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Mandela Bay Development Agency NPC (Reg No. 2003/017900/08)  
The MBDA is an entity of the Nelson Mandela Bay Municipality

## REQUEST FOR PROPOSALS

### CLEANING SERVICES (NMBS CS 02/23)

NAME OF BIDDER : .....

CSD SUPPLIER NO. : MAAA.....

COMPANY REGISTRATION NO.: .....

CONTACT PERSON : .....

TELEPHONE NO. : .....

EMAIL ADDRESS : .....

PHYSICAL ADDRESS : .....

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**Bid Advertisement**

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**REQUEST FOR PROPOSALS (RFP)**  
**CLEANING SERVICES (NMBS CS 02/23)**

The Mandela Bay Development Agency (MBDA), a municipal entity of the Nelson Mandela Bay Municipality (NMBM) and acting as its development agent, hereby invites proposals from suitable service providers for day to day and event cleaning services in respect of the Nelson Mandela Bay Multi-Purpose Stadium as well as other MBDA managed sites as may be required.

**The electronic RFP document, outlining the requirements is available for download by prospective bidders from the MBDA website. Alternatively, the electronic RFP document, outlining the requirements will be provided to interested bidders upon an emailed request to [publictenders@mbda.co.za](mailto:publictenders@mbda.co.za) quoting the bid reference number in the subject line as well as company contact details, from Monday 24 June 2024. Closing of queries is Friday 19 July 2024.**

A compulsory briefing session will be held at the Nelson Mandela Bay Stadium offices located at Gate no 2, Fetes Road, North End, Gqeberah on **Monday 01 July 2024 at 14:00**. The onus is on bidders to ensure that they arrive on time. **No attendee(s) joining after 14:15 will be allowed to tender.**

**The closing date and time is Friday 26 July 2024 at 12h00; where after tenders will be publicly opened via Microsoft Teams. Proposals MUST be submitted on one (1) original hard copy placed in a sealed envelope and clearly marked with "CLEANING SERVICES (NMBS CS 02/23)". One (1) electronic copy must be uploaded onto the MBDA Vendor Portal by Friday 26 July 2024 by 12h00, if the electronic upload is not possible to be submitted via the vendor portal the bidder must submit a copy on USB. FAILURE TO SUBMIT THE ORIGINAL HARD COPY AS WELL AS AN ELECTRONIC COPY VIA THE VENDOR PORTAL OR USB WILL DEEM THE BID NON-RESPONSIVE.**

**All responses must be placed in the MBDA tender box marked NMBS CS 02/23 on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central, Port Elizabeth. Bids may only be submitted on bid documentation provided by the MBDA. MBDA Office hours are Monday to Friday 08h00 to 16h30.**

No late, incomplete, email or facsimile bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. MBDA reserves the right to accept part or the full bid. For further information contact Pamela Govender during office hours at tel. 041 811 8200 or email [publictenders@mbda.co.za](mailto:publictenders@mbda.co.za) (please quote reference number NMBS CS 02/23 on subject line).

**TABLE OF CONTENTS**

	Page No.
<b>ANNEXURE A</b> Advertisement	2
<b>MBD 1 Form</b> Invitation to Bid ( <b>MBD1</b> )	4
<b>PART 1</b> Interpretation and Definitions	5
<b>PART 2</b> Conditions of Bid	10
<b>PART 3</b> Terms of Reference (Specifications)	12
Annexure B – Functionality Criteria	27
Annexure B1 Functionality Evaluation Table	31
<b>PART 4</b> Annexure C Pricing Schedule ( <b>MBD 3.3</b> )	39
Annexure D Proof of BBBEE status	43
Annexure E Affidavit – Natural Person	47
Annexure F Affidavit – Juristic Person	49
Annexure G Declaration of Interest ( <b>MBD 4</b> )	51
Annexure H Preference points claim form in terms of the preferential procurement regulations 2022 ( <b>MBD 6.1</b> )	55
Annexure I Declaration of Bidders Past SCM Practices ( <b>MBD 8</b> )	60
Annexure J Certificate of independent Bid determination ( <b>MBD 9</b> )	62
<b>PART 5</b> General Requirements	64
<b>PART 6</b> Bid form and important conditions	70
<b>Annexure K</b> Bid Checklist	74

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**INVITATION TO BID (MBD 1)**

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**YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR RENDERING CLEANING SERVICES (NMBS CS 02/23).**

**BID NUMBER:** NMBS CS 02/23

**CLOSING DATE:** 26 JULY 2024

**CLOSING TIME:** 12h00

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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM**

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BID DOCUMENTS TOGETHER WITH THE ELECTRONIC COPY MUST BE DEPOSITED IN THE CORRECT BID BOX SITUATED AT:

**MBDA tender box on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central, Gqeberha.**

**THE ELECTRONIC BID DOCUMENT MUST BE UPLOADED ON THE MBDA VENDOR PORTAL VIA <https://remote.mbda.co.za/> OR A COPY SUBMITTED ON USB WITH THE ORIGINAL TENDER DOCUMENT. It must be noted that the hard copy document must be submitted.**

Bidders should ensure that bids are delivered timeously to the correct address and placed in the **CLEARLY MARKED NMBS CS 02/23** bid box. If the bid is late, or if it is deposited in the incorrect bid box it will not be accepted for consideration.

The physical bids may be submitted during office hours, namely 08H00 to 16H30 Monday to Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL TENDER DOCUMENTATION PROVIDED BY THE MBDA.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (*as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations*)**

## PART 1

### INTERPRETATION AND DEFINITIONS:

- 2.1 In this Request for Proposals–
  - 2.1.1 Clause headings are for convenience and are not to be used in its interpretation;
  - 2.1.2 unless the context indicates a contrary intention and expression which denotes –
    - 2.1.2.1 Any gender includes the other genders;
    - 2.1.2.2 a natural person includes a juristic person and visa versa;
    - 2.1.2.3 the singular includes the plural and visa versa.
- 2.2 Unless the context clearly indicates otherwise, the following words shall have the following meanings in this Agreement –
  - 2.2.1 **“Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
  - 2.2.2 **“Applicable Legislation”** means any other legislation applicable to municipal supply chain management, including –
    - 2.2.2.1 the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations, 2017 promulgated thereunder;
    - 2.2.2.2 the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
    - 2.2.2.3 the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);
    - 2.2.2.4 the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
    - 2.2.2.5 the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the Municipal Supply Chain Management Regulations promulgated thereunder;
  - 2.2.3 **“Applicant”** means any person or entity, who receives and/or responds to this Request for Proposals;
  - 2.2.4 **“B-BBEE”** means broad-based black economic empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act;

- 2.2.5 **“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;
- 2.2.6 **“black people”** has the meaning assigned to it in Section 1 of the Broad-Based Black Economic Empowerment Act namely Africans, Coloureds and Indians:
- 2.2.6.1 who are citizens of the Republic of South Africa by birth or decent; or
  - 2.2.6.2 who became citizens of the Republic of South Africa by naturalization before 27 April 1994, or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;
- 2.2.7 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.2.8 **“consortium or joint venture”** 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;
- 2.2.9 **“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 and, for the purposes hereof, an enterprise with an annual Total Revenue of R10 million or less;
- 2.2.10 **“in the service of the state”** means to be –
- 2.2.10.1 a member of –
    - 2.2.10.1.1 any municipal council;
    - 2.2.10.1.2 any provincial legislature; or
    - 2.2.10.1.3 the National Assembly or the National Council of Provinces.
  - 2.2.10.2 a member of the board of directors of any municipal entity;
  - 2.2.10.3 an official of any municipality or municipal entity;
  - 2.2.10.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within

the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- 2.2.10.5 an executive member of the accounting authority of any national or provincial public entity; or
- 2.2.10.6 an employee of Parliament or a provincial legislature;
- 2.2.11 **“Request for Proposals”** means this Request for Proposals;
- 2.2.12 **“MBDA”** means the Mandela Bay Development Agency and all its managed sites as a municipal entity established by the NMBMM;
- 2.2.13 **“NMBMM”** means the Nelson Mandela Bay Metropolitan Municipality;
- 2.2.14 **“proof of B-BBEE status level of contributor”** means:
  - 2.2.14.1 The B-BBEE status level certificate issued by an authorised body or person; or
  - 2.2.14.2 A sworn Affidavit as prescribed in the B-BBEE Codes of Good Practice in respect of an EME or QSE.
- 2.2.15 **“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 and, for the purposes hereof, a Measured Entity with an annual Total Revenue of between R10 million and R50 million;
- 2.2.16 **“SCMP”** means the Supply Chain Management Policy of the MBDA;
- 2.2.17 **“Services”** means the services reflected on Annexure “A” hereto.
- 2.2.18 **“accredited authority”** means the South African National Accreditation System established by section 3 of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 (Act No. 19 of 2006);

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS.....

CONTACT NAME: .....

