



**public works &  
infrastructure**

Department of  
Public Works & Infrastructure  
FREE STATE PROVINCE

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**APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED  
SERVICE PROVIDER/S FOR ONCE-OFF SUPPLY,  
INSTALLATION AND RETENTION OF HYGIENE  
EQUIPMENT; MAINTENANCE AND SERVICING OF  
EXISTING AND NEWLY INSTALLED EQUIPMENT AT  
VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR  
THE PERIOD OF THREE (03) YEARS.**

**BID NUMBER : DPWFS T 001/2023**

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**ADVERT DATE:**

07 JULY 2023

**CLOSING DATE AND TIME:**

07 AUGUST 2023 AT 11:00 AM

**VALIDITY PERIOD OF THE TENDER:**

90 DAYS

**ENQUIRIES**

**BIDDING PROCESS:** Mr M. Kolobe @ 051 492 1750/3886 or [kolobem@fsworks.gov.za](mailto:kolobem@fsworks.gov.za)

**TECHNICAL:** Ms M. Ralikontsane @ 051 410 7542 or [ralikontsanem@fsworks.gov.za](mailto:ralikontsanem@fsworks.gov.za)

**NB: All enquiries should preferably be made in writing to the officials mentioned above.**

CONTRACT NO: DPWFS (T) 001/2023  
DESCRIPTION: ONCE-OFF SUPPLY, INSTALLATION AND RETENTION OF HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF EXISTING AND NEWLY INSTALLED EQUIPMENT AT VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR THE PERIOD OF THREE (03) YEARS.



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## **PUBLIC NOTICE** **INVITATION TO TENDER**

**BID NUMBER: DPWFS T 001/2023**

**APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SERVICE PROVIDER/S FOR ONCE OFF SUPPLY, INSTALLATION AND RETENTION OF HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF EXISTING AND NEWLY INSTALLED EQUIPMENT AT VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR THE PERIOD OF THREE (03) YEARS.**

### **COLLECTION OF TENDER DOCUMENTS**

- Bid documents will be available from **07 July 2023** from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R342.00 is payable in cash (please bring the exact amount) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

Tenders must be deposited in the tender box situated on the Entrance Foyer, OR Tambo house, No153 St Andrews Street, tender document(s) must be **submitted** by no later than **11:00 am 07 August 2023**.

Each tender must be submitted in a separate, clearly marked sealed envelope into the Department of Public Works and Infrastructure tender box situated at the Main entrance foyer, OR Tambo House, Cnr. Markgraaff Street and St Andrews Street, Bloemfontein.

- Please note that tenders, which are not submitted in a properly sealed and marked envelope and / or are not deposited in the relevant tender box and / or are deposited after the closing date and time, will not be considered. **Faxed tenders will not be considered.**

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## **SECTION 1:**

# **RETURNABLE DOCUMENTS**

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**1. EVALUATION CRITERIA**

Phase:	Details:
Stage 1	<b>Mandatory requirement</b> - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	<b>Functionality Evaluation - evaluation of functionality-</b> bidders who fail to obtain a minimum 131 points out of 175 points for functionality as set out below will not be considered for appointment on the panel.
Stage 3	<b>Evaluation on price and preference</b> - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

**REASONS FOR DISQUALIFICATION**

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who`s tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

**1.1 Stage 1 (a) - Mandatory requirements**

The following mandatory requirements will be applicable for this contract.

**Note:** Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 1.1.1 Provide unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database`s MAAA number which will be used to verify valid tax compliance status of the bidding entity. (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status which will be confirmed at the time of award).
- 1.1.2 A valid proof of registration on the National Treasury`s Central Supplier`s Database must accompany this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
- 1.1.3 Attach a letter of Good standing issued by the Department of Labour.
  - a. A valid proof of registration for COIDA must accompany this bid. (Certified copy).
- 1.1.4 **Compliance Certificates:**
  - o Proof/Permits for Waste Disposal Sites, Landfill Site /Agreements with licenced Waste Disposal Sites and/or Landfill Site/Incineration Site. (Certified from Municipality or Department of Environmental affairs) Waste licence in terms of section 45 of the National Environment Management Waste Act 2008 (No. 59 of 2008).
- 1.1.5 **Project manager**
  - o The company to be registered under **South African Pest Control Association (SAPCA)**.
  - o Owner (**project manager**) to be in possession of a valid **Pest Control Operator certificate** (in different fields of expertise) after undergoing training for **Structural Pest Control** which is obtained from Department of Agriculture, Land Reform and Rural Development, Department of Land Reform according to Act No. 36 of 1947.

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**1.1.6 Project Supervisor**

- Project Supervisor to be in possession of a **Medical Certificate of fitness** valid for 12 months.
- To have a valid **Pest Control Operator certificate** (in different fields of expertise) after undergoing training for **Structural Pest Control** which is obtained from Department of Agriculture, Land Reform and Rural Development, Department of Land Reform according to Act No. 36 of 1947.

**1.1.7** Duly signed and completed SBD documents (SBD 1, SBD 3.3 and SBD 4).

**1.1.8** Duly signed and completed Annexure A - Record of Addenda to tender documents.

**1.1.9** Duly signed and completed Annexure B - Propose amendments and qualifications.

**1.1.10** Duly signed and completed Annexure D - Compulsory Declaration.

**1.1.11** Complete and sign the Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration) attached to the tender document.

**1.1.12** All documents must be completed in writing with a black ink (black pen).

**1.2 Stage 1 (b): Non-Mandatory requirement**

**1.2.1** Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.

**1.2.2** Duly signed and completed SBD 6.1- Preference points claim form in terms of the Preferential Procurement Regulations 2022.

**1.2.3** Completed and signed schedule of tender's schedule of experience.

**1.2.4** Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).

**1.3 Stage 2 – Functionality Evaluation**

**1.3.1.** Each bidder must obtain a minimum of **131** points out of **175** points for functionality in order to qualify for evaluation on price and preference using the **80/20** preference points systems.

