaner's Association		Submit valid NCCCA Certificate/s.
Bidding company must be in good standing with Compensation for Occupational Injuries and Diseases Act (COIDA)		Submit valid Certificate
Proof of Public Liability Insurance of R10 million		Public Liability Insurance Cover of required amount
She Bins For the supply and service of SHE Bins, bidders must: a) Provide proof of registration with the National Contract Cleaners Association (NCCA) if they will conduct the service themselves, or b) Complete Schedule 3 and provide proof of registration of the sub-contracted company with the National Contract Cleaners Association (NCCA)		Submit a valid proof of the sanitary waste removal management certificate or a proof of contract or lease agreement from a third part together with their valid certificate

Stage 3 – Functionality

Proposals from prospective bidders will be evaluated on the functionality listed below:

No.	CRITERIA DESCRIPTION	CRITERION REQUIREMENTS	MAXIMUM SCORE
1.	Company experience: Bidder must demonstrate and prove experience in cleaning and gardening services.	<p>Bidder must submit purchase orders or appointment letters for work within the past 10 years. Bidder must also submit recommendations or completion letters to substantiate each purchase order and or each appointment letter. Bidder must submit evidence for each project over the value of R1 million.</p> <p>6 or more projects = 30 points 4 to 5 projects = 20 points 2 to 3 projects = 10 points 1 project = 05 points 0 project = 0 points</p>	30
2.	Bidder must have a vehicle to be use to manage work.	<p>LDV or mini bakkie Vehicle Registration (Total - 30 points)</p> <p>1 x ENATIS documents for vehicles with an engine capacity of 1.5-litre or more = 30 (to provide proof of ownership or lease agreement)</p> <p>30 points per vehicle owned 15 points per vehicle leased</p>	30

		0 points for none submission	
3.	Manager's Experience: Bidder must demonstrate and prove experience of a manager.	Manage: Bidder must submit CV with contactable references to prove the experience of the manager. 5 or more years = 20 points 3 to 4 years = 10 points 1 to 2 years = 2 points 0 years = 0 points	20
4.	Proof of the availability of resources: The bidder must demonstrate and prove availability of cleaners and gardeners under its current employment.	Bidder must submit CV with contactable references to prove the experience of the personnel. 10 or more personnel = 20 points 1 to 9 personnel = 10 points 0 personnel = 0 points.	20
Total Score			100
Minimum Threshold (failure to meet this threshold will render your bid disqualified)			70
Bidders who did not meet a minimum threshold of 70% on the functionality criteria will be disqualified and shall not be evaluated on price and specific goals.			

Stage 4 – Price and Preference Points

The applicable preference point system for this tender is an 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

Preference Points System	
Price	80
Specific Goals	20
Companies owned by at least 51% people who are black	10
Business within province of Kwa Zulu Natal (utility bill/ lease agreement/ proof of residence and affidavit)	10
Total	100

20 points			
Specific goals	100%	≥51%	<51%
Companies owned by at least 51% people who are black	10	5	0
Business within province of Kwa Zulu Natal (utility bill/ lease agreement/ proof of residence and affidavit)	10	0	0

It is compulsory for bidders to substantiate that they meet the above specific goals and requirements by submitting the following evidence:

- (a) Copy of Enterprise Registration Certificate (CIPC)
- (b) Certified copies of an identity document (ID) and CSD report to show /substantiate percentage ownership equity.
- (c) Municipal tax invoice for water and electricity or tribal authority letter for rural areas within the KwaZulu-Natal Province not older than 3 months indicating Enterprise address as registered with CIPC or Central Supplier Database.

It is mandatory for tenderers to complete SBD 6.1 to claim points for specific goals, failure to complete SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

SECTION L

TERMS OF REFERENCE/ SPECIFICATIONS

1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that would render the service of hygiene and deep cleaning in all offices of KwaZulu-Natal Department of Sport, Arts and Culture for a period of Thirty-Six (36) months.

DETAILED BREAKDOWN OF OFFICES/ SITES WHERE THE SERVICES MUST BE RENDERED (NORTHERN DISTRICT CLUSTER)

Physical Address	Unit/ Centre	Estimated m ²	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/ guard Strong rooms	State vehicles	Estimated number of employees	Cleaning official	Gardening official
Northern Cluster, L.A Building 1 st & 2 nd Floor. King Dinuzulu Highway Ulundi	Northern Cluster Office	560	25	2	3	2	5	2	1	10	38	4	0
Ulundi Archives, Dlomodlomo St. Ulundi (Car wash site),	Archives Repository	2540	10	1	5	3	5	0	7	3	13	2	2
Mbazwana Library Depot, Mbazwana	Library Depot	2346	12	1	8	7	14	3	8	4	18	2	2
Qhudeneni Library, Qhudeneni	Library	250	5	1	2	3	3	1	1	0	5	2	1
Nkungumathe Library, Nkungumathe	Library	220	4	2	2	3	4	1	1	0	2	1	1
Mbazwana Arts Centre, Mbazwana	Arts Centre	110	1	3	6	4	9	0	0	0	2	1	2
uMkhanyakude District Office EFR 45 Koedoe Street Hluhluwe	District Office	410	10	1	3	3	6	1	3	4	14	2	1
King Cetshwayo District Office Lot 11637 Aloe Loop via Verbernia Bullion Boulevard Richards Bay	District Office	330	10	1	2	2	4	1	2	4	14	2	1
Ndumo Library, Ndumo	Library	240	3	1	3	3	5	1	2	0	5	2	1
TOTAL			80	13	34	33	57	09	23	25	111		

2. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (ii) Internal window sills and sun hoods.
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (iv) Waste paper and refuse bin areas.
- (v) Flat roof areas.
- (vi) Enclosed court yard.
- (vii) Gutters.
- (viii) All areas and surfaces not specifically excluded from this contract.
- (ix) Air Conditioners Plant Rooms.
- (x) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (i) Electrical equipment rooms, transformer rooms etc.
- (ii) External business.

3. CLEANING TIMES

Working days:	Monday to Friday excluding Public Holidays (40 hours per week)
Working hours:	To be arranged with Facility / center managers.

4. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<u>DISINFECTANTS</u> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	
2.	<u>CLEANERS</u> Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
3.	Toilet Seat Dispensers Toilet seat wipes with dispenser in each Women Compartment of the ladies toilets.	
4.	Toilet Seat Wipes Holders To be mounted on the wall and comply with the SABS approved	
5.	Sanitary Towel Receptacles Receptacles must be attractive in appearance, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odour. One such receptacle shall be provided in WC compartment of the ladies toilets. Receptacles required and to be serviced every fourth night and as when required.	
6.	Paper Towels	

	Single rolls, singly ply not perforated, white in accordance with CKS 614 with centre feed dispenser. Width at Least 235 mm.	
7.	Paper Towel bins To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	
8.	Paper Towel Holders To be mounted on the wall and comply with the SABS approved	
9.	Toilet paper holders Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
10.	Toilet papers Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
11.	Hand Soap Dispensers Liquid toilet in accordance with SABS 238 with dispenser.	
12.	Doe Blocks To be available in all urinal basins and comply with the SABS approved	
13.	Urinal Dispenser To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinal	
14.	Floor Finishes Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
15.	Wall Tiles All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
16.	Air Fresheners Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
17.	Weed killer This required for tarred surfaces and paving	
18.	Silicon, dashboard polish These items will be needed to ensure that state vehicles are well take care of	
19.	Provision of polystyrene cups For water dispensers	

5. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACE		
	Cleaning required		Frequency
	1	Vinyl	
		(a) Clean and seal	Initially
		(b) Sweep	Daily
		(c) Burnish	Weekly
		(d) Strip and re-coat	Initially and every 6 months thereafter
	2	Terrazzo / Concrete	
		(a) Sweep	Daily

