



**RENDERING OF CLEANING AND HYGIENE SERVICES TO GOVERNMENT
COMMUNICATION AND INFORMATION SYSTEM**

RFB 001/2022/2023

Closing date and time: 23 August 2022 @ 11:00

Compulsory briefing: 30 July 2022 (Saturday) @ 11:00

Bid Validity Period: 120 days

TENDER BOX AND BRIEFING ADDRESS:

Reception

Tshedimosetso House

1035 Francis Baard Street

C/o Francis Baard and Festival Street

Hatfield

0002

SPECIFICATIONS & TERMS OF REFERENCE

RENDERING OF CLEANING & HYGIENE SERVICES FOR A PERIOD OF (THIRTY-SIX) MONTHS TO GOVERNMENT COMMUNICATION & INFORMATION SYSTEM (GCIS) HEAD OFFICE, TSHEDIMOSETSO HOUSE, CNR FRANCIS BAARD & FESTIVAL STREETS, HATFIELD, PRETORIA

AND

IKUSASA BUILDING (GROUND FLOOR) CNR COMMISSIONER AND VON BRANDIS STREET JOHANNESBURG.

RFB NO:

1. BACKGROUND

- 1.1 Government Communication and Information System (GCIS) invites service providers to bid for the rendering of cleaning services and hygiene services for a period of 36 months at Tshedimoseetso House, Cnr Francis Baard and Festival Streets, Hatfield. The size of the building is **24301m²** and the area to be cleaned is **15000 m²** office and **9301 m²** parking area.
- 1.2 Ikusasa Building (ground floor) Cnr Commissioner and Von Brandis Street Johannesburg. The area to be cleaned is 300 square meters.
- 1.3 The mandate of GCIS is to provide strategic communication leadership and support to all government departments. Our vision is to be the pulse of communication excellence in government.
- 1.4 The Facilities Management Directorate is entrusted with the responsibilities of amongst others ensuring that all GCIS staff and visitors experience and operate in a hygienic environment. In order to provide this environment, GCIS would like to appoint a service provider who can provide cleaning services to the premises. GCIS working hours are from 07h30 – 16h30 and may have special or emergency meetings conducted as early as 05:00 as well as cleaning service might be required after hours.
- 1.5 GCIS has a high volume of members of the public who visit the Department's Information Resources Centre situated on the ground and other floors. GCIS also hosts other organs of states and high profile people for press briefings meetings and conferences.

2. DESCRIPTION

- 2.1 The GCIS Head Office is a multi-storey and a 4 star rated green building located on the corner of Festival and Francis Baard Streets in Hatfield, Pretoria. The building (Tshedimoseetso House) received 2014 Nedbank Capital Sustainable Business Awards for Infrastructure and Renewable Energy. Tshedimoseetso House was also awarded the "Overall best innovation merit" at the South African Property Owners Association (SAPOA) International Property Convention & Exhibition awards.
- 2.2 Ikusasa Building situated on the ground floor Cnr Commissioner and Von Brandis Street Johannesburg. The size of the building is 300 square meter. The building have one male and one female bathrooms and one small kitchen.

3. PURPOSE AND SCOPE

- 3.1 The purpose of the tender is to appoint a service provider to render cleaning and Hygiene Service at Government Communication & Information System (GCIS) Head Office and at GCIS Gauteng Provincial office in Johannesburg.
- 3.2 The office areas for Head Office are on Ground, Mezzanine, 1st- 5th Floors and parking on Basement 1, Basement 2, Ground and Mezzanine levels.
- 3.3 The cleaning services are limited to the interior of the building (including parking areas) balconies, entrances, Staircases, ramp and furniture in the courtyard/atrium, lifts and bathrooms.
- 3.4 Assist with cleaning of utensils and setting up for meetings.
- 3.5 Cleaning should be completed by 07:30 on workstations when GCIS starts running its business in the mornings.
- 3.6 Number of cleaners to be provided:
 - (1) Supervisor (Head office)
 - (18) Cleaning Staff (Head office)
 - (01) Cleaner (Johannesburg office)

3.7 The building consists of the following:

3.7.1 Offices

Cellular offices, open plan office, meeting and boardrooms, pause areas, receptions, technical hubs, storerooms, strong rooms, canteen, kitchen, library, registry facilities, auditorium, balconies, wellness center, media monitoring center, conference facilities etc.

