

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA16-2025	CLOSING DATE:	03 OCTOBER 2025	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR DEPARTMENT OF HOME AFFAIRS: WESTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT DEPARTMENT OF HOME AFFAIRS, PROVINCIAL MANAGERS OFFICE, GROUND FLOOR, 56 BARRACK STREET, CAPE TOWN, 8001					
Department of Home Affairs					
Provincial Managers Office					
Ground Floor, 56 Barrack Street,					
Cape Town, 8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Dikeledi Nchaup Ngobile Chonco		CONTACT PERSON	Sibusiso Renene Marcus Padayachee	
TELEPHONE NUMBER	(012) 406 7166 (012) 406 2789		TELEPHONE NUMBER	(060) 976 7546 (021) 488 1401	
E-MAIL ADDRESS	Dikeledi.Nchaup@dha.gov.za Ngobile.Chonco@dha.gov.za		E-MAIL ADDRESS	Sibusiso.Renene@dha.gov.za Marcus.padayachee@dha.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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A Joint Venture, Consortium or Trust agreement signed by all companies forming a Joint Venture, Consortium or Trust.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a Joint Venture, Consortium or Trust.
 - iii. A Central Supplier Database (CSD) Report for all companies that form part of a Joint Venture, Consortium or Trust.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
 - v. SBD 1, SBD 3, SBD 4, & SBD 6 forms must be completed using the Joint Venture, Consortium or Trust information or the lead partner as indicated on the Joint Venture, Consortium or Trust agreement.
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.

- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Processing of the Bidder's Personal Information

- 1.20. All personal information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this bid is collected and processed to assess the strength and competitiveness of the proposal. The evaluation and award of the contract shall be conducted following applicable legislation, policies, and standards. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom DHA is compelled by law to provide such information. For example, where appropriate, DHA is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 1.21. All Personal Information collected will be processed under Protection of Personal Information Act (POPIA).
- 1.22. The following persons will have access to the Personal Information that has been collected:
 - a) DHA personnel participating in procurement/award procedures; and
 - b) Members of the public: when the bid is awarded, some of the following information will have to be made available on the National Treasury's e-Tender portal and DHA website:
 - Contract description and bid number

- Names of the successful bidder(s) and preference points claimed
- The contract price(s) (if possible)
- Contract period
- Names of directors; and
- Date of completion/award

1.23. In signing the bid document, the Bidder consents to the use of its Personal Information for the purposes as specified in the paragraphs above

Cost of Bidding

1.24. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

1.25. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:

- i. Instruction to Bidders;
- ii. Technical Bid;
- iii. Terms of Reference;
- iv. Evaluation Criterion;
- v. Financial Bid;

1.26. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.27. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.28. Briefing session.

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 12 September 2025 at 13h00 to 14h00.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzdhMWY4MmUtYzk3ZS00NGNiLWFkMzYtZjhIMTBjMDk3Mzk2%40thread.v2/0?context=%7b%22Td%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d

Amendment of Tender Documents

- 1.29. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.30. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.31. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

- 2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 2.2. The bid prepared by the Bidder shall comprise the following components:

- a) **Technical Bid, including:**

- i. Invitation to Bid (SBD 1)
 - ii. Tax Clearance Certificate
 - iii. Bidder's Disclosure (SBD4)
 - iv. Preferential Points Claim Forms (SBD 6.1)
 - v. General Conditions of contract
 - vi. CSD report

- vii. **Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
- The contact details of the authorised person including the telephone number or work cell number and the email address.

- viii. Completed Technical Specification Document

- b) **Financial Bid, comprising:**

- i. Price Schedule & Professional services (SBD 3)
 - ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:

- All duties and other taxes;
- The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
- The price of any other incidental services required in terms of the tender deliverables;

- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**
- 2.11 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs,
Provincial Managers Office,
Ground Floor, 56 Barrack Street,
Cape Town,
8001

- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.

- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;
 - Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 - Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.

- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA16-2025

THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES FOR DEPARTMENT OF HOME AFFAIRS: WESTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE AND TIME OF BID:

03 October 2025 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 12 September 2025 at 13h00 to 14h00

Link to the virtual meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzdhMWY4MmUtYzk3ZS00NGNiLWFkMzYtZjhlMTBjMDk3Mzk2%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d

DISCLAIMER

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za.

