



Finance and Procurement Department

Supply Chain Management

Request for Bids (RFB)

Bid Number	RFB 06 - 2025/2026
Bid Publication Date	19 November 2025
Bid Submission Date & Address	11 December 2025 @ 11:00 am Sedfa Centurion Office Byls Bridge Building 14, Block D 11 Byls Bridge Boulevard, Cnr Jean Avenue & Olievenhoutbosch Road Centurion, 0157
Bid Description	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS
Bid Validity Period from Date of Publication	120 days
Compulsory Site Briefing Date and Time	Sedfa Hatfield Office 03 December 2025 @ 10:00 am. Failure to attend the compulsory site briefing will result in a bid not been considered.
Address for Site Briefing	Sedfa Hatfield Office Address The Fields, Office Block A, 1066 Burnett Street, Hatfield, 0833, Pretoria
Bid Contact Person	Elizabeth Loape Email: eloape@sedfa.org.za
Evaluation System	Method: Points 80/20



Fraud Hotline to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any SEDFA employee or person involved in this bidding process	0800 724 666 (For anonymous reporting)
For complaints	procurement_complaints@SEDFA.org.za



Special Conditions and Requirement of Contract

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. INTRODUCTION AND BACKGROUND

- 1.1. As of 01 October 2024, **sefa**, Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form Sedfa. The incorporation of Sedfa stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. Sedfa is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. Sedfa complies with both the Public Finance Management Act 1 of 1999 and the Companies Act 71 of 2008.
- 1.2. As a development finance institution, Sedfa provides both financial and non-financial support to Micro-Small and Medium Enterprises (MSMEs) with the objectives to:
 - 1.2.1. Design and implement development support programs for small enterprises;
 - 1.2.2. Promote service delivery network that enhances the contribution of small enterprises to the South African economy;
 - 1.2.3. Foster economic growth, job creation, and equity in historically disadvantaged communities;
 - 1.2.4. Support, promote, and develop cooperative banks and cooperative financial institutions; and
 - 1.2.5. Strengthen the capacity of service providers to support and enable small enterprises to compete successfully both domestically and internationally.



2. PURPOSE

- 2.1 The cleaning services required by **Sedfa** can, in a broad sense, be described as, “any work done requiring removal of dirt from, and providing and aesthetic or hygienic improvements to any surface or articles in, or around the **Sedfa**’s Head Office building. This service is to ensure that the Agency’s assets are maintained in such a manner that their value is not eroded for maximisation of service length.
- 2.2 **Sedfa** prides itself in ensuring compliance to all legislated regulations of the Republic, thus **Sedfa** seeks to appoint a professional cleaning services provider who will provide **Sedfa** with the management functions and overall supervision of cleaning services and ensure that buildings are kept clean and compliant to regulations governing the cleaning services sector enabling the Agency to focus on its core business.
- 2.3 The contract is for a period of twenty-four (24) months, effective from the date of appointment.

3. BID SUBMISSION REQUIREMENTS

- 3.1 Bids must be submitted in a sealed envelope and marked as follows:

ATTENTION: Sedfa SUPPLY CHAIN MANAGEMENT

DESCRIPTION OF THE BID: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

BID NUMBER:

NAME OF THE BIDDER:

3.2 General Bid Requirements

- a. Bids documents **must** be initialled on every page.
- b. Number of sealed envelopes/files must comprise of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a USB.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **Sedfa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Information document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.



3.3 Sedfa Physical Address

11 Byls Bridge Boulevard,
Doringkloof,
Centurion,
0157

For more information, please visit the Sedfa websites: www.sedfa.org.za.

3.4 Bid Responses

3.4.1 Bid Format

3.4.1.1 Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in Appendix 1

3.4.1.2 Each section must be clearly marked, and the documents must be bound.

3.4.1.3 The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

3.4.1.4 A Bid shall be submitted to Sedfa by no later than the closing date and time specified in accordance with the directions issued in the RFP.