3.7.2 Special Rooms

Radio studios, video recording studios, photographic studio, video viewing room, record, editing suites, mixing rooms, television (TV) observation room, newspaper cutting area, research rooms, data room, patch rooms, cashier/teller, security surveillance, video and photographic material storage, etc.

3.7.3 Furniture

Laminated worktable, wood veneer worktable, melamine, Formica, glass, chair Vulcan fabric, leather, garden furniture, tables, chairs and carpets.

4. SPECIFIC REQUIREMENTS

- 4.1.1 The bid proposal must include the provision of staff, cleaning & hygiene services, consumable, chemicals and equipment
- 4.1.2 The chemicals, consumables and equipment that will be used in the department must be SABS approved and suitable for green building.

- 4.1.3 The Service Provider must have an offsite store of where cleaning and hygiene consumables are going to be stored. There must be a plan on how the consumables are going to be replenished to ensure that there is no shortage and ensure business Continuity.
- 4.1.4 The Service Provider must have an operational / project manager immediately available on a 24-hour basis to react in the event of work needed to be done after hours.
- 4.1.5 The Operational Manager and the Supervisor will be expected to have monthly Operational meeting on site and must provide operational report.
- 4.1.6 Service providers should provide quotation for COVID-19 decontaminating building rates per square meter. This will be done on an ad hoc basis or when COVID-19 cases are confirmed in the building.
- 4.1.7 Service providers should provide the rates for conducting building deep cleaning after COVID-19 building decontaminating is conducted. This will be done on an ad hoc basis only when the building is decontaminated after COVID-19 case is confirmed in the building.

5. CLEANING AREA

5.1 CLEANING OF PARKING LEVELS

Mezzanine (M), Ground (G), Basement 1 (P1) and Basement (P2)

TABLE 1: FREQUENCY OF CLEANING PARKING BAYS

Task	Frequency
Dust wall ledges, fire-hose reels, water pipes, light units and concrete ledges.	Weekly
Pick up all scraps of paper and bits of refuse and remove to store room/compactor.	Daily
Deep Cleaning of ramps, steps	Monthly
Deep cleaning of whole parking area with appropriate equipment (like auto scrub)	Monthly
Spot Cleaning of ramps, steps and whole parking area with appropriate equipment (like auto scrub)	Daily
Wipe notice boards and signage with a damp cloth.	Weekly
Open and clean water outlets	Twice Weekly
Spot clean walls	Daily
Sweep staircases	Daily
Remove all paper and cigarette stubs from parking	Daily
Empty refuse bins. Use refuse trolleys that do not damage floors.	Daily
Clean Braai Stands	Daily
Removal of refuse to compactor/storage room.	Daily
Wipe refuse bin with cloth dipped in disinfectant.	Daily
Dust the following:	Daily
• Ceiling light units	

Task	Frequency
• Fire hose reels	
• Public phones	
• Spotlights	
• Hand rails	
• Notice and escape route	
• Rubber hand of escalators. Wipe stubborn stains with damp cloth	
• Air conditioning outlets	
• Seats	

CLEANING OF SERVICE LIFTS

Table 2: FREQUENCY OF CLEANING SERVICE LIFTS

Task	Frequency
Wipe inside and outside doors with a damp cloth.	Daily
Vacuum-clean soft finishing on the inside of lifts.	Daily.
Wipe "hard" lifts sides and push buttons.	Daily
Dust lift ceiling	Daily
Clean all mirrors and lift doors with correct material.	Daily
Professional Cleaning (during the weekend)	Twice annually
Wipe outside of doors, doorframe, floor indicator and knobs with damp cloth	Daily
Sweep and wash lift doorstep	Daily
Remove dirt from grooves	Daily

5.2 CLEANING OF RECEPTION, FOYERS, LIFT LOBBIES AND EMERGENCY STAIR CASES

Table 3: FREQUENCY OF CLEANING OF RECEPTION, FOYERS, LIFT LOBBIES AND EMERGENCY STAIRCASES

Task	Frequency
Vacuum-clean soft floors	Daily
Scrub and wash hard floors.	Daily
Clean and wipe ashtrays in entrance halls.	Daily
Clean and wipe marks off walls.	Daily
Dust and wipe information signs.	Daily
Clean mirrors and internal windows	Daily
Clean corridor doors	Daily
Empty the rubbish bins daily.	Daily
Sweep the emergency stairs	2X per Weekly

Mop/wash the emergency stairs	Weekly
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5.3 CLEANING OF OFFICE AREAS