		(b) Damp mop(with squeegee) Squeegee	Daily
		(c) Scrub	As necessary but not less than once a month
		(d) Buff	As necessary but not less than once a month
	3	Carpets and carpet tiles	
		(i) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
		(ii) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(iii) Stain removal	As necessary but not less than once a month
		(iv) Shampoo and steam clean	As and when required but at least once per year
	4	Toilets	
		(a) As for vinyl surfaces at 3.A.1	At least once a day
		(b) Disinfectant	Daily Ensure cleanliness at all times
	5	Storerooms/Archives	
		As for floor surfaces at 3.A.1	Weekly
B		WINDOWS/WINDOW SILLS	
		1) Wash windows(both sides)	As necessary but not less than once a month
		2) Dust interiors sills	Daily
		3) Wipe down sills	Monthly
C		WALLS AND PAINTWORK	
		1) Clean finger marks from lights switches, doors and walls	Daily
		2) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
D		WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS	
		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
E		DOORHANDLES AND WINDOW CATCHES	
		1) Wipe down	Weekly
		2) Polish with approved material i.e. Silvo or equivalent	Monthly
F		DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:	
		1) Horizontal surfaces to 2 meters	Daily
		2) Accessible high ledges and fittings	Daily
		3) All vertical surfaces	Daily
		4) All accessible light fittings	Weekly
G		TOILETS AND BATHROOMS	
		1) Empty and clean waste receptacles	Daily
		2) Clean and sanitize basins, bowls and urinals	Twice daily
		3) Clean mirrors	Daily

		4) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		5) Toilet Paper	Check three times daily and replenish when necessary
		6) Toilet soap(liquid)	Check daily and replenish when necessary
		7) Paper roller towels	Check daily and replenish when necessary
		8) Air Freshener	Check daily and replenish when necessary
		9) Toilet seat wipes	Check daily and replenish when necessary
		10) Sanor sanitary system	Check daily and replenish when necessary
H	OFFICE FURNITURE		
		1) Dust all the furniture, counter tops, writing slopes	Daily
		2) Polish all furniture, counter tops, writing slopes	Weekly
		3) Damp	Bi-monthly
I	PARKING AREAS		
		1) Sweep	Daily
		2) Hose down	When necessary but at least once per year
J	ROOF AREAS AND GUTTERS		
		1) Remove all debris and growths, sweep and clean	Weekly
K	EXTERNAL SUN GUTTERS		
		1) Sweep and wash down	Monthly
L	FOYER AND ENTRANCE HALLS		
		1) Sweep all entrance steps, clean doormats	Daily
		2) Clean walls	Weekly
		3) Damp mop step and entrance lobbies	Daily
		4) Clean floors and vacuum carpets/mats	Daily
		5) Clean glass in door frames	Daily
		6) Cleaning and refilling of water dispensers	Daily
M	LIFTS		
		1) Clean/sweep interior and door tracks	Daily
		2) Clean exterior doors	Weekly
N	STAIRS AND STAIRWELLS		
		1) Dust balustrades and fitting	Daily
		2) Sweep stairs, landings, treads and risers	Daily
		3) Wash	Weekly
O	WASTE SEGREGATION AND DISPOSAL		
		1) Empty and clean ashtrays	Twice daily
		2) Empty and clean waste containers/bins	Twice daily
		3) Empty waste paper containers	Daily
		4) Remove waste/waste paper to identified locations	Daily
P	MISCELLANEOUS		

		1) Assist with removal of furniture between offices and from offices/passages to storage	As and when necessary as directed by the Office Manager
Q	MOTOR VEHICLES		
		1) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays) At Pinetown Depot and ILembe District office
R	PEST CONTROL (including offices, passages, store rooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		1) Bait Box Tamperproof	Quarterly
		2) Fleas Treatment	Quarterly
		3) Rodent and Cockroach Treatment	Quarterly
S	GARDENING		
	Gardening service for outside as well as for indoor plants, provide materials (Gardening implements) fertilization for grounds areas that will include plant maintenance, trimming of overgrown trees and shrubs, grass cutting, watering and removal of the rubble.		
	LAWNS	1) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		2) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		3) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	CONCRETE, TARRED, PAVED AREAS		
		1) These areas must be kept clean and be swept	Daily
	TREES, FLOWER BEDS AND SHRUBS		
		Must be kept free of weeds, grass and litter	Daily
		Borders must be trimmed and kept neat	Daily
		Flower / shrub beds must be turned	Twice monthly
		Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
T	HYGIENE SERVICES		
		Provide Toilet seat wipes	Daily
		Sanitizer Liquid	Daily
		Deep cleaning and disinfection of toilets including floors and walls	Monthly
		Provide Air freshener refills	Daily
		Provide Reflex towel refills	Weekly
		Collect Sanitary Contents	Once Weekly
		Cleaning SHE bins	Weekly
U	COVID Requirements and other communicable diseases.		
		Disinfecting of buildings in terms of Covid requirements	As and when necessary

6. SPECIALISED EQUIPMENT

- (i) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.
- (ii) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

7. ADDITIONAL REQUIREMENTS

6.1 Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

(i) Vacuum Cleaners

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

(ii) Carpet shampooers

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

(iii) Squeegees

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

(iv) Extension cords

The contractor must provide any extension cords necessary for the performance cleaning service.

(v) Polishers

Polishers which must be padded, to avoid damage to skirting boards

(vi) Lawn mowers, bush cutters, tree pruners, spade and fork

The contractor must have this tools/ equipment for garden services.

6.2 Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

6.3 Dusting of window sills

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

6.4 Installation of dispensers

Utmost care must be taken when installing and removing dispensers, in order to avoid damage to tiles on walls.

6.5 Board/Committee rooms

These venues are to be kept clean at all times, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with Office Support Services.

6.6 Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

6.7 Support logistics arrangements for boardroom bookings.

Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.

NB: Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day to day activities.

7 TOTAL PRICING

All bidders' prices must be firm for the period of three (3) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (i) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (ii) JSB Levies
- (iii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (iv) UIF
- (v) Provident Fund
- (vi) Bargaining Council Levy
- (vii) Severance Pay
- (viii) Maternity Leave
- (ix) Holiday Pay
- (x) Uniforms and Protective Clothing
- (xi) Telephone, fax and postage
- (xii) Training
- (xiii) Profit
- (xiv) Material and equipment
- (xv) Bargaining council compliance

SCHEDULE OF PRICING
(To be completed by bidder)

SCHEDULE OF ITEMS TO BE PRICED

BID NO: DSAC 003/2526 -BID PERIOD 36 MONTHS

SUMMARY OF COSTS

ITEM NO.	OFFICES	NUMBER OF CLEANERS	RATE PER CLEANER/ GARDENER PER MONTH INCLUDING ALLOWANCES	TOTAL SALARIES INCLUDING ALLOWANCES PER MONTH
1.	Northern District Cluster L.A Building 1 st & 2 nd floor, King Dinuzulu Highway	4	R (Excl. Vat)	R (Excl. Vat)
2.	Mbazwana Library Depot Mbazwana (Car Wash Site)	4	R (Excl. Vat)	R (Excl. Vat)
3.	Qhuden Library Qhuden	3	R (Excl. Vat)	R (Excl. Vat)
4.	Nkungumathe Library Nkungumathe	2	R (Excl. Vat)	R (Excl. Vat)
5.	Ulundi Archives (Car wash site) Dlomodlomo Street Ulundi	4	R (Excl. Vat)	R (Excl. Vat)
6.	Mbazwana Arts Centre Mbazwana	3	R (Excl. Vat)	R (Excl. Vat)
7.	uMkhanyakude District Office Hluhluwe	3	R (Excl. Vat)	R (Excl. Vat)
8.	King Cetshwayo District Office Richards Bay	3	R (Excl. Vat)	R (Excl. Vat)
9.	Ndumo Library Mkhanyakude District	3	R (Excl. Vat)	R (Excl. Vat)
SUBTOTAL ONE - FOR SALARIES PER MONTH		29		R Excl. VAT