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs
Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable service providers to provide cleaning services for Department of Home Affairs in Western Cape for a period of thirty-six (36) months in the following several districts:
 - a. **Cape Metro & Overberg (13 Offices)**
 - b. **Cape Winelands & West Coast(11 Offices)**
 - c. **Garden Route and Central Karoo(7 Offices)**

BACKGROUND

2. The cleaning service is required for the various buildings and mobile offices mentioned in the table below:

A. MAIN OFFICES CAPE METRO AND OVERBERG – 5 DAYS A WEEK CLEANING				
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
WYNBERG	70 MAIN ROAD MAYNARD MALL 2ND LEVEL, WYNBERG 7800	1186 M ²	1	5 X PER WEEK
MITCHELL'S PLAIN	321 MERRYDALE AVENUE, PORTLANDS, MITCHELLS PLAIN, 7785	824 M ²	1	5 X PER WEEK
TYGERVALLEY	TYGERVALLEY SHOPPING CENTRE MALL, BASEMENT LEVEL, SHOP 148, CNR WILLIE VAN SCHOOR & BILL BEZUIDENHOUT STREET, BELLVILLE, 7530	187 M ²	1	5 X PER WEEK
BELLVILLE	177 VOORTREKKER ROAD, BELLVILLE, 7530	1808 M ²	1	5 X PER WEEK
CIVIC CENTRE	12 HERTZOG BLVD, FORESHORE, CAPE TOWN, 8001	276 M ²	1	5 X PER WEEK
EPPING #####	12 GREENVILLE AVENUE, EPPING, CAPE TOWN, 7475	82 M ²	1	5 X PER WEEK
GRABOUW	OLD CLINIC BUILDING, OLD CAPE ROAD, GRABOUW 7160	78 M ²	1	5 X PER WEEK
CALEDON ##	11 HAW STREET, CALEDON, 7230	472 M ²	1	5 X PER WEEK

B. WINELANDS AND WEST COAST MAIN OFFICES – 5 DAYS A WEEK CLEANING				
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
ROBERTSON	THUSONG CENTER CNR OF WESLEY AND PADDY STREET, ROBERTSON 6705	84 M ²	1	5 X PER WEEK
SOMERSET WEST	117 MAIN ROAD, SOMERSET WEST 7130	650 M ²	1	5 X PER WEEK

DHA16-2025

STELLENBOSCH	REYNEKE STREET STELLENBOSCH 7600	410 M ²	1	5 X PER WEEK
ATLANTIS	THUSONG CENTRE 1 NOTTINGHAM STREET, ATLANTIS	145 M ²	1	5 X PER WEEK
VREDENBURG #	NO 7 CNR MAIN & PIET RETIEF STREET VREDENBURG 7380	522 M ²	1	5 X PER WEEK

C.	GARDEN ROUTE AND CENTRAL KAROO MAIN OFFICES – 5 DAYS A WEEK CLEANING			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
MOSSEL BAY #	108 ADRIAAN ST ASLA PARK MOSSELBAY, 6500	325 M ²	1	5 X PER WEEK
OUTDSHOORN # #	73 DASSIE ROAD BRIDGTON, OUTDSHOORN 6625	261 M ²	1	5 X PER WEEK

D.	CAPE METRO AND OVERBERG MAIN OFFICES – 3 DAYS A WEEK CLEANING			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
SWELLEN DAM	THUSONG CENTRE 1 VOLLENHOVEN STREET, RAILTON SWELLEN DAM 6740	71 M ²	1	3 X PER WEEK
BREDASDORP	C/O LONG & OU MEULE STREET, THUSONG CENTRE, BREDASDORP 7280	125 M ²	1	3 X PER WEEK

E.	CAPE WINELANDS AND WEST COAST MAIN OFFICES – 3 DAYS A WEEK CLEANING			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
CITRUSDAL	VICKY ZIMRI THUSONG CENTRE BOHEMIA STREET, CITRUSDAL 8160	185 M ²	1	3 X PER WEEK
CERES	BELLA VISTA THUSONG PANORAMA ROAD BELLA VISTA CERES, 6835	119 M ²	1	3 X PER WEEK
VREDENDAL #	THUSONG CENTRE AAS LE FLEUR STREET, VREDENDAL NORTH VREDENDAL 8160	136 M ²	1	3 X PER WEEK

F.	GARDEN ROUTE AND CENTRAL KAROO MAIN OFFICES – 3 DAYS A WEEK CLEANING			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	FREQUENCY OF SERVICE REQUIRED
PLETTENBERG BAY	SIMUNYE THUSONG CENTRE 1 XIPULA STREET, PLETTENBERG BAY 6600	168 M ²	1	3 X PER WEEK
BEAUFORT WEST # #	MPCC 3 DE VRIES STREET, BEAUFORT WEST 6970	90 M ²	1	3 X PER WEEK

F.	GARDEN ROUTE AND CENTRAL KAROO MAIN OFFICES – 3 DAYS A WEEK CLEANING			
PRINCE ALBERT	THUSONG CENTRE ADDERLY STREET 1, PRINS ALBERT 6930	130 ^{M2}	1	3 X PER WEEK
LAINGSBURG #	THUSONG CENTRE CNR MAIN & 3RD AVENUE LAINGSBURG	60 ^{M2}	1	3 X PER WEEK

denotes that office has a mobile office and forms part of the office cleaning routine.