TABLE 4: FREQUENCY OF CLEANING OFFICE AREAS

Task	Frequency
Empty refuse bins and ashtrays.	2x Daily
Dust the following:	
• Air-conditioning outlets	Daily
• Doors	Daily
• Door-frames	Daily
• Walls	Daily
• Light units	Daily
• Heating panels	Daily
• Pelmets	Daily
• Desks	Daily
• Chairs	Daily
• Deep cleaning of chairs (1025)	2X annually
• Number of Chairs (High and Medium back Chair, Visitors Chair, Couches, Tub chair)	1025
• Filing cabinets	Daily
• Partitions	Daily
• Monitors	Daily
• Telephone sets	Daily
• Printers	Daily
• CPU	Two times a day
• Vacuum-clean all carpets and remove spots (spot cleaning)	Twice per week and as when the need arise. • Professional Cleaning (Quarterly (during the weekend)
• Remove spots from walls with damp cloth and appropriate detergent	Daily
• Clean counters and work surfaces	Daily
• Polish wooden finishing and desks	Daily
• Sweep stairs	Daily
• Scrub stairs with scrubbing brush and (hot) water	Daily
• Wash windowpanes, glass and frames – on inside	Daily
• Clean corridor doors	Daily

5.4 CLEANING TOILET AREAS

Table 4: NUMBER OF TOILETS AREA TO BE CLEANED

Floor	Female	Male	Unisex	Shower
Security/Basement			1	
Ground	1	1		
Mezzanine	1	1		2 (1 Male & 1 Female)
1 st	1	1	2	
2 nd	1	1		
3 rd	1	1		
4 th	1	1		
5 th	1	1		
TOTALS	7	7	3	2

Table 5: FREQUENCY OF CLEANING TOILETS AREA

Task	Frequency
Empty refuse bins	3xDaily
Clean and disinfect refuse bins	3xDaily
Replace, replenish and check functioning:	3xDaily
Paper towel rolls	3xDaily
Liquid soap	3xDaily
Toilet paper	3xDaily
Dust/wipe windowsills, towel rolls holder	3xDaily
Sweep toilets. Vacuum-clean where dust may gather	3xDaily
Wipe wall tiles with cloth dipped in diluted disinfectant.	3xDaily
Clean urinals and toilet bowls with scrubbing-brush and light disinfectant. Wipe bowl lids with damp cloth moistened with disinfectant	3xDaily
Clean wash-basin with cloth and disinfectant	3xDaily
Rub and polish mirrors, all porcelain, tiles, pipes, chrome, etc. With a soft dry cloth. Damp cloth where necessary	3xDaily
Mop the floors and use a little disinfectant in water. Remove stubborn stains.	3xDaily
Wipe all doors with a damp cloth and disinfectant depending on finish.	3xDaily
Remove all chewing gum etc. with a putty knife.	3xDaily

5.5 CLEANING KITCHENS AND PAUSE AREAS

Table 6: NUMBER OF KITCHENS AND PAUSE AREAS TO BE CLEANED

Floor	Pause	Kitchen	Eating Area	Bar
Ground		1		2
1st	2		1	1
2nd	2			
3rd	3			
4th	2			
5th	3			1 (Balcony)
TOTAL	12	1	1	4

Table 7: FREQUENCY OF KITCHENS AND PAUSE AREAS TO BE CLEANED

Task	Frequency
• Wash the kitchen utensils and dish cloths upon request;	Daily
• Clean walls, cupboards, mop and vacuum the floor	Daily
• Empty the rubbish bins twice a day	Daily
• There are 5 rubbish bin for Paper,	Daily

5.6 CLEANING OF DATA CENTERS AND SERVER ROOMS ONCE A MONTH:

- 5.6.1 IT Data Centre
- 5.6.2 Audio Visual Server Room
- 5.6.3 Security Server Room
- 5.6.4 CRC Server Room
- 5.6.5 UPS Rooms
- 5.6.6 All Patch rooms
- 5.6.7 Radio Studios
- 5.6.8 Control Rooms

Table 8: NUMBER OF KITCHENS AND PAUSE AREAS TO BE CLEANED

DATA CENTRE CLEANING	MONTHLY
All floors and walls are sealed to prevent against dust and static	
Under-floor void (if present) is visibly clean	
Ceiling void (if present) is visibly clean	
Designated lint-free mop and bucket for data centre floor use only	
No water bucket allowed into the data centre	