ITEM NO.	COMPONENTS	TOTALS
1.	SUBTOTAL ONE - SALARIES INCLUDING ALLOWANCES (P/M)	R Excl. VAT
2.	SUBTOTAL TWO - MATERIALS AND EQUIPMENT (P/M)	R Excl. VAT
3.	SUBTOTAL THREE - OVERHEADS AND PROFITS (P/M)	R Excl. VAT
4.	TOTAL PRICE PER MONTH (P/M)	R Excl. VAT
5.	VALUE ADDED TAX 15%	R
6.	TOTAL BID PRICE INCLUDING VAT PER MONTH (Add items 4 +5) (p/m)	R
7.	TOTAL BID PRICE INCLUDING VAT FOR 36 MONTHS (Item no. 6 X 36)	R

NOTE:

Payment shall be made on a monthly basis, one month in arrears.

TOTAL BID AMOUNT FOR ALL OFFICES IN WORDS:

_____ FOR 36 MONTHS

.....
NAME OF BIDDER

.....
SIGNATURE

.....
DATE

DETAILED BREAKDOWN OF OFFICES/ SITES WHERE THE SERVICES MUST BE RENDERED (EASTERN DISTRICT CLUSTER)

Physical Address	Unit/ Centre	Estimated m²	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading / Training / Board / guard Strong rooms	State vehicles	Estimated number of employees	Cleaning official	Gardening official
Pinetown Library Depot; 7 Bevis Road; PINETOWN	Library Depot	5800	20	2	5	6	5	3	2	12	38	3	2
Truro House 8 th Floor; Office of MEC, 17 Victoria Embankment; Durban 4000	Office of MEC	400	10	1	3	3	3	1	3	2	8	3	0
iLembe District Office; Corner Link and R102 Albert House; KwaDukuza 4449	iLembe District	230	10	1	3	3	6	1	2	7	14	2	0
KZN Music House; No 2 Derby Street, Greyville; Durban 4000	eThekweni	160	7	2	5	4	3	2	2	0	6	2	2
Durban Archive 145 Prince Street Durban 4001		2846	35	2	6	5	10	3	3	2	18	3	2
TOTAL			82	8	22	21	27	10	12	23	84		

8. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (ii) Internal window sills and sun hoods.
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (iv) Waste paper and refuse bin areas.
- (v) Flat roof areas.
- (vi) Enclosed court yard.
- (vii) Gutters.
- (viii) All areas and surfaces not specifically excluded from this contract.
- (ix) Air Conditioners Plant Rooms.
- (x) Official vehicles and Management vehicles.

Areas excluded from this contract are:

- (i) Electrical equipment rooms, transformer rooms etc.
- (ii) External business.

9. CLEANING TIMES

Working days: Monday to Friday excluding Public Holidays (40 hours per week)

Working hours: To be arranged with Facility / center managers.

10. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<u>DISINFECTANTS</u> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	
2.	<u>CLEANERS</u> Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
3.	Toilet Seat Dispensers Toilet seat wipes with dispenser in each Women Compartment of the ladies toilets.	
4.	Toilet Seat Wipes Holders To be mounted on the wall and comply with the SABS approved	
5.	<u>Sanitary Towel Receptacles</u> Receptacles must be attractive in appearance, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odour. One such receptacle shall be provided in WC compartment of the ladies toilets. Receptacles required and to be serviced every forth nightly and as when required.	
6.	<u>Paper Towels</u> Single rolls, singly ply not perforated, white in accordance with CKS 614 with centre feed dispenser. Width at Least 235 mm.	
7.	<u>Paper Towel bins</u> To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	

8.	Paper Towel Holders To be mounted on the wall and comply with the SABS approved	
9.	Toilet paper holders Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
10.	Toilet papers Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
11.	Hand Soap Dispensers Liquid toilet in accordance with SABS 238 with dispenser.	
12.	Doe Blocks To be available in all urinal basins and comply with the SABS approved	
13.	Urinal Dispenser To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinal	
14.	Floor Finishes Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
15.	Wall Tiles All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
16.	Air Fresheners Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
17.	Weed killer This required for tarred surfaces and paving	
18.	Silicon, dashboard polish These items will be needed to ensure that state vehicles are well take care of	
19.	Provision of polystyrene cups For water dispensers	

11. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACE		
	Cleaning required		Frequency
	1	Vinyl	
		(e) Clean and seal	Initially
		(f) Sweep	Daily
		(g) Burnish	Weekly
		(h) Strip and re-coat	Initially and every 6 months thereafter
	2	Terrazzo / Concrete	
		(e) Sweep	Daily
		(f) Damp mop(with squeegee) Squeegee	Daily
		(g) Scrub	As necessary but not less than once a month
		(h) Buff	As necessary but not less than once a month

	3	Carpets and carpet tiles	
		(v) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
		(vi) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(vii) Stain removal	As necessary but not less than once a month
		(viii) Shampoo and steam clean	As and when required but at least once per year
	4	Toilets	
		(c) As for vinyl surfaces at 3.A.1	At least once a day
		(d) Disinfectant	Daily Ensure cleanliness at all times
	5	Storerooms/Archives	
		As for floor surfaces at 3.A.1	Weekly
B		WINDOWS/WINDOW SILLS	
		4) Wash windows(both sides)	As necessary but not less than once a month
		5) Dust interiors sills	Daily
		6) Wipe down sills	Monthly
C		WALLS AND PAINTWORK	
		3) Clean finger marks from lights switches, doors and walls	Daily
		4) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
D	WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS		
		3) Wipe down	Weekly
		4) Polish with approved material i.e. Silvo or equivalent	Monthly
E	DOORHANDLES AND WINDOW CATCHES		
		3) Wipe down	Weekly
		4) Polish with approved material i.e. Silvo or equivalent	Monthly
F	DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:		
		5) Horizontal surfaces to 2 meters	Daily
		6) Accessible high ledges and fittings	Daily
		7) All vertical surfaces	Daily
		8) All accessible light fittings	Weekly
G	TOILETS AND BATHROOMS		
		11) Empty and clean waste receptacles	Daily
		12) Clean and sanitize basins, bowls and urinals	Twice daily
		13) Clean mirrors	Daily
		14) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		15) Toilet Paper	Check three times daily and replenish when necessary
		16) Toilet soap(liquid)	Check daily and replenish when necessary
		17) Paper roller towels	Check daily and replenish when necessary
		18) Air Freshener	Check daily and replenish when necessary
		19) Toilet seat wipes	Check daily and replenish when necessary
		20) Sanor sanitary system	Check daily and replenish when necessary