3. The office listed below require cleaning services on an adhoc basis as and when needed. Prospective suppliers are required to provide daily rates for a maximum of 180 days per office, accumulatively for the period of the contract.

G.	CAPE METRO OVERBERG - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF PERSONNEL REQUIRED	SERVICE REQUIRED PER WEEK
CAPE TOWN	56 BARRACK STREET FAIRCAPE BUILDING CAPE TOWN, 8001	4165 ^{M2}	2	ONLY WHEN NEEDED (AD HOC)
KHAYELITSHA	C/O TSOLO AND MZALA STREET KHAYELITSHA 7784	2284 ^{M2}	1	ONLY WHEN NEEDED (AD HOC)
NYANGA	NONTSUMPA BUILDING C/O MILLER AND NEW EISLEBEN ROAD, NYANGA	778 ^{M2}	1	ONLY WHEN NEEDED (AD HOC)

H.	CAPE WINELANDS & WEST COAST - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF PERSONNEL REQUIRED	SERVICE REQUIRED PER WEEK
PAARL #	C/O 39 CASTLE STREET & BERG RIVER BOULEVARD, PAARL	778 ^{M2}	1	ONLY WHEN NEEDED (AD HOC)
WORCESTER	71-73 ADDERLEY STREET WORCESTER 6850	846 ^{M2}	1	ONLY WHEN NEEDED (AD HOC)

H.	CAPE WINELANDS & WEST COAST - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	SERVICE REQUIRED PER WEEK
MALMESBURY # # #	4 ST THOMAS STREET, MALMESBURY, 7300	378 ^{M2}	1	ONLY WHEN NEEDED (AD HOC)

I.	GARDEN ROUTE & CENTRAL KAROO - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF PERSONNEL REQUIRED	SERVICE REQUIRED PER WEEK
GEORGE #	109 York Street GEORGE 6530	1331 ^{M2}	1	Only when needed (ad hoc)

denotes that office has a mobile office and forms part of the office cleaning routine.

SCOPE AND EXTENT OF THE TENDER

4. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:

- All floors, surfaces, tools and equipment to be cleaned with at least 70% alcohol hand and surface sanitizer. The service provider must provide all cleaning materials, consumables, equipment and personal.

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
Public Area Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles, Carpets Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> Tile cleaner and tile polish Brooms, mops, brushes, mop bucket with wringer Pine gel, cleaning 	Ceramic & Porcelain tiles - Sweep and mop with appropriate cleaning detergent as per specification.	Daily
	Carpets - Clean and vacuum carpet floors with industrial vacuum cleaner.	Daily
	Deep cleaning with industrial wet & dry vacuum cleaner	Every Six Months
	Vinyl – Sweep and mop with appropriate cleaning detergent as per specification.	Daily
	Scrub with appropriate stripper and industrial scrubbing machine	Every Six Months
	Wooden - Sweep and mop with appropriate cleaning detergent	Daily

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
detergent, etc. • Carpet cleaning material	per specification	
Back Office Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles, Carpets Preferred cleaning material and consumables to use: • Tile cleaner and tile polish • Brooms, mops, brushes, mop bucket with wringer • Pine gel, cleaning detergent, etc. • Carpet cleaning material	Ceramic & Porcelain tiles – Sweep and mop with appropriate cleaning detergent as per above specification.	Daily
	Carpets – Clean and vacuum carpet floors with industrial vacuum cleaner.	Twice a week
	Deep cleaning with industrial wet & dry vacuum cleaner	Every Six Months
	Vinyl – Sweep and mop with appropriate cleaning detergent per above specification.	Daily
	Scrub with appropriate stripper and industrial scrubbing machine	Every Six Months
	Wooden – Sweep and mop with appropriate cleaning detergent per above specification	Daily
Photo/picture frames and hanging art work Preferred cleaning material and consumables to use: • Feather duster, wiping cloths • Pine gel, cleaning detergent, etc.	Dust and wipe down with compliant cleaning materials per above specification	Twice a month
Hand Rails & Terminal Seater chairs / benches Preferred cleaning material and consumables to use: • Wiping cloths • Pine gel, cleaning detergent, etc.	Dust and wipe down with compliant cleaning materials per above specification	Daily (Continuously throughout the day)

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
Office signage Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Feather duster, wiping cloths • Pine gel, cleaning detergent, etc. 	Dust and wipe down with compliant cleaning materials per above specification	Twice a month
Glass Doors, Glass Partitions Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Wiping cloths, squeegee • Glass/window surface cleaner, etc. 	Clean glass areas with appropriate cleaning detergent and shine them.	Three times a week
Glass Windows and Window Blinds Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Wiping cloths, squeegee • Glass/window surface cleaner, etc. 	Clean glass windows with appropriate cleaning detergent and shine them. Dust window blinds	Twice a month
Photo booth Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Wiping cloths • Pine gel, cleaning detergent, etc. 	Dust and wipe down with compliant cleaning materials per above specification	Daily
Doors, Door Handles, Light	Clean with appropriate cleaning detergent per above specification	Daily