Cleaning regime is managed through Standard Operating Procedures SOPs)	
“Sticky anti-static doormats” at all entrances of the computer room	
Shoe socks are used for person movement in the computer room	
PH-Neutral cleaning detergent used for data centre floor	
No presence of air-fresheners in the computer room	
No packing material, food, drinks inside the computer room	
Vacuum cleaners:	
• Equipped with HEPA/S-Class filters (High Efficiency Particulate Air)	
• Has own circuit breaker with earth leakage	
• Only connected to raw power (non-UPS)	
• Grounded to prevent electro-static discharge	

5.7 SURFACES FINISHES DESCRIPTION AND RECOMMENDED CLEANING MATERIAL

Table 9: CLEANING OF CARPET AND FREQUENCY

AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
<ul style="list-style-type: none"> • Press room, Fifth floor executive wing open plan, Offices • and Executive meeting rooms 	NEXUS SOLUTION DYED NYLON Fifth Avenue 100% Stainproof SDX 50 x 50 CM Carpet Tiles Heavy Commercial	<ul style="list-style-type: none"> • Vacuum clean carpet floors two times per week and as when the need arise. • Professional Cleaning Quarterly annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
All open Plan Area (Excluding 5th floor Executive wing open plan), All Offices 1st till 5th floor (Excluding Executive wing) And All Meeting Rooms (Excluding Executive meeting rooms)	BERBPOINT 920 Nexus Belgotex Berberpoint 920 Resin BAC 50 x 50 CM Carpet Tiles Stainproof Miracle Fibre (Polyprop) and Stainproof Eco Fibre Blend	<ul style="list-style-type: none"> • Vacuum clean carpet floors twice per week and as when the need arise. • Professional Cleaning Quarterly annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
1st and 5th Floor Executive Boardrooms	NEXUS SOLUTION DYED NYLON “Avant GARDE” Broadloom,	<ul style="list-style-type: none"> • Vacuum clean carpet floors twice per week and as when the need arise. Professional Cleaning Quarterly annually (during the weekend)	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
Ground Floor Executive Boardrooms	NEXUS SOLUTION DYED NYLON	<ul style="list-style-type: none"> • Vacuum clean carpet floors twice per week 	<u>Stain Removal Only</u>

AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
	“Art Deco” Broadloom, “Westminster” Broadloom	and as when the need arise. Professional • Cleaning Quarterly annually (during the weekend)	Bleach and Water, Pure Acetone and Dry-cleaning fluid
Ground Floor Waiting Areas	Hand Tufted Wool Inlay Rug	• Vacuum daily Vacuum both sides well. Professional • Cleaning Quarterly (during the weekend)	Shampoo the rug with cool water and mild liquid soap or rug shampoo (don't use strong detergents, ammonia water or sudsy ammonia Water).
Heavy Traffic Areas, Corridors	BERPOINT 920 Nexus Belgotex Berberpoint 920 Resin BAC 50 × 50 CM Carpet Tiles Stainproof Miracle Fibre (Polyprop) and Stainproof Eco Fibre Blend	• Vacuum daily Professional • Cleaning Quarterly annually (during the weekend)	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid

Table 10: CLEANING OF TILES AND FREQUENCY

TILED AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
<ul style="list-style-type: none"> • Ground Floor (Iris FMG Tiles) • Ground Floor IRC • Ground floor opposite auditorium (m2) • ALL Pause Area Kitchenettes • Mezzanine Shower Floor • Fifth Floor DG Bathroom • 1st floor Restaurant Kitchen Wellness Centre 	Porcelain Tiles	<ul style="list-style-type: none"> • Cleaned daily 	Commercial, High Quality Porcelain Tiles

Table 11: CLEANING OF WALLPAPER AND FREQUENCY

WALLS AREA	WALLS MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
Wall Papered Walls	Vinyl Wall Coverings	As an when required	Remove ordinary dirt and smudges with clean water and natural sponge (NOT Polyester Sponge)
Ground Floor Ablutions	Marmolite Wall Covering	As an when required	No Detergent of Any Kind
Ground Floor Auditorium	Auditorium Weaver World Vulcan Fabric Operable Walls	As an when required	Professional Dry Cleaning or Hand Clean With Dry foam

5.8 MATERIAL, EQUIPMENT AND METHODOLOGY FOR BUILDING DECONTAMINATING.

5.8.1 Technical specifications of disinfectants for smaller and larger surface areas:

- 5.8.1.1 It should be SABS approved detergents and disinfectants;
- 5.8.1.2 Ethyl alcohol (70%);
- 5.8.1.3 0.5% peroxyacetic acid, 3% hydrogen peroxide, or 500mg/L chlorine dioxide can be adopted for air disinfection, by way of aerosol spray.