H	OFFICE FURNITURE		
		4) Dust all the furniture, counter tops, writing slopes	Daily
		5) Polish all furniture, counter tops, writing slopes	Weekly
		6) Damp	Bi-monthly
I	PARKING AREAS		
		3) Sweep	Daily
		4) Hose down	When necessary but at least once per year
J	ROOF AREAS AND GUTTERS		
		2) Remove all debris and growths, sweep and clean	Weekly
K	EXTERNAL SUN GUTTERS		
		2) Sweep and wash down	Monthly
L	FOYER AND ENTRANCE HALLS		
		7) Sweep all entrance steps, clean doormats	Daily
		8) Clean walls	Weekly
		9) Damp mop step and entrance lobbies	Daily
		10) Clean floors and vacuum carpets/mats	Daily
		11) Clean glass in door frames	Daily
		12) Cleaning and refilling of water dispensers	Daily
M	LIFTS		
		3) Clean/sweep interior and door tracks	Daily
		4) Clean exterior doors	Weekly
N	STAIRS AND STAIRWELLS		
		4) Dust balustrades and fitting	Daily
		5) Sweep stairs, landings, treads and risers	Daily
		6) Wash	Weekly
O	WASTE SEGREGATION AND DISPOSAL		
		5) Empty and clean ashtrays	Twice daily
		6) Empty and clean waste containers/bins	Twice daily
		7) Empty waste paper containers	Daily
		8) Remove waste/waste paper to identified locations	Daily
P	MISCELLANEOUS		
		2) Assist with removal of furniture between offices	As and when necessary as directed by the Office Manager

		and from offices/passages to storage 3)	
Q	MOTOR VEHICLES		
		2) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays) At Pinetown Depot and ILembe District office
R	PEST CONTROL (including offices, passages, store rooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		4) Bait Box Tamperproof	Quarterly
		5) Fleas Treatment	Quarterly
		6) Rodent and Cockroach Treatment	Quarterly
S	GARDENING		
	Gardening service for outside as well as for indoor plants, provide materials (Gardening implements) fertilization for grounds areas that will include plant maintenance, trimming of overgrown trees and shrubs, grass cutting, watering and removal of the rubble.		
	LAWNS	4) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		5) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		6) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	CONCRETE, TARRED, PAVED AREAS		
		2) These areas must be kept clean and be swept	Daily
	TREES, FLOWER BEDS AND SHRUBS		
		Must be kept free of weeds, grass and litter	Daily
		Borders must be trimmed and kept neat	Daily
		Flower / shrub beds must be turned	Twice monthly
		Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
T	HYGIENE SERVICES		
		Provide Toilet seat wipes	Daily
		Sanitizer Liquid	Daily
		Deep cleaning and disinfection of toilets including floors and walls	Monthly
		Provide Air freshener refills	Daily
		Provide Reflex towel refills	Weekly

		Collect Sanitary Contents	Once Weekly
		Cleaning SHE bins	Weekly
U	COVID Requirements and other communicable diseases.		
		Disinfecting of buildings in terms of Covid requirements	As and when necessary

12. SPECIALISED EQUIPMENT

- (iii) Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.
- (iv) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

13. ADDITIONAL REQUIREMENTS

12.1 Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

Vacuum Cleaners

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

Carpet shampoos

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

Squeegees

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

Extension cords

The contractor must provide any extension cords necessary for the performance cleaning service.

Polishers

Polishers which must be padded, to avoid damage to skirting boards

Lawn mowers, bush cutters, tree pruners, spade and fork

The contractor must have this tools/ equipment for garden services.

12.1 Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

12.2 Dusting of window sills

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

12.3 Installation of dispensers

Utmost care must be taken when installing and removing dispensers, in order to avoid damage to tiles on walls.

12.4 Board/Committee rooms

These venues are to be kept clean at all times, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with Office Support Services.

12.5 Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

12.6 Support logistics arrangements for boardroom bookings.

Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.

NB: Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day to day activities.

13 TOTAL PRICING

All bidders' prices must be firm for the period of three (3) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value.

Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)

JSB Levies

Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
UIF

Provident Fund

Bargaining Council Levy

Severance Pay

Maternity Leave

Holiday Pay

Uniforms and Protective Clothing

Telephone, fax and postage

Training

Profit

Material and equipment

Bargaining council compliance

SCHEDULE OF PRICING
(To be completed by bidder)

SCHEDULE OF ITEMS TO BE PRICED

BID NO: DSAC 003/2526 -BID PERIOD 36 MONTHS

SUMMARY OF COSTS

ITEM NO.	OFFICES	NUMBER OF CLEANERS	RATE PER CLEANER/ GARDENER PER MONTH INCLUDING ALLOWANCES	TOTAL SALARIES INCLUDING ALLOWANCES PER MONTH
1.	Archives Repository	5	R (Excl. Vat)	R (Excl. Vat)
2.	Library Depot	5	R (Excl. Vat)	R (Excl. Vat)
3.	Ilembe District	2	R (Excl. Vat)	R (Excl. Vat)
4.	Office of MEC	3	R (Excl. Vat)	R (Excl. Vat)
5.	eThekweni	4	R (Excl. Vat)	R (Excl. Vat)
SUBTOTAL ONE - FOR SALARIES PER MONTH		19		R Excl. VAT

ITEM NO.	COMPONENTS	TOTALS
1.	SUBTOTAL ONE - SALARIES INCLUDING ALLOWANCES (P/M)	R Excl. VAT
2.	SUBTOTAL TWO - MATERIALS AND EQUIPMENT (P/M)	R Excl. VAT
3.	SUBTOTAL THREE - OVERHEADS AND PROFITS (P/M)	R Excl. VAT
4.	TOTAL PRICE PER MONTH (P/M)	R Excl. VAT
5.	VALUE ADDED TAX 15%	R
6.	TOTAL BID PRICE INCLUDING VAT PER MONTH (Add items 4 +5) (p/m)	R
7.	TOTAL BID PRICE INCLUDING VAT FOR 36 MONTHS (Item no. 6 X 36)	R

NOTE:

Payment shall be made on a monthly basis, one month in arrears.

TOTAL BID AMOUNT FOR ALL OFFICES IN WORDS:

_____ FOR 36 MONTHS

.....
NAME OF BIDDER

.....
SIGNATURE

.....
DATE

DETAILED BREAKDOWN OF OFFICES/ SITES WHERE THE SERVICES MUST BE RENDERED (WESTERN DISTRICT CLUSTER)

Physical Address	Unit/ Centre	Estimated m ²	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading/ Training / Board/ guard Strong rooms	State vehicles	Estimated number of employees	Cleaning official	Gardening official
uThukela District & Cluster Office; 312 Murchison Street; Ladysmith 3370; (Park homes inclusive)	District Cluster Office & District Office	180	15	1	2	2	4	2	1	3	11	2	1
Osizweni Arts Centre; Osizweni ; Newcastle (Park home inclusive)	Arts Centre District office	370	4	3	7	5	10	1	1	1	7	1	1
Amajuba District; 37 A Voortrekker; Road, Newcastle2940	District Office	430	12	1	3	3	6	1	2	4	14	3	1
uMzinyathi District Office 85 Karel Landman Street Dundee 3000	District office	450	10	1	3	3	6	1	2	4	14	2	1
Dundee Library Depot; 8 King Edward Street Dundee 3000; (Including Park homes)	Library Depot District Office	790	5	2	2	2	3	1	4	7	18	4	2
Cathedral Peak; Didima; Bergville	Camp site	250	1	1	8	8	8	1	1	0	7	1	1
uThukela District; 24 Lyell Street; Ladysmith 3370	District Office	430	15	1	3	3	6	1	2	4	14	2	1
TOTAL			62	12	30	28	45	8	13	26	89		

14. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
Internal window sills and sun hoods.
Lights fittings, fire hose reels recesses, accessible pipes and fittings.
Waste paper and refuse bin areas.
Flat roof areas.
Enclosed court yard.
Gutters.
All areas and surfaces not specifically excluded from this contract.
Air Conditioners Plant Rooms.
Official vehicles and Management vehicles.

Areas excluded from this contract are:

Electrical equipment rooms, transformer rooms etc.
External business.

15. CLEANING TIMES

Working days:	Monday to Friday excluding Public Holidays (40 hours per week)
Working hours:	To be arranged with Facility / center managers.

16. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<u>DISINFECTANTS</u> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	
2.	<u>CLEANERS</u> Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
3.	Toilet Seat Dispensers Toilet seat wipes with dispenser in each Women Compartment of the ladies toilets.	
4.	Toilet Seat Wipes Holders To be mounted on the wall and comply with the SABS approved	
5.	Sanitary Towel Receptacles Receptacles must be attractive in appearance, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odour. One such receptacle shall be provided in WC compartment of the ladies toilets. Receptacles required and to be serviced every forth nightly and as when required.	
6.	Paper Towels Single rolls, singly ply not perforated, white in accordance with CKS 614 with centre feed dispenser. Width at Least 235 mm.	

7.	Paper Towel bins To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	
8.	Paper Towel Holders To be mounted on the wall and comply with the SABS approved	
9.	Toilet paper holders Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
10.	Toilet papers Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
11.	Hand Soap Dispensers Liquid toilet in accordance with SABS 238 with dispenser.	
12.	Doe Blocks To be available in all urinal basins and comply with the SABS approved	
13.	Urinal Dispenser To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinal	
14.	Floor Finishes Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
15.	Wall Tiles All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
16.	Air Fresheners Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
17.	Weed killer This required for tarred surfaces and paving	
18.	Silicon, dashboard polish These items will be needed to ensure that state vehicles are well take care of	
19.	Provision of polystyrene cups For water dispensers	

17. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACE		
	Cleaning required		Frequency
	1	Vinyl	
		(i) Clean and seal	Initially
		(j) Sweep	Daily
		(k) Burnish	Weekly
		(l) Strip and re-coat	Initially and every 6 months thereafter
	2	Terrazzo / Concrete	
		(j) Sweep	Daily
		(k) Damp mop(with squeegee) Squeegee	Daily

		(l) Scrub	As necessary but not less than once a month
		(m) Buff	As necessary but not less than once a month
	3	Carpets and carpet tiles	
		(n) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
		(o) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(p) Stain removal	As necessary but not less than once a month
		(q) Shampoo and steam clean	As and when required but at least once per year
	4	Toilets	
		(e) As for vinyl surfaces at 3.A.1	At least once a day
		(f) Disinfectant	Daily Ensure cleanliness at all times
	5	Storerooms/Archives	
		As for floor surfaces at 3.A.1	Weekly
B		WINDOWS/WINDOW SILLS	
		7) Wash windows(both sides)	As necessary but not less than once a month
		8) Dust interiors sills	Daily
		9) Wipe down sills	Monthly
C		WALLS AND PAINTWORK	
		5) Clean finger marks from lights switches, doors and walls	Daily
		6) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
D		WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS	
		5) Wipe down	Weekly
		6) Polish with approved material i.e. Silvo or equivalent	Monthly
E		DOORHANDLES AND WINDOW CATCHES	
		5) Wipe down	Weekly
		6) Polish with approved material i.e. Silvo or equivalent	Monthly
F		DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:	
		9) Horizontal surfaces to 2 meters	Daily
		10) Accessible high ledges and fittings	Daily
		11) All vertical surfaces	Daily
		12) All accessible light fittings	Weekly
G		TOILETS AND BATHROOMS	
		21) Empty and clean waste receptacles	Daily
		22) Clean and sanitize basins, bowls and urinals	Twice daily
		23) Clean mirrors	Daily
		24) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
		25) Toilet Paper	Check three times daily and replenish when necessary
		26) Toilet soap(liquid)	Check daily and replenish when necessary
		27) Paper roller towels	Check daily and replenish when necessary
		28) Air Freshener	Check daily and replenish when necessary

		29) Toilet seat wipes	Check daily and replenish when necessary
		30) Sanor sanitary system	Check daily and replenish when necessary
H	OFFICE FURNITURE		
		7) Dust all the furniture, counter tops, writing slopes	Daily
		8) Polish all furniture, counter tops, writing slopes	Weekly
		9) Damp	Bi-monthly
I	PARKING AREAS		
		5) Sweep	Daily
		6) Hose down	When necessary but at least once per year
J	ROOF AREAS AND GUTTERS		
		3) Remove all debris and growths, sweep and clean	Weekly
K	EXTERNAL SUN GUTTERS		
		3) Sweep and wash down	Monthly
L	FOYER AND ENTRANCE HALLS		
		13) Sweep all entrance steps, clean doormats	Daily
		14) Clean walls	Weekly
		15) Damp mop step and entrance lobbies	Daily
		16) Clean floors and vacuum carpets/mats	Daily
		17) Clean glass in door frames	Daily
		18) Cleaning and refilling of water dispensers	Daily
M	LIFTS		
		5) Clean/sweep interior and door tracks	Daily
		6) Clean exterior doors	Weekly
N	STAIRS AND STAIRWELLS		
		7) Dust balustrades and fitting	Daily
		8) Sweep stairs, landings, treads and risers	Daily
		9) Wash	Weekly
O	WASTE SEGREGATION AND DISPOSAL		
		9) Empty and clean ashtrays	Twice daily
		10) Empty and clean waste containers/bins	Twice daily
		11) Empty waste paper containers	Daily
		12) Remove waste/waste paper to identified locations	Daily
P	MISCELLANEOUS		
		4) Assist with removal of furniture between offices and from offices/passages to storage 5)	As and when necessary as directed by the Office Manager
Q	MOTOR VEHICLES		
		3) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays) At Pinetown Depot and ILembe District office
R	PEST CONTROL (including offices, passages, store rooms / archival storages, kitchens, basement and guard houses as per Annexures)		
		7) Bait Box Tamperproof	

			Quarterly
		8) Fleas Treatment	Quarterly
		9) Rodent and Cockroach Treatment	Quarterly
S	GARDENING		
	Gardening service for outside as well as for indoor plants, provide materials (Gardening implements) fertilization for grounds areas that will include plant maintenance, trimming of overgrown trees and shrubs, grass cutting, watering and removal of the rubble.		
	LAWNS	7) Lawns / grass patches must be kept free of weeds (Weeding and cutting)	Weekly
		8) Lawns / grass patches to be cut and all edges to be kept cut trimmed and uniform.	Twice weekly
		9) All edges to be kept cut trimmed and uniform. A spade or other instrument may be used when edging lawns.	Twice weekly
	CONCRETE, TARRED, PAVED AREAS		
		3) These areas must be kept clean and be swept	Daily
	TREES, FLOWER BEDS AND SHRUBS		
		Must be kept free of weeds, grass and litter	Daily
		Borders must be trimmed and kept neat	Daily
		Flower / shrub beds must be turned	Twice monthly
		Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
T	HYGIENE SERVICES		
		Provide Toilet seat wipes	Daily
		Sanitizer Liquid	Daily
		Deep cleaning and disinfection of toilets including floors and walls	Monthly
		Provide Air freshener refills	Daily
		Provide Reflex towel refills	Weekly
		Collect Sanitary Contents	Once Weekly
		Cleaning SHE bins	Weekly
U	COVID Requirements and other communicable diseases.		
		Disinfecting of buildings in terms of Covid requirements	As and when necessary

18. SPECIALISED EQUIPMENT

Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.

Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

19. ADDITIONAL REQUIREMENTS

Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

Vacuum Cleaners

The Contractor must provide vacuum cleaners for offices, plus for official vehicles.

Carpet shampooers

The Contractor must be in position to shampoo carpets immediately on request, with suitable equipment to remove all excess water from carpets.

Squeegees

Squeegees are to be used, as opposed to mopes, for cleaning of floors.

Extension cords

The contractor must provide any extension cords necessary for the performance cleaning service.

Polishers

Polishers which must be padded, to avoid damage to skirting boards

Lawn mowers, bush cutters, tree pruners, spade and fork

The contractor must have this tools/ equipment for garden services.

Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in offices to the trolley bins.