**1.3.2.** Functionality (Separate from price) \_\_\_\_\_ 175 points

**1.3.3.** The functionality criteria will be assessed as follows:

NO	CRITERIA	GUIDELINE FOR CRITERIA	SCORE
1	<b>Experience of service provider who rendered hygiene services. Knowledge and understanding of scope of work.</b>	<p>The Service Provider must provide previous work performed which confirms that the bidder performed in accordance with the specifications, standards and Health &amp; Safety requirements of the employer:</p> <p>Attach appointment letters, applicable original/certified letters of reference in the company logo of the employer and signed by the authorised person for projects in the last 5 years:</p> <p>Number of projects for which similar service was rendered:</p> <ul style="list-style-type: none"> <li>● 5 Projects – 30 points</li> <li>● 4 Projects – 24 points</li> <li>● 3 Projects – 18 points</li> <li>● 2 Projects – 12 points</li> <li>● 1 Project – 6 points</li> </ul> <p>Only project/s above R100 000 will be considered.</p>	<b>30</b>
		<b>Recyclable Waste Management</b>	25= Excellent 20=Very Good

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2	<b>Comprehensive proposed methodology and approach</b>	<p>The bidder must provide a detailed proposal indicating how the bidder will effectively manage the collection, transportation and processing of Recyclable General Waste.</p> <p>The proposal must include, amongst other things, the response times, collection times, cost rebates</p>	<p>15=Good 10=Average 5= Poor 0= No plan</p>	<b>145</b>
		<p><b>Hazardous Waste Management (section 45 of the National Environment Management Waste Act 2008 (59 of 2008) for hazardous waste activities)</b></p> <p>The bidder must provide a detailed proposal indicating how the bidder will effectively manage the collection, transportation and processing of Hazardous Waste Management.</p> <p>The proposal must include, but not limited to: the response times, collection times, hygiene, managing compliance requirements etc.</p> <p>NOTE: Bidder must provide detailed proposal.</p>	<p>25= Excellent 20=Very Good 15=Good 10=Average 5= Poor 0= No plan</p>	
		<p>The bidder must confirm compliance to Occupational, Health and Safety Act. Provide your OHS Plan which includes Policy, Scope of Works /Safe Works Procedure, Personal Protective Equipment (PPE) procedure, Injury on Duty (IOD) procedure, Training Plan.</p> <ul style="list-style-type: none"> <li>○ OHS Plan including 5 activities = 10</li> <li>○ OHS Plan with 2-4 activities = 5</li> <li>○ OHS Plan with 1 activity = 1</li> <li>○ OHS Plan with 0 activity = 0</li> </ul>	<p><b>10</b></p>	
		<p><b>On-site Waste Management Service</b></p> <p>The bidder must provide a detailed proposal indicating how the bidder will effectively manage the day-to-day activities of the facility's waste management service.</p> <p>The proposal must include, but not limited to: Service plan/ schedule, Waste sorting methods, Cleaning plan for waste areas, Process for logging of waste collection/ removal requests etc.</p>	<p>25= Excellent 20=Very Good 15=Good 10=Average 5= Poor 0= No plan</p>	

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		<p><b>Reports</b></p> <p>The bidder must provide reports reflecting statistics on recyclable and non-recyclable waste on monthly basis. Please provide a sample/template of such a report.</p> <p>The bidder must also provide a list and samples of all other reports that will be prepared with related frequency.</p>	<p>25= Excellent 20=Very Good 15=Good 10=Average 5= Poor 0= No plan</p>	
		<p><b>The bidder must have capacity in terms of the necessary equipment to render the required service effectively.</b></p> <p>The bidder is required to provide the following information: Details of the vehicle owned by the bidder i.e. types of vehicle, quantity of vehicle, proof of ownership. or A copy of lease/ rental agreement (minimum 36 months) for vehicle if not owned by the bidder. The agreement should clearly indicate the types of vehicle and quantities.</p>	<p>5 vehicles = 25 points 4 vehicles = 20 points. 3 vehicles = 15 points. 2 vehicles = 10 points. 1 vehicle = 5 points. 0 vehicle = 0 point</p>	
		<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>• Cash flow projections aligned with the programme.</li> <li>• Confirmation of the availability of cash flow for the first three months of the project.</li> <li>• Analysis of the Annual Financial Statements Declaration and its supporting documents.</li> </ul>	<p>10</p>	
	<b>TOTAL</b>			<b>175</b>

The scoring criteria will be as follows:

Rating	Definition	Scoring
Excellent	<b>Exceeds</b> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods/services. Response identifies factors that will offer potential added value, will supporting evidence.	<b>25</b>
Very Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>20</b>
Good	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and	<b>15</b>

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	quality measures required to provide the goods / services, with supporting evidence.	
Average	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	10
Poor	Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	5
No plan	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting documents.	0

#### 1.4 Stage three 3 – Evaluation on Price and Preference

- 1.4.1 The Department is committed to achieving the government's objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE act and the Preferential Procurement Regulations of 2022.
- 1.4.2 The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.
- 1.4.3 The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 1.4.4 The points for preference will be allocated to bidders in accordance with the following specific goals.

**Table 1:**

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>

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

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

- b. Allocation of points in terms of the 80/20 preference point system.

**Where**

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{\max}$  = Price of highest acceptable tender

- c. 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 2 below as may be supported by proof/documentation stated in the conditions of this tender.

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**Table 2:**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State Based Companies	8	
Gender: Women ownership 100%	6	
People living with Disability	2	
Race: Black ownership 100%	4	
<b>Total Points Claimed out -</b>	<b>20</b>	

**d. Claiming of preference points for Specific goals:**

- i) Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goal on Free State Based Companies.
- ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goal on Gender: Women ownership 100%.
- iii) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goal on People living with disability.
- iv) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: Black ownership 100%.
- v) 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.
- vi) 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.
- vii) **Objective criteria to be implemented**
  - A contract may, on reasonable and justifiable grounds be awarded to a bidder that did not score the highest number of points on price and preference provided such bidder sub-contracts 15% of the bid to an EME or QSE which is at least 51% owned by black people.