TELEPHONE NUMBER: .....

CELL PHONE NUMBER: .....

FACSIMILE: .....

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE (CSD) NUMBER: MAAA .....

NELSON MANDELA BAY SUPPLIER DATABASE REFERENCE NUMBER: .....

**BIDDERS MUST BE SUCCESSFULLY REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD)  
PRIOR TO SUBMITTING THE BID.**

**FOR REGISTRATION ON THE CSD BIDDERS CAN GO TO THE FOLLOWING WEBSITE:**

**[www.csd.gov.za](http://www.csd.gov.za).**

1. HAS A VALID MUNICIPAL BILLING CLEARANCE BEEN ATTACHED **YES / NO**

2. HAS PROOF OF REGISTRATION WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT  
BOARD BEEN ATTACHED? **YES / NA**

3. HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN  
AFFIDAVIT BEEN ATTACHED? **YES / NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

- ☐ ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
- ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL  
ACCREDITATION SYSTEM (SANAS)
- ☐ A REGISTERED AUDITOR
- ☐ COMMISSIONER OF OATH

(Tick applicable box)



**A CERTIFIED VALID COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT MUST BE SUBMITTED. FAILURE TO SUBMIT WILL RESULT IN ZERO (0) POINTS SCORED.**

5. BIDS WITH A VALUE OF MORE THAN R10 MILLION (VAT INCLUDED) ARE REQUIRED TO SUBMIT FINANCIAL STATEMENTS FOR THE PAST THREE YEARS OR SINCE ESTABLISHMENT, IF ESTABLISHED DURING THE PAST THREE YEARS.
6. BIDS MAY BE CONSIDERED NON-RESPONSIVE IF THE BID HAS NOT BEEN COMPLETED IN FULL. BIDS SHALL BE CONSIDERED NON-RESPONSIVE IF ALL THE COMPULSORY DOCUMENTS HAVE NOT BEEN INCLUDED IN THE BID SUBMITTED.
7. ALL PAGES OF THE BID DOCUMENT MUST BE INITIALED BY THE BIDDER.
8. ALL PRICES WILL BE EVALUATED INCLUSIVE OF VAT.

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

**TOTAL BID PRICE – PLEASE REFER TO THE PRICING SCHEDULE (SCHEDULE C)**

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management

**Contact Person:** Mrs Pamela Govender

**Tel:** 041 811 8200

**Email:** [publictenders@mbda.co.za](mailto:publictenders@mbda.co.za)

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**PROJECT MANAGER:**

Mr. Danville Bush

## PART 2 - CONDITIONS OF BID

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### 1. GENERAL REQUIREMENTS

- 1.1 The MBDA wishes to invite service providers to submit proposals for the **CLEANING SERVICES (NMBS CS 02/23)**.
- 1.2 The bidder is required to furnish full details requested on the bid forms. All prices shall be exclusive of Value Added Tax.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

### 2. CONTACT PERSON FOR QUERIES

Name : Mrs. Pamela Govender  
Telephone: 041 811 8200  
Email : [publictenders@mbda.co.za](mailto:publictenders@mbda.co.za)

### 3. TERMS AND CONDITIONS

#### 3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the MBDA and may be recalled if deemed necessary.

With reference to the POPI Act that came into effect, please note MBDA is in the process of ensuring compliance to the POPI Act. At this point, any and all personal information will be treated with the strictest confidentiality and will not be used for any unnecessary processing not related to the tender in question. All information is stored in a locked and access-controlled room with access to a few staff. The premises are monitored by cameras.

#### 3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the MBDA to purchase services, products or equipment from any vendor submitting a bid.

#### 3.4 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested. Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by MBDA, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed, **failure to complete the RFP document in full, placement of signature where required, and commissioning may render the bid non-responsive.**

### **3.5            Ambiguities**

It must be noted that if there are any ambiguities found in this bid document, it is the responsibility of the Main Applicant to clarify any such ambiguities before the closing of queries.

## PART 3

### THE REQUIRED SERVICES AND SCOPE OF WORK

#### 1. INTRODUCTION

The MBDA requires the services of a suitably qualified service provider to undertake the day-to-day and event cleansing with the ability to supply cleaning consumables to the Nelson Mandela Bay Stadium and any other MBDA managed site as may be required.

The following is an outline of the Nelson Mandela Bay Stadium's facilities with the stadium capacity of 46000.

#### 2. SCOPE OF WORK / METHODOLOGY

##### 2.1 CLEANSING SERVICES AREAS MEANS:

- a) Toilet facilities – **Level 1:** 2 ablutions, **Level 2:** 41 ablutions and 8 disabled ablutions, **Level 3:** 7 ablutions and 1 disabled ablution, **Level 4:** 16 ablutions
- b) Change rooms – 4 large and 6 small change rooms
- c) Office areas – 31 offices on level 3 and 5 on level 1
- d) Staff amenities – multiple number of staff per office
- e) Bars areas and food outlets (in front of counters) – Bars and food stalls gets cleaned only on request to clean the inside. There are 31 kiosks to clean on the outer side.
- f) Function Room – 9 rooms on **level 1**, Royal Lounge on **level 2**, Boardroom **level 3**,
- g) Presidential suite and 2 x lounges on **level 4**, 5 function areas on **level 5**. This does not exclude the erection of tents in the parks.
- h) External seating – there is 30 000 lower bowl seating and 16 000 upper bowl seating
- i) Security/VOC areas – We have 1 VOC and 1 Technical VOC
- j) Private suites – **West side** = 8 suites, **North side** = 10 suites, **East** = 15 suites, **South East** = 5 suites and **South** = 11 suites
- k) Turnstile areas = There is 64 turnstiles at the lower bowl entrance gates and 16 turnstiles at the ramp entrances to upper level.
- l) Media areas – On level 6 is 16 media desks that can be extended to 64 during international games
- m) Camera deck – There is up to 6 temporary camera platforms on level 5 for televised games.
- n) First Aid/Medical Rooms – We have 2 medical rooms on **level 1** and 2 medical rooms on **level 2**

- o) Police Cell – On **level 2** we have a Police Office with two lockup cells.
- p) Walkways – On **level 1** and **level 2** we have paved walkways and the upper floors and ramp surface has a cement surface. All office areas have carpets and novilon flooring.
- q) Stairs internal and external – Emergency stairs must always be kept clean and clear of any form of spillage and waste.
- r) Parking areas – There are 5 different parking zones within the stadium fence perimeter.
- s) The five open grass areas can be converted to parkings for big events, and it will give you a total of 10 parking areas.
- t) Roadways and footpaths – There are 4 spectator entrance sides with multiple entrance gates with open paved areas on the outside of the gates. There is one main entrance gate into the stadium that is used every day. There are eight vehicle entrance gates that can be used depending on the size of the event.
- u) Adhoc cleaning of inner roof membrane cleaning services on **level 5**.

## **2.2 SANITISING OF ALL AREAS AND PROVISION OF SANITATION OF ALL HYGIENE RELATED CONSUMABLES**

- a) The appointed service provider shall sanitise ALL areas of cleaning as detailed under the scope of work.
- b) The appointed service provider may be required to provide (but not limited to) the following:
  - i. The appointed service provider shall provide all necessary cleaning equipment and cleaning consumables (fixed list will be provided under clause 7) required to render services
  - ii. Any other cleaning related PPE, consumables and equipment on a quotation basis as required.

## **3. OPERATING HOURS:**

**3.1 Minimum** - Monday to Friday 7.30am to 3.30pm

**3.2 Maximum** - Monday to Sunday 24 hours a day

#### **4. DETAILS OF STANDARDS REQUIRED:**

##### **4.1 TOILETS**

- a) Thoroughly clean all hand basins with bleach cleansers.
- b) Clean and sanitise all toilet bowls, lids, seats and cisterns.
- c) Clean and polish mirrors.
- d) Thoroughly clean and sanitise urinals.
- e) Clean all walls and maintain in clean and hygienic condition.
- f) Dust and wipe clean all sills ledges etc.
- g) Clean and disinfect all flooring.
- h) Polish stainless-steel fittings, basin taps etc.
- i) Remove all rubbish from waste bins.
- j) Clean windows.
- k) Toilet cistern service ducts to be cleaned.
- l) She-bins to be provided and serviced on a monthly basis

##### **4.2 LIFTS**

- a) Thoroughly clean all walls.
- b) Thoroughly clean flooring and sliding door track.
- c) Mop, sweep/polish flooring and remove stains and spillages.
- d) Wipe clean and polish interior elevator walls and control panels.
- e) Polish clean exterior elevator doors.

##### **4.3 CORPORATE SUITE AND FUNCTION AREAS**

- a) Clean and polish all stainless-steel including sink and taps.
- b) Dust and polish all timber surfaces.

