

GPW-2024/25-05

CLOSING DATE: 07 AUGUST 2024

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Page 1



**government
printing**

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

DEPARTMENT	GOVERNMENT PRINTING WORKS
TENDER DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING, HYGIENE AND WASTE MANAGEMENT SERVICES AT THE PREMISES OF THE GOVERNMENT PRINTING WORKS, FOR A PERIOD OF TWELVE (12) MONTHS WITH THE OPTION TO RENEW FOR A FURTHER TWELVE (12) MONTHS
TENDER NUMBER	GPW-2024/25-05

BRIEFING SESSSION	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	SESSION COMPULSORY	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
BRIEFING	VENUE	149 BOSMAN STREET CANTEEN AREA		TIME	10H00
	DATE	22 JULY 2024			

CLOSING DATE	07 AUGUST 2024
CLOSING TIME	11H00
VALIDITY PERIOD	90 DAYS

Notes:

- All bids / tenders must be deposited in the Tender Box at the advertised address:
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations 2022, the General Conditions of Contract (GCC) 2010 and, if applicable, any other special conditions of contract.
- **ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

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REPUBLIC OF SOUTH AFRICA

REQUIREMENTS FOR REGISTERED BIDDERS ON CENTRAL SUPPLIER DATABASE

PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER _____

Registered Suppliers to ensure that all details completed below are CURRENT

MANDATORY SUPPLIER DETAILS	
CSD Supplier number	
Company name (Legal & Trade as)	
Company registration No	
Tax Number	
VAT number (If applicable)	
Street Address	Postal Address
CONTACT DETAILS	
Contact Person	
e-mail address	
Telephone Number	
Cell Number	

NB: Bidders are requested to include their CSD reports in their submission of the tender documents.

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT

Name(s):

Signature(s):

Date:

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IT IS A CONDITION OF BIDDING THAT –

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 Application for Tax Compliance Status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 1.5 **Please note that not all Government Institutions will be able to utilise the Tax Compliance Status PIN at this stage and in such instances, bidders must supply printed Tax Clearance Certificate**
- 1.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.7 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

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THE GOVERNMENT PRINTING WORKS

REPUBLIC OF SOUTH AFRICA

INVITATION TO TENDER

FOR

**APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING,
HYGIENE AND WASTE MANAGEMENT SERVICES AT THE PREMISES OF THE
GOVERNMENT PRINTING WORKS, FOR A PERIOD OF TWELVE (12) MONTHS WITH
THE OPTION TO RENEW FOR A FURTHER TWELVE (12) MONTHS**

TENDER NUMBER: GPW-2024/25-05

CLOSING DATE: 7 August 2024

CLOSING TIME: 11H00

COMPULSORY BRIEFING SESSION DATE: 22 July 2024

NOTE TO TENDERERS:

**PLEASE CAREFULLY READ THIS DOCUMENT, COMPLETE WHERE REQUIRED,
INITIAL EACH PAGE AND SIGN IN FULL AT THE END**

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SECTION A**1. INTERPRETATION**

- 1.1. Reference to any gender implies also all other genders;
- 1.2. Unless inconsistent with the context, the words and expressions set forth below shall bear the following meanings and similar expressions shall bear corresponding meanings:
- 1.2.1. **“Business Days”** shall mean any day other than a Saturday, Sunday and public holiday in South Africa;
 - 1.2.2. **“Closing Date”** shall mean 7 August 2024 not later than 11h00;
 - 1.2.3. **“Conditions of Tender”** shall mean the conditions of tender set out in clause 11;
 - 1.2.4. **“Constitution”** shall mean the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended
 - 1.2.5. **“Definitive Agreement”** shall mean the supply and services agreement to be concluded between GPW and the Successful Respondent substantially on the terms contained
 - 1.2.6. **“GPW”** or “Government Printing Works” shall mean the Government Printing Works, a component of the South African government established under section 7A of the Public Services Act, 1994;
 - 1.2.7. **“Highest acceptable tender”** shall mean A tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
 - 1.2.8. **“Historically Disadvantaged Individual (HDI)”** shall mean: A South African citizen:
 - 1.2.9. i. Who, due to the apartheid policy that had been in place, had no

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franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act 200 of 1993) (the Interim Constitution”); and/or

- ii. Who is female; and/or
 - iii. Who has a disability.
- 1.2.10. **“Lowest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders
- 1.2.11. **“PAIA”** shall mean Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) , as amended .
- 1.2.12. **“PAJA”** shall mean the Promotion of Administrative Justice Act ,2000 (No. 3 of 2000), together with the regulations promulgated under this Act;
- 1.2.13. **“PFMA”** shall mean the Public Finance Management Act , 1999 (Act No. 1 of 1999), together with the regulations promulgated under this Act;
- 1.2.14. **“POPIA”** shall mean the Protection of Personal Information Act , 2013 (Act No. 4 of 2013);
- 1.2.15. **“Premises”** shall mean GPW’s facilities where business operations are conducted –
- 1.2.16. **“PPPFA”** shall mean Preferential Procurement Policy Framework Act , 2000 (Act No. 5 of 2000) read together with procurement regulations (and as aligned to the February 2022 Constitutional Court judgment.
- 1.2.17. **“Procurement Laws”** shall mean all the relevant procurement
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laws in the Republic of South Africa including, but not limited to, the Constitution, the PFMA, PAJA, PPPFA, practice notes and all other relevant laws and policies;

1.2.18. **“Respondent”** shall mean the person submitting a Tender (i.e. the Tenderer) in response to this RFT;

1.2.19. **“Returnable Documents”** as specified further in the document, i.e.;

1.2.19.1. Completed price schedule as Annexure A,

1.2.19.2. Duly completed and signed Annexure SBD 1 – Invitation to Bid,

1.2.19.3. Duly completed and signed Annexure SBD 4 – Declaration of interest and

1.2.19.4. Duly completed and signed Annexure SBD 6.1 – Preference point claim form

1.2.19.5. Duly completed and signed Annexure Form 4(IV) – Consent form

1.2.20. **“RFT”** or **“RFT Document(s)”** shall mean this request for tender and the Returnable Documents;

1.2.21. **“Specific goals”** shall mean Specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No.16085 dated 23 November 1994;

1.2.22. **“Successful Respondent”** shall mean the Respondent to whom the Definitive Agreement is awarded through the process contemplated in this RFT;

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- 1.2.23. **“Tender”** or **“Tender Submission”** shall mean bid documents submitted in response to this RFT;

2. INTRODUCTION AND GPW REQUIREMENTS

- 2.1. The Government Printing Works (GPW) is a government component reporting to the Minister of Home Affairs; with oversight by the Parliamentary Portfolio Committee on Home Affairs. It specialises in the printing and development of security media, including ballot papers, Voters Roll, passports, visa, birth certificates, educational certificates, and Smart identity documents (ID) cards, examination materials, and a wide range of other high security printed media. GPW operates as a self-funded business within the regulated parameters of the Department of Home Affairs.
- 2.2. GPW boasts a rich history of producing high security documents (130 years). Security documents are documents containing embedded security features to protect the document against criminal attack, and GPW has adhered to the overall goal of security printing, which is to prevent forgery, counterfeiting and tampering that could lead to fraud and identity theft. Today, GPW ranks as one of the most progressive security printing specialists in Africa, with a high-tech production facility with world leading technologies.
- 2.3. GPW is registered with the following organisations as a security printer:
- 2.3.1. the International Government Printers Forum; and
 - 2.3.2. Print SA
- 2.4. GPW is also recognised by a number of international security document management organisation, including ICAO.
- 2.5. The Government Printing Works has four strategic branches with organisational information. These branches are:

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2.5.1. Manufacturing and Engineering

2.5.2. Operations Management

2.5.3. Corporate Services

2.5.4. Financial Services

3. PURPOSE OF THE TENDER

- 3.1. Provision of Cleaning, Hygiene and Waste Management Services, this includes all cleaning, hygiene and waste management services, provision of cleaning material, equipment and consumables for all GPW premises for a period of twelve (12) months with the option to renew for a further twelve (12) months.

4. CONDITIONS AND UNDERTAKINGS BY BIDDERS

- 4.1. The Bid document (including its forms) should not be retyped or re-edited, however, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.

4.1.1. Black ink should be used when completing Bid documents.

4.1.2. Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. Government Printing Work will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.

- 4.2. I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to Government Printing Works on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.

- 4.3. I/We agree that -

4.3.1. The offer herein shall remain binding upon me/us and open for acceptance by Government Printing Works during the validity period
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indicated and calculated from the closing hour and date of the Bid;

4.3.2. The laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

4.4. **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**

4.5. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

4.6. I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfillment of this contract.

Signature(s) of Bidder or
assignee(s)

Date

Name of signing person (in
block letters)

Capacity

Are you duly authorized to
sign this bid?

Name of Bidder [company
name] (in block letters)

Postal address (in block
letters)

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Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

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

Telephone Number: FAX

Number.....

Cell Number.....

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5. BID CONDITIONS/SPECIAL CONDITIONS/REQUIREMENTS

- 5.1. The following bid conditions will govern the contract between the Government Printing Works and the successful bidder:

5.1.1. Requirement

- 5.1.1.1. Bidders are invited to offer the Services in accordance with the attached specifications and the conditions within this document.
- 5.1.1.2. The successful bidder/s will be contracted to render Cleaning and Hygiene services for a period of 24 months. GPW reserves the right to review and extend the contract for further or terminate the contract prior to the end of the contract term at the GPW's discretion.

5.1.2. Interpretation of requirements

- 5.1.2.1. The Bidder/s shall accept GPW's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and GPW.
- 5.1.2.2. Should any dispute arise as a result of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and GPW, it shall be dealt with in terms of the General Conditions of Contract of this document.
- 5.1.2.3. Should there be discrepancies between the Bid conditions and any other documentation that forms part of this RFT, the Bid conditions shall take preference.