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## 1.5 Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.5.1 Resolution of Board of Directors
- 1.5.2 Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 1.5.3 Special Resolution of Consortia or Joint Ventures.
- 1.5.4 All returnable documents indicated under Evaluation criteria.
- 1.5.5 Provide a tax status compliance pin issued by SARS.
- 1.5.6 Valid Proof of Registration on the National Treasury's Central Supplier's Database must be accompanying this bid.
- 1.5.7 Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.5.8 Attach a valid UIF Certificate of Compliance (Certified copy)
- 1.5.9 Duly Signed and Completed SBD 1 – Invitation to Tender.
- 1.5.10 Duly Signed and Completed SBD 3.3 – Pricing Schedule (Professional Service).
- 1.5.11 Duly Signed and Completed SBD 4 – Bidders Disclosure
- 1.5.12 Duly Signed and Completed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.5.13 Duly signed and completed Annexure A - Record of Addenda to tender documents.
- 1.5.14 Duly signed and completed Annexure B - Propose amendments and qualifications.
- 1.5.15 Completed and signed schedule of tender's schedule of experience.
- 1.5.16 Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification)
- 1.5.17 Annual Financial Statements Declaration form.
- 1.5.18 A valid letter of good standing issued by the Department of Labour.

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**LIST OF RETURNABLE DOCUMENTS**

**1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

<b>Bid Document Name: DPWFS (T) 001/2023</b>	<b>Number of Pages:</b>	<b>Returnable document:</b>
Resolution of Board of Directors	1 Pages	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	3 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	3 Pages	<input type="checkbox"/>
SBD 3.3: Pricing Schedule (Professional Services)	11 Pages	<input type="checkbox"/>
SBD 4: Bidders disclosure	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	5 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration).	1 Page	<input type="checkbox"/>
Schedule of the tenderer's experience (Particulars of Tenderers Projects)	5 Pages	<input type="checkbox"/>
Schedule of equipment offered	2 Pages	<input type="checkbox"/>
Acceptance of Bid Conditions and Bidder's Details	3 Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

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**RESOLUTION OF BOARD OF DIRECTORS**

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

*(legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

**RESOLVED that:**

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_

*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(Tender Number as per Tender Document)*

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	<b>Name</b>	<b>Capacity</b>	<b>Signature</b>
1			
2			
3			
4			
5			
6			
7			
8			

**Note: ENTERPRISE STAMP**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors/ Members / Partners

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## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURE

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

held at \_\_\_\_\_ (place) on

(date) **RESOLVED** that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_  
\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(code) \_\_\_\_\_

**CONTRACT NO:** DPWFS (T) 001/2023  
**DESCRIPTION:** ONCE-OFF SUPPLY, INSTALLATION AND RETENTION OF HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF EXISTING AND NEWLY INSTALLED EQUIPMENT AT VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR THE PERIOD OF THREE (03) YEARS.



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Free State Province

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number (code): \_\_\_\_\_

Fax number (code): \_\_\_\_\_

CONTRACT NO: DPWFS (T) 001/2023  
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	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

<b>ENTERPRISE STAMP</b>

**SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURE**

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**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)

- 1 \_\_\_\_\_  
\_\_\_\_\_
- 2 \_\_\_\_\_  
\_\_\_\_\_
- 3 \_\_\_\_\_  
\_\_\_\_\_
- 4 \_\_\_\_\_  
\_\_\_\_\_
- 5 \_\_\_\_\_  
\_\_\_\_\_
- 6 \_\_\_\_\_  
\_\_\_\_\_
- 7 \_\_\_\_\_  
\_\_\_\_\_
- 8 \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

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**RESOLVED that:**

**A.** The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

\_\_\_\_\_

(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

**B.** Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

**C.** The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

**D.** The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

**E.** Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

**F.** No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

**G.** The Enterprises choose as the domicilium citandi et executandi of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code) \_\_\_\_\_

Postal Address:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number (code): \_\_\_\_\_

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SBD 1

PART A  
 INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	DPWFS (T) 001/2023	CLOSING DATE:	07 August 2023
		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SERVICE PROVIDER/S FOR ONCE OFF SUPPLY, INSTALLATION AND RETENTION OF HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF EXISTING AND NEWLY INSTALLED EQUIPMENT AT VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR THE PERIOD OF THREE (03) YEARS.		
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
Ground Floor (Main Entrance Foyer)			
O.R Tambo House (Lebohang Building);			
Cnr. Markgraaff and St Andrews Street,			
Bloemfontein, 9301			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Mr. Mosiuoa Kolobe	CONTACT PERSON	Ms. Motibi Ralikontsane
TELEPHONE NUMBER	051 492 1750 / 3886	TELEPHONE NUMBER	051 410 7542/37
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a
E-MAIL ADDRESS	kolobem@fsworks.gov.za	E-MAIL ADDRESS	ralikontsanem@fsworks.gov.za
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			

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

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

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

YES  NO

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

YES  NO

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

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**SBD 1**

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

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SBD 3.3

**Pricing Schedule (Professional Services)**

**IMPORTANT PRICING INFORMATION:**

- a) Waste Management certificate for both hygiene service and Covid-19 must be submitted on quarterly basis by the service provider. –Reference letters, appointment letters and waste management certificates where were similar service was rendered.
- b) Service team should arrive between 09h00 and 13h00 for servicing.
- c) The sites are as follows:
- d) Service provider to include price escalation

**ANNEXURE “A”**

**PRICING ON INSTALLATION OF NEW HYGIENE AND COVID-19 EQUIPMENT**

**1. MOTHEO & KHARIEP REGIONS**

No.	Building	Town	Type of Service	Qty	Price of Sanitary Bins	Price of Sanitary bag holders	Price of air freshener holders	Price of hand soap dispensers	Price of Covid-19 waste bins
1.	Fidel Castro Building	Bloemfontein	Supply & Installation	1	R	R	R	R	R
2.	OR Tambo House	Bloemfontein	Supply & Installation	1	R	R	R	R	R
3.	NALN	Bloemfontein	Supply & Installation	1	R	R	R	R	R
4.	Salga Works Office	Bloemfontein	Supply & Installation	1	R	R	R	R	R
5.	Old Sanlam Building	Bloemfontein	Supply & Installation	1	R	R	R	R	R