- c) Collect recyclable materials.
- d) Polish any metal surfaces.
- e) Empty and clean waste bins.
- f) Replace all bin liners.
- g) Dust and wipe clean all surfaces.
- h) Remove marks from walls and furniture.
- i) Thoroughly vacuum or deep cleaning of carpets.
- j) Remove stains from carpets.
- k) Thoroughly clean and or polish tiled flooring.
- l) Clean and polish all glass surfaces.
- m) Deodorise room.
- n) Wipe clean doors and jambs.
- o) Clean windows, balconies, rails and seats.
- p) Clean all audio-visual equipment.

#### **4.4 CHANGE ROOMS AND SHOWER FACILITIES ETC**

- a) Clean and sanitise shower facilities
- b) Clean walls and floors and maintain in clean and hygienic condition.
- c) Clean and disinfect all hard floor surfaces.
- d) Polish all vinyl or rubber flooring.
- e) Clean and polish mirrors.
- f) Dust and wipe clean ledges and sills.
- g) Dust and wipe clean all furniture.
- h) Clean tunnel including synthetic grass, rubber flooring and block walls.

- i) Clean all air ventilations

**NOTE: HOSES ARE NOT TO BE USED TO CLEAN CHANGE ROOMS OR TUNNEL.**

#### **4.5 TICKET OFFICE AND TURNSTILES**

- a) Remove rubbish from waste receptacles.
- b) Replace bin liners.
- c) Dust and wipe clean sills and ledges.
- d) Dust furniture and equipment.
- e) Vacuum carpeted areas.
- f) Sweep and mop hard floor surfaces.
- g) Thoroughly clean all glass windows.
- h) Sweep, dust and clean turnstile enclosures and equipment.
- i) Keep all signage and advertising boards clean

#### **4.6 PRESS AND TV/RADIO AREAS**

- a) Vacuum carpeted areas and remove stains with onsite industrial carpet cleaner supplied by contractor.
- b) Sweep and mop hard floor surfaces.
- c) Empty and clean waste bins, replace bin liners.
- d) Wipe clean ledges, windowsills etc.
- e) Dust and/or polish furniture.
- f) Clean windows.
- g) Clean and polish floors.
- h) Remove unwanted programs, literature and duct tape
- i) Cleaning of both big screens



**4.7 BAR AND CONCESSION AREAS - PUBLIC SPACES**

- a) Vacuum all carpeted areas and remove stains with an industrial carpet cleaner.
- b) Remove spillages from carpeted surfaces and remove stains.
- c) Sweep, mop and/or polish all hard floor surfaces.
- d) Empty, clean and polish all bins and replace liners.
- e) Collect Recyclable materials.
- f) Clean with suitable detergents all surfaces such as windowsills, bench tops, cabinets etc.
- g) Thoroughly clean all furniture including supports and bases with suitable detergent.
- h) Clean and polish all glass surfaces.
- i) Remove marks and spillages from vertical surfaces including walls, partitions and support columns.

**4.8 FIRST AID AND MEDICAL ROOMS**

- a) Empty waste containers and replace liners.
- b) Wipe clean and disinfect furniture, benches and ledges.
- c) Clean and disinfect floors.

**4.9 WALKWAYS AND STAIRWELLS**

- a) Vacuum all carpeted areas and remove stains with an industrial carpet cleaner.
- b) Dust and wipe clean banisters.
- c) Clean thoroughly.
- d) Wash stains from concrete surfaces where necessary.

**4.10 CONCOURSE AND RAMP AREAS**

- a) Thoroughly clean all areas.
- b) Wash stains from concrete and tiled areas where necessary.
- c) Empty and clean all rubbish bins.

- d) Clean debris and bird droppings from all gates and fence lines.
- e) Wash dust of all railings

#### **4.11 SEATING AREAS**

- a) Thoroughly clean and remove all refuse from areas.
- b) Wash down all areas where necessary.
- c) Empty and clean all rubbish bins.
- d) Clean all seating thoroughly.
- e) Pressure wash concrete deck and seats as needed (estimated 4 – 5 times per year).
- f) Clean wheelchair areas, removing trash, wiping handrails, ledges, panels.
- g) Report any damaged seats, railings, concrete or caulking to Stadium Facilities Supervisor.
- h) Clean debris and bird droppings from all gates and fence lines.
- i) Wash dust of all railings

#### **4.12 SEATING**

- a) Thoroughly clean all seats - wipe clean where necessary pressure clean and scrub where required.
- b) Ensure all cup holders are free of trash.

#### **4.13 LEVEL 1 DRIVEWAY & ROAD**

- a) Maintain all areas free from litter.
- b) Thoroughly clean all areas.
- c) Empty and clean all rubbish bins.
- d) Collect Recyclable materials.
- e) Clean grates and storm water drains.
- f) Remove accidental oil spills.

**4.14 KITCHENS**

- a) Degrease and clean all floors and walls
- b) Service and certify all cooking vents and ducts, will be requested annually through a quotation and purchase order basis.
- c) Degrease and clean fat traps as and when required and requested upon by the NMB Stadium

**4.15 OFFICES ALL AREAS**

- a) Offices (2-3 times weekly)
- b) Empty all bin receptacles and replace liners as needed. Use bin carriers to transport from office to office. (Ensure all carriers' wheels are free of dirt or grime before coming into finished spaces, do not drag trash bags across carpets or floors). Carry trash to area for disposal.
- c) Sanitize all phones with spray germicidal cleaner and wipe off.
- d) Dust desktops and window ledges (move items around if necessary).
- e) Vacuum all carpeted areas and remove stains with an industrial carpet cleaner.
- f) Sweep up dirt and debris from tile floors.
- g) Sweep clean exterior of office near front door.
- h) Clean glass windows (interior and exterior) and mirrors.
- i) Clean and sanitize all restroom fixtures. (Replace paper supplies and liquid soap as needed.)
- j) Wipe clean all fingerprints from walls and doors.
- k) Mop clean all tile floors.
- l) Spot clean carpets as necessary.
- m) Dust window blinds (once per week).
- n) Damp wipe Airconditioner vents and intakes (once per week).
- o) Remove cobwebs and perform high dusting (once per week).

## 5. STANDARDS

- a) The Service Provider shall have an On-Site locally based in Port Elizabeth Manager or Supervisor on duty any time that there are more than three employees working.
- b) The On-Site Supervisor will be expected to attend required event meetings unless the Stadiums Facilities Supervisor approves the Supervisors' absence.
- c) On-Site Supervisor will be required to supply Stadiums Facilities Supervisor with time sheets following each event and the signed checklist of work completed.
- d) The Service Provider shall take all reasonable precautions to ensure that all persons employed are efficient, sober and honest.
- e) The Service Provider shall, at all times, furnish sufficient personnel to accomplish all work set forth in these specifications.
- f) Failure to satisfactorily perform the quality of work required under these specifications to the required quality level shall be accepted as evidence that the working force is too small or that supervision is inadequate.
- g) Only those employees working the event shall be allowed free access to facility. At no time shall Service Provider, or its employees, permit free access to anyone not scheduled to work at event(s) that day. Any Service Provider's employees that are attending events as a spectator must park in designated guest/spectator parking, and shall not be allowed to use employee parking.
- h) Service Provider shall be solely responsible for the payment of all wages, salaries and all other amounts due to employees. The Service Provider must ensure that all employees are paid the minimum government gazetted sectoral rates.
- i) Service Provider shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking disciplinary action with respect to their employees as may be necessary, including removal of employees from service. Service Providers shall employ only competent and orderly employees who will keep themselves neat and clean and accord courteous and competent treatment and service to all patrons. Service Provider shall remove from service any employee whose service had been unsatisfactory when requested to do so by Stadium Operator.
- j) In the event of shortage of cleaning staff due to absenteeism/medical or annual leave, the Service Provider shall take immediate steps to provide temporary trained replacement(s) to make up to the full complement (Cleaners shall not be allowed to work more than 1 shift, any cleaner found working more than 1 shift will be considered as absent.)
- k) The number of cleaners specified in the tender form is the minimum manpower requirement. For the proper and efficient execution of the works and to comply with the works specifications, the Service provider shall increase the workforce as and when required.

## **6. QUALITY ASSURANCE AND STAFF TRAINING**

Bidders are to provide site specific details of the following:

### **6.1 Staff Training**

6.1.1 The supervisor requirement shall include but limit to:

- 6.1.1.1 Will report to Facilities Supervisor every day before end of business.
- 6.1.1.2 Keep Safety file updated at all times as per the Occupational Health and Safety Act.
- 6.1.1.3 Staff record on site per day.
- 6.1.1.4 Staff training on site including scheduled induction
- 6.1.1.5 Keep record of staff working hours
- 6.1.1.6 Weekly site inspection
- 6.1.1.7 All matters of concern must be reported to the Facilities Supervisor immediately
- 6.1.1.8 Must have working and fully charged cell phone on site to be reachable to communicate by phone call, sms and WhatsApp.
- 6.1.1.9 In the case where the supervisor is not on site an assistant supervisor or replacement must be provided.