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
Switches, Interior Window Sill Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Wiping cloths • Pine gel, cleaning detergent, etc. 		
Counter Tops, Cabinets, Telephone Instruments, Furniture and Equipment Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Wiping cloths • Furniture polish • Surface cleaning detergent, etc. 	Clean and disinfect with appropriate cleaning detergent per above specification	Daily
	Dust all surfaces including cabinets and desk surfaces.	Daily
	Polish furniture with furniture polish weekly.	Weekly
Dustbins Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> • Refuse bags • Wiping cloths, • Pine gel, thick bleach cleaning detergent, etc. 	Empty dustbin.	Daily
	Wash and disinfect dustbin inside and outside with appropriate cleaning detergent per above specification	Once a week
	Collect all refuse bags and place in main office bin for collection by Municipality	Daily
	Replenish plastic bag / bin liner inside the dustbin	Daily
Ablution Facilities - Basins, Urinals and Toilet Bowls, Hand Wash Soap Holders, Folded Paper Towel Holders and Toilet Paper Holders Preferred cleaning material and consumables to use:	The ablution facilities floors should be swept and mopped with appropriate cleaning detergent as per above specification	Daily (continuously throughout the day.)
	Wash and disinfect toilet bowl and cistern with appropriate detergent and disinfect it with appropriate disinfectant	Daily (continuously throughout the day.)
	Wash and disinfect urinals with appropriate detergent and	

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
<ul style="list-style-type: none"> Wiping cloths, toilet brush, cleaning gloves Pine gel, thick bleach, cleaning detergent, etc. 	<p>disinfect it with appropriate disinfectant</p> <p>Wash and disinfect all basins and taps with appropriate detergent and disinfectant.</p> <p>Clean the mirrors, walls, doors, decorative items and door handles with appropriate detergent and disinfectant.</p> <p>Replenish all consumables i.e. toilet paper, hand paper towels for drying hands, hand washing liquid soap, deo block in the urinal etc. to ensure that these are always available for use.</p> <p>Empty and clean the dustbins replacing bin liner</p> <p>Toilet refreshing sprays with automatic dispensing unit installed by service provider and replenished. (To remain the property of the department after contract end.)</p> <p>Clean the window sills and wipe and clean the windows</p>	
<p>Public area - Staircases floors, handrails and passages</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> Wiping cloths, brooms, mop, Pine gel, tile cleaner, cleaning detergent, etc. 	<p>Clean and disinfect staircase with appropriate cleaning detergent and disinfectant</p> <p>Wipe clean and disinfect the hand rails with appropriate cleaning detergent and disinfectant</p>	Daily (continuously throughout the day.)
<p>Back office area - Staircases floors, handrails and passages</p> <p>Preferred cleaning material and consumables to use:</p> <ul style="list-style-type: none"> Wiping cloths, brooms, mop, 	<p>Clean and disinfect staircase with appropriate cleaning detergent and disinfectant</p> <p>Wipe clean and disinfect the hand rails with appropriate cleaning detergent and disinfectant</p>	Twice a week

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
<ul style="list-style-type: none"> Pine gel, tile cleaner, cleaning detergent, etc. 		
Kitchens – Over and Above Standard Cleaning Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> Dish cloths, brooms, mop, mop bucket with wringer Dish washing liquid, scourer sponges Pine gel, bleach, tile cleaner, cleaning detergent, etc. 	Wash crockery, cutlery and glassware, microwaves, fridges, stoves (no personal crockery, cutlery and glassware, containers such as Tupperware etc should be washed)	Daily
	Wash and wipe - shine interior and exterior of cupboards and keep in a tidy and organized manner	Daily
	Sweep and mop kitchen floors with appropriate cleaning detergent as per above specification.	Daily
	Wash dish towels	Daily
	Replenish plastic bag / bin liner inside the dustbin	Daily
	Clean and disinfect the sink with appropriate detergent and disinfectant.	Daily
Store Rooms Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> Feather duster, wiping cloths Pine gel, cleaning detergent, etc. 	The storeroom floors should be cleaned with appropriate detergent and disinfectant.	Once a month
	Dust all interior areas	Once a month
	Remove all unwanted items when identified by Department of Home Affairs officials	Whenever necessary
Parking area and Yard outside the office (Excludes any gardening service) Preferred cleaning material and consumables to use: <ul style="list-style-type: none"> Hard broom, dustpan, rubber gloves Refuse bags 	Sweep and pick up all dirt outside the office and in the parking areas. Keep the exterior clean and tidy.	Twice a week
Mobile Office Preferred cleaning material and consumables to use:	Sweep, vacuum and mop with appropriate cleaning detergent per above specifications.	Weekly