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5.	CIDB PWI	Bloemfontein	Supply & Installation	1	R	R	R	R	R
6.	Medfontein PWI	Bloemfontein	Supply & Installation	1	R	R	R	R	R
7.	Lemo Mall	Bloemfontein	Supply & Installation	1	R	R	R	R	R
8.	MANCOFS	Bloemfontein	Supply & Installation	1	R	R	R	R	R
9.	Hamilton	Bloemfontein	Supply & Installation	1	R	R	R	R	R
10.	Thaba Nchu Works	Seloshesha	Supply & Installation	1	R	R	R	R	R
11.	Ratlou Complex	Seloshesha	Supply & Installation	1	R	R	R	R	R
12.	Trompsburg PW&I Building	Trompsburg	Supply & Installation	1	R	R	R	R	R
<b>SUB – TOTAL OF THE RATES</b>						R	R	R	R
<b>15% VAT</b>						R	R	R	R
<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>						R	R	R	R
<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>						R	R	R	R
<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>						R	R	R	R
<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>						R	R	R	R
<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>						R	R	R	R

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<b>TOTAL FOR YEAR (1, 2 &amp; 3)</b>		R	R	R	R	R
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## 2. LEJWELEPUTSWA AND FEZILE DABI REGIONS

No.	Building	Town	Type of Service	Qty	Price of Sanitary Bins	Price of Sanitary bag holders	Price of air freshener holders	Price of hand soap dispensers	Price of Covid-19 waste bins
1.	Welkom Boitumelo Junction	Welkom	Pricing & Installation	1	R	R	R	R	R
2.	Welkom Kopano Works	Welkom	Pricing & Installation	1	R	R	R	R	R
3.	Welkom Kopano Human Settlement	Welkom	Pricing & Installation	1	R	R	R	R	R
4.	Kroonstad Human Settlement (Station str.)	Kroonstad	Pricing & Installation	1	R	R	R	R	R
5.	Kroonstad: Works (Orange Street)	Kroonstad	Pricing & Installation	1	R	R	R	R	R
6.	Kroonstad: Works (Botha Street)	Kroonstad	Pricing & Installation	1	R	R	R	R	R
7.	Voortrekker Hospital	Kroonstad	Pricing & Installation	1	R	R	R	R	R
8.	Mora Building	Sasolburg	Pricing & Installation	1	R	R	R	R	R
9.	Parys Stadium PWI	Parys	Pricing & Installation	1	R	R	R	R	R
<b>SUB – TOTAL OF THE RATES</b>						R	R	R	R
<b>15% VAT</b>						R	R	R	R

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TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)		R	R	R	R	R
ESCALATION FOR YEAR 1 (VAT INCLUSIVE)		R	R	R	R	R
TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)		R	R	R	R	R
ESCALATION FOR YEAR 2 (VAT INCLUSIVE)		R	R	R	R	R
TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)		R	R	R	R	R
TOTAL FOR YEAR (1, 2 & 3)		R	R	R	R	R

### 3. THABO MOFUTSANYANA REGION

No.	Building	Town	Type of Service	Qty	Price for Sanitary Bins	Price for Sanitary bag holders	Price for air freshener holders	Price for hand soap dispensers	Price for Covid-19 waste bins
1.	QwaQwa Housekeeping/ Works	QwaQwa	Pricing & Installation	1	R	R	R	R	R
2.	Harrismith Shared Facility	Harrismith	Pricing & Installation	1	R	R	R	R	R
3.	Bethlehem Shared Facility	Bethlehem	Pricing & Installation	1	R	R	R	R	R
<b>SUB – TOTAL OF THE RATES</b>					R	R	R	R	R
<b>15% VAT</b>					R	R	R	R	R

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TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)		R	R	R	R	R
ESCALATION FOR YEAR 1 (VAT INCLUSIVE)		R	R	R	R	R
TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)		R	R	R	R	R
ESCALATION FOR YEAR 2 (VAT INCLUSIVE)		R	R	R	R	R
TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)		R	R	R	R	R
TOTAL FOR YEAR (1, 2 & 3)		R	R	R	R	R

**ANNEXURE “B”**

**WEEKLY SERVICE AND MAINTENANCE OF EXISTING AND NEWLY INSTALLED HYGIENE EQUIPMENT**

**(a) MOTHEO AND XHARIEP REGIONS**

No.	Building	Town	Type of Service	Qty.	Maintenance Price for Sanitary bins	Maintenance Price for Sanitary bag holders	Maintenance Price for air freshener cans.
1.	Fidel Castro Building	Bloemfontein	Maintenance	1	R	R	R
2.	OR Tambo House	Bloemfontein	Maintenance	1	R	R	R
3.	NALN	Bloemfontein	Maintenance	1	R	R	R
4.	Salga Works Office	Bloemfontein	Maintenance	1	R	R	R
5.	Old Sanlam Building	Bloemfontein	Maintenance	1	R	R	R
6.	Lemo Mall	Bloemfontein	Maintenance	1	R	R	R
7.	MANCOFS	Bloemfontein	Maintenance	1	R	R	R

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8.	Hamilton	Bloemfontein	Maintenance	1	R	R	R
9.	Thaba Nchu Works	Selosesha	Maintenance	1	R	R	R
10.	Ratlou Complex	Selosesha	Maintenance	1	R	R	R
11.	Trompsburg PWI Building	Trompsburg	Maintenance	1	R	R	R
<b>SUB – TOTAL OF THE RATES</b>						R	R
15% VAT						R	R
<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>						R	R
<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>						R	R
<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>						R	R
<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>					R	R	R
<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>					R	R	R
<b>TOTAL FOR YEAR (1, 2 &amp; 3)</b>					R	R	R