5.8.2 Method to Disinfect:

- 5.8.2.1 Micro-fibre cloths must be used to wipe staircases, door handles, and stair rails;
- 5.8.2.2 Bomb forger;
- 5.8.2.3 Thoroughly clean surfaces using detergent and warm water;
- 5.8.2.4 Apply disinfectant to surfaces using disposable alcohol wipes, paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing;
- 5.8.2.5 Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer's guide; and

5.9 CLEANING AREAS FOR BUILDING DEEP CLEANING

5.9.1 Refer to cleaning areas as per heading number 5.2 to 5.6 of the specification.

6 PROVISION OF HYGIENE SERVICES

- 6.1.1 The service provider will provide hygiene service execution to the prescribed building. This service will be rendered as per the requirement levels defined in the Occupational Health and Safety Act (OHSA) and Environmental Management System (EMS) and SABS 00400.
- 6.1.2 The service provider will be requested to provide samples of the materials to be used.

6.1.3 Hygiene shall entail the following:

Provision of the following consumables

- Toilet paper
- Liquid hand soap
- Paper hand towels
- Air Fresheners
- Seat Sanitizer

6.2 Installation of the following new equipment's

6.2.1 Installation of hygiene new dispensers in all bathrooms

6.2.2 Installation of the new automated hand towel machines in all bathrooms

Table 12: IN TERMS OF HYGIENE SERVICES, THE SERVICE PROVIDER UNDERTAKES TO DO THE FOLLOWING:

DESCRIPTION OF SERVICES	QTY	FREQUENCY OF MAINTENANCE/ REPLACEMENT
Installation of new hygiene dispensers in all bathrooms. <ul style="list-style-type: none"> • Head office • Johannesburg office 	37 2	Monthly/ as and when required
Installation of new automated hand towel machines in all bathrooms. <ul style="list-style-type: none"> • Head office • Johannesburg office 	25 2	Monthly/ as and when required

Table 13: IN TERMS OF HYGIENE SERVICES, THE SERVICE PROVIDER UNDERTAKES TO DO THE FOLLOWING:

DESCRIPTION OF SERVICES	QTY	FREQUENCY
Service of Stainless Steel SHE Bin	39	Service every 7 th day
Supply of Air Fresheners	16	Twice Monthly
Supply of Seat Spray Sanitizer	55	Weekly
Deep Cleaning hand Basins	73	Weekly
Deep Cleaning Showers	8	Weekly
Deep Cleaning Toilets	54	Weekly
Deep Cleaning Urinals	19	Weekly
Pee mats	19	Weekly
Changing of Urinal Filters	19	Bi Monthly

DESCRIPTION OF SERVICES	QTY	FREQUENCY
Installation of new hygiene dispensers in all bathrooms. <ul style="list-style-type: none"> • Head office • Johannesburg office 	37 2	Daily service
Installation of new automated hand towel machines in all bathrooms. <ul style="list-style-type: none"> • Head office • Johannesburg office 	25 2	Daily service

7 EXCLUSION

7.1 The following services are excluded from this bid:

- 7.1.1 The removal of cutlery from the occupant's workstations on daily basis;
- 7.1.2 Cleaning of audio visual equipment;
- 7.1.3 Cleaning of GCIS personnel personal belongings;
- 7.1.4 External Paving, Sweeping of Atrium/Courtyard, and Garden Services are excluded from the bid.

8 SPECIAL CONDITIONS

- 8.1 GCIS will through the relevant National Intelligence Structure conduct vetting of the successful bidder. This will require certified copies of the identity documents of all the directors of the company, or companies in case of consortiums. Copies of ID's must therefore be attached to the bid proposal.
- 8.2 Employees of the successful Bidder, who will be allocated to GCIS, will also undergo security screening. Identity Documents of all the employees that would be posted to render the services in the building must be attached.
- 8.3 Provide Job Specification for identified staff and all staff members must have name tags when on duty.
- 8.4 The successful Bidder and its employees that will be posted at GCIS will be required to sign a Declaration of Secrecy.
- 8.5 The successful Bidder will be required to sign a Service Level Agreement with the department.
- 8.6 Cleaning staff provided by the company / closed corporation must not be paid below the minimum wage, according to the Wage Determination Act. GCIS will have no responsibility for wage negotiation of cleaning officials provided by the successful Bidder.