3.5 General Conditions Of Contract

3.5.1 Completion of all Standard Bidding Documents (SBD by hand, attached in **ANNEXURE A**, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid;
- b. **SBD 4:** Declaration of Interest;
- c. **SBD 6.1:** Preference Points Claim Form;
- d. Valid Tax Compliant Status (TCS PIN issued by SARS);
- e. In bids where Consortium, Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS;
- f. Submission of a copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to



submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade, Industry and Competition (the **dtic**) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted.

- g. National Treasury **Central Supplier Database (CSD) registration** (The bidder to attach a proof of registration); and
- h. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identity Documents (ID) of Directors or Shareholders (not older than three months).

3.5.2 The successful bidder and its staff shall comply with all the laws of the Republic of South Africa, as they relate to this bid;

3.5.3 The bidder's staff must be South African citizens and Sedfa reserves the right to validate citizenship;

3.6 **Price Proposal**

- a) Bidders are required to complete and sign pricing proposals; and
- b) NB: Failure to complete and submit a pricing proposal will lead to disqualification of the bid.

3.7 **Late Bids**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances;

3.8 **Counter Conditions**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid;

3.9 **Bid Distribution**

3.9.1 The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither Sedfa, nor any of their respective directors, officers, employees, agents, representatives, or



advisors, accepts liability to any person or company for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. People contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located;

3.9.2 Recipients of this RFB document may only distribute it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

4. EVALUATION PROCESS

This bid will be evaluated in five (05) stages as follows:

Stage 1 – Administrative Compliance Requirements (Initial Screening Process).

Stage 2 - Mandatory Requirements.

Stage 3.- Functionality Criteria.

Stage 4- Price and Preference (Specific Goals).

Stage 5 –Site Inspection

4.1 STAGE 1: ADMINISTRATIVE SCM COMPLIANCE

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract in **ANNEXURE A**.

4.2 STAGE 2: MANDATORY REQUIREMENTS

All bids will be evaluated by the evaluation panel independently in terms of the set evaluation criteria for mandatory as outlined in **ANNEXURE B**.

4.3 STAGE 3: FUNCTIONALITY EVALUATION

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality evaluation.
- b. Bids that score less than **70 points out of 100** on functionality shall not be considered further.
- c. Bids will be evaluated on Functional requirements as outlined in **ANNEXURE C**.



4.4 **STAGE 4: PRICE AND PREFERENCE (SPECIFIC GOALS).**

4.4.1 In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system;

4.4.2 The applicable preference point system for this tender is the 80/20 preference point system; and

4.4.3 In terms of the 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	

4.5 **STAGE 5: SITE INSPECTION**

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for Site Inspection.
- b. Sedfa reserves the right to conduct site inspection on the top 5 bidders which have scored the highest points on price and specific goals in line with the PPPFA and the amended regulations. Bidders which do not meet the site inspection requirement will not be considered at the final stage of the evaluation i.e. price and preference points.
- c. Bids that score less than 75 points out of 100 on Site Inspection shall not be considered further.
- d. Bids will be evaluated on Site Inspection as outlined in **ANNEXURE E**.

5. **STAFF REQUIREMENTS**

5.1 The successful bidder must ensure the following:

- a. That the staff working under this contract are in good health;
- b. That they are adequately trained prior to commencement of the contract;
- c. That replacement staff is available should the need arise. The bidder is obliged to inform Sedfa of any removal and replacement and the replacement of staff can only be done with the formal approval of Sedfa;



- d. Staff must be dressed appropriately and where required; and
- e. The bidder's staff must be South African citizens and Sedfa reserves the right to validate citizenship.

6. RESOURCE REQUIREMENTS

The successful bidder must provide the necessary work tools to the bidder's employees working on the project.