**(b) LEJWELEPUTSWA AND FEZILE DABI REGIONS**

No.	Building	Town	Type of Service	Qty.	Maintenance Price for Sanitary bins	Maintenance Price for Sanitary bag holders	Maintenance Price for air freshener cans
1.	Welkom Boitumelo Junction	Welkom	Maintenance	1	R	R	R
2.	Welkom Kopano Works	Welkom	Maintenance	1	R	R	R
3.	Welkom Kopano Human Settlement	Welkom	Maintenance	1	R	R	R
4.	Kroonstad Human Settlement (Stasie Str.)	Kroonstad	Maintenance	1	R	R	R
5.	Kroonstad Works (Orange Str.)	Kroonstad	Maintenance	1	R	R	R
6.	Kroonstad Works (Botha Str.)	Kroonstad	Maintenance	1	R	R	R

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7.	Voortrekker Hospital	Kroonstad	Maintenance	1	R	R	R
8.	Mora Building	Sasolburg	Maintenance	1	R	R	R
9.	Parys Stadium	Parys	Maintenance	1	R	R	R
<b>SUB – TOTAL OF THE RATES</b>					R	R	R
<b>15% VAT</b>					R	R	R
<b>TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)</b>					R	R	R
<b>ESCALATION FOR YEAR 1 (VAT INCLUSIVE)</b>					R	R	R
<b>TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)</b>					R	R	R
<b>ESCALATION FOR YEAR 2 (VAT INCLUSIVE)</b>					R	R	R
<b>TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)</b>					R	R	R
<b>TOTAL FOR YEAR (1, 2 &amp; 3)</b>					R	R	R

**( C ) THABO MOFUTSANYANE REGION**

No.	Building	Town	Type of Service	Quantity	Maintenance Price for Sanitary bins	Maintenance Price for Sanitary bag holders	Maintenance Price for air freshener cans
1.	QwaQwa Housekeeping/Works	QwaQwa	Maintenance	1	R	R	R
2.	Harrismith Shared Facility	Harrismith	Maintenance	1	R	R	R
3.	Bethlehem Shared Facility	Bethlehem	Maintenance	1	R	R	R
<b>SUB – TOTAL OF THE RATES</b>					R	R	R
<b>15.% VAT</b>					R	R	R

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TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)		R	R	R
ESCALATION FOR YEAR 1 (VAT INCLUSIVE)		R	R	R
TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)		R	R	R
ESCALATION FOR YEAR 2 (VAT INCLUSIVE)		R	R	R
TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)		R	R	R
TOTAL FOR YEAR (1, 2 & 3)		R	R	R

**ANNEXURE “C”**

**SERVICE AND DISPOSAL OF COVID-19 ISOLATION ROOM WASTE AS AND WHEN NECESSARY**

**i) MOTHEO REGION**

No.	Building	Town	Type of Service	Qty.	Price for Service and Disposal
1.	Fidel Castro Building	Bloemfontein	Emergency disposal	1	R
2.	OR Tambo House	Bloemfontein	Emergency disposal	1	R
3.	Salga Building (PWI)	Bloemfontein	Emergency disposal	1	R
4.	Lemo Mall (PWI)	Bloemfontein	Emergency disposal	1	R
5.	Hamilton Building (PWI)	Bloemfontein	Emergency disposal	1	R
6.	Thaba Nchu Works	Thaba Nchu	Emergency disposal	1	R
	<b>SUB – TOTAL OF THE RATES</b>				R

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	15% VAT		R
	TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)		R
	ESCALATION FOR YEAR 1 (VAT INCLUSIVE)		R
	TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)		R
	ESCALATION FOR YEAR 2 (VAT INCLUSIVE)		R
	TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)		R
	TOTAL FOR YEAR (1, 2 & 3)		R

ii) LEJWELEPUTSWA AND FEZILE DABI DISTRICT

No.	Building	Town	Type of Service	Qty.	Price for Service and Disposal
1.	Kroonstad Works (Stasie Str.)	Kroonstad	Emergency disposal	1	R
2.	Welkom Works (Kopano)	Welkom	Emergency disposal	1	R
	<b>SUB – TOTAL OF THE RATES</b>				R
	15% VAT				R
	TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)				R
	ESCALATION FOR YEAR 1 (VAT INCLUSIVE)				R
	TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)				R
	ESCALATION FOR YEAR 2 (VAT INCLUSIVE)				R
	TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)				R

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	TOTAL FOR YEAR (1, 2 & 3)		R
--	---------------------------	--	---

iii) THABO MOFUTSANYANA DISTRICT

No.	Building	Town	Type of Service	Qty.	Price for Service and Disposal
1.	QwaQwa Housekeeping & Works	QwaQwa	Emergency disposal	1	R
2.	Bethlehem Shared Facility	Bethlehem	Emergency disposal	1	R
	<b>SUB – TOTAL OF THE RATES</b>				R
	15% VAT				R
	TOTAL AMOUNT FOR YEAR 1 (RATES ONLY)				R
	ESCALATION FOR YEAR 1 (VAT INCLUSIVE)				R
	TOTAL AMOUNT FOR YEAR 2 (RATES ONLY)				R
	ESCALATION FOR YEAR 2 (VAT INCLUSIVE)				R
	TOTAL AMOUNT FOR YEAR 3 (RATES ONLY – VAT INCLUSIVE)				R
	TOTAL FOR YEAR (1, 2 & 3)				R

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**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDERS'S DECLARATION**

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

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

Full Name	Identity Number	Name of State institution

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

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**SBD 4**

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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**SBD 4**

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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**SBD 6.1**

**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**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

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**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

**3.1. POINTS AWARDED FOR PRICE**

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration

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Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State Based Companies	8	
Gender: Women ownership 100%	6	
People living with Disability	2	
Race: Black ownership 100%	4	
<b>Total Points Claimed out -</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....

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4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

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**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature .....

Date .....

Name .....

Position .....

Tenderer .....

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**Annexure B: Proposed amendments and qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature ..... Date .....

Name ..... Position .....

Tenderer .....

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**Section 9: Declaration**

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) neither the name of the tendering entity, nor any of its principals, appears on:
  - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004); or
  - b) National Treasury's Database of Restricted Suppliers (see [www.treasury.gov.za](http://www.treasury.gov.za))
- ii) the tendering entity or any of its principals has not been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa) within the last five years;
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers;
- v) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- vi) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer nor any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity, and are not in arrears for more than three months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and, when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by National Treasury, for SARS to do likewise.