## **7. EQUIPMENT & CHEMICALS**

- 7.1** Bidders are to provide a list of all equipment types and numbers to be used on site. A list of safety checks and load tests must be handed in with the tender document.
- 7.2** Bidders are to provide details of the chemicals to be used in carrying out the PTFE coated glass fibre to inner roof membrane cleaning services on level 5. A sample with safety data sheet must be provided when requested.
- 7.3** All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.
- 7.4** In accordance with the Stadiums environmental policy evidence of environmentally friendly products and procedures is to be implemented.
- 7.5** The appointed service provider must be able to supply chemicals on request through a submission of a quotation.
- 7.6** The following consumables must be delivered to the Facilities Supervisor on the 1<sup>st</sup> week day of every month:
  - a) Single ply toilet paper 10 bales of 48.

- b) Single ply Decca Roles 20 bales of 8.
- c) Urinal pads 10 boxes of 10.
- d) Hand paper I Fold Towels 1200 (10 x 120) x 2 boxes.
- e) Rags 5kg x 2. Black bags x 400. Clear bin liners x 500.
- f) Pledge furniture polish x 4.
- g) Micro fibre cloth blue, red, green x 10 each.
- h) Green pads (14cm x 11cm) x 40.
- i) Dish washing liquid 5lt x 4.
- j) Pine gel 5lt x 4.
- k) SAF Industrial 5lt x 4.
- l) Thick bleach 20lt x 2.
- m) Toilet bowl cleaner 5lt x 4.
- n) Dynacide D6 @ 6g x 100.
- o) Ecozyme50 gobbler 5lt x 4

**7.7** Material Safety Data Sheets (MSDS) must be provided with all chemicals.

## **8. CERTIFICATION REQUIRED**

Upon award, the appointed service provider must have and submit the following within 14 days of appointment:

- 8.1** 2 x cleaners must have:
  - a. Fall Arrest Unit standard 229998
  - b. Rescue Unit standard 22995
  - c. First Aid – Level 1
- 8.2** All staff – Medical certificate
- 8.3** 2 staff - Working with blood certificates
- 8.4** All staff – Working with Chemicals certificates
- 8.5** Have and maintain Public Liability Insurance cover for the amount of not less than R10 000 000.00 per claim and shall make payment of all premiums payable in respect of such policy promptly on due date and furnish the MBDA with proof of such insurance and confirmation of the payment of such premiums on demand.
- 8.6** Be registered with the National Cleaning Contractors Association (NCCA).

## **9. UNIFORMS**

It is a minimum requirement that all staff employed at any time on site wear a uniform approved by the MBDA and NMB Stadium and the Stadium will not permit any employee onto the site who is not wearing the approved uniform.

Bidders shall provide full details of the uniforms proposed to be used at the Stadium.

## **10. RESOURCES (EQUIPMENT, STAFF CAPACITY AND CAPABILITY)**

- 10.1** Minimum hours required per month is 2500 hours - roll over of hours on a monthly basis, up to three (3) months if all monthly hours were not used

**10.2** Minimum permanent/weekly staff allocation – Minimum of 10 staff and 1 supervisor. Bidders MUST submit with their proposals whether or not they have the required staff in their employ or if the staff would still need to be recruited.

**10.3** The staff requirements shall include but not limit to:

- a) Two (2) of the staff must be trained to work on heights and cleaning of blood.
- b) If any staff is sick or absent a replacement shall be provided with an equal skill set to replace the sick worker.
- c) All staff must be trained to work with medical waste. The stadium is a sport facility and players get injured. Staff must be trained how to work with blood.
- d) Wood and furniture polish must always be in stock.
- e) Labour allocation will be allocated by the Stadium management.
- f) All staff must be able to follow verbal and written instructions in English.

**10.4** The supervisor requirement shall include but limit to:

- a) Will report to Facilities Supervisor.
- b) Keep Safety file updated at all times as per the act.
- c) Weekly report on stock used and condition of site.
- d) Event cleaning plan with staff placing numbers, names and contact numbers.
- e) Staff record on site per day.
- f) Staff training on site including scheduled induction
- g) Keep record of staff working hours
- h) Weekly site inspection
- i) All matters must be reported to the Facilities Supervisor
- j) Must have working and fully charged cell phone on site to be reachable to communicate by phone call, sms and WhatsApp.
- k) In the case where the supervisor is not on site an assistant supervisor or replacement must be provided.

**10.5** Equipment to be supplied by the service provider**Below is the required equipment list:**

<b>Equipment item</b>	<b>Owned (Please tick relevant column)</b>	<b>To be hired (Please tick relevant column)</b>
1 x Ride on sweeper		
2 x petrol blowers		
2 x industrial vacuum cleaners		
1 x Carpet cleaner		
2 x extension poles for cleaning of windows and big screen (up to 15m)		
1 x high pressure cleaner plus hose pipe and necessary fitting		
2 x floor polisher/scrubber and 2 x spare pads in stock		
1 x industrial steamer		
<b>Ladders:</b>		
1 x 6m extension ladder		
1 x 14ft step ladder		
2 x 8ft step ladders		
2 x 6ft step ladders		
<b>Extension cords:</b>		
2 x 100m		
2 x 20m		
2 x 10m		



Equipment item	Owned (Please tick relevant column)	To be hired (Please tick relevant column)
<b>Office Cleaning Trolley's</b>		
6 x fully stocked office cleaning trolley's		
1 x Industrial Carpet Cleaner		
<b>Brooms, Mops, Mops sweeps and dirt scoops:</b>		
10 x Brooms, Mops, Mops sweeps and dirt scoops for day-to-day cleaning		
40 x brooms and dirt scoops for <u>game days</u> .		
10 x High level industrial dusters		
2 x SABS approved fall arrest safety harnesses		
<b>SHE bins and month servicing</b>		
Supply 50 she bins and service once per month		

- 10.6** All day-to-day chemicals must be included in the hourly rate.
- 10.7** Special skills required i.e. 2 High rise cleaning & specialist cleaning.
- 10.8** All equipment utilized by the service provider will be maintained to the required standards.
- 10.9** Adherence to stadium Health & Safety procedures & standards – list requirements, their cost. Compliance & training.
- 10.10** The service provider shall have and maintain a Safety file
- 10.11** The service provider shall not contravene the Basic Conditions of Employment Act at any time.
- 10.12** Provide a Waste management plan.
- 10.13** Scoreboard cleaning prior bowl event.
- 10.14** The service provider shall provide a list of consumables of the service provider's preference
- 10.15** The service provider must also provide transport for all staff.
- 10.16** Supply 50 she bins and service once per month.

- 10.17** The successful Applicant will be required to maintain a monthly EPWP statistics report and to submit same to the MBDA office on or before the third (3rd) of each month during the duration of its appointment.

The appointed service provider shall work closely with the MBDA appointed EPWP Co-ordinator and adhere to all submission and reporting requirements.

Failure to submit all required information and reporting requirements, will be deemed as non-performance. A penalty of 10% of the invoice value for each late monthly submission shall be instituted. This will be deducted off the invoice and only paid once the required EPWP reporting has been submitted. Continued non-performance may lead to the termination of the contract.

## **11. Methodology (Cleaning Plan)**

The Applicant is required to submit a Cleaning Plan for 46000 capacity Stadium event that details the cleaning plan from the week before the event, the day of the event and the week after the event. The Cleaning Plan must demonstrate a detailed and comprehensive understanding of the Stadium requirements and scope of work.

## **12. Contract duration**

The Nelson Mandela Bay Stadium is managed by the Mandela Bay Development Agency and the appointed service provider(s) will render services for a contract period of twelve (12) months with the option to renew for two (2) further twelve (12) month periods at the sole discretion of the MBDA. However, should the management of the Nelson Mandela Bay Stadium change within the contract period the appointment service provider will be notified with a months' notice.

## **13. OTHER RELATED SERVICES**

- 13.1** The MBDA reserves the right when required to request more monthly hours. This will be done on a detailed request for quotation and purchase order basis.
- 13.2** The MBDA reserves the right when required to request for the reallocation or relocated or shift workers to other sites on a temporary or permanent basis.
- 13.3** The MBDA reserves the right when required to add a mandated site/s for provision of the cleaning services. This will be done on a detailed request for quotation and purchase order basis.

## FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA											
<p><b>1. Relevant experience</b></p> <p>The Main applicant must demonstrate having relevant experience in respect of cleaning services of a similar nature in respect of high-level cleaning experience for day-to-day, office, large malls and event cleaning.</p> <p>a) Greater than 10 years b) 5 to 10 years c) Less than 5 years</p> <p><b>Proof or name(s) of traceable reference and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Please complete Annexure B.1</b></p> <p><b>In order to claim points for the relevant number of years' experience, please submit reference letters or appointment letters clearly indicating start date and end date of services rendered per reference. For example, if your relevant experience is greater than 10 years reference letters or appointment letters would need to be dated from 2014 or earlier etc.</b></p>	<p><b>30</b></p> <p>30 20 10</p>										
<p><b>2. Cleaning Plan (Methodology /understanding scope of work)</b></p> <p><b>For evaluation purposes the Cleaning Plan must be submitted for 46 000 capacity Stadium event that details the cleaning plan from the week before the event, the day of the event and the week after the event. The Cleaning Plan must demonstrate a detailed and comprehensive understanding of the Stadium requirements and scope of work.</b></p> <table border="1"> <tr> <td>1. Toilet facilities – Level 1: 2 ablutions, Level 2: 41 ablutions and 8 disabled ablutions</td><td>Max 2 points</td></tr> <tr> <td>2. Level 3: 7 ablutions and 1 disabled ablution, Level 4: 16 ablutions</td><td>Max 2 points</td></tr> <tr> <td>3. Change rooms – 4 large and 6 small change rooms</td><td>Max 2 points</td></tr> <tr> <td>4. Office areas – 31 offices on level 3 and 5 on level 1</td><td>Max 1 point</td></tr> <tr> <td>5. Staff amenities – multiple number of staff per office</td><td>Max 1 point</td></tr> </table>	1. Toilet facilities – Level 1: 2 ablutions, Level 2: 41 ablutions and 8 disabled ablutions	Max 2 points	2. Level 3: 7 ablutions and 1 disabled ablution, Level 4: 16 ablutions	Max 2 points	3. Change rooms – 4 large and 6 small change rooms	Max 2 points	4. Office areas – 31 offices on level 3 and 5 on level 1	Max 1 point	5. Staff amenities – multiple number of staff per office	Max 1 point	<p><b>40</b></p>
1. Toilet facilities – Level 1: 2 ablutions, Level 2: 41 ablutions and 8 disabled ablutions	Max 2 points										
2. Level 3: 7 ablutions and 1 disabled ablution, Level 4: 16 ablutions	Max 2 points										
3. Change rooms – 4 large and 6 small change rooms	Max 2 points										
4. Office areas – 31 offices on level 3 and 5 on level 1	Max 1 point										
5. Staff amenities – multiple number of staff per office	Max 1 point										

6. Bars areas and food outlets (in front of counters) – Bars and food stalls gets cleaned	Max 1 point
7. only on request to clean the inside. There are 31 kiosks to clean on the outer side.	Max 1 point
8. Function Room – 9 rooms on level 1, Royal Lounge on level 2, Boardroom level 3,	Max 1 point
9. Presidential suite and 2 x lounges on level 4, 5 function areas on level 5. This does not exclude the erection of tents in the parks.	Max 2 point
10. External seating – there is 30 000 lower bowl seating and 16 000 upper bowl seating	Max 1 point
11. Security/VOC areas – We have 1 VOC and 1 Technical VOC	Max 3 point
12. Private suites – West side = 8 suites, North side = 10 suites, East = 15 suites, South	Max 1 point
13. East = 5 suites and South = 11 suites	Max 3 point
14. Turnstile areas = There is 64 turnstiles at the lower bowl entrance gates and 16 turnstiles at the ramp entrances to upper level.	Max 3 point
15. Media areas – On level 6 is 16 media desks that can be extended to 64 during international games	Max 1 point
16. Camera deck – There is up to 6 temporary camera platforms on level 5 for televised games.	Max 2 point
17. First Aid/Medical Rooms – We have 2 medical rooms on level 1 and 2 medical rooms on level 2	Max 2 point
18. Police Cell – On level 2 we have a Police Office with two lockup cells.	Max 1 point
19. Walkways – On level 1 and level 2 we have paved walkways and the upper floors and ramp surface has a cement	Max 1 point

surface. All office areas have carpets and novilon flooring.		
20. Stairs internal and external – Emergency stairs must always be kept clean and clear of any form of spillage and waste.	Max 2 point	
21. Parking areas – There are 5 different parking zones within the stadium fence perimeter.	Max 1 point	
22. The five open grass areas can be converted to parkings for big events, and it will give you a total of 10 parking areas.	Max 1 point	
23. Roadways and footpaths – There are 4 spectator entrance sides with multiple entrance gates with open paved areas on the outside of the gates. There is one main entrance gate into the stadium that is used every day. There are eight vehicle entrance gates that can be used depending on the size of the event.	Max 2 point	
24. Adhoc cleaning of inner roof membrane cleaning services on level 5.	Max 3 point	
<p><b>Please note that failure to detail in your cleaning plan the points listed above, will result in zero points scored for each criterion not addressed.</b></p> <ol style="list-style-type: none"> <li><b>1. Bidders Cleaning plan demonstrates/meets 100% (40/40) of the services required as per the scope of works in the above table.</b></li> <li><b>2. Bidders Cleaning plan demonstrates/meets 80% (32/40) of the service required as per the scope of works in the above table.</b></li> <li><b>3. Bidders Cleaning plan demonstrates/meets 65% (26/40) of the services required as per the scope of works in the above table.</b></li> <li><b>4. Bidders Cleaning plan demonstrates/meets 55% (25/40) of the service required as per the scope of works in the above table and zero (0) points will be scored.</b></li> </ol> <p><b>Applicant must submit a Cleaning Plan that are aligned to the requirements of the Nelson Mandela Bay Stadium which are not limited to the list items detailed above.</b></p>		
		40
		32
		26
		0

<b>3. Manpower and equipment</b>  a) Full details provided of required personnel b) No details provided of personnel  c) Full details provided of the required equipment and whether Applicant owns same. d) No details provided of the required equipment or whether the Applicant still need to purchase the equipment required.  <b>Submitted as per clause 10.2 and 10.5 under the scope of work.</b>	<b>20</b>  10 0  10 0
<b>4. Research / Knowledge of area</b>  a) Applicant demonstrates good knowledge and/ or did research of the Stadium b) Applicant demonstrates some knowledge and/ or did research of the Stadium c) Applicant demonstrates no knowledge/evidence of conducting research of the Stadium	<b>10</b>  10 5 0
<b>Total</b>	<b>100</b>

**PASS 77/100**

**INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION**
















The information required must be submitted in the following format:














**COMPANY EXPERIENCE:**

Number of years' service provider has been operating and providing similar services in respect of cleaning services as requested by the MBDA

No of years .....

List of relevant or similar of a similar nature in respect of cleaning services rendered by the service provider.

	Project name and detailed scope of works/services	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
<b>RELATED SERVICES RENDERED: CLEANING SERVICES</b>					
1.					  
2.					  
3.					  
4.					  
5.					  

6.					
					
					
7.					
					
					
8.					
					
					
9.					
					
					
10.					
					
					



- 1. Where more space is required, the Applicant to provide additional information on a separate page, using the above format, with their proposal and reference it accordingly.**

### **AUTHORITY FOR SIGNATORY**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

<b>A</b> <b>Company</b>	<b>B</b> <b>Partnership</b>	<b>C</b> <b>Joint Venture</b>	<b>D</b> <b>Sole Proprietor</b>	<b>E</b> <b>Close Corporation</b>	<b>F</b> <b>Other (Specify)</b>

#### **A. CERTIFICATE FOR COMPANY**

I, ....., Chairperson of the board of directors of ..... hereby confirm that by resolution of the board (copy attached) taken on ....., Mr/Ms .....

acting in the capacity of ..... (Position in the Enterprise), and who will sign as follows: ..... be, and is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in connection with this tender and any contract resulting from it on behalf of the company.

Witness 1 Signature:

Witness 2 Signature:

Chairperson's Signature:

Date:

<b>Name</b>	<b>Capacity</b>	<b>Signature</b>	<b>Date</b>

**Note:**

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**B. CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as:  
 ..... hereby authorize  
 Mr/Ms, ..... acting in the capacity of .....  
 (Position in the Enterprise), and who will sign as follows: ..... be, and  
 is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in  
 connection with this tender and any contract resulting from it on behalf of the partnership.

Name	Capacity	Signature	Date

**Note:**

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

### C. CERTIFICATE FOR JOINT VENTURE OR CONSORTIA

We, the undersigned, are submitting this tender offer in Joint Venture/Consortium and hereby authorize Mr/Ms, ..... acting in the capacity of ..... (Position in the Enterprise), and who will sign as follows: ..... be, and is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in connection with this tender and any contract resulting from it on behalf of the Joint Venture/Consortium.

This authorisation is evidenced by the **attached power of attorney** signed by legally authorized signatories of all the partners to the Joint Venture/Consortium.

Name of firm	Address	Percentage of contract value	Authorising signature, name and capacity

**D. CERTIFICATE FOR SOLE PROPRIETOR**

I, ....., hereby confirm that I am the sole owner of the business trading as: .....