7. SERVICE LEVEL AGREEMENT

- 7.1 The successful bidder will be required to enter into a Service Level Agreement with Sedfa; and
- 7.2 A performance measurement process will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.
- 7.3 In the event that the Lease Agreement for the current premises expires, terminates, or is not renewed, the Employer shall be entitled to relocate the Cleaning Services to a new premises. The Service Provider agrees that, subject to the operational capacity and suitability of the new premises, the cleaners assigned under this Agreement may be moved to the new location. The Service Provider shall ensure that sufficient personnel are made available to continue rendering the Services at the new premises, provided that such relocation does not require additional personnel beyond the agreed capacity unless otherwise agreed in writing by the Parties

8. SUPPLIER DUE DILIGENCE

- 8.1 Sedfa reserves the right to conduct bidder due diligence to shortlisted bidders prior to final award or at any time during the contract period. This may include site visits if applicable; and
- 8.2 Sedfa reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external service providers such as Credit Bureaus and the South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for Sedfa to conduct such vetting requirements, if and when required.

9. BID CANCELLATION

- 9.1 In the case of the cancellation of this RFB, Sedfa shall endeavour to inform all bidders, through the same medium used for the communication of the RFB.



10. TENDER VALIDITY PERIOD

10.1 Bid submitted in response to this RFP will constitute a binding offer by Sedfa which will remain binding and irrevocable for a period of 120 business days from the date of submission to Sedfa. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between Sedfa and the Preferred Bidder.

10.2 Bids are valid for acceptance by Sedfa at any time within the requested validity period after the closing date of the RFP.

11. MATERIAL CHANGES

11.1 Any material changes in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of Sedfa, and any failure to seek such approval from Sedfa shall result in Sedfa being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work; and

11.2 Sedfa shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to Sedfa’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow Sedfa to make such a decision. Sedfa reserves the right to accept or reject any such request for approval.

12. FRAUD ALERT

12.1 Sedfa takes a zero-tolerance approach to fraud, corruption and bribery;

12.2 Sedfa is committed to acting fairly, with integrity, in all its’ relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders);

12.3 Please note that under no circumstances will Sedfa ever require any payment to secure an award of an RFP or a tender. Individuals who claim that an upfront payment to an individual, third party or a Sedfa official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the Sedfa



Anti-Corruption line. Sedfa follows a fair, competitive and transparent procurement process in evaluating and awarding bids; and

12.4 Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 724 666**.

13. COMMUNICATION

13.1 Sedfa may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process;

13.2 All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only; and

13.3 Communication between the closing date and the award of the bid, between the bidder and other Sedfa officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited

14. CONTACT DETAILS

14.1 Main Contact

Name : Elizabeth Loape

Email : eloape@sedfa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of Sedfa's staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process

15. SCOPE OF WORK / TERMS OF REFERENCE

The Scope of Work / Term of Reference is attached as **ANNEXURE F**.



16. ANNEXURES

Annexure A: Stage 1 - Administrative Compliance Requirements

Annexure B: Stage 2 - Mandatory Requirements

Annexure C: Stage 3 - Functionality Criteria

Annexure D: Stage 4 - Price and Preference

Annexure E: Stage 5 – Site Inspection

Annexure F: Scope of Work / Terms of Reference

Annexure G : Pricing Schedule

Appendix 1: Bid Proposal Template



ANNEXURE A

STAGE 1 - ADMINISTRATIVE COMPLIANCE REQUIREMENTS

Document Name	Template
National Treasury. Government Procurement: General Conditions of Contract, July 2010	 NT General Conditions of Contr
SBD 1	 SCM-Bid documents SBD 1.pdf
SBD 6.1	 SBD 6.1 SPECIFIC GOALS 80_20 PREFERI
SBD 4	 Standard Bidding Document (SDB) 4_A
GCC	 GCC



STAGE 1 - ADMINISTRATIVE COMPLIANCE

- a. The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative;
- b. The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report;
- c. Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ;
- d. The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- e. The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further