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....

**NOTE 1:** The Standard Conditions of Tender contained in SANS 10845-3 prohibits anticompetitive practices (clause 3.1) and requires that tenderers avoid conflicts of interest, only submit a tender offer if the tenderer or any of his principals is not under any restriction to do business with the Employer (4.1.1) and submit only one tender either as a single tendering entity or as a member in a joint venture (clause 4.13.1). Clause 5.7 also empowers the Employer to disqualify any tenderer who engages in fraudulent and corrupt practice. Clause 3.1 also requires tenderers to comply with all legal obligations.

**NOTE 2:** Section 30(1) of the Public Service Act, 1994, prohibits an employee (person who is employed in posts on the establishment of departments) from performing or engaging remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department. When in operation, Section 8(2) of the Public Administration Management Act, 2014, will prohibit an employee of the public administration (i.e. municipalities and all national departments, national government components listed in Part A of Schedule 3 to the Public Service Act, provincial departments including the office of the premier listed in Schedule 1 of the Public Service Act and

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provincial departments listed in schedule 2 of the Public Service Act, and provincial government components listed in Part B of schedule 3 of the Public Service Act) or persons contracted to executive authorities in accordance with the provisions of section 12A of the Public Service Act of 1994 or persons performing similar functions in municipalities, from conducting business with the State or to be a director of a public or private company conducting business with the State. The offence for doing so is a fine or imprisonment for a period not exceeding five years, or both. It is also a serious misconduct which may result in the termination of employment by the employer.

**NOTE 3:** Regulation 44 of Supply Chain Management regulations issued in terms of the Municipal Finance Management Act of 2003 requires that municipalities and municipal entities should not award a contract to a person who is in the service of the State, a director, manager or principal shareholder in the service of the State or who has been in the service of the State in the previous twelve months.

**NOTE 4:** Regulation 45 of Supply Chain Management regulations requires a municipality or municipal entity to disclose in the notes to the annual statements particulars of any award made to a close family member in the service of the State.

**NOTE 5:** Corrupt activities which give rise to an offence in terms of the Prevention and Combating of Corrupt Activities Act of 2004, include improperly influencing in any way the procurement of any contract, the fixing of the price, consideration or other moneys stipulated or otherwise provided for in any contract, and the manipulating by any means of the award of a tender.

**NOTE 6:** Section 4 of the Competition Act of 1998 prohibits restrictive horizontal practice, including agreements between parties in a horizontal relationship, which have the effect of substantially preventing or lessening competition, directly, or indirectly fixing prices or dividing markets or constituting collusive tendering. Section 5 also prohibits restrictive vertical practices. Any restrictive practices that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

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**Annual Financial Statements Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
  - internally  independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
  - enterprise has had its financial statements audited;  
 name of auditor .....
  - enterprise is required by law to have an independent review of its financial statements  
 name of independent reviewer .....
  - enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.  
  
*[Attach the income statement and the balance sheet contained in the financial statement]*
- 6) The annual turnover for the last financial year is R .....
- 7) The total assets as at the end of the last financial year is R .....
- 8) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature .....

Date .....

Name .....

Position .....

Tenderer .....

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**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED, REGISTERED SERVICE PROVIDER/S FOR THE ONCE OFF SUPPLY AND INSTALLATION OF HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF EXISTING AND NEWLY INSTALLED EQUIPMENT AT VARIOUS PROVINCIAL GOVERNMENT BUILDINGS FOR THE PERIOD OF THREE (03) YEARS.		
Contract no:	DPWFS (T) 001 /2023	Closing date:	07 August 2023
Advertising date:	07 July 2023	Validity period:	90 days

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.*

**2. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

2.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						

**CONTRACT NO:** DPWFS (T) 001/2023  
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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
3						
4						
5						
6						
7						
8						
9						
10						

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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
11						
12						

Name of Tenderer	Signature	Date

2.2. **Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.**

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						

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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
3						
4						
5						
6						
7						
8						
9						
10						

**CONTRACT NO:** DPWFS (T) 001/2023  
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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
11						
12						

Name of Tenderer	Signature	Date

**CONTRACT NO:** DPWFS (T) 001/2023  
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**Schedule of Proposed Subcontractors**

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the Names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there Are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience of the Subcontractor.	Indicate the value of work to be sub-contracted as % of Total Value of the contract	BEE Contributor Level of the subcontractor
1.					
2.					
3.					
4.					
5.					

Signature.....

Date.....

Name.....

Position.....

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**Declaration Form for Sub-contracting:**

**Schedule of Proposed Subcontracting to Free State based Companies per district**

We ....., hereby commit to sub – contract .....% of our tendered contract value to (Free State based EME or QSE companies.

Subcontracting as a condition for objective criteria:

- An EME or QSE which is 51% owned by black people.

**The scoring criteria will be as follows:**

Signature.....

Date.....

Name.....

Position.....

Tenderer .....

**NB: Failure to complete and sign this declaration will result in automatic disqualification.  
Schedule of Plant and Equipment**

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The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