DHA16-2025

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
This service will apply to the entire office including the public area and the individual offices within the office environment.		
<ul style="list-style-type: none"> • Wiping cloths • Furniture polish • Surface cleaning detergent, etc. • Vacuum cleaner 	<p>Dust all surfaces including cabinets and desk surfaces.</p> <p>Polish furniture with furniture polish weekly as per specification.</p>	

SPECIAL CONDITIONS OF CONTRAC

5. To achieve the above the successful bidder will be required to meet the following requirements:
- Provide cleaning service in a courteous and professional manner.
 - The working hours must be aligned to the Department of Home Affairs working hours i.e. 7:00am to 15:30pm. The service provider will occasionally be requested to render services during overtime periods and/or weekends.
 - Provide cleaning services in accordance with the agreed schedule per office.
 - The Department will not be held liable for any liabilities that may occur due to injuries or loss that might be sustained by clients and cleaners during the execution of cleaning duties e.g. slipping on wet floors etc. The obligation remains with the contractor to uphold due precaution at all times, by displaying warning sign when cleaning is in progress. DHA reserves the right to recoup in full liability costs arising from 3rd party injury and / or loss liability claims not satisfied by the service provider.
 - Service providers' management of internal disputes between own staff members and related must be urgently resolved without unduly affecting/prejudicing the normal functioning and operations of Department of Home Affairs Offices
 - Comply with Health and Safety, Security Services, Property Management and all other policies, procedures, laws and regulations of the Department of Home Affairs.
 - Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning services.
 - Not use equipment, utensils or chemicals that may damage property, persons or other contents in the offices.
 - Not use poisonous or highly flammable substances without the written consent of Home Affairs.
 - Ensure that all work performed and all equipment used on site complies with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act.
 - Keep cleaning equipment provided by DHA in good working condition at all times.
 - Provide cleaners with uniform and identity cards, which states the name of the service provider(s) and the name of the employee.
 - Ensure that the cleaners are security screened continuously to eliminate any security risk associated to the Department of Home Affairs and the vetting reports provided to the Department. The service provider employees must be the citizens of South Africa and must have a clear criminal record, from South African Police Services.
 - Provide cleaners with personal protective clothing i.e. rubber gloves, masks, etc.

- o) The service provider must inform the department by 7:30am if a staff member will not be at work, and ensure that Department of Home Affairs is informed of any replacement or removal of staff and the replacement must report by latest 8:30am on the day of replacement.
- p) Should the location of the office(cleaning service site) change, the service provider will be informed of the new address and to perform work at the new premises.
- q) The service provider(s) shall not attempt and recruit an employee of the Department of Home Affairs for purposes of preparation of the bid or for the duration or the execution of this contract or any part thereof.
- r) The Department of Home Affairs may conduct site visits to and inspections at service providers premises and or registered business addresses during the finalization of the award or at any time during the contract period to ensure compliance to the contract terms.
- s) The service provider must comply with Occupational Health Safety Act (OHSA). The recommended service provider will be required to comply with Compensation of Occupational Injuries and Diseases act (COIDA) prior to signing of the contract. The Department of Home Affairs will verify with the Department of Labour, the validity of the COIDA certificate (Please attach the certificate issued by the Department of Labour). Non-compliance with any policies or laws of another government department/ institution during the duration of the contract will result in breach of contract, which will lead to termination of contract.
- t) The service provider must remunerate his/her employees not less than the minimum wages as prescribed by the Department of Labour and pay them on time. **Failure to adhere will result in a breach of contract may lead to the part/whole specific performance demand, rescinding or cancellation of the contract.**
- u) The service provider shall submit invoices on or before the 7th of each month for the services rendered on the previous month.
- v) Department of Home Affairs will make payment within 30 days of receipt of a valid invoice.
- w) A designated Department of Home Affairs official to sign off the timesheet at the end of each shift confirming that services have been rendered according to cleaning service agreement at each site. The Invoice will be paid based on the service rendered according to the signed off timesheet.
- x) Contravention of any special conditions may lead to unilateral-termination of contract by the Department of Home Affairs.
- y) The price must include all the envisaged cost drivers for the cleaning services i.e. Labour cost, consumables, equipment, mark up, provision for CPI increases and any other relevant costs for the 36 months' period. The only adjustment that will be on the hourly rates for workers will be the rates as per the Sectoral Determination: Contract Cleaning Sector.
- z) Adhoc cleaning services notice to the service provider will be given by DHA on a 24 hour basis/period.
- aa) The Department reserves the right to amend cleaning schedule and amend, add or reduce site(s).
- bb) The Department intends to appoint one service provider per district that will cover each district offices within the province for these services however individual service providers are allowed to bid for all inclusive Districts as indicated on paragraph 1.1 a, b , c.

- cc) Upon appointment, the successful bidder/s must have an operational office within the Western Cape Province and provide relevant proof of such.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

6. The primary deliverables to be achieved:
- The service provider shall provide quality-cleaning services for a period of 36 months.