ANNEXURE B

STAGE 2 : MANDATORY REQUIREMENTS

NO	DESCRIPTION	COMPLY / NOT COMPLY
1.	The bidder must provide a valid COIDA letter of good standing and/or Tender letter. The bidder must be registered in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA) 1993. The COIDA certificate must be in line with services bidding for. (Attach valid certified copy of certificate)	
2.	The bidder must provide proof of Registration with the National Contract Cleaning Association (NCCA - Please attached valid certified copy of certificate) or Bargaining Council for Contract Cleaning Services Industry (BCCCI) or any other regulatory bodies gazetted. - Please attach valid certified copy of certificate valid for not older than 3 months).	
3.	The bidder must provide proof of public liability insurance minimum of 10 Million or more.	
4.	The bidder must provide proof of State proposed salaries for staff as per Department of Labour Minimum Wage Determination. This must be based on the current rates (Attach proof of current compliance to wage determination i.e. dummy salary advice)	
5.	The Bidder's must be operating in Gauteng.: Provide (3) three copies of Utility Bill not older than 3 months OR Company	



NO	DESCRIPTION	COMPLY / NOT COMPLY
	Registration documentation outlining the physical address of the company. (Sedfa reserves the right to verify proof of address)	

Bidder (s) who failed to comply with the above Mandatory requirements will not be considered for further evaluation.



ANNEXURE C

STAGE 3: FUNCTIONALITY EVALUATION CRITERIA

ONLY BIDDERS WHO SCORED A MINIMUM OF 70 POINTS ON FUNCTIONALITY SCORES AS PER THE REQUIREMENTS WILL BE FURTHER EVALUATION ON PRICE AND PREFERENCE (SPECIFIC GOALS).

NO	TECHNICAL / FUNCTIONAL REQUIREMENTS	SCORING MATRIX	POINTS
1.	Track Record (Experience) - The bidder must have a minimum of five (05) years' experience in the cleaning and hygiene services. - The Bidder must provide proof, in the form of reference letters confirming that the Bidder has performed cleaning services. - The Letter must contain the contract description, the duration of the contract and must include a contact person and contact details (telephone number and email) Please note: The reference letter(s) must be in the form of individual letter(s) from the respective previous and current clients. Bidder will be required to provide one site where they actively / previously have a contract for the verification of the reference letter.	- Less than 1 year relevant experience = 0 Point 1-2 year's relevant experience = 20 Points 3-4 year's relevant experience = 30 Points 5 or more years relevant experience = 50 Points	50
2.	SUPERVISOR'S EXPERIENCE Bidder's proposed Supervisor must have a minimum of three (3) years' experience in the role. Bidders must	Less than one 1 year experience = 0 Point	20



NO	TECHNICAL / FUNCTIONAL REQUIREMENTS	SCORING MATRIX	POINTS
	submit a comprehensive CV of the Supervisor to substantiate the years of experience.	b. 1-2 years' experience = 10 Points c. 3 or more years' experience = 20 Points	
3.	PROPOSED METHODOLOGY (PROJECT PLAN / IMPLEMENTATION PLAN / SITE TAKEOVER PLAN) 1. The bidder must provide a site - takeover plan. The plan must include the following: a. Readiness (Logistics, Tools, Uniform, etc.); and b. Time frame required to take over the site. 2. The bidder must submit the health & safety work plan/methodology, contingency plan (e.g. dealing with absenteeism during strikes), monitoring cleaning procedures, evaluating & maintaining quality of service, including material safety data sheet and OHS compliance.	a. The proposed methodology does not cover all the required tender scope areas = 0 Point b. The proposed methodology that has the take over plan with (Readiness (Logistics, Tools, Uniform, etc and time frame) = 15 Points c. The proposed methodology that has the take over plan with (.Readiness (Logistics, Tools, Uniform, etc and time frame and Health and Safety work plan) = 30 points	30
	TOTAL FUNCTIONALITY POINTS		100

Bidders are required to obtain a minimum threshold of 70 out of 100 points on functionality to be evaluated further. Any bidder who scored less than 70 Points will be eliminated and not be evaluated further.