5.1.3. Documentation

- 5.1.3.1. **Bidder's name and address should clearly appear on the outside of tender documents and on envelope.**

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5.1.4. Selection

- 5.1.4.1. GPW reserves the right to not evaluate and/or consider any Bids that do not comply strictly to this RFT.
- 5.1.4.2. Acceptance of any Bids will only indicate, without any obligations on the part of either GPW and/or a Bidder, the willingness of such parties to enter into negotiations, which may or may not result in a contract/order as the case may be.
- 5.1.4.3. GPW reserves the right to make a selection solely based on the information received in the Bids
- 5.1.4.4. Should GPW consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder.
- 5.1.4.5. Should GPW consider it necessary, GPW will visit the Bidder/s customer sites.
- 5.1.4.6. GPW reserves the right:
 - 5.1.4.6.1. to cancel this RFT at any time;
 - 5.1.4.6.2. not to accept any Bids;
 - 5.1.4.6.3. to contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.

5.1.5. Alternative suppliers

- 5.1.5.1. The Bidder accepts that the GPW will have the right to contract with any other Service Provider for provision of services not covered by this specification.

5.1.6. Addenda

- 5.1.6.1. In the event that modifications, clarifications or additions to the

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RFT become necessary, all Bidders will be notified, in writing.

5.1.7. Preparation Costs

5.1.7.1. All costs incurred in the preparation, presentation and demonstration of the response shall be for the account of the bidder. All supporting documentation and manuals submitted with RFT will become GPW property

5.1.7.2. Payments of invoices will be effected on by last day of the calendar month following the calendar month of receipt of a correct and original invoice. Invoices/statements should be submitted after GPW has acknowledged receipt of the services procured or goods supplied. A correct and original monthly statement reflected the above invoices must be submitted to GPW by the 5th of each month.

6. CONTRACT TERMINATION

6.1. A contract/s with a successful Bidder/s may be terminated by the GPW on the grounds of valid commercial or operational requirements that were not foreseen at the time of the Request for Bid being submitted and the contract being entered into. The GPW, if it wishes to terminate the contract, shall be required to give 30 (thirty) days written notice of its intention to terminate the contract. Such notice must be preceded by bona fide discussion between the GPW and the successful Bidder. In this instance the GPW shall only remain liable for all amounts due to the successful Bidder with respect to the period ending on the date of the cancellation, and shall not be held liable for any damages or losses on the basis of such a termination of the contract.

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7. IMPORTANT DATES AND TIMES

- 7.1. This table below lists certain key dates and activities relevant from time of issuance of this RFT until the closing date.

<u>No</u>	<u>Description</u>	<u>Date and Time</u>
1	RFT document available for collection or Download from GPW website	12 July 2024
3	Compulsory briefing sessions – see Paragraph 11 for information regarding briefing dates.	22 July 2024
4	Last date to submit written clarification questions	26 July 2024
5	Last date for GPW to respond to written questions, if any, in writing.	30 July 2024
6	Closing date	7 August 2024

- 7.2. Any time or date in this RFT is subject to change, at the discretion of GPW8.

8. OPERATIONAL CONDITIONS SPECIFICATION

8.1. EQUIPMENTS AND COMSUMABLES

8.1.1. All equipment needs to be of acceptable quality and standard. All equipment utilized should be relevant standard within the facilities management industry and must be durable in construction and reliable in service.

8.1.2. GPW will inspect the condition of the cleaning equipment that will be required before the contract starts in terms of the following :

8.1.2.1. The physical condition of the equipment.

8.1.2.2. Condition of the electrical cables should be OHS complaint

8.1.2.3. The equipment must be in a good working condition.

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8.1.2.4. The equipment must be utilized as per its design and intended purpose.

8.1.3. CLEANING CHEMICALS AND HYGIENE PRODUCTS

8.1.3.1. Service Provider must supply cleaning chemicals that should not cause any health hazards in terms of the Occupational Health and Safety Act. All chemicals should have Material Safety Data Sheet (MSDS)

ITEM NO:	DESCRIPTION
1	Multi-surface cleaner/ Absolute (Suitable for most surfaces like countertops, floors, and appliances. (e.g., all-purpose cleaners, disinfectant wipes)
2	Glass cleaner: Streak-free cleaning for windows, mirrors, and glass surfaces.
3	Floor Hi-shine polish
4	Floor cleaner: Specific formulas for different floor types like wood, tile, or vinyl.
5	Dish soap- For handwashing dishes
6	Drain cleaner: Clears clogged drains.
7	Carpet cleaner: Deep cleans carpets and upholstery.
8	Furniture polish: Protects and shines wood furniture
9	Air freshener: Eliminates or masks odors
10	Hand soap
11	Bleach
12	Multi purpose cream/ cleaner
13	Weed killer
14	Urinal Mats

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NB

- i. This is not an exhaustive list and specific needs may require additional products.
- ii. Consider eco-friendly and gentle options for sensitive surfaces and skin

8.1.4. CLEANING EQUIPMENT AND MATERIALS REQUIRED FOR THE GPW PREMISES

8.1.4.1. Service Provider must supply cleaning equipment and Materials that are non-hazards and should comply with the Occupational Health and Safety Act. All equipment and materials should have Material Safety Data Sheet (MSDS).

Item No.	Description
1	Low noise industrial Vacuum cleaners –wet & dry
2	Mops (color coded)
3	Buckets/Janitorial trolleys (single and double bucket)
4	Ladder (long & short)
5	Industrial cleaner
6	High pressure cleaner
7	Industrials scrubbing machine with buffing accessories
8	Color coded cloth
9	Color coded cloths (3 per cleaner) to avoid cross contamination
10	Brooms (hard and soft)
11	Electrical extensions
12	Wet floor / Caution Sign
13	Toilet Brushes, spray bottles, Dustpan sets etc.
14	Garden plastic leaf rakes- wooden handles

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Note: The above list is non-exhaustive.

NOTES:

- i. No Cross contamination (color coded cloths to be used at all times)
- ii. Cleaning Equipment and materials must be SABS Approved
- iii. Toilets must be checked and monitored hourly by cleaner and supervisor
- iv. Toilet paper must be replenished at all times.
- v. Rosters must be provided in the ablutions main doors.

8.2. PERSONAL PROTECTIVE EQUIPMENT (PPE) / UNIFORM

- 8.2.1. To ensure that all employees entitled, are provided with Personal Protective Equipment that are compliant with Health and Safety standards in terms of Occupational Health and Safety Act.
- 8.2.2. PPE is designed to protect workers from various occupational hazards and prevent injuries or illnesses. This can include protection from physical, chemical, biological, and ergonomic hazards.
- 8.2.3. PPE helps reduce the risk of accidents and injuries in the workplace. It acts as a barrier between the worker and potential hazards, minimizing the chances of exposure.
- 8.2.4. GPW SHE policy requires the use of PPE based on the specific risks associated with the work environment. Employees are expected to follow these Policy to maintain a safe workplace.

Provide PPE for every Cleaner whom will be expected to work within any GPW premises upon thier appointment.	Units	Period
Two-Piece Overalls/Dustcoats	2 Pairs	Annually
Golf T-shirts short sleeves	2 Pairs	Annually

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Safety Shoes	1 Pair	Annually
Winter Jacket	1 Pair	24 Months
Gum boots	1 Pair	24 Months
Rain Coat	1 Pair	24 Months

8.3. SUPPLY TOILET PAPER

8.3.1. The Service Provider is expected to provide toilet paper and this **must be SABS approved**. A sample will be required prior to delivery and the quality of the product will not be changed prior to approval by GPW.

9. REQUIRED CLEANING PERSONNEL

9.1. The following number of cleaners is needed:

9.1.1. Two (2) full-time Supervisors to monitor the Sixty (60) general cleaners allocated at 149 Bosman Street, 83 Visagie Street , Zandfontein, Masada Building, GPW Headquarters (Absa building), Mahikeng (Mmabatho), Limpopo Seshego and East-London.

9.1.2. The distribution of the cleaning personnel required, per GPW site is detailed in Annexure B of this RFT document.

10. BID REQUIREMENTS

10.1. The bidder shall prepare for a possible presentation should GPW require such and the bidder shall be notified thereof not later than 4 days before the actual presentation date.

10.2. A supervisor must be included and needs to monitor the cleaning service between 149 Bosman Street and 83 Visagie Street, Pretoria regional office and GPW Head office daily.

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- 10.3. A register for monitoring attendance must be provided monthly.
- 10.4. GPW requires Sixty(60) general cleaning staff and two (2) cleaning supervisors for the duration of the twenty four (24) month contract period.

11.COMPULSORY BRIEFING SESSION

11.1. The compulsory Briefing session will be held as follows:

11.1.1. Site 1: GPW Head Office

Venue: GPW Head Office, 149 Bosman Street, PRETORIA

Contact person: Mr. Exley Louters - exley.louters@gpw.gov.za

12.PERSONNEL

- 12.1. The service provider will be required to ensure that sufficient personnel, and supervision with the necessary expertise and experience, are available to execute all the supplier's responsibilities.
- 12.2. It is important to note that the cleaning services offered will be executed at seven sites. Some of these sites are classified high security production zones within the GPW. The Supplier's personnel will therefore be allowed access to these zones only provided that any conditions, which the GPW may wish to impose for the maintenance of security within these zones, are fully complied with by the Supplier's personnel. The Supplier therefore assumes full responsibility for the actions, discipline and behaviour of the Supplier's staff whilst on the premises of the GPW. The GPW retains the right to prohibit any staff member(s) of the Supplier from entering any premises of the GPW, without providing the Supplier with reasons for such decision or with appropriate access. The Supplier will be required to respect and keep in good order any accommodation, tools, equipment and services supplied by the GPW for execution of the Supplier's responsibilities in terms of this bid.

