

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ITB/02/03/2023	CLOSING DATE:	22/03/2023	CLOSING TIME:	15h00
DESCRIPTION	PROVISION OF CLEANING SERVICES AND MAINTENANCE OF GARDEN AND GROUNDS AT INGONYAMA TRUST BOARD FOR A PERIOD OF 12 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
65 Trelawney Road					
Southgate					
Pietermaritzburg					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. T Khenisa		CONTACT PERSON	Mr. P Ngema	
TELEPHONE NUMBER	066 998 0448		TELEPHONE NUMBER	066 998 0448	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:khenisat@ingonyamatrust.org.za">khenisat@ingonyamatrust.org.za</a>		E-MAIL ADDRESS	<a href="mailto:NgemaP@ingonyamatrust.org.za">NgemaP@ingonyamatrust.org.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

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

DATE: .....

PRICING SCHEDULE

NAME OF SERVICE PROVIDER: .....	Bid NO.: ITB02/03/2023
CLOSING DATE: 22/03/2023	TIME: 15:00

The accompanying information must be used for the formulation of proposals.

TOTAL PRICE R.....

Bid offer must remain valid for the period of 120 days after the closing date.

- All cleaning equipment and detergents **must be provided by the bidder.**
- Pricing must be fixed for the duration of the project. Only the wage increment based on a Department of Labour Sectorial wage determination will be considered.

**A. LABOUR RATES**

CLEANER WAGE CALCULATION

ITEM	BASIC SALARY	PER CLEANER
	Hourly Rate	R
	Daily Rate (8 hours per day)	R
	Weekly Wage (5 days per week)	R
<b>1</b>	<b>Basic Monthly Wage</b>	<b>R</b>
	<b>ADDITIONAL COST</b>	
2	Monthly provision for annual leave at a rate of 1.25-day p/m	R
3	Monthly provision for sick leave at a rate of 1-day p/m	R
4	Provision for family responsibility leave at a rate of 0.82% (3/365) p/m	R
<b>TOTAL COST PER EMPLOYEE</b>		

**TABLE 1: CLEANERS, GARDNERS AND SUPERVISOR(S)' WAGES**

DESCRIPTION	NUMBER OF CLEANERS/ SUPERVISOR(S) REQUIRED	MONTHLY COST i.e. NUMBER OF CLEANERS/ SUPERVISOR(S) MULTIPLIED BY THE TOTAL ON TABLE (A + B) ABOVE	CONTRACT PERIOD	TOTAL COST FOR THE FULL DURATION OF CONTRACT
CLEANERS	3	R	12 MONTHS	R
GARDENERS	3	R	12 MONTHS	R
SUPERVISOR(S)	1	R	12 MONTHS	R
<b>SUBTOTAL COST (EXCL VAT)</b>				R
<b>VAT @ 15%</b>				R
<b>TOTAL COST INCLUDING VAT</b>				R

**TABLE 2: CLEANING EQUIPMENTS, MACHINERY AND CLEANING CONSUMABLES AND WEED**

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
Equipment and Machinery	R.....	12 MONTHS	R.....
Cleaning Consumables as per scope of work	R.....	12 MONTHS	R.....
<b>SUBTOTAL COST (EXCL VAT)</b>			R.....
<b>OTHER (e.g.: Profit, Operational costs, etc.)</b>			R.....
<b>VAT @ 15%</b>			R.....
<b>TOTAL</b>			

**TABLE 3. HYGIENE SERVICES AND REPLENISHMENT**

HYGIENE SERVICE TASK DESCRIPTION	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
<b>SUPPLY, INSTALLATION AND MAINTENANCE OF SANITARY DISPOSAL BINS</b> (15 bins +Weekly replenishment of plastic bins & Removal of waste.)	R.....	12 MONTHS	R.....
<b>TOTAL COST EXC VAT</b>			R.....
<b>VAT @ 15%</b>			R.....
<b>TOTAL FOR THE DURATION OFTHE CONTRACT (INCL VAT)</b>			R.....