LOGISTICS AND TIMING

- **Project location(s):**
 - The project will be based in Western Cape and the required service is for thirty-six months. The Bidders' bid proposal must be submitted at the Department of Home Affairs, Provincial Managers Office, Ground Floor, 56 Barrack Street, Cape Town, 8001.
- **Expected commencement date:**
 - The contract will commence after the awarding of the tender, upon the receipt of the signed acceptance letter and signed SBD7.2 from the awarded service provider/s.
- **Project period:**
 - Thirty-six (36) months and it shall terminate on the effluxion of time
- **Bid proposal**
 - The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document.
 - Bid documents may either be submitted through a courier services or hand delivered at the address indicated on SBD 1 form attached on the DHA's tender document.
 - If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the tender box by the closing time and date**
 - The Bidders' bid proposal must be submitted at the Department of Home Affairs, Provincial Managers Office, Ground Floor, 56 Barrack Street, Cape Town, 8001
 - Bidder(s) are required to submit two (2) original bid proposal response documents as per **paragraph 2.10** of the tender document under instruction to bidders:
 - ❖ One (1) original technical bid document;
 - ❖ One (1) original financial bid document and;
 - ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time. Each bid response document and CD must be marked correctly and sealed

separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

- **Fee structure**

- All-inclusive costs plus VAT for the period of thirty-six (36) months. The Annexure A pricing schedule must be completed by the service provider for all offices (cleaning service sites) that they intend to bid for.

7. EVALUATION STAGES

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes
Stage 2	Pre-qualification criteria evaluation.	Yes
Stage 3	Mandatory requirements evaluation.	Yes
Stage 4	Technical proposal evaluation.	Yes
Stage 5	Price / Specific goals.	Yes

Stage 1A: Briefing session

- Non-compulsory (Microsoft Teams) briefing session will be held.

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

No.	Compliance Checklist	Yes / No
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria evaluation.

- Compliance with the prequalification requirements.
- Bidders who fail to meet the prequalification requirements will be disqualified.

Pre-qualification criteria	Comply	Do not comply
Bidder must confirm the capacity to render cleaning services at the sites/offices for the Western Cape Province, Department of Home Affairs		
EVIDENCE: Complete, sign and date the document below:		

Pre-qualification requirement – Evidence

This serves to confirm that I have capacity (Including but not restricted to Equipment, Materials, Consumables and Personnel), to render cleaning services in the Districts indicated (mark the district bidding for with (“X”))

Metro \Districts (5 Days, 3 Days a week cleaning)	Mark (X)
a. Cape Metro & Overberg	
b. Cape Winelands & West Coast	
c. Garden Route and Central Karoo	

Name:.....

Signature:.....

Date:.....

Stage 3: Mandatory requirements evaluation.

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.

Mandatory Requirement	Comply	Do not comply
The bidder must have relevant minimum of five (5) years' experience in the provision of cleaning services.		
<p>EVIDENCE: Signed and dated contactable reference letter(s) (on a company letterhead). The said letter must indicate the start and end date of the service. (DD/MM/YY)</p> <ul style="list-style-type: none"> • The reference letter must be from a client where the service was provided. • The bidder must provide a reference letter for the company not for an individual employee. <p>NB: No purchase orders, Award letters, Appointment letters will be accepted. Bidders must submit one letter with five years' experience or various letters that accumulate to five years' experience. (Projects that ran concurrently, only one highest letter will be considered)</p>		

Stage 4 – Functionality requirement evaluation

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- The technical proposal will be evaluated out of 100 points with a minimum threshold of 70 points. Bidders that score less than the minimum of 70 points will be disqualified.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel (Bid Evaluation Committee (BEC)) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided. Bidders are required to ensure that all information is supplied as required.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
1.	Company relevant number of years of experience in the provision of cleaning services NB: no points will be scored if the reference letter is incomplete. No purchase orders, Award letters, Appointment letters will be accepted. Bidders must submit one letter with the required years' experience or various letters that accumulate to the required number of years' experience.	Contactable reference letter(s) (on a company letter head, signed, dated, with an indication of acceptable/ satisfactory level of performance and start and end date (or the actual period of the contract) Less than 5 years = 0 5 years = 30 6 years = 40 7 years and more = 50	50	

Evaluation Criteria				
No	Category	Evidence and Scoring	Weight	Score
	(Projects that ran concurrently, only one highest letter will be considered)			
2.	Company relevant experience (square meters) in the provision of cleaning services NB: no points will be scored if the reference letter is incomplete.	Contactable reference letter(s) on a company letterhead, signed, dated and with an indication of the square meters cleaned per project). No purchase orders, Award Letters, Appointment letter will be accepted. 0 m ² - 2 499 m ² = 0 2 500 m ² - 3 000 m ² = 30 3 001 m ² – 4 500 m ² = 40 4 501 m ² and more = 50 NB: Non- accumulative calculation, the highest square metres cleaned will be considered.	50	
TOTAL			100	

Stage 5– Price/ Specific goals

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's (Exempt Micro Enterprises) and QSE's (Qualifying Small Entity) who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> 100% company owned by people who are Black = 7points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points 	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> 100% company owned by people who are Disabled = 3 points 	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as</p>

DHA16-2025

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<ul style="list-style-type: none"> • $\geq 51\%$ and $< 100\%$ company owned by people who are Disabled = 2 points • $> 0\%$ and $< 51\%$ company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points 		<p>declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/required documents.**

ANNEXURE A

PRICING SCHEDULE

NB: The successful bidder will be responsible for provision of cleaning service, cleaning equipment, cleaning materials, consumables and personnel.