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13. MINIMUM WAGES

- 13.1. It is expected that a Bidder shall pay his/her employees at least a minimum basic wage. The employer must remunerate the employees as per Sectoral Determination 1 for the contract cleaning sector.
- 13.2. Bidders must contribute to the Contracting Cleaning National Provident Fund.
- 13.3. Bidders must comply with the Cleaning Government Gazette, in terms of Wages, New Rates and Bonuses.

14. DURATION

- 14.1. The duration of the contract will be for a period of Twelve (12) months with the option to renew for an additional twelve (12) months

15. SERVICE LEVEL AGREEMENT

- 15.1. The Successful Service Provider will be required to sign the Service Level Agreement prepared by GPW.

16. SCOPE OF WORK**16.1. DUSTING**

- 16.1.1. Unless otherwise stated, the under-mentioned should be dusted every day with a soft cloth or duster, which is recommended specifically for this purpose, and should be cleaned daily:

16.1.1.1. Office areas, meeting rooms, training offices, Board rooms and security rooms

16.1.1.2. Contents of each room

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16.1.1.3. All surfaces and partitions

16.1.1.4. All artwork and frames

16.1.1.5. Wooden panels and partitions

16.1.1.6. Passages and Stairs

16.2. AREA OUTSIDE THE BUILDING – RECEPTIONS, PARKING AND THE COURTYARD

16.2.1. These areas must be swept and washed once monthly or otherwise stated to remove dust, dirt and leaves:

16.2.1.1. Parking areas

16.2.1.2. Entrance areas

16.2.1.3. Drains outlets

16.2.1.4. Paved areas

16.2.1.5. Pick up all rubbish and paper on paving – daily.

16.2.1.6. Sweep paving with Yard Force Hand Push Sweeper – daily.

16.2.1.7. Walkways should be washed and scrubbed with soap and water – weekly

16.2.1.8. Identify and remove weeds from the entire yard area, Ensure thorough weed removal to prevent regrowth.

16.2.1.9. Adjoining pavement area (entrance for vehicles)

16.3. DOORS/GLASS PARTITIONING

16.3.1. Remove all dirty spots on wooden and aluminum doors – daily

16.3.2. Wash all glass doors (inside and outside) with a degreasing agent
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and equipment that will not scratch the surface, as required – weekly (minimum) or on request.

16.3.3. Wash all full height and low-level glass partitioning – weekly.

16.4. **ELEVATORS**

16.4.1. Clean all elevators inside and outside with degreasing agent using a cloth that will not scratch the surface, as required – daily.

16.5. **FURNITURE**

16.5.1. Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy, and should not come off on anything it comes into contact with after it has been polished – weekly (minimum)

16.5.2. Do not polish any laminated furniture. Remove all dirty spots from glass tops, desks and other furniture such as, bookcases, empty shelves in a proper way – daily

16.5.3. Damp-Wash those parts of furniture covered in leather or imitation leather – daily.

16.5.4. Treat upholstered or leather covered parts of furniture with an approved agent – monthly. Vacuum those parts of furniture covered with fabric – weekly.

16.5.5. Wipe telephones with a damp cloth using a suitable diluted disinfectant – daily.

16.6. **INSIDE WALLS**

16.6.1. Remove all spots such as fingerprints on walls, paintwork, and

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electric switches – daily. Interior walls of passages and office should be washed – monthly (minimum).

16.7. STAIRS

- 16.7.1. Wipe banisters with a damp cloth – daily.
- 16.7.2. Use polish on wooden banisters that will not scratch the surface, as required – monthly
- 16.7.3. Clean all visible pipes - daily.

16.8. FLOORS IN PASSAGES

- 16.8.1. Clean all floors in order to maintain a high gloss – daily.
- 16.8.2. Should entry to offices or high traffic make it difficult to treat floors, it should be done after office hours.
- 16.8.3. Wash floors with an appropriate disinfectant – daily.

16.9. CARPETS (wall-to-wall and loose)

- 16.9.1. Vacuum Offices and Conference Facilities – weekly
- 16.9.2. Clean spots or stains immediately on a daily basis.
- 16.9.3. Carpets should be treated appropriately and should be guarded against the use of cleaning agents that could damage or discolour the carpets.

16.10. RUBBISH REMOVAL

- 16.10.1. Empty all waste bins in office, kitchen, bathrooms and general areas – daily.
- 16.10.2. All rubbish bins should be washed with an approved disinfectant.

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- 16.10.3. Sufficient rubbish bags need to be provided daily to outline the bins in the kitchens, bathrooms or where necessary.
- 16.10.4. All rubbish bags will be removed from the containers with the rubbish intact and the containers will be outlined with new bags daily.
- 16.10.5. Empty and wash all large bins in passages – Daily.
- 16.10.6. The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collecting points of rubbish bins provided for this purpose
- 16.10.7. Rubbish bags may not be dragged across floors or carpet tiles as the bags may be damaged.

16.11. **RECYCLING**

- 16.11.1. Sorting of General Waste from offices into recycling bags that GPW will provide at the dedicated area.
- 16.11.2. Dedicated person(s) from the service provider to ensure that waste is disposed into relevant bags

16.12. **KITCHENS**

- 16.12.1. Kitchen floors to be washed - daily
- 16.12.2. Counters tops to be washed - daily
- 16.12.3. Cupboards to be cleaned and washed inside weekly to avoid infestation.
- 16.12.4. Floors to be washed daily.

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16.13. BATHROOMS

- 16.13.1. Bathroom floors to be washed - daily
- 16.13.2. Counters tops to be washed - daily
- 16.13.3. Toilet Pans, Covers, Urinals, Basins, Towel Rails and Taps are to be cleaned with approved disinfectant – twice a day
- 16.13.4. An approved agent should be put in toilet pans to prevent deposits forming – weekly
- 16.13.5. Showers should be disinfected with an approved disinfectant – daily
- 16.13.6. All mirrors should be cleaned and polished – daily
- 16.13.7. Approved agents should be put in basins and urinals to prevent clogging – weekly
- 16.13.8. Glazed and enamel surfaces should be washed with an approved liquid agent, no abrasives or scouring materials may be used
- 16.13.9. Toilet papers and paper towels/rolls to be replaced regularly during the day.

16.14. BRASS ITEMS

- 16.14.1. Should be cleaned - daily.
- 16.14.2. Should be polished with appropriate agent using equipment that will not scratch the surface, as required – weekly or on request.

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16.15. REFRESHMENT (TRAINING ROOMS)

- 16.15.1. Wash all crockery and maintain proper stock control.
- 16.15.2. Maintain a clean & healthy catering environment
- 16.15.3. Glasses and water bottles must be cleaned and replenished daily.

16.16. DEEP CLEANING AND DECONTAMINATION

- 16.16.1. The service will be rendered as and when required. Quotations will be requested when the service is needed based on the square meters of the area that requires deep cleaning and or decontamination.

16.17. CLEANING TIME

- 16.17.1. The servicing times will occur daily during normal office hours (07H00 – 16H00) except where changes are specifically requested by Government Printing Works.

16.18. WINDOWS

- 16.18.1. Windows will be washed inside twice a month. Company must provide own personnel protection equipment and other equipment when deemed necessary when cleaning windows.

17. HYGIENE SERVICES

- 17.1. To provide a sanitary and clean environment within the Client's Facility, to enable management, staff, and any other persons who have reason to enter to use the facility safely and hygienically. To inform the client of operational activities and provide usable management information.

- 17.1.1. Manage all aspects of the provision of hygiene services and

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provide a constant supply of consumables within the toilet facilities and pause areas

- 17.1.2. Manage the waste disposal service for ablutions, complying with all legislative requirements
- 17.1.3. Maintain and replenish all dispensing machines
- 17.1.4. Maintain full records of all inspections, monitoring, and treatments, including areas, chemicals, personnel etc.
- 17.1.5. Ensure chemicals are stored, handled and applied only by registered operatives and in compliance with the requirements of the OHS Act.
- 17.1.6. Collection and cleaning of sanitary bins at all sites.

NB: The list is non-Exhaustive

18. OTHER CONDITIONS AND UNDERTAKING BY BIDDER IN RESPECT OF THIS BID

18.1. SECURITY IDENTIFICATION

- 18.1.1. The contractor must supply each employee with a photo identification card. The card must have the following information:
 - 18.1.1.1. The name of the firm (contractor)
 - 18.1.1.2. Name of the employee
 - 18.1.1.3. Identity number of the employee
 - 18.1.1.4. Signature of the employee
 - 18.1.1.5. Company uniform – clearly marked with the company name
- 18.1.2. The card must be worn so as to be visible at all times whilst on the premises. The contractor must have sufficient control over the

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permits to prevent any unauthorized use thereof. A list of names of all employees, who are to be employed on this contract, as well as their replacements, must be furnished beforehand.

18.2. FIRE EXTINGUISHERS

- 18.2.1. The contractor and his employees shall under no circumstances make use of fire hose reels or other fire extinguishers on the site in the activities attached to the rendering of the services.

18.3. WARNING SIGNS

- 18.3.1. Clearly readable warning notices or signs shall be visibly exhibited where needed, where the rendering of the cleaning services may cause injuries to any person(s).

18.4. INFLAMMABLE AND POISONOUS SUBSTANCES

- 18.4.1. The contractor shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the Government Printing Works for the rendering of the services or any other purposes.

18.5. DAMAGE COMPENSATION

- 18.5.1. The contractor will be held responsible for any damage or thefts that may be caused, to the premises or contents, by him/her or his/her employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the State against the contractor.

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18.6. COMPLIANCE WITH ACTS AND REGULATIONS

18.6.1. The contractor must comply with all the acts and regulations applicable to the cleaning services.

18.6.1.1. Bidders must comply with all the Acts and Regulations that regulate subject matters of the Cleaning Industry. It is very important for the proposal of the Bidder to comply with the HOURLY WAGE RATE determined by the Minister of Labour.