**TABLE 4. SUMMARY OF THE TOTAL COST**

DESCRIPTION	TOTAL COST FOR THE PROJECT
<b>TABLE 1:</b> TOTAL COST CLEANERS SUPERVISOR(S)' AND GARDENERS WAGES	R.....
<b>TABLE 2:</b> TOTAL CONSUMABLES,EQUIPMENT, MACHINERY AND,CONSUMABLES INCLUDING VAT	R.....
<b>TABLE 3:</b> TOTAL COST FOR HYGIENE SERVICES INCLUDING VAT	R.....
<b>TOTAL BID PRICE</b>	R..... <b>(Should reflect on SBD 1 as well)</b>

Bidders Initials  
.....

Bid's  
Signature.....

Date.....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1. If so, furnish particulars:  
.....  
.....

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

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<sup>1</sup> 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.

**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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM

INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bid der

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

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
  - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

**80/20 or 90/10**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

**4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT**

**4.3 POINTS AWARDED FOR PRICE**

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

**80/20 or 90/10**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

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

8	1	2
Non-compliant contributor	0	0

**6. BID DECLARATION**

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

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

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

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

**8. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) **Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:**

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

9.6 **COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

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

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

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

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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**EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation-             <ul style="list-style-type: none"> <li>I. before 27 April 1994; or</li> <li>II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</li> </ul> </li> </ul>

<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
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3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

<b>Stamp</b>

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

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## SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

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I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
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3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

<b>Stamp</b>

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
---	---

CONTRACT FORM - RENDERING OF SERVICES

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

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

- 1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
(iv) Bidding documents, viz
- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;
(v) General Conditions of Contract; and
(vi) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....
CAPACITY .....
SIGNATURE .....
NAME OF FIRM .....
DATE .....

WITNESSES
1 .....
.....
2 .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....



# INGONYAMA TRUST BOARD

• 65 Trelawney Road, Southgate, Pietermaritzburg, 3201 • P.O. Box 601, Pietermaritzburg, 3200  
•Tel: 033 846 9900 •Fax: 033 386 2528 •www.ingonyamatrust.org.za

## PROVISION OF CLEANING SERVICES AND MAINTENANCE OF GARDEN AND GROUNDS AT THE INGONYAMA TRUST BOARD OFFICES 65 TRELAWNEY ROAD, SOUTHGATE, PIETERMARITZBURG, 3201 FOR A PERIOD OF TWELVE (12) MONTHS

### 1. BACKGROUND

The Ingonyama Trust Board is a public entity responsible for the administration of the affairs of the Ingonyama Trust as well as its land in consultation with the traditional council communities in the province of KwaZulu – Natal.

The Ingonyama Trust Board seeks the services of suitably qualified and experienced cleaning and gardening services' company to provide the services of building cleaning, hygiene, deep cleaning, ground maintenance and garden services at the offices of the Ingonyama Trust Board situated at 65 Trelawney Road, Southgate, Pietermaritzburg. The extent of the services required is listed here below.

### 2. TERMS AND CONDITIONS

- 2.1 The Service Provider must provide sufficient staff for the efficient operation of both the cleaning services to the office buildings and the gardening service.
- 2.2 The Service Provider is required to provide service during business hours, (06h30 to 15h30), Monday to Friday, excluding gazetted Public Holidays.
- 2.3 Further additional staff may be required from time to time, if in the opinion of The Ingonyama Trust Board (Board), the service provider is not coping with the extent of the works or is falling behind in its daily duties.
- 2.4 The Service Provider agrees that the responsibility of payment for services rendered to the Board will vest in the Service Provider, who must submit on a monthly basis (regardless of the number of days in the month) an invoice to the Board.
- 2.5 The Board must pay to the Service Provider the amount of such invoice within thirty days of receipt of an agreed invoice, provided that all the requirements as set out in the attached '**CLEANING AND GARDENING SERVICES FOR INGONYAMA TRUST BOARD**' have been met in full.
- 2.6 The successful service provider will be required to enter into a contract with the Board, in the form of a Service Level Agreement.
- 2.7 The service provider must immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.
- 2.8 The Board reserves the right not to make an/any appointment.