A. MAIN OFFICES CAPE METRO AND OVERBERG – 5 DAYS A WEEK CLEANING											
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate p/m	Total (Unit cost x 12 months)	Rate p/m	Total (Unit cost x 12 months)	Rate p/m	Total (Unit cost x 12 months)	
Wynberg	70 Main Road Maynard Mall 2nd Level, Wynberg 7800	1186 M ²	1	5 X Per Week	R	R	R	R	R	R	R
Mitchell's Plain	321 Merrydale Avenue, Portlands, Mitchells Plain, 7785	824 M ²	1	5 X Per Week	R	R	R	R	R	R	R
Grabouw	Old Clinic Building, Old Cape Road, Grabouw 7160	78 M ²	1	5 X Per Week	R	R	R	R	R	R	R
Tygervalley	Tygervalley Shopping Centre Mall, Basement Level, Shop 148, Cnr Willie Van Schoor & Bill Bezuidenhout Street, Bellville, 7530	187 M ²	1	5 X Per Week	R	R	R	R	R	R	R

DHA16-2025

A. MAIN OFFICES CAPE METRO AND OVERBERG – 5 DAYS A WEEK CLEANING											
Building	Address	Building Size M²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate p/m	Total (Unit cost x 12 months)	Rate p/m	Total (Unit cost x 12 months)	Rate p/m	Total (Unit cost x 12 months)	
Bellville	177 Voortrekker Road, Bellville, 7530	1808 M²	1	5 X Per Week	R	R	R	R	R	R	R
Epping #####	12 Greenville Avenue, Epping, Cape Town	82 M²	1	5 X Per Week	R	R	R	R	R	R	R
Civic Centre	12 Hertzog Blvd, Foreshore, Cape Town, 8001	276M²	1	5 X Per Week	R	R	R	R	R	R	R
Caledon ##	11 Haw street, Caledon, 7230	472m2	1	5 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(A)											R

B. CAPE METRO AND OVERBERG MAIN OFFICES – 3 DAYS A WEEK CLEANING											
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Swellendam	Thusong Centre 1 Vollenhoven Street, Railton Swellendam 6740	71 M ²	1	3 X Per Week	R	R	R	R	R	R	R
Bredasdorp	C/O Long & Ou Meule Street, Thusong Centre, Bredasdorp 7280	125 M ²	1	3 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(B)											R

NB: The following offices listed require cleaning services on an adhoc basis as and when required. The maximum days in total per year is 60 days per site per year

C. CAPE METRO OVERBERG - AD HOC OFFICES											
Building	Address	Building Size M ²	Number Of Employees Required	Service Required Per Week	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	
Cape Town#	56 Barrack Street Faircape Building Cape Town, 8001	4165m ²	2	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R

DHA16-2025

C.	CAPE METRO OVERBERG - AD HOC OFFICES										
Building	Address	Building Size M²	Number Of Employees Required	Service Required Per Week	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	
Khayelitsha	C/O Tsolo And Mzala Street Khayelitsha 7784	2284 ^{m2}	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R
Nyanga	Nontsumpa Building C/O Miller And New Eisleben Road, Nyanga	778 ^{M2}	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R
SUBTOTAL(C)											R

D.	CAPE WINELANDS AND WEST COAST MAIN OFFICES – 5 DAYS A WEEK CLEANING										
Building	Address	Building Size M²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Robertson #	Thusong Center Cnr Of Wesley And Paddy Street, Robertson 6705	84 ^{M2}	1	5 X Per Week	R	R	R	R	R	R	R
Somerset West	117 Main Road, Somerset West 7130	650 ^{M2}	1	5 X Per Week	R	R	R	R	R	R	R

DHA16-2025

D. CAPE WINELANDS AND WEST COAST MAIN OFFICES – 5 DAYS A WEEK CLEANING											
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Stellenbosch	Reyneke Street Stellenbosch 7600	410 M ²	1	5 X Per Week	R	R	R	R	R	R	R
Atlantis	Thusong Centre 1 Nottingham Street, Atlantis	145 M ²	1	5 X Per Week	R	R	R	R	R	R	R
Vredenburg #	No 7 Cnr Main & Piet Retief Street Vredenburg 7380	522 M ²	1	5 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(D)											R