Dusting of window sills

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

Installation of dispensers

Utmost care must be taken when installing and removing dispensers, in order to avoid damage to tiles on walls.

Board/Committee rooms

These venues are to be kept clean at all times, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with Office Support Services.

Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

Support logistics arrangements for boardroom bookings.

Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.

NB: Each site must have a dedicated supervisor or team leader that will serve as a link between the department and the management of the contractor for day to day activities.

14 TOTAL PRICING

All bidders' prices must be firm for the period of three (3) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (i) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (ii) JSB Levies
- (iii) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (iv) UIF

- (v) Provident Fund
- (vi) Bargaining Council Levy
- (vii) Severance Pay
- (viii) Maternity Leave
- (ix) Holiday Pay
- (x) Uniforms and Protective Clothing
- (xi) Telephone, fax and postage
- (xii) Training
- (xiii) Profit
- (xiv) Material and equipment
- (xv) Bargaining council compliance

SCHEDULE OF PRICING
(To be completed by bidder)

SCHEDULE OF ITEMS TO BE PRICED

BID NO: DSAC 003/2526 -BID PERIOD 36 MONTHS

SUMMARY OF COSTS

ITEM NO.	OFFICES	NUMBER OF CLEANERS	RATE PER CLEANER/ GARDENER PER MONTH INCLUDING ALLOWANCES	TOTAL SALARIES INCLUDING ALLOWANCES PER MONTH
1.	Western District Cluster 312 Murchison Street Ladysmith 3370	2	R (Excl. Vat)	R (Excl. Vat)
2.	Uthukela District 312 Murchison Street Ladysmith 3370	1	R (Excl. Vat)	R (Excl. Vat)
3.	Uthukela District Office- 24 Lyell Street Ladysmith	3	R (Excl. Vat)	R (Excl. Vat)
4.	Cathedral Peak Didima Bergville	2	R (Excl. Vat)	R (Excl. Vat)
5.	Dundee Library Depot 8 King Edward St. Dundee 3000	3	R (Excl. Vat)	R (Excl. Vat)
6.	Umzinyathi District (park homes) 8 King Edward St. Dundee 3000	3	R (Excl. Vat)	R (Excl. Vat)
7.	Umzinyathi District 85 Karel Landman Street Dundee	3	R (Excl. Vat)	R (Excl. Vat)
8.	Osizweni Arts Centre Osizweni Newcastle 2940	2	R (Excl. Vat)	R (Excl. Vat)
9.	Amajuba District (Park home) Osizweni Arts Centre Osizweni	1	R (Excl. Vat)	R (Excl. Vat)
10.	Amajuba District Office- 37A Voortrekker str Newcastle	3	R (Excl. Vat)	R (Excl. Vat)
SUBTOTAL ONE - FOR SALARIES PER MONTH		23		R Excl. VAT

ITEM NO.	COMPONENTS	TOTALS
1.	SUBTOTAL ONE - SALARIES INCLUDING ALLOWANCES (P/M)	R Excl. VAT
2.	SUBTOTAL TWO - MATERIALS AND EQUIPMENT (P/M)	R Excl. VAT

3.	SUBTOTAL THREE - OVERHEADS AND PROFITS (P/M)	R	Excl. VAT
4.	TOTAL PRICE PER MONTH (P/M)	R	Excl. VAT
5.	VALUE ADDED TAX 15%	R	
6.	TOTAL BID PRICE INCLUDING VAT PER MONTH (Add items 4 +5) (p/m)	R	
7.	TOTAL BID PRICE INCLUDING VAT FOR 36 MONTHS (Item no. 6 X 36)	R	

NOTE:

Payment shall be made on a monthly basis, one month in arrears.

TOTAL BID AMOUNT FOR ALL OFFICES IN WORDS:

_____ **FOR 36 MONTHS**

.....
NAME OF BIDDER

.....
SIGNATURE

.....
DATE

DETAILED BREAKDOWN OF OFFICES/ SITES WHERE THE SERVICES MUST BE RENDERED (SOUTHERN DISTRICT CLUSTER AND HEAD OFFICE)

Physical Address	Unit/ Centre	Estimated m ²	Number of offices	Number of floors	Female toilet cubicles	Male toilet cubicles	Hand wash basins	Kitchens	Reading Training /Board/guard Strong rooms	State vehicles	Estimated number of employees	Cleaning official	Gardening official
Head office & uMgungundlovu District Office Sport and Recreation House; 135 Pietermaritzburg Street Pietermaritzburg	uMgungundlovu/ Head Office	2198	74	4	11	8	17	5	6	8	80	6	1
Harry Gwala District; Office 2 Margerette Road Ixopo	District Office	420	8	1	3	3	3	5	1	4	14	2	2
uGu District Office; 31 Dias Road; Uvongo Margate	District Office	420	15	1	3	3	5	1	2	4	14	2	1
Head Office and Southern Cluster; 171 Boshoff Street PMB 3201	Head Office & Southern Region	1930	52	03	06	05	06	03	03	09	119	5	1
Heather Hall; 27 Heather Street; Northdale, Pietermaritzburg	Hall	120	3	2	6	4	9	3	6	0	17	1	1
Winston Churchill Theatre; 2 Leinster Road Scottsville, Pietermaritzburg	Arts Theatre	240	3	2	5	3	5	1	1	0	4	1	1
Pietermaritzburg Archives Repository; 230 Pietermaritz Street; Pietermaritzburg	Archives Repository	1465	17	7	3	3	6	1	26	2	21	2	0
Bulwer Arts Centre Bulwer Main Road; Bulwer 3244	Arts Centre	180	1	2	2	3	4	1	1	0	2	2	1
Heritage House; 222 Jabu Ndlovu; Pietermaritzburg	Head Office	1728	73	02	05	03	05	01	03	13	98	5	2
Library Services; 230 Prince Alfred Street Pietermaritzburg	Provincial Library Services	2904	111	5	20	7	29	4	2	4	84	4	1
Museum Services; 230 Prince Alfred St Pietermaritzburg	Offices & car wash	2050	174	3	22	6	19	6	4	17	45	4	3
Midlands Library Depot; 26 College Road Pelham, Pietermaritzburg	Midlands Library Depot	4052	29	2	5	4	9	3	0	6	17	2	2
RS Skinner Camp; Cedara; Hilton	Campsite	398	1	1	11	7	25	1	2	0	8	2	2
TOTAL			478	35	102	59	142	35	57	67	507		

1. AREAS TO BE CLEANED AS TABLED ABOVE

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas and external entrance ramps.
- (ii) Internal windowsills and sun hoods.
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings.
- (iv) Waste paper and refuse bin areas.
- (v) Flat roof areas.
- (vi) Enclosed courtyard.
- (vii) Gutters.
- (viii) All areas and surfaces not specifically excluded from this contract.
- (ix) Air Conditioners Plant Rooms.
- (x) Official vehicles and Management vehicles.

Areas excluded from this contract are:

Electrical equipment rooms, transformer rooms etc.

External business.

2. CLEANING TIMES

Working days	Monday to Friday excluding Public Holidays (40 Hours per week)
Working hours	To be arranged with Facility / Centre Managers

3. MATERIALS REQUIRED

NO	DESCRIPTION	QTY
1.	<u>DISINFECTANTS</u> Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459	
2.	<u>CLEANERS</u> Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.	
3.	Toilet Seat Dispensers Toilet seat wipes with dispenser in each Women Compartment of the ladies toilets.	
4.	Toilet Seat Wipes Holders To be mounted on the wall and comply with the SABS approved	
5.	Sanitary Towel Receptacles Receptacles must be attractive in appearance, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position.	