18.6.1.2. Bidders are advised to ensure that they refer to the updated prescribed HOURLY RATE of the cleaning staff as per the Act. These Acts are the Basic Conditions of Employment Act [no 75 of 1997]. Occupational Health and Safety Act, and other relevant labour regulations and any amendments thereof.

18.6.1.3. Bidders must comply with the Cleaning Government Gazette, in terms of Wages, New Rates and Bonuses.

18.7. TRAINING

18.7.1. Cleaning staff needs to be trained in every aspect relating to the handling of all materials and equipment that they use with regards to this contract. The employer will be held responsible for any damages or injuries arising from any misuse or negligent use of such materials and equipment by one of their "on site" staff members.

18.8. ABSENTEEISM

18.8.1. Should a staff member not be present at work a replacement is required by 10H00 of that day.

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18.9. MONITORING AND CONTROL

- 18.9.1. The Government Printing Works Project Officer reserves the right to verify that the service provider conforms to the specifications and criteria as contained in this bid document requirements as stipulated in the specifications.

18.10. TERMINATION OF CONTRACT

- 18.10.1. For any reason that the service provider does not conform to the specification and criteria as contained in the bid specification then both parties will settle their outstanding amount due to each party within 30 days after the termination of the contract.

18.11. ADDITIONAL INFORMATION AND ENQUIRIES

- 18.11.1. To enable the Tenderer to attain a reasonable degree of understanding of GPW's requirements under this RFT, Tenderers may submit written questions via e-mail to the contact person as indicated per Section A paragraph 9.1 of this RFT document, until close of business on **26 July 2024** GPW will, in its reasonable discretion, endeavour to answer in writing before 16h00 on **30 July 2024**. All questions received by GPW and their corresponding answers will be shared with all respondents (without disclosing the identity of the Tenderer who asked the question).

- 18.11.2. GPW will be doing its utmost best to respond to every single question from any bidder for this tender however some of the clarity seeking questions are complex and require more time to attend to and in other instances the information is not readily available to respond to the satisfaction of a bidder(s). As a result GPW reserves the right not to commit to responding to all questions raised during the bidding process.

19. TENDER SUBMISSION

- 19.1. Respondents are requested to initial each page of the RFT Document and sign in
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full where appropriate.

19.2. Tender Documents must be submitted in original form no later than the Closing Date; and deliver Returnable Documents to:

Note that the tender will be advertised for not less than a minimum period of 21 days.

TENDER BOX	HAND DELIVERY
The tender box is situated: Adjacent to the main entrance, 149 Bosman Street, PRETORIA Republic of South Africa	Ms N Kekana Government Printing Works Supply Chain Management Section Room 17 149 Bosman Street PRETORIA Republic of South Africa

19.3. All Returnable Documents must be returned, duly completed and signed, where required, as part of the Tender Submission.

19.4. The documentation must be completed in black ink and only hard copies of the completed RFT must be submitted. Please note that no e-mail submissions will be accepted.

19.5. No late Tender Submission will be accepted regardless of how late it is.

20. JOINT VENTURES/CONSORTIUMS

20.1. If contemplating a JV or consortium, Respondents should submit a signed JV or consortium agreement between the parties clearly stating the percentage split of business and the associated responsibilities of each party (including letter of appointment for the Lead Company). The agreement should also state in very clear terms that the parties will be jointly and severally liable to GPW, despite the split of business and associated responsibilities. The JV should establish, implement and
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maintain adequate business continuity strategies should there be a breakdown in the JV relationship.

21. COMMUNICATION

- 21.1. All communication between the Respondents and GPW before the Closing Date must be made to the following GPW officials:

<u>Bidding procedures</u>	<u>Technical matters</u>
Ms. N Kekana	Mr. Exley Louters
e-Mail address: Noko.Kekana@gpw.gov.za	e-Mail address: exley.louters@gpw.gov.za

- 21.2. A Tender Submission will be disqualified should any attempt be made by the submitting Respondent either directly or indirectly to canvass any officer or employee of GPW in respect of this RFT between the Closing Date and the date of the award of the contract.





22. SERVICE LEVEL AGREEMENT

- 22.1. Successful Respondents will be required to enter into a signed Service Level Agreement with GPW.
- 22.2. Any appointment made by GPW pursuant to this RFT will be subject to execution of the Service Level Agreement whether or not this is specifically mentioned in any appointment letter issued by GPW.
- 22.3. Any appointment will be formalized through the signing of the Service Level Agreement.
- 22.4. The Service Level Agreement will contain the usual terms found in these types of agreements but substantially in line with the general conditions of contract, 2010 ("GCC").
- 22.5. All Successful Respondents shall be in full and complete compliance with any and all applicable laws and regulations.

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23. TENDER EVALUATION

23.1. GPW will utilise the methodology and criteria, as defined per Table 23.1(a) below, in selecting the successful Tenderer.

STAGE 1A	STAGE 1B	STAGE 1C	STAGE 2
Mandatory preference Compliance	Administrative Compliance	Functionality	Price and (Specific Goals)
			

23.2. The evaluation of bids will be done in terms of the PFMA, the GPW Supply Chain Policy and the Preferential Procurement Policy Framework Act 5 of 2000, read with the Preferential Procurement Regulations, 2022.

23.3. The first stage will be the evaluation of bids on **Mandatory Compliance, Administrative Compliance and Functionality Evaluation**. During these stages, bids that do not meet the mandatory compliance requirements will be disqualified and will not be considered for further evaluation on Functionality. Bids not meeting the minimum threshold of 70 points on **Functionality**, will not be considered for the second stage in terms of the **Price and Preference (specific goals)**.

23.3.1. Bids will be evaluated in the stages as listed below:

23.3.1.1. **Stage 1A: Mandatory Compliance**

23.3.1.2. **Stage 1B: Administrative Compliance**

23.3.1.3. **Stage 1C: Functionality Evaluation**

23.3.1.4. **Stage 2: Price and Preference (Specific goals)**

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- a) Tenderers should note that either the 80/20 or 90/10 Preference Point System will apply for this tender evaluation and that the lowest acceptable tenderer will be used to determine the applicable Preference Point System. Therefore, the following criteria will apply:
- i. Price = 80/90 points
 - ii. Specific goals = 20/10 points

23.3.1.5. **Stage 1A: Mandatory Compliance**

Tenderers who do not comply with the mandatory requirements will be disqualified from further evaluation

- a) Duly signed and completed price matrix supplied with the tender document. On the pricing schedule where there is no price to be charged the bidder must indicate by way of showing that as 0.00 or dash (-). Failure to comply a pricing schedule will be considered as incomplete
- b) Compulsory Briefing Session Certificate:
- i. A briefing session for this tender is compulsory and attendance is limited to a maximum of 2 [two] representatives per Supplier.
 - ii. A signed attendance certificate will be issued to each Supplier present at the briefing session, which must be submitted as part of the Returnable Documents. If a respondent requires a reissued briefing attendance certificate, a verification will be made against a signed attendance register and an affidavit will also be required

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as to the reason for its reissue. If there is no proof of attendance via the register, no attendance certificate will be issued.

- c) Registration with the NCCA or any equivalent recognised body.
- d) Hygiene certificate for transporting and disposing Sanitary waste
- e) Where applicable, a signed JV or consortium agreement between the parties clearly stating the percentage split of business and the associated responsibilities of each party.
- f) Letter of Good standing (COIDA).

23.3.1.6. Stage 1B: Administrative Compliance

Tenderers are required to fully complete, sign and submit all Standard Bidding Documents (SBDs).

- a) SBD 1 - Invitation to bid
- b) Duly completed and signed Annexure SBD 4 – Declaration of Interest;
- c) SBD 6.1 - Preference Points Claim form
- d) Form 4 (IV) – Consent form as per section 4 (11) of POPIA
- e) Tax compliance status pin
- f) Latest complete copy of CSD report Valid by close of tender.
- g) Company profile

23.3.1.7. Stage 1C: Technical/Functionality Evaluation

- a) Any Bidder who does not meet the minimum threshold of 70 points will be eliminated and will not be considered for the next
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stage of evaluation which is Price and Preference.

- b) The evaluation and scoring process will consider the depth, relevance, clarity and evidence provided by the Bidder on each and every requirement

	Requirements and Criteria	Weight	Scoring Criteria
1.	<p>Project Approach and Delivery</p> <p>Project plan with intermediate and final outputs, identified timeframes/milestones, proposed methodology and management of the project.</p> <p><i>Important notes to the Bidder:</i></p> <p>1.This criteria will focus on how the Supplier will approach the scope of work, that is, who will do what by when? How will the proposed methodology achieve the scope of work and the expected deliverables and outputs?</p> <p>2.The bid submission must include a clear and detailed methodology that presents well-defined frequency for the execution of scope of work. These activities and related outputs must be fully aligned to the scope of work and the expected outputs/deliverables as outlined in the terms of reference.</p> <p>3. Criteria:</p>	40	<p>4 - Excellent (40 points) An approach and methodology that meets all the 5 criteria</p> <p>Good - (30 points) An approach and methodology that meets any 4 of the 5 criteria</p> <p>Average - (20) points) An approach and methodology that meets 3 of the 5 criteria</p> <p>Poor (0 points) An approach and methodology that meets less than 3 of the 5 criteria</p>

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	Requirements and Criteria	Weight	Scoring Criteria
	<p>The methodology covers the criteria as stated below;</p> <p>3.1 The methodology indicates daily duty with timeframes</p> <p>3.2 Indicates weekly, monthly and quarterly duties</p> <p>3.3 Shows the replenishment frequency of consumables as per scope of work</p> <p>3.4 Indicate the monitoring and assessment of cleaning services check list</p> <p>3.5 Indicate the contingency proposal in case of unusual incidents</p>		
2	<p>The bidder should have experience of cleaning and Hygiene services in a factory, warehouse and/or offices</p> <p>2.1 Bidders must submit proof of similar work done in any of the areas listed above</p> <p>2.2 The Appointment Letter/Purchase Order/ Works Order/ Contract/ etc</p> <p>2.3 Where one set of Appointment/Completion</p>	40	<p>6 or more Appointment Letter/Purchase Order/ Works Order/ Contract whereby a similar project was delivered in the last 5 years (40 points)</p> <p>5 x Appointment Letter/Purchase Order/ Works Order/ Contract whereby a similar project was delivered in</p>