Witness 1 signature: \_\_\_\_\_

Witness 2 signature: \_\_\_\_\_

Sole proprietor's signature: \_\_\_\_\_

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

**E. CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as: ..... hereby authorize Mr/Ms ..... acting in the capacity of ..... (Position in the Enterprise), and who will sign as follows: ..... be, and is hereby, authorized to sign the Bid/Tender, and any and all documents and/or correspondence in connection with this tender and any contract resulting from it on behalf of the Close Corporation.

Name:	Address:	Signature:	Date:

**NOTE:**

This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise.

Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**F. OTHER (SPECIFY)**

We, the undersigned, being the key members in the business trading as:

..... hereby authorize

Mr/Ms ..... acting in the capacity of

..... (Position in the Enterprise), and who will sign as follows:

..... be, and is hereby, authorized to sign the Bid/Tender, and

any and all documents and/or correspondence in connection with this tender and any contract

resulting from it on behalf of the \_\_\_\_\_.

Name:	Address:	Signature:	Date:

**NOTE:**

This resolution must be signed by all the Directors/Members/Partners/Other of the Bidding Enterprise.

Should the number of Directors/Members/Partners/Other exceed the space available above, additional names and signatures must be supplied on a separate page.

**PART 4 –PRICING SCHEDULE  
FIRM PRICES (PURCHASES) (MBD 3.1)**

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Name of Bidder: .....  
 Bid Number: NMBS CS 02/23  
 Closing Time: 12h00  
 Closing Date: 26 July 2024

**TENDER WILL BE VALID FOR 180 CALENDAR DAYS**

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BID PRICE IN RSA CURRENCY

\*\* (ALL APPLICABLE TAXES EXCLUDING)

**Please include the detailed cost breakdown as part of your proposal.**

**PLEASE NOTE:**

- This Annexure **must** be completed.
- All amounts in the table to include Value Added Tax

		Monthly cost	Annual cost
	Description		
1.	Labour cost – Supervisor x 1 <b>(See costing breakdown table below)</b> <b>Calculated days per 21 days at 8-hour shift</b>		
2.	Labour cost – staff x 10 <b>(See costing breakdown table below)</b> <b>calculated days per 21 days at 8-hour shift</b>		
3.	Cleaning equipment cost – see clause 10.5		
4.	Safety equipment and uniform costs		
5.	Consumable costs - see clause 7.6		
9.	Motor vehicle expenses		
10.	Management fee		
11.	Any other expenses: Supply 50 she bins and service once per month		
	<b>SUB-TOTAL</b>		
	<b>VAT 15%</b>		
	<b>TOTAL INCLUDING VAT:</b>	R _____ Per month	R _____ Per annum



**SUPERVISOR:**

<b>SUPERVISOR - HOURLY RATE LABOUR COSTING</b>	
<b>SUPERVISOR</b>	
<b>Basic Monthly Salary – Supervisor (DAY-TO-DAY)</b>	<b>Basic Monthly Salary - Supervisor (b+c+d+e+f+g+h+i) *1</b>
a. Hourly rate - minimum Government Gazetted rate for Cleaning Services	R _____
b. Labour cost - Monday to Friday	
c. UIF	
d. Family responsibility leave (5 days annually - cost must be costed and divided over 12 months)	
e. Sick leave (cost must be costed and divided over 12 months)	
f. Annual Leave (cost must be costed and divided over 12 months)	
g. 13 <sup>th</sup> cheque equal to basic salary (cost must be costed and divided over 12 months)	
h. Personal Protective Equipment (PPE) including – Monthly cost	
<b>TOTAL PER EMPLOYEE PER MONTH - Calculated days per 21 days at 8-hour shift</b>	R _____
<b>TOTAL PER EMPLOYEE PER MONTH FOR 1 SUPERVISOR *12 MONTHS - Calculated days per 21 days at 8-hour shift</b>	R _____

<b>SUPERVISOR - HOURLY RATE LABOUR COSTING</b>	
<b>SUPERVISOR</b>	
<b>Basic Monthly Salary – Supervisor</b>	<b>Cost per hour as and when required (R)</b>
Labour cost – Overtime (Monday to Friday)	
Labour cost - Saturday	
Labour cost – Sunday or Public Holiday	

**GENERAL WORKERS:**

<b>GENERAL WORKERS - HOURLY RATE LABOUR COSTING</b>	
<b>GENERAL WORKERS</b>	
<b>Basic Monthly Salary – General Workers (DAY-TO-DAY)</b>	<b>Basic Monthly Salary - General Workers</b>

	$(b+c+d+e+f+g+h+i) * 1$
a. Hourly rate - minimum Government Gazetted rate for Cleaning Services	R _____
b. Labour cost - Monday to Friday	
c. UIF	
d. Family responsibility leave (5 days annually - cost must be costed and divided over 12 months)	
e. Sick leave (cost must be costed and divided over 12 months)	
f. Annual Leave (cost must be costed and divided over 12 months)	
g. 13 <sup>th</sup> cheque equal to basic salary (cost must be costed and divided over 12 months)	
h. Personal Protective Equipment (PPE) including uniform – Monthly cost	
<b>TOTAL PER EMPLOYEE PER MONTH - Calculated days per 21 days at 8-hour shift</b>	R _____
<b>TOTAL PER EMPLOYEE PER MONTH FOR 10 GENERAL WORKERS - Calculated days per 21 days at 8-hour shift</b>	R _____
<b>TOTAL PER EMPLOYEE PER MONTH FOR 10 GENERAL WORKERS *12 MONTHS</b>	R _____

<b>GENERAL WORKERS - HOURLY RATE LABOUR COSTING</b>	
<b>GENERAL WORKERS</b>	
<b>Basic Monthly Salary – General Workers</b>	<b>Cost per hour as and when required</b>
Labour cost – Overtime (Monday to Friday)	
Labour cost - Saturday	
Labour cost – Sunday or Public Holiday	

**Please note:**

1. The above pricing is to be based on day-to-day cleaning.
2. Costing for event cleaning shall be done on a quotation basis based on the above submitted rates above
3. Prices are to be quoted inclusive of VAT.
4. Pricing for first year will remain fixed and must factor in possible sectoral labour rates increases; in year two and three the annual increase shall be based on the Consumer Price Index (CPI) and the minimum government gazetted sectoral rates prevailing at the anniversary of the contract and negotiated by the parties.
5. Payment of invoices shall be made within 30 days of receipt of a valid invoice.

**PROOF OF B-BBEE STATUS LEVEL OF CONTRIBUTOR**  
**FAILURE TO SUBMIT WILL RESULT IN ZERO (0) POINTS SCORED.**

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**THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO SUBMIT THE FOLLOWING  
DOCUMENTATION PRIOR TO AWARD**

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- 1. Municipal Billing Clearance Certificate OR Lease agreement OR Statement of account**
- 2. Valid Tax Clearance Compliance Status**
- 3. CSD Report**
- 4. MBDA e-tender supplier registration – [www.mbda.co.za](http://www.mbda.co.za). Click on “Tenders”, Formal and scroll down to register on portal.**
- 5. Relevant Declarations and affidavits**

**CENTRAL SUPPLIER DATABASE & MBDA VENDOR PORTAL****REGISTRATION INSTRUCTIONS**

In accordance with MBDA Supply Chain Management policy a Business, that wishes to do business with MBDA, must register on the National Treasury Central Supplier Database (CSD) and the MBDA E-tender system.

**Below is the link to register on CSD:**

**<https://secure.csd.gov.za/Account/Register>**

**Click on “REGISTER” and follow the prompts.**

## REGISTER FOR E-TENDERS AND GET DOWN TO BUSINESS

Introducing the MBDA E-Tender system. A safe, convenient, and easily accessible opportunity to do business. The tender process is now pandemic proof!

**Follow these steps to get started:**



Go to **www.mbda.co.za** to register and view available tenders.



Once you have completed and submitted your tender you will receive a tracking number and confirmation. It's that simple.

For more info email [publictenders@mbda.co.za](mailto:publictenders@mbda.co.za) or call 041 811 8200.

Take advantage of online E-Tenders for safe and secure access to the latest business opportunities in Nelson Mandela Bay.



**AFFIDAVIT – NATURAL PERSON**

I, the undersigned,

---

Identity Number:

---

do hereby make oath and state that:

1. I am the Applicant in respect of the attached Application and all information/documentation submitted on behalf of the Applicant in connection with the Application is true and correct.
2. I am not aware of any actual or likely conflict of interest which I may have in respect of the transaction to which the response pertains nor am I in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)
3. My SARS Income Tax Reference Number is  

---
4. My SARS VAT Registration Number is  

---
5. I have no outstanding tax obligations, or I have made arrangements to meet my outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.
6. I have not been convicted for fraud or corruption within a 5 (five) year period prior to date hereof.
7. I am / am not **(delete whichever is not applicable)** engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.
8. I am / am not **(delete whichever is not applicable)** in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed).
9. ***I acknowledge that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.***

- 10.     *The Applicant acknowledges that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.***

\_\_\_\_\_  
**APPLICANTS SIGNATURE**

\_\_\_\_\_  
**DATE**

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**COMMISSIONER OF OATHS**

**NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.**



## AFFIDAVIT – JURISTIC PERSON

I, the undersigned,

---

Identity Number:

---

do hereby make oath and state that:

I am a duly authorized representative of:

Entity Name: \_\_\_\_\_

Entity Registration No.: \_\_\_\_\_

the Applicant in respect of the attached Application.