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- 8.7 All cleaners must receive a pay slip where the following information is clearly identified, but not limited with regards to his / her salary:
- 8.7.1 Rate or salary scale;
 - 8.7.2 Deductions;
 - 8.7.3 UIF;
 - 8.7.4 Union;
- 8.8 To ensure compliance, GCIS reserves the right to request pay slips of the cleaners allocated to the department from the successful bidder.
- 8.9 Each cleaner should have a written work schedule that details their particular areas of responsibility and the times that they are allocated for each task/area.
- 8.10 Service Provider to ensure standards of quality are maintained at all times.
- 8.11 To provide the department with a progress report on a quarterly basis indicating training that has been provided to officials in line with individuals PDP's.
- 8.12 The Service provider must commit to pay 13th cheque to staff members.
- 8.13 The Service provider must, at its own expense, take out sufficient insurance against any claim, cost, loss and /or damage ensuing from its obligation and shall endure that insurance remain operative for the duration of this agreement.

9 INFORMATION TO BE SUBMITTED BY BIDDERS

- 9.1 Submissions must indicate whether the company is able to meet the requirements.
- 9.2 Provide comprehensive company profile.
- 9.3 An outline of how the services would be rendered, the type of chemicals that would be used and equipment available for cleaning. Proof must be supplied, per chemical, to confirm that the chemicals used are approved by SABS. The Chemicals must be suitable for a green building and be environmental friendly.
- 9.4 The service provider must also provide a project plan that indicates how is the cleaning and hygiene consumables are going to be stored and replenished.
- 9.5 Skills profile of the cleaning supervisor and his/her assistances. GCIS requires the Supervisor and his/her assistance to be skilled on first aid and fire prevention/fighting matters. Valid Certificates in these areas should be provided with the proposals.

An Operational Manager must be assigned to GCIS for the duration of the contract. The operational manager must be available during official working hours to immediately respond when needed. A CV of the operational manager that will be allocated to GCIS should be submitted with the bidding proposal.

- 9.6 Service providers must indicate how the services will be provided in the event of labour disruptions or any shortage of staff.

- 9.7 Confirmation that the bidder will provide cleaning materials, chemicals and equipment.
- 9.8 Indicate how the relationship with GCIS project team will be handled.
- 9.9 The service provider must submit documents that are indexed with content page for easy reference to the document.
- 10. THE FOLLOWING MANDATORY REQUIREMENT MUST BE SUBMITTED: DOCUMENTS SHOULD NOT BE OLDER THAN SIX MONTHS.**
- 10.1.1 Completed and signed bid documents;
- 10.1.2 Valid certified copy of the Unemployment Insurance Fund registration (UIF) certificate;
- 10.1.3 Proof of CSD registration

(Bidders that do not submit any of the above documents listed on paragraph 10 will be deemed non-compliant and will be disqualified).

11. PERIOD OF CONTRACT

- 11.1 Bidders are hereby invited to quote (with VAT included) on the rendering of cleaning and hygiene services for a period of three years (36 months) to GCIS.

12. PRICE

- 12.1 The price quoted for cleaning service must be indicated in the following manner:
- 12.1.1 Inclusive monthly costs for cleaning and hygiene services and the total for **36** months.
- 12.1.2 Rates per square meter to conduct COVID-19 building decontamination.
- 12.1.3 Rates per square meter to conduct COVID-19 building deep cleaning.
- 12.2 All prices quoted must be inclusive of VAT and other hidden cost and must be broken down into 3 Years.
- 12.3** The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices. Bidders must make provision for all cost escalations to cover inflation. E.g. annual statutory wage increases as stipulated in the sectoral determination of Contract Cleaning Sector in South Africa, fuel increases, and administration cost.
- 12.4 Price should include all applicable taxes" including value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 12.5 No price increases will be allowed during the contract.

TABLE 14:

DESCRIPTION OF SERVICES	AMOUNT YEAR 1	AMOUNT YEAR 2	AMOUNT YEAR 3	TOTAL INCLUDING VAT
Cleaning Services (36 Months)				
Hygiene Services (36 Months)				
Rates per square meter for building decontamination. (36 Months)				
Rates per square meter for building deep cleaning. (36 Months)				
TOTAL				

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

13. SUBMISSION OF PROPOSAL

13.1 Bid document may either be posted to (preferably registered mail)

**Private Bag X745
Pretoria
0001**

Or placed in the Tender box situated at GCIS, Tshedimosetso House, Cnr Francis Baard and Festival Streets, Hatfield or Couriered to the aforesaid address on or before the closing date and time. No email submission of proposal will be accepted.