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	Requirements and Criteria	Weight	Scoring Criteria
	<p>Corresponds to multiple Projects or to Multiple Areas of Work, this must be clearly indicated.</p> <p><i>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</i></p> <p>In cases where a project was undertaken under a subcontracting arrangement, an appointment letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory otherwise such an appointment letter as a subcontractor will not be considered.</p>		<p>the last 5 years (30 points)</p> <p>4 x Appointment Letter/Purchase Order/ Works Order/ Contract whereby a similar project was delivered in the last 5 years(20 points)</p> <p>3 x Appointment Letter/Purchase Order/ Works Order/ Contract whereby a similar project was delivered in the last 5 years (10 points)</p> <p>Less than 3 Appointment Letter/Purchase Order/ Works Order/ Contract letter whereby a similar project was delivered in the last 5 years (0 points)</p>

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	Requirements and Criteria	Weight	Scoring Criteria
3	Provide a list of the clients where the provisioning of cleaning and Hygiene services was/were provided and attach reference letters with letterhead of the company and signed-for by the company representative(s). Where a reference letter is not corresponding to any appointment Letter/Purchase Order/ Works Order/ Contract/ etc, bidder(s) will not score points	20	- 6 or more contactable reference letters (20) - 3 -5 contactable reference letters (15) - 1 – 2 contactable reference letters (10) - 0 contactable reference letter (0)
	TOTAL POINTS		100
	MINIMUM THRESHOLD		70

Bidders who score 70 points and above will qualify to proceed to the next stage of evaluation, i.e Pricing and specific goals evaluation.

23.3.1.8. PRICE AND PREFERENCE POINT SYSTEM

- a) 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

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this tender:

- i. 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:

01) 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

02) 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.

- b) Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

- c) The following weighting will apply to price and Specific Goals in accordance with the provisions of the relevant Procurement

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Laws:

- d) Procurement with a Rand value equal to or below R50 000 000,00 – the 80/20 scoring system will be applied.

Evaluation Criteria	Rand value equal to or below R50mil
Price	80
Specific Goals	20
TOTAL SCORE	100

GPW will utilise the following formula in its evaluation price:

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

PS = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid

- e) Preference points will be awarded to a Respondent for specific goals in accordance with the following table:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20)	Number of points claimed (To be completed by the tenderer)
	80/20	80/20
Black ownership	10	
Women	8	
Disability	2	

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- i. The respondents who claim points for ownership by persons with disability must provide proof thereof in the form of a letter from the relevant authority. If the proof thereof is not provided, the Supplier/s shall receive a zero score for ownership by persons with disability. Over and above this, a CSD report will be utilized to determine the ownership status as claimed by the Supplier.

24. SPECIAL CONDITIONS

24.1. Failure to complete any of the Returnable Documents, where applicable, in accordance with the instructions contained therein, or otherwise comply with other provisions contained in this RFT, may disqualify Respondents, at GPW's discretion.

24.2. GPW reserves the right to:

- 24.2.1. make no award (e.g. reject all Tender Submissions) or award only a portion of the services required under this RFT;
- 24.2.2. make award to more than one service provider;
- 24.2.3. cancel this RFT or any part thereof at any time;
- 24.2.4. not necessarily accept the Tender Submission obtaining the Highest Score;
- 24.2.5. reject any Tender that:
 - 24.2.5.1. fails to commit to the key deliverables required by this RFT;
 - 24.2.5.2. is submitted not as set out as described in the document
 - 24.2.5.3. contains any information that is found to be incorrect or misleading in any way; or
 - 24.2.5.4. is not completed in full and/or initialled as required.
- 24.2.6. During the evaluation process, no change in the content of Tender Submissions shall be sought, offered or permitted.

24.3. GPW reserves the right to seek clarity or confirmation on the information submitted.

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Bidders will not be requested or permitted to alter their bids after the deadline for receipt of bids. GPW will only allow questions be asked to bidders for clarification needed to evaluate their bids but should not ask or permit bidders to change the substance or price of their bids after bid opening. Requests for clarification and the bidder's responses will be made in writing.

- 24.4. Respondent's delivery of a Tender Submission constitutes acceptance by Respondent of the Conditions of Tender.
- 24.5. This RFT is an invitation to the Respondent to make an offer to GPW. No binding contract or other understanding will exist between GPW and the Respondent unless and until the Definitive Agreement is entered into. Nothing in this RFT or any other communication made between GPW (including its officers, employees, advisers and representatives) and the Respondent will constitute an agreement or representation that GPW will offer, award or enter into a contract.
- 24.6. GPW reserves the right in its sole discretion to amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure and/or schedule of the RFT process, at any time up to **to ?????**. Respondents will have no claim against GPW or against any of its officers, employees, advisers and/or representatives with respect to the exercise of, or failure to exercise, such right.
- 24.7. Once the Respondent has submitted its Tender Submission, GPW will not accept or allow any material modification of the information contained in the Tender Submission unless agreed during the negotiations phase. No substitution of information or documentation by the Respondent will be permitted under any circumstance once the Respondent has delivered its Tender Submission.
- 24.8. Validity Period

- 24.8.1. All Tender Submissions shall remain valid for 90 days from the Closing Date. GPW reserves the right to reject any Tender Submission that is

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valid for a period less than 90 days.

24.8.2. Tender Submissions, including pricing, will be considered to be firm throughout such period, based on the scope of services as specified in this RFT, and subject to the contractual documentation included in the RFT.

24.9. The Respondent's participation in any stage of this RFT process, or in relation to any matter concerning the subject matter hereof, will be at the Respondent's sole risk, cost and expense. GPW will not be responsible, whether on the basis of any promissory estoppel, quantum meruit or on any other contractual, quasi-contractual, restitutionary or other grounds, for any costs or expenses incurred by the Respondent in preparing or submitting a Tender Submission or as a consequence of any matter relating to the Respondent's participation in the RFT process. All costs associated with the submission of any additional requested information, the preparation thereof and attendance of clarification meetings, will be the sole responsibility of the Respondent.

24.10. This RFT will be governed by and construed in accordance with the laws of the Republic of South Africa.

24.11. Collusive Conduct; Improper Assistance; No Inducements.

24.11.1. As declared in the relevant Returnable Document, neither the Respondent nor any of its officers, employees, advisers or other representatives will engage in any collusive tendering, anti-competitive conduct, or any other similar conduct with any other entity or any other person with respect to this RFT process.

24.11.2. Neither the Respondent nor any of its officers, directors, employees, advisers or other representatives will seek any assistance, other than assistance officially provided by GPW in conjunction with the RFT process, from any GPW employee, adviser or other representative

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with respect to this RFT process.

- 24.11.3. Neither the Respondent nor any of its officers, directors, employees, advisers or other representatives will make or offer any gift, gratuity, or other inducement, whether lawful or unlawful, to any of GPW's officers, employees, advisers or other representatives, with respect to this RFT process.
- 24.11.4. In addition to any other remedies available to it under any law or any contract, GPW reserves the right at its sole discretion immediately to reject any Tender Submission submitted by a Respondent that engages in any conduct described as described in this document.
- 24.11.5. Proprietary Rights in RFT and Tender Submissions
- 24.11.6. GPW shall own all intellectual property rights in the information and ideas developed during the procurement process, including any information and ideas reflected in this RFT (including its appendices and attachments) and in the Tender Submissions thereto except for any pre-existing intellectual property of the Respondent.

24.12. Publicity

- 24.12.1. The Respondent shall not refer to GPW or this RFT in any of its publicity or advertising materials without GPW's approval which may be withheld at GPW's sole discretion.

24.13. Decisions on Tenders

- 24.13.1. The decision by the Chief Executive Officer or other authorized delegate of GPW regarding the awarding of a contract shall be final.
- 24.13.2. Where a contract has been awarded on the strength of information furnished by the Respondent, which, after the conclusion of the relevant agreement, is shown to have been incorrect or misleading, GPW may, in addition to any other legal remedy it may have:

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- 24.13.3. recover from the Respondent all costs, losses or damages incurred or sustained by GPW as a result of the award of the contract; and/or
- 24.13.4. cancel the contract and claim any damages which GPW may suffer as a result of having to make less favorable arrangements; and/or
- 24.13.5. impose on the Respondent, a penalty not exceeding five per cent of the value of the contract.

24.14. Notification

- 24.14.1. Where any offered product, service or condition differs from the requirements set forth in the RFT, it is the sole responsibility of the Respondent to notify GPW thereof.

24.15. Restriction from Tendering or Contracting

- 24.15.1. The Chief Executive Officer of GPW may, in addition to any other legal remedies GPW may have, determine that no offer from a Respondent should be considered, or determine that a contract should be cancelled, if the Chief Executive Officer is of the opinion that a Tender Submission or Respondent has:
 - 24.15.2. failed to comply with any of the conditions of an agreement or has performed unsatisfactorily under an agreement;
 - 24.15.3. failed to react to written notices properly sent to it; or
 - 24.15.4. offered or given a bribe or any other inducement, or has acted in a fraudulent manner or in bad faith or in any other improper manner.