2.9 Once the service provider has been awarded, the contract may not be sub-contracted out.

### 3. KEY QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCES OF THE SERVICE PROVIDER

- 3.1. The service provider must have relevant experience, key qualifications and skills in conducting cleaning and gardening services on similar entities with similar size and complexity.
- 3.2. The candidate should possess the following skills and competencies:
- 3.2.1. Management/supervisors must demonstrate at least 3 years of traceable references in both the cleaning and gardening service industry
  - 3.2.2. Company profile must be provided
  - 3.2.3. Schedule of proposed personnel with rates, personal details, qualifications, competence and experience must be provided

### 4. CLEANING SERVICE SUMMARY/SCOPE OF WORK

Buildings	Total	Villa	Stables	Gate house	Office Block
Offices/Board Rooms/Stores, etc.	67	7	4	1	55
Toilets cubicles (Male & Female)	23	6	2	1	14
Hand wash basins	23	6	2	1	14
Urinals	7	1	0	0	6
Disabled (toilet & Basin incl. in cubicles)	8	2	0	0	6
Kitchens	5	1	0	1	3
Server Room	2	1	0	0	1
Security Gate House	1	0	0	1	0
Air Conditioning Plant Room	1	0	0	1	0
Kitchen Sinks	5	1	0	1	4
Entrance foyer	2	1	0	0	1
Passages	4	1	0	0	3
Surface to be cleaned approximately M <sup>2</sup>	2700	200			2500
No. of buildings	4	1	1	1	1
Bin Area	1	0	0		1
Wash bay	1	0	0	0	0

The following numbers of resources are required:

CATEGORY	QUANTITY
Full-time Supervisor	1
General Cleaners	3
Gardeners	3
<b>TOTAL</b>	<b>7</b>

<b>OFFICE CLEANING</b>	
<b>Task description</b>	
<b>a. Offices, boardrooms/meeting rooms</b>	<b>Frequency</b>
Cleaning floor according to the type.	Daily
Dust/wipe all horizontal/vertical surfaces with a damp cloth.	Daily
Dust desks and computers with a damp cloth.	Daily
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Weekly
Polish all wooden furniture.	Daily
Empty dust bins, waste paper baskets, wash and replaced plastic inners.	Daily
Clean picture frames and glass.	Daily
Clean water bottles and drinking glasses with dish washing liquid, and refill with fresh water.	Daily
Clean material partitions inside offices.	Weekly
Deep cleaning of carpets and upholstered furniture.	Quarterly or when required.
Damp wash vinyl covered furniture.	Weekly
Spot clean marks from walls, doors, paint work and light switches.	Monthly
Apply liquid metal polish, to brass door handles, window stays and window fasteners.	Monthly
Vacuum carpets.	Weekly
<b>b. Cleaning of entrances, foyers, corridors, passages and fire escapes.</b>	
Clean floor according to type	Daily
Pick up, clean all waste receptacles and dispose of all litter.	Daily
Glass doors at the entrances must be cleaned with a damp cloth. Wooden doors to be cleaned with a feather duster.	Daily
Spot clean all glass; windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m.	Daily
Clean skirting and handrails.	Weekly
Scrubbing, cleaning and polishing of passages and staircases.	Quarterly
<b>c. Toilet cleaning</b>	
Cleaning of toilets (closet pans, urinals, wash bins and mirror) with toilet cleaning soap and disinfectant.	Daily

Washing of toilet floors, walls, doors and pipes.	Daily
<b>d. Window Cleaning</b>	
Clean both faces of partition glass.	Monthly
External windows need specialized cleaning.	Quarterly
<b>e. Kitchen</b>	
Kitchen floor scrubbed, cupboards must be cleaned with water and detergent.	Daily
Microwave ovens must be washed with water and detergent.	Daily
Fridge must be defrosted and washed with water and detergent.	Quarterly
Cutlery and crockery used during the meeting must be cleaned.	Daily or when required
<b>f. Verandah &amp; Staircase</b>	
Verandah to be cleaned with water and detergent.	Daily
<b>g. Servicing and maintenance of pest control</b>	
<b>TOTAL COST PER SCHEDULE</b>	