1. All information/documentation submitted on behalf of the Applicant in connection with the Application is true and correct.
2. The Applicant's registered office is  
\_\_\_\_\_
3. The Applicant's principal place of business is  
\_\_\_\_\_
4. The Applicant has no actual or likely conflict of interest in respect of the transaction for which the response pertains nor is the Applicant in the Service of the State as referred to in the MBDA's Supply Chain Management Policy. (delete if not applicable and furnish details of such conflict of interest)
5. The Applicant's SARS Income Tax Reference Number is  
\_\_\_\_\_
6. The Applicant's SARS VAT Registration Number is  
\_\_\_\_\_
7. The Applicant has no outstanding tax obligations, or the Applicant has made arrangements to meet its outstanding tax obligations to the South African Revenue Services and a certificate of the South African Revenue Services is attached hereto in this regard.
8. The Applicant and/or its officials have not been convicted for fraud or corruption within a 5 (five) year period prior hereto.
9. The Applicant is / is not **(delete whichever is not applicable)** engaged in any Government or Local Government contract awarded within 5 (five) years prior to date hereof.
10. The Applicant is / is not **(delete whichever is not applicable)** in arrears in respect of any charges payable in terms of Section 118 of the Municipal Systems Act. (If in arrears, a copy

of a document evidencing satisfactory arrangements made with the NMBMM is to be annexed)

- 11. *The Applicant acknowledges that should any information attested to herein be false, such false statement shall entitle the MBDA to terminate any agreement to which this submission relates.***

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

I CERTIFY that the Deponent has acknowledged that he/she knows and understands the contents of this Affidavit which was signed and sworn to before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**COMMISSIONER OF OATHS**

**NOTE: ANY STATEMENT WHICH IS NOT APPLICABLE IS TO BE DELETED.**

---

**Declaration of Interest (MBD4)**

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1. No Bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to Bid. In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the Bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

3.1. Full Name of Bidder or his or her representative: .....

3.2. Identity Number: .....

3.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

3.4. Company Registration Number: .....

3.5. Tax Reference Number: .....

3.6. VAT Registration Number: .....

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

3.8.1. If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this Bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other Bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this Bid? **YES / NO**

3.11.1 If yes, furnish particulars .....

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are Bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars.....

- 3.15 Are you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company an advisor or consultant contracted with the NMBMM or the MBDA **YES / NO**

3.14.1 If yes, furnish particulars.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

In the presence of:

1. ....

2. ....

**CERTIFICATION OF CORRECTNESS**

**I, THE UNDERSIGNED (NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

Signature.....

Date.....

.....  
Position

.....  
Name of Bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 **To be completed by the organ of state**

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	7
4	6



5	4
6	4
7	2
8	1
Non-compliant Contributor	0

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

***Note to tenderers: The tenderer to indicate how they claim points for each preference point system. This verified***

The specific goals allocated points in terms of this tender	Points allocation	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required proof for specific goals claimed
B-BBEE status contributor	10			B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	5			Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate
Enterprise owned by women	3			Detailed CSD registration report / detailed B-BBEE certificate demonstrating women ownership

Enterprise owned by black youth	2			Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
<b>TOTAL POINTS</b>	<b>20</b>			

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such

cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

---

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)**


---

- 1 This Municipal Bid Document must form part of all Bid invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The Bid of any Bidder may be rejected if that Bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the Bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

---

**CERTIFICATION**

---

I, THE UNDERSIGNED (FULL NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

---

**CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)**

---

I, the undersigned, in submitting the accompanying Proposal in relation to **CLEANING SERVICES** hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
  - (a) has been requested to submit a Proposal in response to this RFP;
  - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit or not to submit, a Proposal;
  - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
  - (e) submitting a Proposal with the intention not to win the award.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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.

---

**Signature Date**

---

**Name of Applicant**

## **PART 5**

### **GENERAL REQUIREMENTS**

**1.** The service provider is required to furnish full details requested on the tender forms. All rates tendered shall be inclusive of Value Added Tax at the prevalent rate but will be evaluated INCLUSIVE OF VAT.

**1.1.** The company should employ suitably trained and qualified personnel, with proof of their qualifications.

**1.2.** The bidder is requested to furnish all the relevant information not entertained on the form of bid under separate cover which shall form part of the bid.

### **2. COMPETENCY REQUIREMENTS**

The service provider should have expertise and experience in conducting studies of a similar nature to the services requested by the MBDA.

### **3. COMPLETENESS OF THE BID INFORMATION**

The MBDA may request clarification or additional information regarding any aspect of the bid. The applicant must supply the requested information within 48 hours after the request has been made.

### **4. TERMINATION FOR DEFAULT**

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

- a) if the service provider 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 client;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgement of the client, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

### **5. EVALUATION CRITERIA**

The evaluation of this Bid will be conducted in the following:

#### **5.1 Assessment of functionality**

The assessment of functionality will be done in terms of the evaluation criteria. A Bid will be disqualified if it fails to meet the minimum threshold of for functionality as per the Bid invitation and will not proceed to the 2<sup>nd</sup> stage of evaluation. All responses to this Request for Proposals shall be evaluated in terms of the Functionality Criteria Score Sheet annexed hereto marked Annexure



“B” which is to be completed by all Applicants and, documentation supporting each criteria in the relevant Annexure must be supplied.

### **Functionality Criteria**

<b>Criteria</b>	<b>Score</b>
Relevant Experience	30
Cleaning Plan	40
Manpower and equipment	20
Research and knowledge of the area	10
<b>TOTAL</b>	<b>100 (MPS)</b>

**The minimum functionality score is 77/100.**

### **5.1 Preference points systems**

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 for points awarded for specific goals as follows:

The following formula shall be used to calculate the points out of 80 for price inclusive of all applicable taxes:

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

Where

- $P_s$  = Points scored for price of tender under consideration;  
 $P_t$  = price of tender under consideration; and  
 $P_{min}$  = price of lowest acceptable tender.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	10
2	9
3	7
4	6
5	4
6	4
7	2
8	1
Non-compliant Contributor	0

## 5.2 POINTS AWARDED FOR SPECIFIC GOALS

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

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

**Note to tenderers:** The tenderer to indicate how they claim points for each preference point system. This verified

The specific goals allocated points in terms of this tender	Points allocation	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required proof for specific goals claimed
B-BBEE status contributor	10			B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	5			Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate
Enterprise owned by women	3			Detailed CSD registration report / detailed B-BBEE certificate demonstrating women ownership
Enterprise owned by black youth	2			Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
<b>TOTAL POINTS</b>	<b>20</b>			

- 5.3 An Applicant failing to submit proof of B-BBEE status level of contributor will score zero(0).
- 5.4 An Applicant will not be awarded points for B-BBEE status level of contributor if the response indicates that the Applicant intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the Applicant qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- 5.5 The points scored by an Applicant for specific goals will be added to the points scored for price.
- 5.6 The points scored will be rounded off to the nearest two decimal places.
- 5.7 the contract shall be awarded to the Applicant scoring the highest points.
- 5.8 If the price offered by an Applicant scoring the highest points is not market related, the MBDA may not award the contract to that Applicant.
- 5.9 The MBDA may:
- 5.9.1 negotiate a market related price with the Applicant scoring the highest points or cancel the RFP;
  - 5.9.2 if the Applicant does not agree to a market related price, negotiate a market related price with the Applicant scoring the second highest points or cancel the RFP;
  - 5.9.3 if the Applicant scoring the second highest points does not agree to a market related price, negotiate a market related price with the Applicant scoring the third highest points or cancel the RFP.
  - 5.9.4 If a market related price is not agreed, the MBDA will cancel the RFP.

## 6 COMPULSORY SUB-CONTRACTING

This Request for Proposals is not subject to subcontracting as a condition of tender as referred to in Regulation 9 of the Preferential Procurement Regulations, 2022.

## 7 SUBMISSION OF PROPOSALS

Proposals should be submitted in a sealed envelope, clearly marked **“CLEANING SERVICES (NMBS CS 02/23)”**. **One (1) electronic copy must be uploaded onto the MBDA Vendor Portal by Friday 26 July 2024 by 12h00, if the electronic upload is not possible the bidder must submit a copy on USB. FAILURE TO SUBMIT THE ORIGINAL HARD COPY AS WELL AS AN ELECTRONIC COPY VIA THE VENDOR PORTAL OR USB WILL DEEM THE BID NON-RESPONSIVE.** Where after, Bids will be opened via Microsoft Teams. Late, telephonic, faxed and emailed electronic bids will not be accepted.