24.16. Representation

- 24.16.1. Each Respondent hereby represents and warrants to GPW that the information provided herein is true and correct as at the Closing Date.
- 24.16.2. By signing this RFT Document, the Respondent is deemed to acknowledge that it has made itself thoroughly familiar with all the conditions governing this RFT, including those contained in the Returnable Documents and GPW will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

Signed at _____ on this _____ day of _____ 2024

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GPW-2024/25-05

CLOSING DATE: 07 AUGUST 2024

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

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For and on Behalf of _____

Name: _____

Position: _____

Signature: _____

Who hereby warrants his /her authority

--- End of RFT Section A –

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GPW-2024/25-05
BIDDER NAME: _____

CLOSING DATE: 07 AUGUST 2024
VALIDITY PERIOD: 90 DAYS

SECTION B

PRICING SCHEDULE

Table A: SALARY FOR CLEANING AND HYGIENE SERVICES

ITEM NO	DESCRIPTION	NUMBER OF CLEANERS	HOURLY RATE	TOTAL MONTHLY	TOTAL YEAR ONE	TOTAL YEAR TWO
1	Salary for the supervisor	2				
2	Salary per cleaner	60				
3	TOTAL					

NB: Annual statutory increase for cleaners will be allowed in line with Sectoral Determination.

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TABLE B: CLEANING EQUIPMENT, MATERIAL AND CONSUMABLES

ITEM NO	DESCRIPTION	TOTAL FOR YEAR 1 EXCL. VAT (R)	TOTAL FOR YEAR 2 EXCL. VAT (R)
1	Total Price for cleaning equipment		
2	Total Price for Consumables and cleaning material		
3	SUB-TOTAL FOR HYGIENE AND CLEANING SERVICES		
4	VAT @15%		
5	TOTAL FOR HYGIENE AND CLEANING SERVICES (Incuding vat)		

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TABLE C: TOTAL TENDER PRICE

	DESCRIPTION	TOTAL YEAR 1	TOTAL YEAR 2
	SALARIES (ITEM 3 , TABLE A)		
	CLEANING EQUIPMENT, MATERIAL AND CONSUMABLES (ITEM 5, TABLE B)		
	TOTAL TENDER PRICE		

--- End of RFT Section B –

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Annexure A**Table 1: Distribution of cleaning personnel per layout of the GPW sites**

<u>Floors</u>	<u>Kitchen</u>	<u>Passage/Staircase</u>	<u>Office</u>		<u>Reception area/boardrooms</u>	<u>Open plan office</u>	<u>Yard</u>
<u>149 Bosman Street</u>							
<u>22 CLEANERS ARE REQUIRED TO CLEAN THE BOSMAN BUILDING</u>							
<u>Cleaners required to clean first, second, third floors including bathrooms and kitchens</u>							
0 Floor	2	2	22		2	0	0
First floor	1	1	14		1	0	0
Second floor	0	1	4		0	0	0
Third floor	3	1	11		0	1	0
<u>cleaners required to clean ground floor and factory offices including bathrooms</u>							
Ground floor Restaurant	2	1	7		1	0	1
Formbinding & Dispatch	1	1	6		0	0	0
Litho division	0	0	2		0	0	0
Letterpress division	1	0	4		0	0	0
Bookbinding	0	1	4		0	0	0
Maintenance	1	1	7		0	0	0
Bosman Street Entrance (reception area)		0	0		1	0	
	<u>cleaners required to clean the basement, Training Centre, Maintenance offices, First Aid room and outside parking area including toilets</u>						

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<u>Floors</u>	<u>Kitchen</u>	<u>Passage/Staircase</u>	<u>Office</u>		<u>Reception area/boardrooms</u>	<u>Open plan office</u>	<u>Yard</u>
Johannes Ramokhoase entrance gate (staff entrance/time keepers), Training centre, and SCM stores	1	1	1		0	0	0
First Aid room	1	1	1			0	0
Maintenance division	1	1	7		0	0	
<u>83 Visagie Street</u>							
<u>17 cleaners required to clean passport factory pavilion one and two including bathrooms and outside area/ Yard</u>							
Pavilion one	1	1	10		2	1	0
Pavilion two	1	1	10		1	1	0
Pavilion three	1	1	4			0	0
Parking area and entrance area around the building							1

<u>Other sites</u>	
East London	4 (Four) x cleaners required to clean East London site including bathrooms, boardrooms and courtyard Bathrooms: 1 x Female toilet 1 x Male toilet 1 x Toilet for the disabled Personnel requirement: 3 (three) x males + 1 (one) x female
Pretoria West	10 (Ten) x cleaners required to clean Zandfontein Warehouse including , boardrooms and courtyard.

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	<p>Bathrooms:</p> <p>2 x Female bathroom</p> <p>2x male bathroom</p> <p>8(Eight) x Male and 2 (Two) x Female</p>
Masada (Pretoria)	<p>2x cleaners required to clean Masada building of including boardrooms, reception areas and</p> <p>Bathrooms:</p> <p>2 x male bathroom</p> <p>2 x female bathroom</p> <p>1(one) x Male and 1 (One) x Female cleaners</p>
Limpopo	<p>3 (Two) x cleaners required to clean Seshego warehouse factory including bathrooms, offices, reception area the yard.</p> <p>Bathrooms:</p> <p>1 x female bathrooms</p> <p>1 x male toilets and 5 showers</p> <p>1x Unisex toilet</p> <p>2 (Two) x Male and 1 (One) x Female</p>
CSIR	<p>2 (Two) x cleaners required to clean CSIR Warehouse including bathrooms, warehouse and yard. Cleaning is required twice monthly. No additional staff is required however staff from the Visagie office will be transported to clean the facility.</p>
Mahikeng (North West)	<p>2 (Two) x cleaners required to clean Mahikeng , North West Regional warehouse including bathrooms, offices, reception area the yard.</p> <p>Bathrooms:</p> <p>3 x male toilets and 2 showers</p> <p>3 x female toilets and 2 showers</p> <p>1 (One) x male and 1 (One) x female cleaners</p>

--- End of RFT Annexure A –

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Annexure B

The hygiene service is required at the following Buildings as specified below:

Toilets	Female	Male	Showers
149 Bosman Street			
Third floor 2 Bathrooms	5 toilets 5 sanitary bins 1 foam soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 5 seats wipe dispensers. 1 hand towel dispenser 5 Toilet roll holder (3 toilet roll) 1 Waste wall bin plus wall bin liner	6 toilets 3 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 6 seats wipe dispensers. 1 hand towel dispenser 6 TR3 1 Wall bin plus wall bin liner	
Second floor 4 Bathrooms	9 toilets 9 sanitary bins 2 soap dispenser 2 hand lotion dispenser 2 air freshener dispenser 9 seats wipe dispensers. 2 hand towel dispenser 9 TR3 2 Wall bin plus wall bin liners	9 toilets 4 urinals 2 soap dispenser 2 hand lotion dispenser 2 air freshener dispenser 9 seats wipe dispensers 2 hand towel dispenser 9 TR3 2 Wall bin plus wall bin liners	
First floor Human Resources	2 toilets 2 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 2 seats wipe dispensers. 1 hand towel dispenser 2 TR3 1 Wall bin plus wall bin liner		
Finance passage	4 toilets 4 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers.		

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	1 hand towel dispenser 4 TR3 1 Wall bin plus wall bin liner		
Bathrooms on staircase	4 toilets 4 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers. 1 hand towel dispenser 4 TR3 1 Wall bin plus wall bin liner	4 toilets 2 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers. 1 hand towel dispenser 4 TR3 1 Wall bin plus wall bin liner	
CFO Office	1 toilets 1 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seats wipe dispensers. 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner		
Ground floor Restaurant	5 toilets 5 sanitary bins 1 soap dispenser 1 hand lotion dispenser 2 air freshener dispenser 5 seats wipe dispensers. 1 hand towel dispenser 5 TR3 1 Wall bin plus wall bin liner	5 toilets 5 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 5 seats wipe dispensers. 1 hand towel dispenser 5 TR3 1 Wall bin plus wall bin liner	
Ground floor SCM	3 toilets 3 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 3 seats wipe dispensers. 1 hand towel dispenser 3 TR3	2 toilets 1 urinal 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 2 seats wipe dispensers. 1 hand towel dispenser 2 TR3	

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	1 Wall bin plus wall bin liner	1 Wall bin plus wall bin liner	
Bosman Street entrance	4 toilets 4 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers. 1 hand towel dispenser 4 TR3 1 Wall bin plus wall bin liner	3 toilets 3 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 3 seats wipe dispensers. 1 hand towel dispenser 3 TR3 1 Wall bin plus wall bin liner	
Operations & Productions	1 toilet 1 sanitary bin 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispensers. 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner		
Basement passage		2 toilets 4 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 2 seats wipe dispensers. 1 hand towel dispenser 2 TR3 1 Wall bin plus wall bin liner	
First Aid room	1 toilet 1 sanitary bin 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispensers. 1 hand towel dispenser 1 TR3		

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	1 Wall bin plus wall bin liner		
Security Head gate	1 toilet 1 sanitary bin 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispensers. 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner		
Maintenance division	1 toilet 1 sanitary bin 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispensers. 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner	3 toilets 3 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 3 seats wipe dispensers 1 hand towel dispenser 3 TR3 1 Wall bin plus wall bin liner	1 shower
Form binding & Dispatch 3 bathrooms	9 toilets 9 sanitary bins 3 soap dispenser 3 hand lotion dispenser 3 air freshener dispenser 9 seats wipe dispensers 3 hand towel dispenses 9 TR3 1 Wall bin plus wall bin liner	9 toilets 5 urinals 3 soap dispenser 3 hand lotion dispenser 3 air freshener dispenser 9 seats wipe dispensers 3 hand towel dispenser 9 TR3 1 Wall bin plus wall bin liner	14 showers
Litho division		3 toilets 3 urinals 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 3 seats wipe dispensers 1 hand towel dispenser 3 TR3	