<b>HYGIENE SERVICES</b>	
<b>Task description</b>	
<b>a. Sanitary Disposal Bins (She-Bins) in women Cubicles</b>	
Sanitary waste must be removed by the accredited person and not stay within the ITB premises.	Every second day
Disposal bins must be replaced with the clean disinfected bins together with the inner plastic bags. <ul style="list-style-type: none"> <li>Must have self-closing tight fitting lids with trap doors with non-touch opening / closing mechanism.</li> <li>One (1) bin per female cubicle.</li> </ul>	Weekly
Supply and installation of bins in all ladies toilets.	
<b>b. Sanitary Hygiene bags for sanitary towels</b>	
Supply and installation of stainless steel bag dispensers per female toilet cubicle.	
Supply of plastic bags.	Weekly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	Weekly
<b>c. Supply of Sanitizer Dispenser</b>	
Supply, install and replenish sanitizer spray as necessary	Weekly
Sanitizer dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
<b>d. Supply of liquid hand wash soap</b>	

Supply liquid soap hand wash in both female and male toilets.	
Hand wash liquid must be replenished as necessary.	Weekly
Hand wash liquid soap must be drip free and not harsh/ irritable to the skin non-ammoniated.	
<b>e. Hand paper towel</b>	
Supply hand paper towel in both female and male toilets	
Paper towels must be replenished if necessary	Weekly
<b>f. Automatic air freshener</b>	
Service and maintain including replacement of batteries to all existing installed stainless steel air freshener dispenser in both female and male toilets.	
Air freshener must be replenished and must spray at intervals recommended by manufacturer/supplier.	Bi Weekly
Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
<b>g. Urinal sanitizer</b>	
Supply urinal mats	Monthly
To be cleaned daily.	Daily
<b>TOTAL COST PER SCHEDULE</b>	

<b>GROUNDS AND GARDEN CLEANING</b>	
<b>a. Lawns</b>	
Lawn/ grass patches to be kept free of weeds Lawns to be cut using lawn mower and maintained at a suitable level. All edges of lawns to be kept trimmed and uniform. Top dressing of lawns and fertilizing of lawns. The road verge lawn and planted area to be maintained at all times for the full extent of the Trelawney Road property boundary.	Weekly and as necessary  Weekly and as necessary
<b>Flower beds and Shrubs</b>	
These are to be kept free of weeds, grass and litter Borders to be trimmed and kept neat. A replacement plant to be provided as need arises. Provide fertilizer for flower beds.	Daily
<b>c. Trees</b>	
All dead branches that are two meters from ground level are to be removed. All areas surrounding the trees to be kept free of leaves. Branches that constitute danger to the public/ITB staff must be kept above eye level. Branches along the parameter of the property must be cut back and checked at all times as to not grow on to the electric fence.	Weekly
<b>d. Concrete, tarred, paved areas: (roads, parking areas)</b>	
To be kept clean and pressure cleaned when necessary.	Weekly

To be kept free of weeds and grass by means of spraying with suitable weed killer.	
<b>e. Gulley's, drains and villa, office block, stable, gate house, gutters, wash bay &amp; silt/oil trap</b>	
These are to be kept clean, free of leaves, grass and general litter.	Weekly
<b>f. Cleaning of ITB vehicles</b>	
Washing, vacuuming, polishing and wiping ITB vehicles Supply chemicals.	Weekly
<b>TOTAL COST PER SCHEDULE</b>	

#### PROVISIONING OF CLEANING MATERIALS, CONSUMABLES AND EQUIPMENTS

**PLEASE NOTE: The successful bidder should provide all cleaning material, consumables and equipment; and this must be included in the final bid price.**

The service provider must ensure that all cleaning materials are SABS approved and environmentally friendly. All cleaning equipment, such as industrial vacuum cleaners; window cleaning equipment, industrial auto scrubbers and sweepers etc. must be of an acceptable standard to ensure that no damage is caused to carpets, tiles, windows, furniture etc. when used by the contractor in task execution.

Cleaning consumables and equipment should include the following, but not limited to:

CONSUMABLES	QUANTITY PER MONTH
S.H.E bins liner-20cm	3 packs of 20
2 ply toilet paper	5 x 48 packs
Paper towel boxes	3 boxes
Toilet cleaner	20L
Dishwashing liquid	25L
Floor cleaner	10L
Window cleaner	10L
Hand soap refill	5L
Office desk polish	4 x 300ml
Good quality office bin liners	5 x rolls
Good quality refuse bags	5 x rolls
Good quality S.H.E bins bags	5 x rolls
Thick bleach (kitchen clothes)	5L
Paper towels (villa)	6 pack
Air-fresheners	18
Pee mats	7
Brush cutter nylon (cutting line) roll	2