13.2 Bid documents will only be considered if received by GCIS before the closing date and time

13.3 The bidder are required to submit 1 original copy. The proposal must be marked correctly and sealed for ease reference as per below exhibits:

Exhibits 1
Prequalification documents (Refer to paragraph 10)
Exhibits 2
Functionality response and supporting documents for technical responses
Exhibits 3
Detailed Pricing (refer to paragraph 13.)

14. BID EVALUATION PROCESS

GCIS has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functional Evaluation Criteria (Gate 1)	Price and BBBEE (Gate 2)
Bidders must submit all mandatory documents as outlined in Table 1 below. Only bidders that comply with ALL these criteria will proceed to Gate1. All bidders that do not submit any of the documents listed on Table 1 will be deemed non-compliant and will not be considered for evaluation).	Bidder(s) are required to achieve a minimum functionality score of 65%. Bidders that scores 65% or more will proceeds to Gate 2	Bidders will be evaluated on price and BBBEE. Bidders can only claim BBBEE credential points provided they submit proof of a valid certified copy of BBBEE certificate or a sworn affidavit indicating the service providers BBBEE level contributor.

14.1 Gate 0: Pre-qualification Criteria

Without limiting the generality of GCIS's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification

Document that must be submitted	Non-submission will result in disqualification?	
Legislative requirements	YES	The following set of documents / certificates must be attached together in sequence. 1. Valid certified copy of the Unemployment Insurance Fund registration (UIF) certificate
Invitation to Bid – SBD 1	NO	Complete and sign the supplied pro forma document

Registration on Central Supplier Database (CSD)	YES	i. Proof of Registration on the Central Supplier Database ii. Valid CSD mandatory requirement. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ Submit proof of registration.
Pricing Schedule- SBD 3.3	YES	Completed and sign the SBD 3.3
Declaration of Interest – SBD 4	NO	Complete and sign the SBD 4
Preference Point Claim form – SBD 6.1	NO	Complete and sign the SBD 6
Contract form – SBD 7.2	NO	Complete and sign the SBD 7.2

14.2 Gate 1: Technical Evaluation Criteria

14.2.1. A bidder that scores 65% or more for functionality may be invited to do a presentation. The bidders that will be invited for presentation (shortlisted bidders) will be evaluated in terms of functionality and according to the same criteria that was used in the previous round.

Values: 1 = Poor; 2 = Average; 3 = Acceptable; 4 = Very good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where:

A = total score of the bidder

B = maximum score, i.e. 350

GCIS will assess the functionality of each proposal taking into account the following criteria:

Aspect	Description	Weight										
Detailed profile and experience	<p>Comprehensive company profile with experience at least minimum 3 years in cleaning environment for a similar building – AAA commercial, multi-Storey building, green principal approach.</p> <table><tr><td>0 – 02 year s.</td><td>above 3-5 years</td><td>above 6-10 years</td><td>above 11-15 years</td><td>Above15 years' experience</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	0 – 02 year s.	above 3-5 years	above 6-10 years	above 11-15 years	Above15 years' experience	1	2	3	4	5	20
0 – 02 year s.	above 3-5 years	above 6-10 years	above 11-15 years	Above15 years' experience								
1	2	3	4	5								
Client references	<p>List names of current and past clients, including period of contracts.</p> <p>Attach signed reference letters with letter head from your clients, with contactable details and contract value.</p> <table><tr><td>0 – 2 letters.</td><td>above 3 -5 letters</td><td>above 6-10 letters</td><td>above 11-15 letters</td><td>Above 15 letters</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	0 – 2 letters.	above 3 -5 letters	above 6-10 letters	above 11-15 letters	Above 15 letters	1	2	3	4	5	10
0 – 2 letters.	above 3 -5 letters	above 6-10 letters	above 11-15 letters	Above 15 letters								
1	2	3	4	5								
Site cleaning supervisor	<p>Attach a CV of the detailed information and experience of the cleaning supervisor that will be allocated to the Department.</p> <table><tr><td>0 – 02 year s.</td><td>Above 3-5 years</td><td>above 6-10 years</td><td>above 11-15 years</td><td>above15 years' experience</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	0 – 02 year s.	Above 3-5 years	above 6-10 years	above 11-15 years	above15 years' experience	1	2	3	4	5	10
0 – 02 year s.	Above 3-5 years	above 6-10 years	above 11-15 years	above15 years' experience								
1	2	3	4	5								
Resources	<p>Availability of the equipment and cleaning materials to be used and frequency of replenishment. List of materials and cleaning equipment's.</p> <p>Capacity to provide cleaning services and backup staff. List number of staff employed by the company.</p>	<p>10</p> <p>10</p>										