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		1 Wall bin plus wall bin liner	
<u>83 Visagie Street</u>			
Pavilion one 12 bathrooms	15 toilets 2 Disabled toilet 17 sanitary bins 6 soap dispenser 6 hand lotion dispenser 6 air freshener dispenser 17 seats wipe dispensers 6 hand towel dispenser 17 TR3 6 Wall bin plus wall bin liners	12 toilets 13 Urinals 6 soap dispenser 6 hand lotion dispenser 12 air freshener dispenser 12 seats wipe dispensers 6 hand towel dispenser 12 TR3 6 Wall bin plus wall bin liners	12 showers
Pavilion two 5 bathrooms	4 toilets 1 Disabled toilet 4 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers 5 hand towel dispenser 4 TR3 5 Wall bin plus wall bin liners	4 toilets 2 urinals 7 Pee Mats 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 4 seats wipe dispensers 5 hand towel dispenser 4 TR3 5 Wall bin plus wall bin liners	3 showers
Pavilion three 9 bathrooms	8 toilets 3 Disabled toilet 11 sanitary bins 6 soap dispenser 6 hand lotion dispenser 6 air freshener dispenser 11 seats wipe dispensers 6 hand towel dispenser 11 TR3 6 Wall bin plus wall bin liners	3 toilets 7 urinals 7 pee mats 3 soap dispenser 3 hand lotion dispenser 3 air freshener dispenser 3 seats wipe dispensers 6 hand towel dispenser 3 TR3 3 Wall bin plus wall bin liners	12 showers
Security	1 toilet 1 sanitary bins		

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	1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispensers 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner		
Security Minaar Street	1 toilet 1 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 2 seat wipes dispensers 1 hand towel dispenser 1 TR3 1 Wall bin plus wall bin liner	2 toilet 1 sanitary bins 1 soap dispenser 1 hand lotion dispenser 1 air freshener dispenser 2 seat wipes dispensers 1 hand towel dispenser 2 TR3 1 Wall bin plus wall bin liner	
Zandfontein 2 Bathrooms for ladies	3 toilets 2 sanitary bins 2 soap dispenser 2 hand lotion dispenser 2 air freshener dispenser 2 seat wipes dispenser 1 hand towel dispenser 3 TR3 1 Wall bin plus wall bin liner	4 toilets 2 Urinal 1 soap dispenser 1 hand lotion dispenser 2 air freshener dispenser 3 seat wipes dispenser 1 hand towel dispenser 4 TR3 1 Wall bin plus wall bin liners 2 Pee mat	2 showers
<u>Limpopo</u> <u>5 Bathrooms</u>	4 toilets 1 sanitary bins 1 automatic soap dispenser 1 automatic hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispenser 1 Toilet roll holder TR3 1 Hand towel dispenser 1 Wall bins and wall bin liner	11 toilets 1 automatic soap dispenser 1 automatic hand lotion dispenser 1 air freshener dispenser 2 seat wipes dispenser 2 Toilet roll holder TR3 1 Hand towel dispenser 1 Wall bins and wall bin liner	7 showers
<u>Mafikeng</u>	3 toilets	3 toilets	4 Showers

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	2 sanitary bins 1 automatic soap dispenser 1 automatic hand lotion dispenser 2 seat wipes dispenser 2 Toilet roll holder TR3 1 Hand towel dispenser 1 Wall bins and wall bin liners 1 air freshener dispenser	1 Urinal 1 automatic soap dispenser 1 automatic hand lotion dispenser 2 seat wipes dispenser 2 Toilet roll holder TR3 1 Hand towel dispenser 1 Wall bins and wall bin liner 1 pee mat 1 air freshener dispenser	
<u>East London</u>	2 toilets 2 sanitary bins 1 automatic soap dispenser 1 automatic hand lotion dispenser 2 seat wipes dispenser 2 Toilet roll holder 2 TR3 1 Hand towel dispenser 1 Wall bin and wall bin liners 1 air freshener dispenser	1 toilets 1 Urinals 1 automatic soap dispenser 2 automatic hand lotion dispenser 1 air freshener dispenser 1 seat wipes dispenser 1 Toilet roll holder TR3 1 Hand towel dispenser 1 Wall bin and wall bin liners 1 pee mat	

HYGIENE CONSUMABLES TO BE PROVIDED PER MONTH

Toilets	Item Description	QUANTITY
	Female	
Third floor Bathrooms	5 toilets	
	Sanitary bins liners pack of 100	4
	800 ml foam hand soap dispenser refill	20
	800ml Hand lotion dispenser refill	20
	250ml Air freshener dispenser refill	12
	Seat wipe dispensers refills – 100's	12

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	Hand towel 2000's	24
	Toilet rolls	720
	Waste wall bin	1
	Wall bin liners – 100's	12
	Removal of sanitary waste and cleaning of 5 x sanitary bins four times a month	
	Male	
	6 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	24
	Seat wipe dispensers refills – 100's	12
	Toilet Papers	720
	TR3	6
	Wall bin plus wall bin liner	1
	Wall bin liners – 100's	12
Second floor 4 Bathrooms		
	9 toilets	
	Sanitary bins liners pack of 100	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	250ml Air freshener dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	24
	TR3	9
	2 Wall bin	
	Wall bin liners – 100's	18
	Toilet papers	720

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	Removal of sanitary waste and cleaning of 9 x sanitary bins four times a month	
	9 toilets	
	Deo blocks for urinals – 5kg	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	24
	Seat wipe dispensers refills – 100's	18
	TR3	9
	Wall bin plus wall bin liners	2
	Wall bin liners – 100's	18
	Toilet Papers	720
Second floor 4 Bathrooms	9 toilets	
	Sanitary bins liners – 100's	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	18
	800 ml foam hand soap dispenser refill	18
	TR3	9
	Wall bins	2
	Wall bin liners – 100's	18
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 9 x sanitary bins four times a month	.

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	9 toilets	
	Deo blocks for urinals – 5kg	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	18
	Seat wipe dispensers refills – 100's	18
	TR3	9
	Wall bin plus wall bin liners	2
	Toilet Papers	288
	Female	
First floor Human Resources	2 toilets	
	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	800 ml foam hand soap dispenser refill	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Paper	720
	Removal of sanitary waste and cleaning of 2 x sanitary bins four times a month	
Finance Passage	Female	
	4 toilets	
	Sanitary bins liners – 100's	16
	800 ml foam hand soap dispenser refill	16

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	800ml Hand lotion dispenser refill	16
	Seat wipe dispensers refills – 100's	16
	Hand towel 2000's	16
	800 ml foam hand soap dispenser refill	16
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	16
	Sanitary bins liners – 100's	16
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 4 x sanitary bins four times a month	
	Female	
Bathrooms On Staircase	4 toilets	
	Sanitary bins liners – 100's	16
	800 ml foam hand soap dispenser refill	16
	800ml Hand lotion dispenser refill	16
	Seat wipe dispensers refills – 100's	16
	Hand towel 2000's	16
	800 ml foam hand soap dispenser refill	16
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	16
	Sanitary bins liners – 100's	16
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 4 x sanitary bins four times a month	
	Male	
	4 toilets	
	Deo blocks for urinals – 5kg	18

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	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	18
	Seat wipe dispensers refills – 100's	18
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	18
	Toilet Papers	720
	Female	
CFO Office	1 toilets	
	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	800 ml foam hand soap dispenser refill	12
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Female	
Ground floor Restaurant	5 toilets	
	Sanitary bins liners – 100's	24
	800 ml foam hand soap dispenser refill	24

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	800ml Hand lotion dispenser refill	24
	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	24
	800 ml foam hand soap dispenser refill	24
	TR3	5
	Wall bin	1
	Wall bin liners – 100's	24
	Sanitary bins liners – 100's	24
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 5 x sanitary bins four times a month	
	Male	
	5 toilets	
	Deo blocks for urinals – 5kg	24
	800 ml foam hand soap dispenser refill	24
	800ml Hand lotion dispenser refill	24
	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	24
	Seat wipe dispensers refills – 100's	24
	TR3	5
	Wall bin	1
	Wall bin liners – 100's	24
	Toilet Papers	720
	Female	
Ground floor SCM	3 toilets	
	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12

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	Hand towel 2000's	48
	800 ml foam hand soap dispenser refill	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	1440
	Removal of sanitary waste and cleaning of 3 x sanitary bins four times a month	
	Male	
	2 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	48
	Seat wipe dispensers refills – 100's	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	1440
	Deo blocks for urinals – 5kg	12
	Female	
Bosman Street entrance	4 toilets	
	Sanitary bins liners – 100's	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	18

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	800 ml foam hand soap dispenser refill	18
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	18
	Sanitary bins liners – 100's	18
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 4 x sanitary bins four times a month	
	Male	
	3 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	720
	Deo blocks for urinals – 5kg	12
	Female	
Operations & Productions	1 toilet	
	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	6
	800 ml foam hand soap dispenser refill	6

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	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Male	
Basement passage	2 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	388
	Female	
First Aid room	1 toilet	
	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	6
	800 ml foam hand soap dispenser refill	6
	TR3	1
	Wall bin	1

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	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	240
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Female	
Security Head Office Gate	1 toilet	
	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	12
	800 ml foam hand soap dispenser refill	6
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	720
	Female	
Maintenance division	1 toilet	
	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	24
	800 ml foam hand soap dispenser refill	6
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6

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	Sanitary bins liners – 100's	6
	Toilet Papers	720
	Sanitary bins liners – 100's	6
	Male	
	3 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	24
	Seat wipe dispensers refills – 100's	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	720
	Deo blocks for urinals – 5kg	12
	Female	
Form binding & Dispatch 3 bathrooms	9 toilets	
	Sanitary bins liners – 100's	24
	800 ml foam hand soap dispenser refill	24
	800ml Hand lotion dispenser refill	24
	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	48
	800 ml foam hand soap dispenser refill	24
	TR3	9
	Wall bin	3
	Wall bin liners – 100's	24
	Sanitary bins liners – 100's	24
	Toilet Papers	1440