	The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odour. One such receptacle shall be provided in WC compartment of the ladies toilets. Receptacles required and to be serviced every forth nightly and as when required.	
6.	Paper Towels Single rolls, singly ply not perforated, white in accordance with CKS 614 with centre feed dispenser. Width at Least 235 mm.	
7.	Paper Towel bins To be mounted on the walls and comply with the SABS approved (excluding x4 kitchens)	
8.	Paper Towel Holders To be mounted on the wall and comply with the SABS approved	
9.	Toilet paper holders Holders must be able to take a volume of 3 toilet rolls each per holder, lockable and SABS approved	
10.	Toilet papers Single ply perforated white specifically Virgin, each roll 350 sheet and the size 100 mm x 110 mm is required	
11.	Hand Soap Dispensers Liquid toilet in accordance with SABS 238 with dispenser.	
12.	Doe Blocks To be available in all urinal basins and comply with the SABS approved	
13.	Urinal Dispenser To be mounted on the wall next to the urinal basin and comply with the SABS approved, 18 sanitation in all urinal	
14.	Floor Finishes Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.	
15.	Wall Tiles All wall tiles in toilets and kitchens to be cleaned with cleaning agent.	
16.	Air Fresheners Air freshener (aerosol) with anti-theft brackets in each toilet and dispense in every 10 minutes.	
17.	Weed killer This required for tarred surfaces and paving	
18.	Silicon, dashboard polish These items will be needed to ensure that state vehicles are well take care of	
19.	Provision of polystyrene cups For water dispensers	

4. PARTICULARS OF CLEANING SERVICES

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACE		
	Cleaning required		Frequency
	1	Vinyl	
		(m) Clean and seal	Initially
		(n) Sweep	Daily
		(o) Burnish	Weekly
		(p) Strip and re-coat	Initially and every 6 months thereafter
	2	Terrazzo / Concrete	
		(r) Sweep	Daily
		(s) Damp mop(with squeegee) Squeegee	Daily
		(t) Scrub	As necessary but not less than once a month
		(u) Buff	As necessary but not less than once a month
	3	Carpets and carpet tiles	
		(v) Vacuum	Monday, Wednesday and Fridays, or more frequently if necessary
		(w) Brush edges	Monday, Wednesday and Fridays, or more frequently if necessary
		(x) Stain removal	As necessary but not less than once a month
		(y) Shampoo and steam clean	As and when required but at least once per year
	4	Toilets	
		(g) As for vinyl surfaces at 3.A.1	At least once a day
		(h) Disinfectant	Daily Ensure cleanliness at all times
	5	Storerooms/Archives	
		As for floor surfaces at 3.A.1	Weekly
B		WINDOWS/WINDOW SILLS	
		10) Wash windows(both sides)	As necessary but not less than once a month
		11) Dust interiors sills	Daily
		12) Wipe down sills	Monthly
C		WALLS AND PAINTWORK	
		7) Clean finger marks from lights switches, doors and walls	Daily
		8) Wipe down from floor to ceiling without damaging skirting boards and other fittings	As necessary but not less than once every 6 months
D	WINDOW FRAME, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS		
		7) Wipe down	Weekly
		8) Polish with approved material i.e. Silvo or equivalent	Monthly
E	DOORHANDLES AND WINDOW CATCHES		
		7) Wipe down	Weekly
		8) Polish with approved material i.e. Silvo or equivalent	Monthly

F	DUSTING AS SPECIFIED ELSEWHERE, AS WELL AS THE FOLLOWING:		
	13)	Horizontal surfaces to 2 meters	Daily
	14)	Accessible high ledges and fittings	Daily
	15)	All vertical surfaces	Daily
	16)	All accessible light fittings	Weekly
G	TOILETS AND BATHROOMS		
	31)	Empty and clean waste receptacles	Daily
	32)	Clean and sanitise basins, bowls and urinals	Twice daily
	33)	Clean mirrors	Daily
	34)	Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
	35)	Toilet Paper	Check three times daily and replenish when necessary
	36)	Toilet soap(liquid)	Check daily and replenish when necessary
	37)	Paper roller towels	Check daily and replenish when necessary
	38)	Air Freshener	Check daily and replenish when necessary
	39)	Toilet seat wipes	Check daily and replenish when necessary
	40)	Sanor sanitary system	Check daily and replenish when necessary
H	OFFICE FURNITURE		
	10)	Dust all the furniture, counter tops, writing slopes	Daily
	11)	Polish all furniture, counter tops, writing slopes	Weekly
	12)	Damp	Bi-monthly
I	PARKING AREAS		
	7)	Sweep	Daily
	8)	Hose down	When necessary but at least once per year
J	ROOF AREAS AND GUTTERS		
	4)	Remove all debris and growths, sweep and clean	Weekly
K	EXTERNAL SUN GUTTERS		
	4)	Sweep and wash down	Monthly
L	FOYER AND ENTRANCE HALLS		
	19)	Sweep all entrance steps, clean doormats	Daily
	20)	Clean walls	Weekly
	21)	Damp mop step and entrance lobbies	Daily
	22)	Clean floors and vacuum carpets/mats	Daily
	23)	Clean glass in door frames	Daily
	24)	Cleaning and refilling of water dispensers	Daily
M	LIFTS		
	7)	Clean/sweep interior and door tracks	Daily
	8)	Clean exterior doors	Weekly
N	STAIRS AND STAIRWELLS		
	10)	Dust balustrades and fitting	Daily
	11)	Sweep stairs, landings, treads and risers	Daily
	12)	Wash	Weekly

O	WASTE SEGREGATION AND DISPOSAL		
		13) Empty and clean ashtrays	Twice daily
		14) Empty and clean waste containers/bins	Twice daily
		15) Empty waste paper containers	Daily
		16) Remove waste/waste paper to identified locations	Daily
P	MISCELLANEOUS		
		6) Assist with removal of furniture between offices and from offices/passages to storage	As and when necessary as directed by the Office Manager
		7)	
Q	MOTOR VEHICLES		
		4) Wash and clean state vehicles inside and outside	Twice weekly (Mondays and Thursdays in all sites)
R	PEST CONTROL (including offices, passages, storerooms / archival storages, kitchens, basement and guard houses as per Annexures)		
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		1) Must be kept free of weeds, grass and litter	Daily
		2) Borders must be trimmed and kept neat	Daily
		3) Flower / shrub beds must be turned	Twice monthly
		4) Dead leaves and trees after trimming or cutting must be removed and be dumped in a certified place	After every trimming / pruning
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		1) Provide Toilet seat wipes	Daily
		2) Sanitizer Liquid	Daily
		3) Deep cleaning and disinfection of toilets including floors and walls	Monthly

		4) Provide Air freshener refills	Daily
		5) Provide Reflex towel refills	Weekly
		6) Provide Sanitary bins	Once Off.
		7) Collect Sanitary Contents	Once Weekly
		8) Cleaning SHE bins	Weekly
U	COVID 19 Requirements and other communicable diseases.		
		Disinfecting of buildings in terms of Covid 19 requirements	As and when necessary

5. SPECIALISED EQUIPMENT

Computers, photographic equipment, photostat machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.

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Polishers which must be padded, to avoid damage to skirting boards

Lawn mowers, bush cutters, leave blowers, tree pruners, spade and fork

The contractor must have this tools / equipment for garden services.

6.1.1. Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Department must be provided to remove waste from waste bins in

offices to the trolley bins.

6.1.2. Dusting of windowsills

Utmost care must be taken when dusting windowsills, in order to avoid damage to blinds.

6.1.3. Installation of dispensers

Utmost care must be taken when installing and removing dispensers, in order to avoid damage to tiles on walls.

6.1.4. Board/Committee rooms

These venues are to be kept clean at all times, and not only just prior to and after meetings, and the frequency of meetings to be done in consultation with Office Support Services.

6.1.5. Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

6.1.6. Support logistics arrangements for boardroom bookings.

Provide logistic support to Office Support Services on refreshments, water; tea & coffee during meetings as and when required.

6.2. TOTAL PRICING

All bidders' prices must be firm for the period of three (3) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting an analysis of the cost structure of the bid price in South African monetary value. Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

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JSB Levies

Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation

UIF

Provident Fund

Bargaining Council Levy

Severance Pay

Maternity Leave

Holiday Pay

Uniforms

Telephone, fax and postage

Training

Profit

Material and equipment

Bargaining council compliance

SCHEDULE OF PRICING
(To be completed by bidder)

SCHEDULE OF ITEMS TO BE PRICED

BID NO: DSAC 003/2526 -BID PERIOD 36 MONTHS

SUMMARY OF COSTS

ITEM NO.	OFFICES	NUMBER OF CLEANERS	RATE PER CLEANER/ GARDENER PER MONTH INCLUDING ALLOWANCES	TOTAL SALARIES INCLUDING ALLOWANCES PER MONTH
1.	Head office & uMgungundlovu District Office Sport and Recreation House; 135 Pietermaritz Street Pietermaritzburg	7	R (Excl. Vat)	R (Excl. Vat)
2.	Harry Gwala District; Office 2 Margerette Road Ixopo	4	R (Excl. Vat)	R (Excl. Vat)
3.	uGu District Office; 31 Dias Road; Uvongo Margate	3	R (Excl. Vat)	R (Excl. Vat)
4.	Head Office and Southern Cluster; 171 Boshoff Street PMB 3201	6	R (Excl. Vat)	R (Excl. Vat)
5.	Heather Hall; 27 Heather Street; Northdale, Pietermaritzburg	2	R (Excl. Vat)	R (Excl. Vat)
6.	Winston Churchill Theatre; 2 Leinster Road Scottsville, Pietermaritzburg	2	R (Excl. Vat)	R (Excl. Vat)
7.	Pietermaritzburg Archives Repository; 230 Pietermaritz Street; Pietermaritzburg	2	R (Excl. Vat)	R (Excl. Vat)
8.	Bulwer Arts Centre Bulwer Main Road; Bulwer 3244	3	R (Excl. Vat)	R (Excl. Vat)
9.	Heritage House; 222 Jabu Ndlovu; Pietermaritzburg	7	R (Excl. Vat)	R (Excl. Vat)
10.	Library Services; 230 Prince Alfred Street Pietermaritzburg	5	R (Excl. Vat)	R (Excl. Vat)
11	Museum Services; 230 Prince Alfred St Pietermaritzburg	7	R (Excl. Vat)	R (Excl. Vat)
12	Midlands Library Depot; 26 College Road Pelham, Pietermaritzburg	4	R (Excl. Vat)	R (Excl. Vat)
13	RS Skinner Camp; Cedara; Hilton	4	R (Excl. Vat)	R (Excl. Vat)
SUBTOTAL ONE - FOR SALARIES PER MONTH				R Excl. VAT

ITEM NO.	COMPONENTS	TOTALS
1.	SUBTOTAL ONE - SALARIES INCLUDING ALLOWANCES (P/M)	R Excl. VAT
2.	SUBTOTAL TWO - MATERIALS AND EQUIPMENT (P/M)	R Excl. VAT
3.	SUBTOTAL THREE - OVERHEADS AND PROFITS (P/M)	R Excl. VAT
4.	TOTAL PRICE PER MONTH (P/M)	R Excl. VAT
5.	VALUE ADDED TAX 15%	R
6.	TOTAL BID PRICE INCLUDING VAT PER MONTH (Add items 4 +5) (p/m)	R
7.	TOTAL BID PRICE INCLUDING VAT FOR 36 MONTHS (Item no. 6 X 36)	R

NOTE:

Payment shall be made on a monthly basis, one month in arrears.

TOTAL BID AMOUNT FOR ALL OFFICES IN WORDS:

_____ FOR 36 MONTHS

.....
NAME OF BIDDER

.....
SIGNATURE

.....
DATE



Private Bag X 9140, PIETERMARITZBURG, 3200
222 Jabu Ndlovu Street, Pietermaritzburg, 3200
Tel: 033 264 3400

ANNEXURE A: REFERENCE LETTER ONE

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

TENDER/BID NUMBER OF PREVIOUS/

CURRENT CONTRACT/PROJECT:

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for

..... If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

☐ Excellent

☐ Good

☐ Satisfactory

☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

☐ Excellent

☐ Good

☐ Satisfactory

☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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Tel: 033 264 3400

ANNEXURE A: REFERENCE LETTER TWO

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

**TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:**

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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ANNEXURE A: REFERENCE LETTER THREE

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

**TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:**

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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REPUBLIC OF SOUTH AFRICAPrivate Bag X 9140, PIETERMARITZBURG, 3200
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Tel: 033 264 3400**ANNEXURE A: REFERENCE LETTER FOUR****CONFIRMATION OF REFERENCES****NAME OF BIDDING COMPANY:****PREVIOUS CLIENT/EMPLOYER NAME:****TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:****DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:****VALUE OF WORK COMPLETED:****DURATION AND DATE COMPLETED:**

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for
 If your company
 had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to
 confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the
 required quality as per the description/specification and
 were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the
 project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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ANNEXURE A: REFERENCE LETTER FIVE

DURATION AND DATE COMPLETED:

☐ Poor☐ Poor

Date

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Tel: 033 264 3400**ANNEXURE A: REFERENCE LETTER SIX****CONFIRMATION OF REFERENCES****NAME OF BIDDING COMPANY:****PREVIOUS CLIENT/EMPLOYER NAME:****TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:****DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:****VALUE OF WORK COMPLETED:****DURATION AND DATE COMPLETED:**

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for
 If your company
 had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to
 confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the
 required quality as per the description/specification and
 were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the
 project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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ANNEXURE A: REFERENCE LETTER SEVEN

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

**TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:**

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

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ANNEXURE A: REFERENCE LETTER EIGHT

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

TENDER/BID NUMBER OF PREVIOUS/

CURRENT CONTRACT/PROJECT:

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for

..... If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

☐ Excellent

☐ Good

☐ Satisfactory

☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

☐ Excellent

☐ Good

☐ Satisfactory

☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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ANNEXURE A: REFERENCE LETTER NINE

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

**TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:**

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

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ANNEXURE A: REFERENCE LETTER TEN

CONFIRMATION OF REFERENCES

NAME OF BIDDING COMPANY:

PREVIOUS CLIENT/EMPLOYER NAME:

**TENDER/BID NUMBER OF PREVIOUS/
CURRENT CONTRACT/PROJECT:**

**DESCRIPTION OF CONTRACT/ PROJECT
COMPLETED:**

VALUE OF WORK COMPLETED:

DURATION AND DATE COMPLETED:

The above-mentioned Bidding Company is in process of submitting a Bid/ RFQ for If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

Were goods/services supplied according to the required quality as per the description/specification and were delivered on time?

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Kindly, indicate their overall performance on the project.

Select applicable rating

- ☐ Excellent
☐ Good
☐ Satisfactory
☐ Poor

Full Name of Authorised Signatory

Contact Number

Email address

Signature

Date

CLIENT(EMPLOYER) STAMP HERE

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ANNEXURE C
SCHEDULE OF PROJECTS/ PREVIOUS CONTRACTS

Description or nature of project/ assignment	PROJECT PERIOD		PROJECT/ CONTRACT VALUE (R)	EXPERIENCE/ REFERENCES			
	Start date	End Date		CLIENT ORGANIZATION/ DEPARTMENT	OFFICIAL PURCHASE ORDER NO.	CONTACT PERSON	TELEPHONE DETAILS