## 8 RETURNABLES:

The following documents must be submitted with the Applicant's Application:

8.1 Applications to be signed by an agent or consortium/joint venture member must be accompanied by a duly authorized power of attorney/resolution and those signed on behalf of a Company, Close Corporation or Trust, must be accompanied by a certified extract of the Company's, Close Corporation's or Trust's minutes in terms of which such signature is authorized.

8.2 Applications to be submitted by a Company require certified copies of:

8.2.1 The Company's Memorandum and Articles/MOI;

8.2.2 The Company's current CIPC Certificate reflecting the Company's current Directors;

8.3 Applications to be submitted by a Close Corporation require certified copies of:

8.3.1 The Close Corporation's Founding Statement and all amending Founding Statements; or

8.3.2 A currently dated CIPC Certificate reflecting the Members of the Close Corporation;

8.4 Applications to be submitted by a Trust require certified copies of:

8.4.1 The Trust Deed and any amendments thereto;

8.4.2 The Trust's Letters of Authority and endorsements thereto;

8.5 Applications to be submitted by a Partnership require certified copies of:

8.5.1 The applicable Partnership Agreement;

8.5.2 The Identity Document or Registration Document of each partner.

8.6 Applications to be submitted by a Natural Person require a certified copy of the person's ID.

8.6.1 Each Applicant shall note the functionality criteria score sheet annexed hereto marked Annexure "B" read with "B1.1" and, where applicable, documentation supporting each criteria in the relevant Annexure must be supplied. Failure to submit Annexure "B" and "B1.1" and such proof shall render an Application unacceptable.

8.6.2 Each Applicant will not be required to complete Annexures "C" hereto.

8.7 Each Applicant shall submit a certified copy of its proof of B-BBEE status level of contributor which shall be marked Annexure "D". Failure to submit will result in zero (0) points scored.

- 8.8 Each Applicant shall submit a sworn statement in accordance with either Annexure “E” (for natural persons) or “F” (for Juristic persons) hereto.
- 8.9 Each Applicant must complete and submit either Annexure “G” hereto given Paragraph 44 of the Supply Chain Management Policy of the MBDA which provides that:
- 8.9.1 Irrespective of the procurement process followed, no award may be made to a person:
- 8.9.2 who is in the service of the state;
- 8.9.3 if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- 8.9.4 a person who is an advisor or consultant contracted with the MBDA.
- 8.10 Each Applicant shall complete and submit the Certificate of Independent Bid Determination annexed hereto marked Annexure I.
- 8.11 Each Applicant shall submit proof that it is registered on the National Treasury Central Supplier Database (CSD) and verification that its information has been noted by the Supply Chain Management Unit of the NMBMM which is located in Harrower Road, Gqeberha.
- 8.12 Each Applicant shall submit a valid SARS Tax Clearance status issued in respect of Good Standing.
- 8.13 Proof of its VAT registration number.
- 8.14 All Applicants should furnish proof that all amounts due to the Nelson Mandela Bay Metropolitan Municipality by the Applicant, it’s Directors, Members, Trustees or Partners are up to date or that arrangements have been made in respect thereof. Applicants whose address or registered office is not within the jurisdiction of the Nelson Mandela Bay Metropolitan Municipality should furnish proof that all amounts due to the local authority in whose jurisdiction their address or registered office is situated are up to date or that arrangements have been made in respect.
- 8.15 Have proof of registration of its SANAS/ The inspection body accreditation of South Africa, if applicable.
- 8.16 Have a certificate of registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- 8.17 Details of services provided by the Applicant to any organ of state in the last five (5) years.

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**Part 6**  
**Bid Form and Important Conditions**

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- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the MANDELA BAY DEVELOPMENT AGENCY 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 and on the terms regarding time for delivery and/or execution inserted therein.
- 2 I/We agree that:
  - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Bid Adjudication Committee during the validity period indicated and calculated from the closing time of the Bid;
  - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
  - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfill the contract when called upon to do so, the MBDA may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the MBDA and I/we will then pay to the MBDA any additional expense incurred either to accept any less favorable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bid and by the subsequent acceptance of any less favorable Bid, the MBDA shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the MBDA may sustain by reason of my/our default;
  - (d) the law 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 (full address).
- 3 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/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.

.....

.....

.....

7 Are you duly authorized to sign the Bid?

**\*YES / NO**

8 Has the Declaration of Interest been duly completed and included with the other Bid forms?

**\*YES / NO**

***\*Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER OR ASSIGNEE(S) .....

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority  
under which this Bid is signed

.....

Name of Bidder

.....

Postal Address

.....

Telephone number(s)

.....

Facsimile number(s)

.....

Bid Number

.....

Name of contact person

.....

### **IMPORTANT CONDITIONS**

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failure to comply with these requirements or to renounce specifically the Bidder's own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Supply Chain Management Regulations and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. This Request for Proposals forms part of the official Supply Chain Management Processes of the MBDA and in the event of any conflict between the SCMP and the Applicable Legislation, the provisions of the Applicable Legislation shall prevail.
6. Late and incomplete Proposals will not be accepted. The only or lowest Proposal will not necessarily be accepted and the MBDA reserves the right to accept the whole or any portion of a Proposal, or not to make an award.
7. **Posted, e-mailed, or faxed applications will not be accepted.**
8. Receipt by the MBDA of the Applicant's response shall not in any manner whatsoever oblige the MBDA to enter into any negotiations or to enter into any contract with the Applicant and any award made in terms of this RFP shall be subject to an agreement being concluded between the Applicant and the MBDA on terms and conditions acceptable to the Accounting Officer of the MBDA.
9. MBDA accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this Request for Proposals.
10. Any costs and/or expenses incurred by any Applicant in submitting its response shall be for the exclusive account of the Applicant and the MBDA shall not be liable in this respect whatsoever.
11. The Applicant acknowledges and agrees that it shall have no claim or claims whatsoever against the MBDA and/or the NMBMM, including claims for damages whether direct, indirect or consequential, arising from and/or pursuant to and/or in relation to the submission by the Applicant of its response pursuant to the Applicant having been invited



to submit same in terms of this documentation.

12. Any Applicant:

having a conflict of interest in respect of the transaction for which the response is submitted or in the Service of the State; and/or

having been convicted for fraud or corruption within a five-year period prior to the submission of its response; and/or

who has willfully neglected, reneged on or has failed to comply with a government or local government contract within a five-year period of the submission of its response; and/or

has outstanding tax obligations to the South African Revenue Services in respect of which arrangements have not been made; and/or

is in arrear in respect of charges payable to the NMBMM in terms of Section 118 of the Municipal Systems Act and has failed to make suitable arrangements to settle such arrears;

shall be barred from applying.

13. Failure to provide all information required in this Request for Proposals will result in the application not being considered.

14. The Applicant acknowledges that this Request for Proposals for it to submit a response to the MBDA as constituted by this document, does not confer on the Applicant any legal right or entitlement or legitimate expectation in relation to the MBDA and the Applicant acknowledges that this Request for Proposals similarly does not impose or create any obligation on the MBDA to be discharged in favour of the Applicant.

15. **No verbal and / or telephonic queries and clarifications will be entertained by the MBDA and must be made in writing and will be responded to accordingly. The MBDA reserves the right to circulate the questions and answers to all registered Applicants in the form of a bulletin. All queries and clarifications are to be addressed to publictenders@mbda.co.za, the tender reference number NMBS CS 02/23 must clearly be stated subject line. The cut - off date for such queries and clarifications will be close of business on **Friday 19 July 2024**.**

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**Bid Check List**


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MBDA Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid:

**Tick**

- |   |                          |
|---|--------------------------|
| 1. All pages of the bid document have been read and initialed by the bidder.  | <input type="checkbox"/> |
| 2. All pages requiring information have been completed in black ink.  | <input type="checkbox"/> |
| 3. The Pricing Schedule has been checked for arithmetic correctness.  | <input type="checkbox"/> |
| 4. All sections requiring information have been completed.  | <input type="checkbox"/> |
| 5. The bidder has submitted the following documentation, e.g.   |                          |
| - BBBEE Certificate or Sworn Affidavit (original or certified copy)   | <input type="checkbox"/> |
| - Valid Tax clearance status  | <input type="checkbox"/> |
| - Full CSD supplier report  | <input type="checkbox"/> |
| - Valid Municipal Billing Clearance Certificate (original or certified copy)  | <input type="checkbox"/> |
| - CIDB Certificate (if applicable)  | <input type="checkbox"/> |
| - Bids with a value of more than R10 million (VAT Incl.) are required to submit the financial statements for the past three years or since establishment, if established during the past three years. | <input type="checkbox"/> |
| - MBDA e-tender supplier registration   | <input type="checkbox"/> |