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	Removal of sanitary waste and cleaning of 9 x sanitary bins four times a month	
	Male	
	9 toilets	
	Deo blocks for urinals – 5kg	24
	800 ml foam hand soap dispenser refill	24
	800ml Hand lotion dispenser refill	24
	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	48
	Seat wipe dispensers refills – 100's	24
	TR3	9
	Wall bin	3
	Wall bin liners – 100's	24
	Toilet Papers	1440
	Male	
Litho division	3 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	18
	Seat wipe dispensers refills – 100's	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	720
Pavilion one 12 bathrooms	Female	
	15 toilets	

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	2 Disabled toilet	
	Sanitary bins liners – 100's	36
	800 ml foam hand soap dispenser refill	36
	800ml Hand lotion dispenser refill	36
	Seat wipe dispensers refills – 100's	36
	Hand towel 2000's	36
	800 ml foam hand soap dispenser refill	36
	TR3	17
	Wall bin	3
	Wall bin liners – 100's	36
	Sanitary bins liners – 100's	36
	Toilet Papers	1440
	Removal of sanitary waste and cleaning of 17 x sanitary bins four times a month	
	Male	
	12 toilets	
	Deo blocks for urinals – 5kg	24
	800 ml foam hand soap dispenser refill	24
	800ml Hand lotion dispenser refill	24
	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	24
	Seat wipe dispensers refills – 100's	24
	TR3	24
	Wall bin	4
	Wall bin liners – 100's	24
	Toilet Papers	1440
	Female	
	4 toilets	
Pavilion two 5 bathrooms	1 Disabled toilet	
	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12

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	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	800 ml foam hand soap dispenser refill	12
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	1440
	Removal of sanitary waste and cleaning of 4 x sanitary bins four times a month	
	Male	
	4 toilets	
	Deo blocks for urinals – 5kg	18
	800 ml foam hand soap dispenser refill	18
	800ml Hand lotion dispenser refill	18
	Seat wipe dispensers refills – 100's	18
	Hand towel 2000's	18
	Seat wipe dispensers refills – 100's	18
	TR3	4
	Wall bin	1
	Wall bin liners – 100's	18
	Toilet Papers	1440
	Deo blocks for urinals – 5kg	12
	Female	
	8 toilets	
Pavilion three 9 bathrooms	3 Disabled toilet	
	Sanitary bins liners – 100's	24
	800 ml foam hand soap dispenser refill	24
	800ml Hand lotion dispenser refill	24

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	Seat wipe dispensers refills – 100's	24
	Hand towel 2000's	24
	800 ml foam hand soap dispenser refill	24
	TR3	11
	Wall bin	3
	Wall bin liners – 100's	24
	Sanitary bins liners – 100's	24
	Toilet Papers	1440
	Removal of sanitary waste and cleaning of 11 x sanitary bins four times a month	
	Male	
	3 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	1440
	Female	
	1 toilet	
Security	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	18
	800 ml foam hand soap dispenser refill	6

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	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	1440
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Female	
	1 toilet	
Security Minaar Street	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	6
	800 ml foam hand soap dispenser refill	6
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	240
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Male	
	2 toilet	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	1

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	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	240
	Female	
	3 toilets	
Zandfontein 2 Bathrooms for ladies	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	18
	800 ml foam hand soap dispenser refill	12
	TR3	3
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 2 x sanitary bins four times a month	
	Male	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	1440
	Female	

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	3 toilet	
Limpopo	Sanitary bins liners – 100's	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	6
	800 ml foam hand soap dispenser refill	6
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Sanitary bins liners – 100's	6
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 1 x sanitary bin four times a month	
	Male	
	11 toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Paper	720
	Female	
	4 toilets	
Mafikeng	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12

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	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	800 ml foam hand soap dispenser refill	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	720
	Removal of sanitary waste and cleaning of 2 x sanitary bins four times a month	
	Male	
	toilets	
	Deo blocks for urinals – 5kg	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12
	Seat wipe dispensers refills – 100's	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Toilet Papers	720
	Female	
	2 toilets	
East London	Sanitary bins liners – 100's	12
	800 ml foam hand soap dispenser refill	12
	800ml Hand lotion dispenser refill	12
	Seat wipe dispensers refills – 100's	12
	Hand towel 2000's	12

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	800 ml foam hand soap dispenser refill	12
	TR3	2
	Wall bin	1
	Wall bin liners – 100's	12
	Sanitary bins liners – 100's	12
	Toilet Papers	720
	Sanitary bins liners – 100's	12
	Removal of sanitary waste and cleaning of 2 x sanitary bins four times a month	
	Male	
	1 toilets	
	Deo blocks for urinals – 5kg	6
	800 ml foam hand soap dispenser refill	6
	800ml Hand lotion dispenser refill	6
	Seat wipe dispensers refills – 100's	6
	Hand towel 2000's	6
	Seat wipe dispensers refills – 100's	6
	TR3	1
	Wall bin	1
	Wall bin liners – 100's	6
	Toilet Papers	720

--- End of RFT Annexure B –

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GPW-2024/25-05

CLOSING DATE: 07 AUGUST 2024

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

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Annexure SBD 1**PART A
INVITATION TO BID**

BID NUMBER:	GPW-2024/25-05	CLOSING DATE:	7 August 2024	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a appointment of a service provider for rendering of Cleaning, Hygiene and Waste Management Services at the premises of the Government Printing Works, for a period of Twelve (12) months with the option to renew for a further Twelve (12) months.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tender Box adjacent to the main entrance at: 149 Bosman Street, Pretoria, 0002					
By Hand (Courier Only): Ms Noko Kekana, Supply Chain Management Section, Room 16, 149 Bosman Street, Pretoria, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noko Kekana		CONTACT PERSON	Exley Louters	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Noko.Kekana@gpw.gov.za		E-MAIL ADDRESS	exley.louters@gpw.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		OR	CENTRAL SUPPLIER	MAAA

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	SYSTEM PIN:			DATABASE No:	
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					
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.					

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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:

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GPW-2024/25-05

BIDDER NAME: _____

CLOSING DATE: 07 AUGUST 2024

VALIDITY PERIOD: 90 DAYS

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

---end of document SBD 1 ---

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GOVERNMENT PRINTING WORKS

REPUBLIC OF SOUTH AFRICA

149 Bosman Street, Private Bag X 85, Pretoria, 0001

Siraj.Rizvi@gpw.gov.za Tel. (012) 748 6380

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

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or any person having a controlling interest¹ in the enterprise,
employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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.

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.....
.....

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

² Joint venture or Consortium means an association of persons for the purpose of

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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 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

combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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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

--End of Annexure SBD 4 --

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GOVERNMENT PRINTING WORKS

REPUBLIC OF SOUTH AFRICA

149 Bosman Street, Private Bag X 85. Pretoria, 0001

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

TENDER GPW-2024/25-05

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

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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).

a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80/90
SPECIFIC GOALS	20/10
Total points for Price and Specific Goals must not exceed	100

1.4 Failure on the part of a bidder to submit proof ownership by persons with disability together with the bid will be interpreted to mean that preference points for ownership by persons with disability are not claimed.

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- 1.5 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) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (b) **“prices”** 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;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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 SPECIFIC GOALS

- 4.1 In terms of Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining points in accordance with the table below:

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SPECIFIC GOALS	POINTS ALLOCATED	POINTS ALLOCATED
	80/20	90/10
OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS	10	5
OWNERSHIP BY WOMEN	8	4
OWNERSHIP BY PERSONS WITH DISABILITY	2	1
TOTAL	20	10

5. **BID DECLARATION**
- 5.1 Bidders who claim points in respect of the indicated specific goals must complete the following:
6. **SPECIFIC GOALS CLAIMED:**

SPECIFIC GOALS	POINTS CLAIMED
OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS	
OWNERSHIP BY WOMEN	
OWNERSHIP BY PERSONS WITH DISABILITY	
TOTAL POINTS CLAIMED – MAXIMUM 20 POINTS	

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6.1 A letter from the relevant authority must substantiate points claimed in ownership by persons with disability.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 if yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) Points claimed for specific goals of the sub-contractor.....

(Tick applicable box)

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

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

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Designated Group: owned by:	INDICATE WITH √
Black people	
Women	
People with disabilities	

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

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

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 specific goals, 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 specific goals preference points 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 –

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- (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

----End of document SBD 6.1---

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FORM 4(ii)

APPLICATION FOR THE CONSENT OF A SUPPLIER/SERVICE PROVIDER FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF THE TENDER FOR CLEANING SERVICES AT THE PREMISES OF THE GOVERNMENT PRINTING WORKS IN TERMS OF SECTION 11 (2) (a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

TO (SUPPLIER OR SERVICE PROVIDER NAME):

FROM: GOVERNMENT PRINTING WORKS

Contact number(s): 012 764 3959
Fax number: N/A
E-mail address: Selaelo.ramusi@gpw.gov.za

Full names and designation of person signing on behalf of responsible party:

SELAELO RAMUSI

.....

Signature of designated person

Date: _____

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GPW-2024/25-05

CLOSING DATE: 07 AUGUST 2024

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Page 2

PART B

I, _____ (*full names of supplier/service provider representative*) hereby:

☐ Give my consent.

For my information to be published in the Government Gazette that is available online on <https://www.etenders.gov.za/> or the website of the Government Communication and Information Systems (GCIS).

Signed at this day of20.....

.....

Signature of Supplier/Service Provider Representative

--End of Annexure Consent Form --

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THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

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GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

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- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

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1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

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- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive
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of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract document and information; inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract.

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Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

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7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the

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contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme

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temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

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

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

16. Payment

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

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

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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

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- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

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23. Termination for default

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

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

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

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

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

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intended penalty as not objected against and may impose it on the supplier.

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

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

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

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

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

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to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all

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reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

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

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

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

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

28. Limitation of liability

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

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

29. Governing language

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

30. Applicable law

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

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31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder.

This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

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34 Prohibition of Restrictive practices

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

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

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)

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