Oil for machine	5L
Car wash liquid	5L
Car tyre shine and bumper shine	5L
Weed killer	2L
Yellow Gloves for each cleaner	
Handy Andy	5L
Petrol for lawn mower	15L
2 stroke fluid	2L
Dash shine polish	5L

<b>CLEANING AND GARDEN EQUIPMENTS</b>	<b>QUANTITY</b>
Cleaning buckets	7
Dustpans and long handle broom	4
High pressure water washer	1
30mm x 20m hosepipes	1
Floor mops	4
SABS approved ladder (2m) (contract duration)	1
Industrial Vacuum cleaners (contract duration)	3
Wet floor signs	4
10m Extension cord	3
Outside Brooms	3
Spade	2
Plastic rake	2
Digging fork	2
Wheelbarrow	1
Scrubbing brushes	2
Feather duster long and short	4
Microfiber clothes	10
Brush cutter	2
Lawn mower	2
Leaves blower	1

## 5. MANDATORY REQUIREMENTS

**NB: Failure to submit/attach proof of the following requirements will lead to disqualification of the bidder's proposal.**

- 5.1. Valid letter of good standing for Compensation for Occupational (COIDA).
- 5.2. Existing cover or letter of intent/ quotation for Public Liability insurance policy, for a minimum cover of R 1 million.
- 5.3. Valid letter for tender purposes or certificate of compliance for Unemployment Insurance Fund (UIF).
- 5.4. A copy of CSD registration summary report or the CSD registration number on SBD 1 form.
- 5.5. Provide a Tax Compliant Status Pin issued to the Bidder and Consortia / Joint Venture / Sub – Contractor partners (if applicable) by the South African Revenue Service or Tax Compliant Status Pin on the SBD 1 Form.
- 5.6. Technical proposals / detailed Operational Plan.
- 5.7. Provide a valid copy of a sworn affidavit of your B-BBEE qualifying Small Enterprise (QSE) or Exempted Micro Enterprise (EME) or a Valid B-BBEE certificate issued by an Agency accredited by and Agency accredited By SANAS or CIPC.
- 5.8. Resolution for a representative of the bidder to sign the bid proposal.
- 5.9. Proof that the bidder has been paying its employees in accordance with the approved sector minimum hourly rates.
- 5.10. Bidder must be registered with the relevant statutory body like Bargaining Council of cleaners, proof of registration must be attached.
- 5.11. For hygiene services, a proof that the company is compliant with sanitary waste removal or an agreement with a third party who will execute the work on behalf of the bidder.

## 6. EVALUATION CRITERIA

**This bid will be evaluated in three (3) phases as indicated hereunder:**

Phase 1: Testing compliance to the eligibility criteria (mandatory requirements) mentioned on the preceding paragraph.

Phase 2: Bidders with satisfied mandatory requirements will be assessed against the technical evaluation criteria as indicated below. The service provider must achieve a minimum of 60 points to proceed to the next Phase of the evaluation, bids that fail to achieve the minimum required points will be disqualified consequently not be considered for further evaluation;

Phase 3: In this Phase bids will be evaluated on Price and Preference points system (B-BBEE).

It is the responsibility of each bidder to ensure that all applicable taxes are included in the offer. Bidders must ensure that they factor in VAT for offers above R1 million as it is a compulsory requirement of the VAT Administration Act. If an entity is not registered as a VAT vendor, the entity is expected to register for VAT within 21 days of being awarded a contract and produce such proof of registration to the employer.

As a rule, the ITB is not responsible for making any payments towards VAT on bidders that were awarded contracts without the inclusion thereof at the time of the bid closure.

**7. TECHNICAL EVALUATION CRITERIA**

The Preferential Procurement Policy Framework Act, Act Number 5 of 2000 (PPFA) and its applicable regulations will apply as guiding framework in determining which proposal will provide the greatest value to the ITB. The Bid will be evaluated on the 80/20 preference point system.