Project plan	The service provider must provide a project plan that indicates how the project will be execute e. g timelines, account management, Operational manager visits, problem solving.	10
Total Points		70

- 14.2.2 GCIS reserves the right to call service providers for a presentation (in-person) to GCIS's bid evaluation committee. The purpose would be to provide an opportunity for further clarifications on issues that are not clear.
- 14.2.3 Service providers will be notified in advance of the dates and venue of the presentations. The same evaluation criteria as indicated above will then be applied. The qualification of 65% still remains.
- 14.2.4 COVID-19 measures and protocols will be observed during the briefing session.

N.B: Bidders must provide all the information and documents required according to the specification/terms of reference.

15. SITE VISIT AND CLOSING DATE

Compulsory briefing would be conducted on;

DATE: 30 July 2022 at 11am (Saturday)

**VENUE: TSHEDIMOSETSO HOUSE
CNR FRANCIS BAARD & FESTIVAL STREETS
HATFIELD
PRETORIA
0001**

All bidders must submit their proposals to GCIS tender box, all relevant documentation and forms attached to this bid, by no later than **23 August 2022 at 11:00**. Late submission will not be considered.

Postal address:

The Head: Supply Chain Management
Government Communication and Information System (GCIS)
Private Bag X 745
Pretoria
0001

Physical address:

GCIS Head Office
Tshedimosetso House
C/O Francis Baard and Festival Streets
Hatfield
Pretoria

16. ENQUIRIES:

FOR SPESIFICATIONS-RELATED QUESTIONS ONLY

Contact Persons: *Mr Avhasei Tshirangwana*

Tel: (012) 473-0439

QUESTIONS ON BIDDING PROCEDURES ONLY

Contact Persons:

Mr Namane Mahlaba

Tel: (012) 473 0093

Ms Pertunia Seete

Tel: (012) 473 0130

Ms Lebogang Molayi

Tel: (012) 473-0143

APPROVED AND SIGNED OFF BY:

Ms Nomonde Mnukwa

DDG: CS

Date:

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFB 001 2022 2023	CLOSING DATE: 23 August 2022	Valid for 120 days	CLOSING TIME: 11:00	
DESCRIPTION	RENDERING OF CLEANING AND HYGIENE SERVICES TO GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GCIS					
1035 TSHEDIMOSETSO HOUSE					
C/O FRANCES BAARD AND FESTIVAL STREET					
HATFIELD					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Namane Mahlaba /Pertunia Seete		CONTACT PERSON	Avhasei Tshirangwana	
TELEPHONE NUMBER	012 473 0093/ 0421		TELEPHONE NUMBER	012 473 0439	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Namane@gcis.gov.za/ Pertunia@gcis.gov.za		E-MAIL ADDRESS	Avhasei@gcis.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

**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 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:

SBD 3.3
PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: ... RFB 001 2022 2023
CLOSING TIME 11:00	CLOSING DATE 23 August 2022

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDED)	
RENDERING OF CLEANING AND HYGIENE SERVICES TO GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM			
1.	The accompanying information must be used for the formulation Of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total Estimated time for completion of all phases and including all Expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R-----	-----
	R-----	-----
	R-----	-----
	R-----	-----
	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R-----	----- days
	R-----	----- days
	R-----	----- days
	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class Of air travel, etc.). Only actual costs are recoverable. Proof of the Expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	R.....
	R.....
	R.....
	R.....
		TOTAL: R.....	

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

Bid No.:

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, e.g. three Star hotel, bed and breakfast, telephone cost, reproduction cost, Etc.). On basis of these particulars, certified invoices will be checked For correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after Acceptance of bid
 7. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of contract? *YES/NO
 9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

GCIS
 Tshedimosetso House
 1035 c/o Francis Beard Street
 Hatfield

Pertunia Seete/ Namane Mahlaba
Tel: 012 473 0421 / 0093

Or for technical information –
Avhasei Tshirangwana
012 473 0439

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *Audi alteram partem* (hear the other side) rule has been applied; and
- (e) Forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Request for Quotation documents, viz
 - Invitation to quote
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal
 - Preference Certificates in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - 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: