

## CHECKLIST OF BIDDING DOCUMENTS BEFORE SUBMISSION

**NB:**

**HAVE THE FOLLOWING FORMS BEEN COMPLETED, SIGNED AND SUBMITTED WITH YOUR BID?**

FORM NO	CHECKED BY BIDDER	CHECKED BY SCM (DEPARTMENT USE ONLY)	REMARKS (DEPARTMENT USE ONLY)
SBD 1			
SBD 3.3			
SBD 4			
SBD 6.1			
SBD 6.9			
SITE INSPECTION CERTIFICATE SIGNED BY DOL OFFICIAL & BIDDER			

**NB:**

**PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY INVALIDATE YOUR BID.**

**CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING**

**CHECKED BY BIDDER**

**CHECKED BY SCM OFFICIALS**

*(For departmental use only)*

**NB:** Have the following forms been completed, signed and submitted with your proposal?

REMARKS By SCM, IF ANY:

☐

SBD 1

☐☐

SBD 3.3

☐☐

SBD 4

☐☐

SBD 6.1

☐☐

SBD 6.9

☐☐

SITE  
CERTIFICATE

☐

**NB!!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING {SBD} FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF EMPLOYMENT AND LABOUR: RICHARDS BAY LABOUR CENTRE**

BID NUMBER:	LKN 01/2025	CLOSING DATE:	17 JULY 2025	CLOSING TIME:	11:00
DESCRIPTION	CLEANING SERVICES				

**The bidders must be registered on the Central Supplier Database(CSD) and attaché such proof (i.e. MAAA number)  
The successful bidder will be required to fill in and sign a written contract form (SBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN  
THE BID BOX SITUATED AT (NO 267 ANTON  
LEMBEDE STREET, DURBAN, 4001)

The Department of Employment and Labour, Provincial Office, 267 Anton Lembede street, The Royal Hotel, Durban 2<sup>nd</sup> floor)

Post to: PO BOX 940, DURBAN, 4000

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR
		NAME:

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER CLEANING PERSONEL		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	Department of Employment and Labour	CONTACT PERSON	Mandlakhe Ngema
CONTACT PERSON	Ms Pretty Goge /Zandile Nyadi	TELEPHONE NUMBER	082 5109641
TELEPHONE NUMBER	031 366 2131 / 031 3662129	FACSIMILE NUMBER	
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Mandlakhe.ngema@labour.gov.za
E-MAIL ADDRESS	Pretty.goge@labour.gov.za/ zandile.nyadi@labour.gov.za Kzn.tenders@labour.gov.za		



**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<p><b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p> <p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>

☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 3.3

**PRICING SCHEDULE**  
**(Cleaning Services)**

NAME OF BIDDER: \_\_\_\_\_ BID NO.: LKN 01/2025

**CLOSING TIME 11:00 ON THE 17 JULY 2025**

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

ITEM: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

BID PRICE IN RSA CURRENCY: \_\_\_\_\_

**INCLUSIVE OF VALUE ADDED TAX:** \_\_\_\_\_

1. Rendering of Cleaning Services at the Department of Employment and Labour: Richards Bay Labour Centre for a period of three years from the date as per order/acceptance of bid and in accordance with attached specifications and special conditions.

- Required by: Department of Employment and Labour: Richards Bay

- At: Richards Bay Labour Centre

**NB: BID DOCUMENTS WILL BE UPLOADED ON THE DEPARTMENTAL WEBSITE AND ON NATIONAL TREASURY ETENDER PORTAL**

**Place: 11 Lira Rink Road, Richards Bay**

**Time: 13h00**

**Date : 01 July 2025**

**Contact Person: Mandlakhe Ngema 035 780 8781/ Isaac Ximba 071 684 7854**

1. The accompanying information must be used for the formulation of proposals. See attached questionnaire. (Annexure to SBD 3.3)

2. Bidders are required to indicate a Total Price per Month including all expenses inclusive of VAT.

R \_\_\_\_\_ /month

3. The rates quoted must be firm for the full period of contract.

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4. Is offer strictly to specification?

\*YES/NO

4.1 If not to specification, please state deviation.

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Any enquiries regarding bidding procedures may be directed to the –

PRETTY GOGGE/ZANDILE NYADI

THE ROYAL HOTEL

267 ANTONY LEMBEDE STREET

DURBAN

4000

TELEPHONE: 031 366 2131 or 031 366 2129

**NOTE:** All delivery and/or railage costs must be included in the Bid price.

IMPORTANT: Have forms SBD 1, SBD 3.3, SBD 4, SBD 6.1 and SBD 6.9, been completed in all respects and signed.

Have the contents thereof been noted by the bidder?

\* YES / NO

**SPECIAL BID CONDITIONS**

**RENDERING OF CLEANING SERVICES TO THE DEPARTMENT OF EMPLOYMENT AND LABOUR: RICHARDS BAY LABOUR CENTRE**

<b>PERIOD:</b>	<b>36 MONTHS</b>
<b>CLOSING TIME:</b>	<b>11:00 ON 17 July 2025</b>
<b>VALIDITY:</b>	<b>90 Days</b>

**A. CONDITIONS OF BID**

1. Bidders must be in a position to assume duty after acceptance of the Bid  
The contract will be for a period of 36 months from the date of award of the Bid/order.
2. **NB: BIDDERS MUST FURNISH THE FOLLOWING INFORMATION**
  - Where their headquarters are situated?
  - Where regional offices, if any, are situated?
  - Whether regional/district offices will be established at the centres where the service is to be rendered.
- 2.1 Name, address and telephone numbers of bank or other financial institution which manages the bidder's finance and the name of a contact person at each financial institution.
- 2.2 Consent that the financial institutions may answer financial enquiries and supply statements on request.
- 2.3 The names, identity numbers and street addresses of all partners where persons, partnerships or close corporations tender.
- 2.4 Proof of training/experience and/or a condensed description of the training/experience at the bidder's command, must accompany the bid. If training must still be provided or experience gained, an indication must be given as to when, where and by whom it will be provided. (Proof of training centre accredited by the Security Industry Regulatory Authority)
- 2.5 In case where a person, partnership, close corporation, company or any other undertaking, enter business for the first time, the following particulars must be furnished:
  - Who, or with whose help has the business plan been drawn up.
  - Who, or with whose help, the tender price was calculated.
  - On whose advice is relied on.
  - Who will render financial assistance?

3. **NB: Bidders must provide satisfactory proof of registration as employer with**
- Proof of Registration with Compensation Commissioner (Letter of good standing)
  - Registration with Central System Database
  - Company Registration and the type
  - Registration with Bargaining Council for the Contract Cleaning Services Industry (BCCCI)

4. **SUPERVISION**

Bidders must give the assurance that all workers will be under proper supervision. Any liaison in regard to daily needs will be through the supervisor and not directly with the workers.

5. **COMPLIANCE WITH ACTS AND REGULATIONS**

- The contractor must comply with all acts and regulations applicable to Security Industry.
- Security staff in the employment of the company or close corporation must be paid in accordance with the applicable legislation.

6. **SITE INSPECTION**

Prospective bidders must visit the premises to familiarize themselves with the extent of the service to be rendered. A site inspection certificate (attached) must be completed and submitted with the bid. Failure to attend the site inspection meeting could invalidate a tender.

**A compulsory site inspection will be held as follows (as indicated on the SBD3.3 form):** Date :01 July 2025  
Place:11 Lira Link, Richards Bay  
Time: 13:00 pm

**The site can be viewed by bidder on the date of collecting document.**

**\*\*\* END SPECIAL CONDITIONS \*\*\***

7.

### DUTY LIST

- Purpose: The purpose of the duty list is to serve as proof, at all reasonable times, that all personnel who should be on duty per shift, are indeed on duty.
- Drawing up a duty list: Daily, weekly or monthly duty lists of all personnel on duty must be drawn up by the contractor and kept in the office at each site where such service is rendered.
- Changes to the duty list: Any change to the duty list shall be crossed out by a single line, initialed, dated and noted in the list.

8.

### DUTY SHEET

- Purpose: the purpose of a duty sheet is to ensure that all personnel on duty are familiar with the duties as required for this contract.

9.

### CHECKING OF SERVICE

- Checking of service shall be done by supervisory staff at the site as well as by the contractor himself on at least a quarterly basis.
- The State reserves the right to check the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- The State reserves the right to require from the contractor that any of his employees be replaced, in which case the employees must leave the site forthwith. The State will not be held responsible for any damages or claims which may arise because of this and is indemnified against any such claims and legal expenses.
- Note: The departmental representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions.
- All personnel shortages must be noted down in the occurrence book.

10.

The contractor will be held liable for any damage or loss suffered by the State, as a result of the contractor's own or his employees' negligence or intent which originated at the site.

11.

The State will be liable for any loss or damage of any nature to any of the contractor's properties or any items kept at the State's sites, in case where the loss originated as a result of negligence or intent on the part of the state.

12.

The State is indemnified against any liability, compensation or legal expenses in

respect of the following cases:

- Loss of life or injuries which may be sustained by the cleaning personnel during the execution of their duties.
  - Damage to or destruction of any equipment or property of the contractor during the execution of their duties.
  - Any claims and legal costs which may ensue from the failure by or acts committed by the cleaning personnel against third persons.
13. The contractor shall be notified in writing of the particulars of each claim he is liable for.
14. The contractor must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract shall be handed to the departmental representative on commencement of the service.
15. The contractor may not, unless otherwise specified, make use of any of the State's equipment, aids and/or property, or purposes of compliance with the conditions, which equipment, aids and/or property include, *inter alia*, vehicles, stationery, firearms, rooms and furniture.
16. The water and electricity required for the rendering of the service shall be provided free of charge by the State.
17. The contractor is responsible for the training of his personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.
18. All keys required to obtain entry to those of the site where the service is to be rendered according to the conditions, will be provided.
19. The contractor's personnel must at all times refrain from littering and must at all times keep the grounds and buildings occupied by them clean, hygienic and neat. Any littering caused by the dogs used by the contractor, shall be removed by the contractor at the end of each shift.
20. Under no circumstances are cleaner personnel allowed to carry out any trading.
21. The contractor shall not erect or display any sign, printed matter, painting, name plates, advertising, and article or object of any nature whatsoever, in or to State buildings or sites or any part thereof without written consent. The contractor shall not publicly display at the site any article or object which might be regarded as objectionable or undesirable.
22. Any sign, printed matter, printing, name plate, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable, will immediately be removed.
23. **PRO RATA DECREASE OF PAYMENT**



- If, at any time, the service is not rendered in accordance with the conditions of contract or the specification, e.g. insufficient cleaner officers provided, the right is reserved to adjust payment accordingly.
- Similarly, no departure from or breach of, or failure to comply with any of the conditions, shall be deemed to be a condonation, waiving or ratification of such departure, breach or failure to comply, unless such condonation, waiving or non-fulfillment has been agreed to in writing, through the agency of the Department.

22. **BREACH OF CONTRACT**

If the service is interrupted or temporarily delayed as a result of labour disputes, civil revolt, a local or national disaster, or any other cause above the control of the contractor, the parties must mutually agree on methods to continue with essential services.

23. **TERMINATION AND/ OR WITHDRAWAL OF SERVICE**

- In cases of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of services, the stipulations of the GCC will be applicable.
- Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the agency of the Department.
- Should the contractor alienate his right and liabilities in terms of this contract, he must notify the Department immediately so that the necessary steps for the cession of the contract can be taken.

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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. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

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

- .....
- 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.
- 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.

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<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.

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

## 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**

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#### 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

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 80/20 preference point system.
- b) 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.

**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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Women Ownership		5		
100% SMME/ Exempted Micro Enterprise		6		
100% owned by HDI		4		
100% owned by Disabled individuals		3		
Locality (District Municipality)		2		
<b>TOTAL</b>		<b>20</b>		



## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC PROVINCE**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM SBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

1. Regulation 17(3) (e) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the ..... Province. This includes an enterprise whose head office may be situated in another province, but has established a fully-fledged branch within the Province. Enterprises located outside the borders of the Province and who only appoint agents and/or commission warehouses in the Province are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL****POINTS ALLOCATED**

The stimulation of the Provincial economy by procuring locally

**5**

3. Preference points may only be claimed by enterprises located within the borders of Kwa Zulu Natal. (See paragraph 2 above).

4. **BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

5. **POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the borders of the \_\_\_\_\_ Province is/are claimed.

☐ Yes / ☐ No

No

6. **DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise: Physical: \_\_\_\_\_ Postal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

Fax:

Address of Head Office: Physical

Postal:

Telephone:

Fax:

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise, certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished;
  - (b) 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;
  - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; an

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

SIGNATURE(S) OF BIDDER(S)

DATE: \_\_\_\_\_

LKN 01/2025

SITE INSPECTION CERTIFICATE

STATION INVOLVED: Richards Bay Labour Centre

This is to certify that ..... of (the firm) .....  
visited and inspected the site on the ..... day of ..... 2025., and is therefore  
familiar with the circumstances and the extent of the service to be rendered.

ISAAC XIMBA   
.....  
FOR DEPARTMENT OF EMPLOYMENT AND LABOUR (NAME, RANK/CAPACITY)

Signed at Richards Bay L/C on the 30 day of MAY 2025..

.....  
FOR BIDDER

## 1. EVALUATION PROCESS

- Bids will be evaluated on 2 phases. The first phase will be administrative compliance, in order to proceed to the second phase bidders must meet all criterion as stipulated under the administration compliance phase.
- The last phase of evaluation will be based on price and Specific Goals using 80/20 preference point system. A bidder that scores the highest number of points will be awarded the bid.

### PHASE 1: MANDATORY DOCUMENTS

No	ELIGIBILITY CRITERIA	PROFILE OF EVIDENCE	YES / NO
1.	Proof of registration with Compensation Fund	Letter of Good Standing, this letter must be valid as at the closing date of the bid/Tender Letter	
2.	Registration with Bargaining Council for the Contract Cleaning Services Industry (BCCCI)	Certified Copy of a valid BCCCI certificate to be valid as at the closing date of the bid.	
3.	Registration with Central Supplier Database	Central Supplier Database report	
4.	CIPC Company Registration	Copy of Company registration certificate	
5.	Previous Experience of the Company	Three (3) copies of Service Level Agreements contracts with a duration of one (1) year or longer .	
6.	Provident Fund	Proof of registration with NBC	

Bidders must provide all of the documents under the phase 1 in order to advance to the second phase of evaluation.

## PHASE 2: APPLICATION OF PREFERENCE POINT SYSTEMS

A maximum of 80 points shall be allocated for price and a maximum of 20 points shall be allocated for Specific Goals. Bidders are required to complete SBD 6.1. Points for Specific Goals shall be allocated as follows:

The specific goals allocated points in terms of this tender	Number of points (80/20 system)	Number of points claimed (80/20 system) To be completed by the tenderer)
100% Women Ownership	5	
100% SMME/Exempted Micro Enterprise	6	
100% owned by HDI	4	
100% owned by Disabled individuals	3	
Locality (District Municipality)	2	
TOTAL	20	

The bid shall be awarded to the bidder that scores the highest total number of points in terms of the preference point system (price and specific goals points).

### Other Conditions

1. Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour.
2. If there is tie between the bidders, SCM Practice Notes; Circulars and Regulations will be applied to determine the successful bidder.
3. Bids should be held valid for a period of **90 days**.

DEPARTMENT OF EMPLOYMENT AND LABOUR



**MINIMUM REQUIREMENTS CONTRACT  
CLEANING SPECIFICATION  
RICHARDS BAY LABOUR CENTRE  
11 Lira Link, Richards Bay  
DURATION: 36 MONTHS**



## LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID DOCUMENT

### 1. ALL PAGES MUST BE COMPLETED AND SIGNED (WHERE SIGNATURE IS APPLICABLE) BY THE BIDDER

1.	Valid COID Letter of good standing /Tender letter
2.	Certified ID copy of the owner/ director of the company not older than 6 months.
3.	Valid BCCCI certificate for the company.
4.	A fully completed, initialed and signed tender document.
5.	Registration with Bargaining Council for the Contract Cleaning Services Industry (BCCCI)
6.	CSD report

## 2. DURATION AND CONDITIONS OF THE BID

### 2.1 DURATION

This agreement shall start upon the commencement date and shall endure for a period of **36 months** and automatically terminate on the termination date by effluxion of time, unless terminated earlier in terms of the provisions of the Service Level Agreement.

<b>3. REQUIREMENTS</b>		
ITEM NO.	DESCRIPTION: Rendering of Cleaning Services in Richards Bay Labour Centre	
3.1	<b>RICHARDS BAY LABOUR CENTRE</b>	
3.1.1	Rendering of Cleaning Service for a period of <b>36 months</b> on the following premises: <b>Address:</b> 11 Lira Rink Road ,Richards Bay	
3.1.2	Item	Number
3.1.2.1	Cleaner–Day Shift (Monday to Friday: 07h30 – 16h00) at Richards Bay LC	02
	Cleaner–Day Shift (Monday to Friday: 07h30 – 16h00) at Eshowe Satellite Office	01
3.1.2.2	<b>To provide Car Wash Services</b> <ul style="list-style-type: none"> <li>• Car wash to be done in premises</li> <li>• 2 X a month</li> <li>• 1X auto valet in 12 months by accredited Service provider</li> <li>• Washing of interior and exterior</li> <li>• Vacuuming of the vehicle</li> <li>• Polishing of car wheel</li> </ul>	12
3.1.3	<b>Cleaning Equipment For the Duration of the Contract</b>	
3.1.3.1	Industrial Vacuum	01
	Mop Trolley	01 per cleaner
	Mop (must be replaced every 3 months)	01 per cleaner
	Broom	01 per cleaner

	Dust Pan	01 per cleaner
	1.5 metre feather dusters	01 per cleaner
	Warning signs for wet/slippery floors	01 per cleaner
	Cleaning cloths	
	2,3 step stepladder	
	Squeegee for windows	
3.1.4	<b>Cleaning Material For the Duration of the Contract</b>	
3.1.4.1	Toilet paper per month ,good quality double ply	
	Cleaning chemicals for cleaning of toilets	
	Toilet brushes	01 per cubicle
	Personal protective equipment(gloves, dust masks)	
	Non fragrance Furniture sprays	
	Cleaning Liquid for copper, stainless steel ,chrome ,windows and mirrors	
	Carpet Shampoo	
	Pine gel	
	Handy Andy	
	Toilet bowl cleaner	
	Bleach	
	Dish wash liquid soap	
	Window cleaner liquid	
	Dish wash cloth	
	Dish wash sponge	
	25% self shine polish	

	Tile cleaner	
	Dust cloth	
	Disinfection chemicals	
	Duo block for toilet	
	Self-shine floor polish	
	Refuse bags for office waste kitchen dustbins and parking dustbins	

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## **SCOPE OF CLEANING SERVICES**

- Size of area to be cleaned (m2) ----- 1100 square metres Richards Bay
- Size of area to be cleaned (m2) -----150 square metres Eshowe
- Number of Floors-----02 Floors Richards Bay
- Number of Conference/Boardrooms---- 01 Richards Bay
- Number of female toilets----- 02 toilets Richards Bay
- Number of male toilets----- 02 toilets Richards Bay
- Number of toilets ..... 02 Eshowe
- Number of Disable toilet----- 01 toilets
- Number of urinals-----04 – Richards Bay
- Number of tea kitchens-----01
- Storerooms----- 01
- Waiting area-----02
- Kiosk area -----01

**NB: THE SERVICE PROVIDER MUST SUPPLY ALL EQUIPMENT AND CLEANING MATERIAL OF GOOD AND ACCEPTABLE QUALITY FOR THE RENDERING OF SERVICE.**

**ALL CLEANING MATERIAL SHOULD BE SABS APPROVED AND A MATERIAL SAFETY DATA SHEET MUST BE PROVIDED. SERVICE PROVIDER TO ENSURE THAT THERE IS ALWAYS SUFFICIENT SUPPLY OF CLEANING MATERIAL AS ABOVE AND SHOULD BE REPLENISHED ON TIME.**

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#### **4. MINIMUM STANDARD REQUIREMENTS BY THE DEPARTMENT**

##### **4.1 BUILDING ENTRANCE:MUST BE CLEANED BEFORE 7H30**

- 4.1.1      Glass doors                                  wash weekly  
             Carpet/mats                                vacuum daily

- 4.1.2      Sweeping and mopping of tile floor      daily

##### **OFFICES, PASSAGES AND LOBBY FLOORS WITH CARPETS**

- Passage and lobbies                          vacuum daily  
             Offices    vacuum daily

##### **4.1.3 PASSAGES AND LOBBY FLOOR WITHOUT CARPET**

- Sweep    daily  
             Damp mop    daily

The floors must be stripped and sealed quarterly with non-ammoniac stripper(service provider must provide warning signs when washing /polishing/buffing floors during office hours)

##### **4.1.4 OFFICE CLEANING**

- Dust all surface                                  daily
- Dust all high ledges and fittings      every second day
- Dust window ledges                              every second day
- Clean and disinfect telephones      every second day
- Empty waste baskets                              twice a day
- Polish furniture                                      once a week
- Vacuum    daily

##### **4.1.5 TOILETS AND RESTROOMS ON THE PREMISES**

Sweeping and mopping of floors with implements that control dust and washing with water and detergent. (SABS Approved) --- Daily

Wash toilet seat --- Daily

wash both sides of seat and wipe dry. -- daily

Wash basins to clean water pools-- daily

Provide sufficient duo-blocks for urinals

The toilet paper must be in a lock-up system and must always be available

Cleanliness must be maintained at all times

Designated personnel to inspect toilets every 2 hours

Toilet cleaning register must be adhered too.

**4.1.6 BLINDS**

Must be dusted daily and washed quarterly ,with SBAS approved detergent/solutions and water.

**4.1.7 WALLS**

Walls must be washed when and where necessary with a recognised soap that will not damage the surfaces.

**4.1.8 STAIRCASES**

Staircases must be swept daily and washed when dirty, surrounding walls and hand railings must be washed when dirty. Handrails made of copper or chrome must be polished monthly. Handrails made of wood must be wiped daily with a damp cloth and polished twice a month. Monitor stairs on a regular basis.

**LIGHTING**

**4.1.10** All fluorescent lights and light shades must be dusted once a week.

**REFUSE WASTE AND REFUSE AREA**

- Collect waste in plastic bags and place them at the indicated collecting points.
- Waste paper must be placed in bags supplied by waste paper company, separate from other garbage.
- Sweep and keep refuse area tidy (place dustbins daily outside building for collective of waste)

**4.1.12**

**TELEPHONE INSTRUMENTS**

Dust and wipe with damp cloth daily.

#### **4.1.13 DOORS**

- Must be dusted weekly inside and outside
- Doorknobs and handles must be wiped twice daily with a damp cloth
- If made of copper/chrome must be polished monthly
- Must be cleaned on request, or at least once a week, but always with authority of the occupant/manager

#### **4.1.14 WINDOWS AND WINDOW SILLS**

Window sills must be cleaned daily. Copper and chromed window latches and sliding surfaces must be polished monthly and dusted daily. Windows must be washed inside every four months.

#### **4.1.15 CONFERENCE ROOMS/BOARDROOMS**

- Dust and vacuum all boardroom tables and chairs every day before 8h00 am and before every meeting.
- Polish furniture once a week and when requested

#### **4.1.16 STORE ROOMS**

Store rooms should be cleaned once a month and when requested

#### **4.1.17 COMPUTER EQUIPMENT, TELEVISIONS, VIDEO EQUIPMENT, FAX MACHINE, PHOTOCOPIER, DVD PLAYERS AND DSTV DECODERS.**

Must be cleaned on request, or at least once a week, but always with the authority of the occupant /manager. Computer rooms must be cleaned daily in such a way that dust do not rise or accumulate on apparatus during cleaning on same schedules as offices. Specific arrangements in this regard must be made with the occupants, as entrance to computer rooms is restricted.



#### **4.1.18 KITCHEN**

Sweeping and moping of floors	daily
Washing of floors	quarterly
Wash basin area	daily
Empty dustbin	twice a day
Wipe fridges and microwave inside and outside	daily
Cleaning and refilling of water into aqua cooler	daily

#### **5. DEEP CLEANING ACTIVITIES**

**Floor stripping, Deep cleaning of carpets, toilet facilities, and kitchens must be done at the start of the cleaning contract (two weeks) and then every six months during weekends. Contractors will be held accountable for any damage by cleaner during this exercise.**

#### **GENERAL**

5.1 The following general requirements apply:

5.1.1 At all times Cleaners must present an acceptable image and appearance which implies, that they may not sit, lounge about, smoke, eat or drink while attending to employees of the Department and public

5.1.2 The Supervisors and Cleaners must at all times present a professional dedicated attitude. A professional dedicated attitude approach shall imply, inter alia, that there shall be no unnecessary arguments with visitors / staff or discourteous behaviour towards them

5.1.3 The Supervisors and Cleaners must be physically healthy and medically fit for the execution of their duties

#### **5.2 Uniforms , overalls ,protective clothing and identification**

5.2.1 The successful bidder shall undertake to ensure that each member of his/her cleaning personnel will at all times when on duty be fully equipped in respect of

(a) A neat and clearly identifiable uniform of the company, which will include the head gear that presents the office environment, depicting the name of the company

(b) Appropriate personal protective equipment (PPE)

(c) A clear identification card of the company with the member, name and, worn conspicuously on his/her person at all times.

### **5.3 Records on Cleaning personnel**

5.3.1 Bidders must keep proper files as well as appropriate documents of all cleaning personnel, who are employed for rendering the service to the Department available for inspection by representatives of the Department.

5.4 **Shift Rosters** - Purpose: The purpose of the shift roster is to serve as proof, at all reasonable times that all personnel who should be on duty per shift, are indeed on duty

(i) Drawing up a shift roster: Daily, weekly, monthly shift roster of all cleaning personnel must be drawn up by the successful bidder and kept on site where the service is rendered

(ii) Changes to the shift roster: Any changes to the shift roster shall be crossed out by a single line, initialled, dated and noted in the register

(iii) **Duty sheet** - The purpose of the duty sheet is to ensure that all cleaning personnel on duty are familiar with their duties as required for the contract

(iv) The successful bidder must have a fully expounded duty sheet available at each duty point of the site

### **5.5 Contact with Departmental Representative**

(i) The Site Manager or Supervisor must immediately report any abnormal and or noteworthy incident to the Departmental Representative.

(ii) A meeting, where formal discussions can be held between the Departmental Representative and Successful Bidders Supervisor / Manager or Successful bidder himself / herself, must be held quarterly, ad-hoc meetings organized as and when necessary. The Department will keep the minutes of the meeting.

(iii) The successful bidders shall furnish a monthly and quarterly report of

the cleaning service, etc. which transpired in the previous month to the responsible manager or delegated official in the Department of Labour.

## **5.6 Lost articles**

Definition: Lost articles found at the site and of which the ownership could not immediately be established.

All lost articles must immediately be handed to the Departmental Representative.

## **5.7 Inspections**

5.7.1 A thorough inspection of the service shall be performed by Departmental officials as well as the successful bidder at least monthly.

5.7.2 The Department retains the right to inspect the service rendered by the successful bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.

5.7.3 The Department retains the right to require from the successful bidder, that any of his / her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site immediately. The Department will not be held responsible for any damages or claims which may arise. The successful bidder indemnifies the department against any such claims and legal expenses.

5.7.4 All cleaning personnel shortages must be noted in the register by the relevant people as indicated in this document.

**NB:** The Department's representative will have the right to check at any given time whether sufficient personnel are available on site in terms of the conditions.

## **5.8 Labour unrest incidents**

5.8.1 Labour unrest on site: If the service is interrupted / or temporary deferred because of any labour unrest, labour dispute, civilian disorder, a local or national disaster or any other cause beyond the control of the successful bidder, the parties must come to an agreement on methods to ensure continuation of the cleaning service. The contingency plan of the Department will be in place.

## **5.9 General**

- 5.9.1 The successful bidder's personnel must at all-time refrain from littering and they must keep the grounds / building / work area occupied by them clean, hygienic and neat.
- 5.9.2 Under no circumstances will any cleaning personnel be allowed to trade on the premises.

## **5.10 Additional requirements**

- 5.10.1 **The contract is valid for a period of thirty-six months (36)** and the Department reserves the right to terminate the contract with immediate effect if the Successful bidder is not rendering the service in terms of the contract and service level agreement. This will be done in line with the policies of the Department of Employment and Labour

## **5.11. LEGISLATIVE REQUIREMENTS**

**Bidders must comply with the following Labour Legislations:**

5.11.1	All the prescribed conditions as per the Basic Conditions of Employment Act 75 of 1997 .
5.11.2	To advance economic development ,social justice ,Labour peace and democratization of the workplace All the requirements as per Labour Relations Act no 66 of 1995.
5.11.3	The Compensation for Occupational Injuries and Diseases Act no 130 of 1993;
5.11.4	The Unemployment Insurance Contributions Act, No. 4 of 2002;
5.11.5	The Unemployment Insurance Act no 63 of 2001;
5.11.6	The contract Cleaning and hygiene sector ,south Africa and its amendments at all times.
5.11.7	The Occupational Health and Safety Act 85 of 1993;and its regulations.
5.11.8	Employment Services Act,4 of 2014
5.11.9	Employment Equity Act 55 of 1998
5.11.10	National Minimum Wage Act 9 of 2018

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## **6. OBLIGATIONS OF THE SUCCESSFUL BIDDER**

- 6.1 To oversee all cleaning activities performed by cleaning personnel;
- 6.2 To handle all problems experienced by cleaning personnel on site;
- 6.3 To attend all problems regarding payments of Cleaning Personnel;
- 6.4 To ensure that there is always cleaning equipment required on site according to the specification;
- 6.5 To ensure that Cleaning Personnel are given continuous training;
- 6.6 To liaise with the Provincial representative responsible for Cleaning personnel and where applicable with the department's representative on-site;
- 6.7 To provide adequate cleaning personnel as required by the Department of Employment and Labour for the successful rendering of cleaning service as stipulated in the contract;
- 6.8 Shortage of cleaning personnel should be recorded in the register by the supervisor. Department of Employment and Labour shall also keep their own record with regard to shortage of Cleaning Personnel and recoveries will be done.
- 6.9 Ensures that successful bidder's cleaning personnel are familiar and knowledgeable on how to handle emergency situations;
- 6.10 Ensures that registers are neat, legible and updated at all times;
- 6.11 Ensures that Cleaning personnel are always in uniform and display their Name Tags
- 6.12 Holds weekly meetings with his / her supervisor;
- 6.13 Holds monthly meetings with Departmental representative;
- 6.14 Ensures that all Cleaning staff understands the needs and expectation of the secondary clients (e.g. visitors) and primary clients (e.g. employees) of the Department of Employment and Labour;
- 6.15 Ensures that all cleaning staff understands the *Batho Pele principles* and apply at all times and present themselves well to the staff members and to the public;
- 6.16 The successful bidder must, at his own expense, take out sufficient

- insurance cover against any claims, costs, loss and / or damage ensuing from his obligations and he must ensure that such insurance remains operative for the duration of this agreement;
- 6.17 A copy of such insurance contract shall be handed to the departmental representative on commencement of the service and every quarter for the duration of the contract;
- 6.18 The successful bidder may not, unless otherwise specified, make use of any of the State's equipment, aids and / or property, for purposes of compliance with the conditions, which equipment, aids and / or property include, *inter alia*, vehicles, stationery, rooms and furniture;
- 6.19 The successful bidder shall not erect or display any sign, printed material, painting, name plates, advertisement, and article or object of any nature whatsoever, in or against State buildings or sites or any part thereof without written consent from Department of Employment and Labour.
- 6.20 The Bidder must ensure that the cleaning personnel do the following:**
- 6.20.1 React to emergency situations;
- 6.20.2 Ensure that cleaning registers are up to date and kept legible and neat at all times;
- 6.20.3 Cleaning personnel shall report on duty on time as requested by the Department of Employment and Labour;
- 6.20.4 Cleaning personnel found guilty of any offence stipulated in this agreement shall be removed from site immediately
- 6.20.5 Cleaning personnel should avoid any conflicts with the staff members or members of the public;
- 6.20.6 Cleaning personnel shall report any lost and found goods and articles to supervisors;
- 6.20.7 Cleaning personnel who are under the influence of any intoxicated substance cannot be allowed on site;
- 6.20.8 The cleaning personnel should refrain from disclosing any information;
- 6.20.9 Cleaning personnel must not be allowed to access IT networks, registers and communication networks;
- 6.20.10 Key control must also not form part of their responsibilities;

- 6.20.11 Signing over of all equipment and registers during shift changes;
- 6.20.12 Time and route must be rotated and recorded;

## **7. INDEMNITY**

- 7.1 The successful bidder will be held liable for any damages or loss suffered by the department, as a result of the successful bidder's own or his employees' negligence or intent, which originated on the site.
- 7.2 The department shall not be liable for any loss or damage of any nature to any of the successful bidder's properties or any items kept at the department's sites, even in cases where the loss originated as a result of negligence or intent on the part of the department.
- 7.3 The department is indemnified against any loss, expense or damage which may be sustained by any third party, as well as any claim or legal proceedings and legal expenses, including attorney and client costs, that may be instituted against or incurred by the Successful bidder, and which arise from or are the result of any act or Omission by the Successful bidder or an employee or agent of the Successful bidder in connection with the execution of the services in terms of this contract which may result in the following cases:
  - 7.3.1 Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
  - 7.3.2 Damages to or destruction of any equipment or property of the successful bidder during the execution of their duties.
  - 7.3.3 Any claims and legal costs which may ensue from the failure by or acts committed by security personnel against third persons, which acts include.
    - 7.3.3.1 Illicit frisking, arrests and other illicit or wrongful deeds. The successful bidder shall be notified in writing of the particulars of each claim he is liable for.
    - 7.3.3.2 Request further information from any bidder after the closing date of the bid (within 7 days)
    - 7.3.3.3 Reserve the right to award the bid to a bidder who did not score the highest points.