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## **SECTION 2:**

# **TERMS OF REFERENCE**

**CONTRACT NO:** DPWFS (T) 001/2023  
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## 2. TERMS OF REFERENCE

### 2.1 THE SCOPE OF WORKS FOR THE IDENTIFIED AND APPOINTED SERVICE PROVIDER TO RENDER THE FOLLOWING SERVICES:

- 2.1.1. Once off procurement and installation of new sanitary bins and sanitary bag holders and anti-theft (lockable) air freshener containers and lockable hand soap dispensers in properties listed under Annexure "A". Service provider to install as per the approved list and not deviate.
- 2.1.2. Square or rectangular lockable, stainless steel, wall mounted push button hand soap dispenser, 500ml/700ml refillable.
- 2.1.3. Weekly service and maintenance of newly installed and existing sanitary bins, emptying, cleaning, sanitize inside and outside, refilling the sanitary bin bags and powdering the bins with deodorizer, (see list of properties attached as Annexure "B")
- 2.1.4. Weekly removal of sanitary waste and proper (as per regulations) disposal thereof.
- 2.1.5. Refill of sanitary bags on weekly basis.
- 2.1.6. Supply Air fresheners cans, 75ml for microburst 3000, for the duration of the contract from all chosen scents. One scent should be installed for two consecutive months in one building for the flow of the same scent.
- 2.1.7. Air freshener holders should be fully automatic, time automated and be mist spray, be compatible to the existing 75ml, 3000 microburst.
- 2.1.8. Monthly replacement of air freshener cans and (or) batteries as and when necessary, subject to approval by the Department.
- 2.1.9. Service, maintenance and disposal of emergency Covid-19 Isolation Room waste whenever the need arises on the schedule of sanitary bins. That will be emptying, cleaning, sanitize inside and outside, refilling the isolation waste bins with new bags and powdering the bins with deodorizer. A list of offices with isolation rooms is attached as Annexure "C"
- 2.1.10. Departmental monitoring tool and service slips of the service provider to be maintained by both the Department and the service provider on the day of service. Monitoring Tool is hereunder attached.

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**FACILITIES OPERATIONS: OPERATIONAL PROPERTY AND HOUSEKEEPING**

**MONITORING TOOL: SANITARY EQUIPMENT**

NAME OF BUILDING: \_\_\_\_\_

MONTH: \_\_\_\_\_

	WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5	
DATE										
Floor	SHE-BINS	Spray								
24										
23										
22										
21										
20										
19										
18										
17										
16										
15										
14										
13										
12										
11										
10										
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8										
7										
6										
5										
4										
2										
1										
G										
M										
CO. Date										
PWI Date										

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 DESCRIPTION: HYGIENE EQUIPMENT; MAINTENANCE AND SERVICING OF  
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## 2.2 SITE SPECIFICATION / REQUIREMENTS

**TENDER FOR HYGIENE SERVICES AND ISOLATION EMERGENCY DISPOSAL WASTE IN PROPERTIES WHERE HOUSEKEEPING UNIT RENDERS CLEANING SERVICES**

**PROPERTIES TO BE INSTALLED WITH NEW HYGIENE EQUIPMENT**

### ANNEXURE "A"

#### 1. MOTHEO AND XHARIEP REGIONS

No.	Building	Town	Type of Service	Qty.	Price for Sanitary bins	Price for Sanitary bag holders	Price for air freshener holders	No of hand soap dispensers
1	Fidel Castro Building	Bloemfontein	Installation	1	R	R	R	R
2	OR Tambo House	Bloemfontein	Installation	1	R	R	R	R
3	NALN	Bloemfontein	Installation	1	R	R	R	R
4	Salga Works Office	Bloemfontein	Installation	1	R	R	R	R
5	Old Sanlam Building	Bloemfontein	Installation	1	R	R	R	R
6	CIDB PWI	Bloemfontein	Installation	1	R	R	R	R
7	Medfontein PWI	Bloemfontein	Installation	1	R	R	R	R
8	Lemo Mall	Bloemfontein	Installation	1	R	R	R	R
9	MANCOFS	Bloemfontein	Installation	1	R	R	R	R
10	Hamilton	Bloemfontein	Installation	1	R	R	R	R
11	Thaba Nchu Works	Selosesha	Installation	1	R	R	R	R
12	Ratlou Complex	Selosesha	Installation	1	R	R	R	R
13	Trompsburg PW&I Building	Trompsburg	Installation	1	R	R	R	R

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## 2. LEJWELEPUTSWA AND FEZILE DABI REGIONS

No.	Building	Town	Type of Service	Qty.	Price for Sanitary bins	Price for Sanitary bag holders	Price for air freshener holders	No of hand soap dispensers
1	Welkom Boitumelo Junction	Welkom	Installation	1	R	R	R	R
2	Welkom Kopano Works	Welkom	Installation	1	R	R	R	R
3	Welkom Kopano Human Settlement	Welkom	Installation	1	R	R	R	R
4	Kroonstad Human Settlement (Station str.)	Kroonstad	Installation	1	R	R	R	R
5	Kroonstad: Works (Orange Street)	Kroonstad	Installation	1	R	R	R	R
6	Kroonstad: Works (Botha Street)	Kroonstad	Installation	1	R	R	R	R
7	Voortrekker Hospital	Kroonstad	Installation	1	R	R	R	R
8	Mora Building	Sasolburg	Installation	1	R	R	R	R
9	Parys Stadium	Parys	Installation	1	R	R	R	R

## 3. THABO MOFUTSANAYNE REGION

No.	Building	Town	Type of Service	Qty.	Price for Sanitary bins	Price for Sanitary bag holders	Price for air freshener holders	No of hand soap dispensers
1	QwaQwa Housekeeping/ Works	QwaQwa	Installation	1	R	R	R	R
2	Harrismith Shared Facility	Harrismith	Installation	1	R	R	R	R
3	Bethlehem Shared Facility	Bethlehem	Installation	1	R	R	R	R

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**WEEKLY SERVICE AND MAINTENANCE OF NEWLY INSTALLED AND OLD HYGIENE EQUIPMENT**

**ANNEXURE "B"**

**i. MOTHEO AND XHARIEP REGIONS**

No.	Building	Town	Type of Service	Qty.	Sanitary bins	Sanitary bags	Air freshener cans
1	Fidel Castro building	Bloemfontein	Maintenance	1	R	R	R
2	OR Tambo House	Bloemfontein	Maintenance	1	R	R	R
3	NALN	Bloemfontein	Maintenance	1	R	R	R
4	Salga House	Bloemfontein	Maintenance	1	R	R	R
5	Old Sanlam Building	Bloemfontein	Maintenance	1	R	R	R
6	CIDB PWI	Bloemfontein	Maintenance	1	R	R	R
7	Medfontein PWI	Bloemfontein	Maintenance	1	R	R	R
8	Lemo Mall (PWI)	Bloemfontein	Maintenance	1	R	R	R
9	MANCOFS (Pelonomi)	Bloemfontein	Maintenance	1	R	R	R
10	Hamilton (PWI)	Bloemfontein	Maintenance	1	R	R	R
11	Thaba Nchu Works	Bloemfontein	Maintenance	1	R	R	R
12	Ratlou Complex	Thaba Nchu	Maintenance	1	R	R	R
13	Trompsburg PWI	Trompsburg	Maintenance	1	R	R	R