E. CAPE WINELANDS AND WEST COAST MAIN OFFICES – 3 DAYS A WEEK CLEANING											
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Citrusdal	Vicky Zimri Thusong Centre Bohemia Street, Citrusdal 8160	185m ²	1	3 X Per Week	R	R	R	R	R	R	R
Ceres	Bella Vista Thusong Panorama Road Bella Vista Ceres, 6835	119 M ²	1	3 X Per Week	R	R	R	R	R	R	R

DHA16-2025

E. CAPE WINELANDS AND WEST COAST MAIN OFFICES – 3 DAYS A WEEK CLEANING											
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Vredendal	Thusong Centre Aas Le Fleur Street, Vredendal North Vredendal 8160	136 M ²	1	3 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(E)											R

NB: The following offices listed require cleaning services on an adhoc basis as and when required. The maximum days in total per year is 60 days per site per year

F. CAPE WINELANDS & WEST COAST - AD HOC OFFICES											
Building	Address	Building Size M ²	Number Of Employees Required	Service Required Per Week	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	
Paarl#	C/O 39 Castle Street & Berg River Boulevard, Paarl	778m ²	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R
Worcester	71-73 Adderley Street Worcester 6850	846m ²	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R

DHA16-2025

F. CAPE WINELANDS & WEST COAST - AD HOC OFFICES											
Building	Address	Building Size M²	Number Of Employees Required	Service Required Per Week	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	
Malmesbury ###	4 St Thomas Street, Malmesbury, 7300	378 ^{m2}	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R
SUBTOTAL(F)											R

G. GARDEN ROUTE AND CENTRAL KAROO MAIN OFFICES – 5 DAYS A WEEK CLEANING											
Building	Address	Building Size M²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Mossel Bay #	108 Adriaan St Asla Park Mosselbay, 6500	325 M2	1	5 X Per Week	R	R	R	R	R	R	R
Oudtshoorn ##	73 Dassie Road Bridgton, Oudtshoorn 6625	261 M2	1	5 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(G)											R

DHA16-2025

H.	Garden Route And Central Karoo Main Offices – 3 Days A Week Cleaning										
Building	Address	Building Size M ²	Number Of Personnel Required	Frequency Of Service Required	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	Rate P/M	Total (Unit Cost X12months)	
Plettenberg Bay	Simunye Thusong Centre 1 Xipula Street, Plettenberg Bay 6600	168m ²	1	3 X Per Week	R	R	R	R	R	R	R
Prince Albert	Thusong Centre Adderly Street 1, Prins Albert 6930	130m ²	1	3 X Per Week	R	R	R	R	R	R	R
Laingsburg #	Thusong Centre Cnr Main & 3rd Avenue Laingsburg	60m ²	1	3 X Per Week	R	R	R	R	R	R	R
Beaufort West	Mpcc 3 De Vries Street, Beaufort West 6970	90 M ²	1	3 X Per Week	R	R	R	R	R	R	R
SUBTOTAL(H)											R

NB: The following offices listed require cleaning services on an adhoc basis as and when required. The maximum days in total per year is 60 days per site per year

I.	Garden Route & Central Karoo - Ad Hoc Offices										
Building	Address	Building Size M ²	Number Of Employees Required	Service Required Per Week	Year 1		Year 2		Year 3		Total (Vat Inclusive) (36 Months)
					Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	Rate P/D	Total (Unit Cost X12months)	
George#	109 York Street George 6530	1331 ^{m2}	1	Only When Needed (Ad Hoc)	R	R	R	R	R	R	R
SUBTOTAL(I)											R

Summary Annexure A

ape Metro and Overberg (Subtotal A + Subtotal B + Subtotal C) = Grand Total for District

(A) R..... + (B) R.....+ (C) R..... = R.....vat inclusive

Cape Winelands and West Coast (Subtotal D + Subtotal E + Subtotal F) = Grand Total for District

(D) R..... + (E) R.....+ (F) R..... = R.....vat inclusive

Garden Route and Central Karoo (Subtotal G + Subtotal H + Subtotal I) = Grand Total for District

(G) R..... + (H) R.....+ (I) R..... = R.....vat inclusive

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DHA16-2025
CLOSING TIME 11:00	CLOSING DATE: 03 OCTOBER 2025

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

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
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.	Period required for commencement with project after acceptance of bid	
4.	Estimated man-days for completion of project	
5.	Are the rates quoted firm for the full period of contract? Only firm prices will be accepted.	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

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

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

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

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

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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may

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.

be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **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:

80/20

or

90/10

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

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points 	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points 	10	<p>proof of claim as declared on SBD 6.1 in verifying the tenderer's status</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE 	

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)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points 	3	<p>proof of claim as declared on SBD 6.1 in verifying the tenderer's status</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust. 	

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:

.....

.....