The bid evaluation committee will assess the extent to which proposals submitted in response to this term of reference meet the evaluation criteria below. Functionality will be evaluated individually by Members of the Bid Evaluation Committee (BEC) in accordance with the below functionality criteria and values. The applicable values that will be utilized when scoring each criterion range from: 0 = No response, 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent

SCORE	CLASSIFICATION
0	No response (complete non-compliance)
1	Poor, significantly below requirements
2	Average, below requirements
3	Good, meets requirements
4	Very Good, meets requirements
5	Excellent, significantly above requirements

The Bidder must achieve a minimum of 60 points to be considered for the next Phase of Evaluation. Any service provider that fails to meet the above thresholds will be disqualified automatically.

	Criteria	Sub-criteria	Weight of criterion
1	<b>METHODOLOGY:</b> Extent to which the proposal meets the criteria detailed in the scope of work.	Detailed broad methodologies that covers: <ul style="list-style-type: none"> <li>✓ The proposed scope of work including task descriptions and how such tasks will be performed on daily basis. <b>10 points</b></li> <li>✓ Proposed work schedule/ duty sheet/ work plan with clear milestones and timeframes for each task to be completed. <b>10 points</b></li> <li>✓ Flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract i.e., contingency. <b>10 points</b></li> <li>✓ Indication of work method that will be followed for the execution of the contract and indication of equipment, material, and consumables to be used for designated area. <b>10 points</b></li> </ul>	40
2	<b>Expertise and Experience of proposed personnel:</b>	Demonstrate the company ability and experience in executing the required services. The company must have a team of resource with extensive experience in the cleaning, hygiene and garden services.	30

	<p>Demonstration of sufficient capability with the necessary education, training, technical knowledge, and experience for their assigned functions.</p>	<p>Attach a curriculum vitae (CV) One (1) Manager and one (1) supervisor which must include clearly reflected experience and number of years managing activities detailed in the scope of work or similar:</p> <p>Team member (s) who has managed similar projects in the last 5 or more years.</p> <ul style="list-style-type: none"> <li>• Manager – 15 points</li> <li>• Supervisor – 15 points</li> </ul> <p>Team member (s) who has managed similar projects in the last 4 or 5 years.</p> <ul style="list-style-type: none"> <li>• Manager – 10 points</li> <li>• Supervisor – 10 points</li> </ul> <p>Team member (s) who has managed similar projects in between 1 to 3 years.</p> <ul style="list-style-type: none"> <li>• Manager - 5 points</li> <li>• Supervisor - 5 points</li> </ul>	
3	<p><b>Track record and experience of the bidder:</b> Ability to demonstrate successfully and or performed similar work to the terms of reference.</p>	<p>Company experience in cleaning and hygiene services (three reference letters/ testimonials from clients that the company is managing or managed previously must be attached. The letter must strictly be from the clients and must contain address of the premises) contact details and signed.</p> <p>NB: The content of the reference letters/testimonials must indicate the type of services rendered, period and value of the project.</p> <p>5 or more years' experience – 30 points 4 or 5 years' experience - 15 points 1 to 3 years' experience – 5 points.</p>	30

## **8. DURATION OF CONTRACT**

The cleaning and gardening services contract is for a period of 12 months

## **9. SUBMISSION**

- 9.1. Interested service providers are expected to comply and submit their Bids as required:
- 9.2. Bid documents must be delivered to the **Ingonyama Trust Board, 65 Trelawney Road, Southgate, Pietermaritzburg.**
- 9.3. Bid document must be sealed and endorsed with **Bid No. ITB02/03/2023: 'Provision of Cleaning and Gardening Services**
- 9.4. Bid document must be placed in the Tender Box located in the reception area of the Ingonyama Trust Board's offices by **15h00 on 22 March 2023.**
- 9.5. Late submissions will not be considered and faxed or emailed applications will not be accepted

## **10. BRIEFING SESSION**

No briefing.

## **11. ENQUIRIES**

All technical enquiries should be directed to Mr P. Ngema on 060 998 0448 or email to: NgemaP@ingonyamatrust.org.za and administrative enquiries be directed to Miss Thabiso Khenisa on 060 998 0448 or email to khenisat@ingonyamatrust.org.za.  
During office hours, 09h00 to 15h00. Monday to Friday.

## **12. ACCOMPANYING DOCUMENTS**

- 12.1. The Bid submission must also be accompanied by the following documents attached in these Terms of Reference.