7.3.3.4 Not make an award.

7.3.3.5 Cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of or the knowledge of the bidder), firm or company (the expression "person, firm or company" shall include an authorised employee or agent of such a person, firm or company):

- a) Is executing a contract with government unsatisfactorily;
- b) Has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the public service in connection with obtaining or executing a contract;
- c) Has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he has managed his affairs in such a way that he has in consequence there-of being found guilty of criminal offence.
- d) Has approached an officer or an employee in the public service before or after bids have been called for, to influence the award of the contract in his favour;
- e) Has withdrawn or amended his bid after the time set for the receipt and opening of the bid;
- f) When advised that his bid has been conditionally accepted, has given notice of his inability to execute or sign the contract or furnish any security required;
- g) Has entered into an agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or as to the amount of the bid to be submitted by either party;
- h) Has disclosed to any other person, firm or company the exact or appropriate amount of his proposed bid except where disclosure, in



confidence, was necessary to obtain insurance premium quotations for the preparation for the bid; the department of Employment and labour may, in addition to any other legal recourse which it may have, cancel the contract between the department and such person, or firm or company and or resolve that no bid from such a person, firm or company will be favourable considered for a specific period

- i) The department reserves the right to negotiate the final price.

## 8. GUIDELINES TO PRICING CALCULATIONS

Although the price quoted must be **firm/fixed** for the duration of the contract period, the following formula may be used to calculate the pricing over the three year period

$$Pa = (1-V) Pt D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} + V Pt$$

Where:

Period	=	The period between price adjustments
Pa	=	The adjusted price or rate for each period
V	=	The firm part of the price or rate which must not be smaller than 0,15
Pt	=	The price or rate on date of tender which will apply for the first period
1, to D4	=	The fraction of the price to be coupled to indices R1 to R4 respectively. (D1 to D4 must add up to 1

R1, to R4	=	The indices applicable, namely :
R1	=	salaries / wages, consumer price index PO 141.1 table 21
R2	=	transport, PO 141.1 table 16
R3	=	clothing and footwear, PO 141,1 table 16
R4	=	overheads, PO 141,1 table 26
O	=	The suffix which indicate the index number (figure) applicable on date of tender. For all practical purposes, an index number of three months before date of tender, may be used.
T	=	The suffix which indicate the index number to be used for the adjustment of the price or rate for the next period. Once again, an index number of three months before commencement on the next period may be used. Prices or rates as quoted, are firm for the first period and thereafter as adjusted for each period.

NB: There will be no price adjustments for the duration of the contract

Bidders must split their total bid price in three years, i.e.

- the total price for the first year;
- the total price for the second year;
- The total price for the third year inclusive of the price adjustment (projections) as the total bid price will be firm for the duration of the contract.

The bidders should also take note of the CPI clause from the Statistics South Africa's website and also consider the Bargaining Council for the Contract Cleaning Services Industry (BCCCI) annual increase as per Sectoral Determination.

**9. CRITERIA THAT WILL BE CONSIDERED IN EVALUATING THE BIDS: 80/20.**

- Bids will be evaluated on 2 phases. The first phase will be administrative compliance, in order to proceed to the second phase bidders must meet all criterion as stipulated under the administration compliance phase.
- The last phase of evaluation will be based on price and Specific Goals using 80/20 preference point system. A bidder that scores the highest number of points in terms of the specific goals will be awarded the bid.

**9.1 ADMINISTRATIVE COMPLIANCE**

**PHASE 1**

No	ELIGIBILITY CRITERIA	PROFILE OF EVIDENCE	YES / NO
1.	Proof of registration with Compensation Fund	Letter of Good Standing, this letter must be valid as at the closing date of the bid/Tender Letter	
2.	Registration with Bargaining Council for the Contract Cleaning Services Industry (BCCCI)	Certified Copy of a valid BCCCI certificate to be valid as at the closing date of the bid.	
3.	Registration with Central Supplier Database	Central Supplier Database report	

<b>4.</b>	Previous Experience of the Company	Three (3) copies of Service Level Agreements Contracts with a duration of one (1) year or longer from three(3) different clients.	
<b>5.</b>	Provident Fund	Proof of registration with NBC	

**PHASE  
2**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points (80/20 system)</b>	<b>Number of points claimed (80/20 system)To be completed by the tenderer)</b>
1.100% Women Ownership	5	
2.100% SMME/ Exempted Micro Enterprise	6	
3.100% owned by HDI	4	
4.100% owned by Disabled individuals	3	
5.Locality Within District Municipality	2	
<b>TOTAL</b>	<b>20</b>	

## **10. GOVERNMENT GENERAL CONDITION OF CONTRACT**

The Government General Conditions of Contract (GCC) as outlined by National Treasury will be applicable for this Bid and will remain in force for the duration of the contract

<b>12.</b>	<b>SPECIAL CONDITIONS OF THE BID</b>
12.1	In case the office move, the prospective service provider will move the services without any additional charge to the department;
12.2	All cleaning personnel, Directors and the Company itself shall be subjected to vetting;
12.3	Consent that all Managing Directors, Shareholders of the company and Site Managers, Supervisors and Cleaning personnel assigned to the site will be subjected to pre-screening before they can resume duties with the Department of Employment and Labour;
12.4	Consent of their employees that they do not object to signing a Declaration of Secrecy;
12.5	Proof of Liability Insurance Cover to be provided before the commencement of the contract to a minimum amount of R2 500 000.00 (R2.5 million)

## **13. OTHER CONDITIONS**

- 13.1 Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour;
- 13.2 The successful bidder will be required to sign a Service Level Agreement (SLA) and a contract;
- 13.3 Prospective bidders must be registered on CSD and must have a corresponding commodity; if the relevant commodity is not registered on CSD the bid will be disqualified;
- 13.4 Bidders must ensure compliance on tax matters. If a bidder is a VAT vendor, he/she must indicate VAT portion in the bid before the grand total and add it up with the total to get the grand total of the bid;
- 13.5 Bidders who are non functional (emerging companies), must attach a letter for tender purposes for COID in their bid document. Failure to attach will invalidate the bid;
- 13.6 The Department of Employment and Labour will work strictly according to

the work schedule and if tasks indicated on the work schedule are not performed on time that will constitute a breach of contract and penalties will be levied;

- 13.7 Penalties will be negotiated and agreed on with the successful bidder at the beginning of the contract;
- 13.8 Bidders of existing companies must attach a valid letter of good standing from COID. Failure to attach will invalidate the bid;
- 13.9 Bidders shall ensure that there are not missing or duplicated pages, the department shall not accept liability in regard to claims by bidders that pages are missing or duplicated.
- 13.10 Bidders are requested to submit **one original** copy of the proposal.
- 13.11 Bidders are advised on their spare time to visit the office by an appointment
- 13.12 Briefing session will be conducted as per date indicated in the Bid advertisement.
- 13.13 Bids should be held valid for a period of **90 days**.

#### **14. PRICE STRUCTURE TEMPLATE**

**N.B. ALL Bid Price Proposals must be completed in line with the following requirements:**

- 14.1 Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT**
- 14.2 A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted**
- 14.3 The Labour costs for the cleaning staff must not be below the approved Bargaining Council for the Contract Cleaning Services industry (BCCCI) determination as determined by the Department of Employment and Labour

**ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS  
TEMPLATE SHALL BE ACCEPTED**

<b>Cleaning Personnel (full time)</b>	<b>Full Time (per month)</b>
Basic Salary	R
Provident Fund	R
Sick leave	R
Skill Development Levy (SDL)	R
UIF	R
Bonus	R
Other allowances (please specify)	R
Total monthly cost per cleaning personnel	R
Numbers of cleaning personnel	
Total monthly cost as per number of cleaning personnel	R

CLEANING SERVICES	TOTAL COST PER YEAR
Overheads	R
Total bid price year 1	R
Total bid price year 2	R
Total bid price year 3	R
Vat	
Total bid price ( all cost included)	R

Name of bidder: -----

Signature: -----

Date: -----

The specification is approved by the DD: LCO

ISAAC XIMBA

Signature:  -----

Date: 30/05/2025



# THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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**GOVERNMENT PROCUREMENT**

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**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

### **1. Definitions**

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

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.

- 1.21 "Purchaser" means the organization purchasing the goods.
  - 1.22 "Republic" means the Republic of South Africa.
  - 1.23 "SCC" means the Special Conditions of Contract.
  - 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
  - 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
2. **Application 2.1** These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
  - 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. **General 3.1** Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
4. **Standards 4.1** The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. **Use of 5.1** The supplier shall not, without the purchaser's prior written consent, contract disclose the contract, or any provision thereof, or any specification, documents plan, drawing, pattern, sample, or information furnished by or on <sup>and</sup> behalf of the purchaser in connection therewith, to any person other <sup>information;</sup> than a person employed by the supplier in the performance of the inspection. contract. Disclosure to any such employed

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

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
  - 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
  - 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. **Patent rights** 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. **Performance** 7.1 Within thirty (30) days of receipt of the notification of contract award, security the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
  - 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
    - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
    - (b) a cashier's or certified cheque
  - 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. **Inspections, 8.1** All pre-bidding testing will be for the account of the bidder.



tests and

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

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. **Packing** 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

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

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

10.2 Documents to be submitted by the supplier are specified in SCC.

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

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

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

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

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon

in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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

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

**15. Warranty 15.1** The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

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

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

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

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

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

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

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

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

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

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

**21. Delays in the** 21.1 Delivery of the goods and performance of services shall be made by supplier's the supplier in accordance with the time schedule prescribed by the performance purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.



- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination** 23.1 The purchaser, without prejudice to any other remedy for breach of for default contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar

to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

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

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

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

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

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and (iv) the reasons for the restriction.

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

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

period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

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

**25. Force**

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

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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

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

- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of 28.1** Except in cases of criminal negligence or willful misconduct, and in liability
- the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing 29.1** The contract shall be written in English. All correspondence and other language documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable 30.1** The contract shall be interpreted in accordance with South African law laws, unless otherwise specified in SCC.
- 31. Notices 31.1** Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.



**32. Taxes and** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the

32.2 A local supplier shall be entirely responsible for license fees, etc., incurred until delivery of the to the purchaser.

32.3 No contract shall be concluded with any bidder are not in order. Prior to the award of a bid the must be in possession of a tax clearance certificate by the bidder. This certificate must be an original South African Revenue Services.

<b>33. Industrial Participation Programme</b>	<b>National (NIP)</b>	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts to the NIP obligation.
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purchaser's country.

- Restrictive practices**      34.1    In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2    If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34    Prohibition                      of**

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