**ii. LEJWELEPUTSWA AND FEZILE DABI DISTRICT**

No.	Building	Town	Type of Service	Qty.	Sanitary bins	Sanitary bags	Air freshener cans
1	Works Offices Kopano	Welkom	Maintenance	1	R	R	R
2	Human Settlement Kopano	Welkom	Maintenance	1	R	R	R
3	Boitumelo Junction	Welkom	Maintenance	1	R	R	R
4	Kroonstad Works (Orange Str.)	Kroonstad	Maintenance	1	R	R	R
5	Kroonstad Works (Botha Str.)	Kroonstad	Maintenance	1	R	R	R
6	Kroonstad Kopano Human Settlement	Kroonstad	Maintenance	1	R	R	R
7	Voortrekker Hospital	Kroonstad	Maintenance	1	R	R	R

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8	Mora Building	Sasolburg	Maintenance	1	R	R	R
9	Parys Stadium	Parys	Maintenance	1	R	R	R

**THABO MOFUTSANYANA REGION**

No.	Building	Town	Type of Service	Qty.	Sanitary bins	Sanitary bag holders	Air freshener cans
1	Bethlehem Shared Facility	Bethlehem	Maintenance	1	R	R	R
2	Harrismith Shared Facility	Harrismith	Maintenance	1	R	R	R
3	QwaQwa Housekeeping/Works	QwaQwa	Maintenance	1	R	R	R

**SERVICE AND DISPOSAL OF COVID-19 ISOLATION ROOM WASTE AS AND WHEN NEEDED**

**ANNEXURE “C”**

**(a) MOTHEO AND XHARIEP REGIONS**

No.	Building	Town	Type of service	Qty.	Covid-19 waste bins
1	Fidel Castro Building	Bloemfontein	Emergency disposal		
2	OR Tambo House	Bloemfontein	Emergency disposal		
3	Salga Building (PWI)	Bloemfontein	Emergency disposal		
4	Lemo Mall (PWI)	Bloemfontein	Emergency disposal		
5	Hamilton Building (PWI)	Bloemfontein	Emergency disposal		
6	Thaba Nchu Works	Thaba Nchu	Emergency disposal		

**(b) LEJWELEPUTSWA AND FEZILE DABI DISTRICT**

No.	Building	Town	Type of service	Qty.	Covid-19 waste bins
1	Kroonstad Works (Station Str.)	Kroonstad	Emergency disposal	1	R
2	Welkom Works (Kopano)	Welkom	Emergency disposal	1	R

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**(c) THABO MOFUTSANYANA DISTRICT**

No.	Building	Town	Type of service	Qty.	Covid-19 waste bins
1	QwaQwa Housekeeping / Works	QwaQwa	Emergency disposal	1	R
2	Bethlehem Works	Bethlehem	Emergency disposal	1	R

**2.3 DELIVERABLES**

- 2.3.1 Procurement and installation of once off hygiene equipment as per contract. There will be no deviations.
- 2.3.2 Weekly Service, Maintenance and disposal of hygiene waste.
- 2.3.3 Service, maintenance and disposal of Covid-19 Isolation Room waste as and when necessary.
- 2.3.4 When completing the bid proposal, the bidder may not deviate from specifications provided unless allowed to so by the Department in writing.
- 2.3.5 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the goods on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 2.3.6 The Department may, for any reason and at any time during the evaluation process, request any bidder to supply further information and/or documentation for clarity reasons.
- 2.3.7 All bidders are to be advised further on the following:
  - a) Always contact the Housekeeping Unit of the Department to verify and confirm the expectations for each RFQ they receive before submitting a response.
  - b) The final rates and/or price be negotiated with service providers who obtain the highest number of points for evaluation on price and preference above.
  - c) The appointment of the successful service provider/s will be subject to the recommended service providers receiving appointment letter/s and entering into a Service Level Agreement (SLA) with the Department. These service level agreement will govern all rights and obligations between the Department and the appointed service provider/s.

**2.4 SPECIAL CONDITONS OF BID**

- 2.4.1 Any changes in the contract (in the event the Department terminates the contract in whole or in part, the bidder will be informed in writing and such new services will also be requested in writing).
- 2.4.2 Servicing team/staff should always be able to be identified with uniform with a company logo during every servicing they do.
- 2.4.3 They will be provided with access cards valid for the duration of the contract. Service provider will have to inform the department about newly appointed staff.
- 2.4.4 The Department will have to provide the service provider with visitors parking access cards for ease of entry.
- 2.4.5 The General Conditions of Contract will be applicable for these bid
- 2.4.6 Any shortcoming in this specification must be identified by the bidder prior to awarding of contract. Any shortcoming identified by the supplier after the contract has been awarded and that would have an impact on the contract price will be for the account of the supplier

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- 2.4.7** The Departments commits to settling any monies due to the service provider with thirty (30) days of receiving a legitimate and genuine invoice/s for the services rendered.
- 2.4.8** The Department reserves the right to award these bid as a whole, or in parts, or not to award the bid at all.
- 2.4.9** The equipment that each service providers is requested to install must be compatible with the existing hygiene equipment, samples will be provided during the briefing session.
- 2.4.10** Servicing staff should always be able to be identified with uniform and a company logo during every servicing they do. PPE suitable for work undertaken – Special condition.
- 2.4.11** Servicing team to report at the Housekeeping Office before servicing to be accompanied by the Housekeeping official.
- 2.4.12** Project Manager to undergo informal training by supplier of chemicals, tools and equipment
- 2.4.13** Project Supervisor to be trained In-House by Pest Control Operator and Supplier of chemicals, tools and equipment.

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## **SECTION 3: CONTRACT DATA (GCC)**