ANNEXURE D

STAGE 4 – EVALUATION ON PRICE AND PREFERENCE POINTS (SPECIFIC GOALS).

1. Only bidders that have scored a minimum of 75/100 points on site inspection will be evaluated during stage 5 for pricing and specific goals.
2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
 - a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Company Experience (number of annual auctions)	80
Specific Goals	20
TOTAL	100 POINTS

Specific Goals for this tender and points that may be claimed are indicated per table below:

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

Specific Goals Allocated and Points to claimed in terms of this tender	
Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.	
Indicate Number of Full Time Employed Paid Employees:	_____
Total Annual Turnover or Revenue:	R_____



Specific Goals Allocated and Points to claimed in terms of this tender								
Size of Enterprise					Number of points allocated (80/20 system)		Number of points claimed (80/20 system) (To be completed by the tenderer)	
Micro Enterprise					8			
Small Enterprise					5.6			
Medium Enterprise					3.2			
Large Enterprise					0.8			
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)					2			
L1	L2	L3	L4	L5	L6	L7	L8	
2	1.75	1.50	1.25	1	0.75	0.25	0	
Black Women Owned (more/ $\geq$ 30% owned)					4			
Target Group: Youth					2			
Spatial: Rural					4			
Spatial: Townships					2.4			
Spatial: City					0.8			

Supporting Document for Claiming of Specific Goals:

The bidder must also indicate point claims on SBD 6.1.

Size of Enterprise: Micro, Small, Medium enterprises: 8/20- leave as is split is as follows:

- Micro enterprises: maximum 8 points or 100% for micro-enterprises
- Small enterprises: 5.6 points or 70% of the 8 points
- Medium enterprises: 3.2 Points or 40%
- Large enterprises: 0.8 Points or 10%



Verification Method: Statement of Financial Position of the bidder: Latest Audited Financial Statement of the bidder (Where applicable in terms of Company's Act) and/or independently reviewed financial statements and/or cashflow budget for the new entities with no financial records.

Enterprises are divided into the following categories:

SECTORS	SIZE OR CLASS OF ENTERPRISE	TOTAL FULL-TIME EQUIVALENT OF PAID EMPLOYEES	TOTAL ANNUAL TURNOVER
Finance and Business Services	Medium	51-250	<85.0 million
	Small	11-50	<35.0 million
	Micro	0-10	<7.5 million

B-BBEE (Black Ownership): Maximum 2/20 points.

Verification Method: BBBEE certificate and or Sworn Affidavit:

L1	L2	L3	L4	L5	L6	L7	L8	L0
2	1.75	1.5	1.25	1	0.75	0.50	0.25	0

Black Women Owned (more/≥30% owned = 2/20

Verification Method: BBBEE certificate and or Sworn Affidavit:

Youth = 2/20 points which will be allocated follows:

Verification Method: BBBEE certificate and or Sworn Affidavit:

Spatial: Rural and Township and City-based enterprises: 4/20 points

- Rural = maximum 4 points or 100%
- Township= 2.4 or 60%
- City= 0.8 or 20%

Verification Method: Copy of Utility Bill, Lease Agreement, Title Deed, letter from Municipality outlining the physical address of the company and official letter with stamp from the local councilor.

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

80/20

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



Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

The points scored by a bidder in respect of Specific Goals will be added to the points scored for price. Only bidders who have completed and signed the declaration part of the Specific Goal form and who have submitted the relevant supporting documents will be allocated points. The points scored will be rounded off to the nearest 2 decimals.

Criteria for breaking deadlock in scoring

- a) If two or more tenderers score an equal total number of points, the contract will be awarded to the tenderer that scored the highest points for Specific Goals
- b) If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.

A contract may, on reasonable and justifiable grounds, be awarded to a tender that did not score the highest number of points.

SEDFA reserves the right to enter into negotiations with the preferred bidder.

SEDFA reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act)



ANNEXURE E

STAGE 5 - SUPPLIER SITE INSPECT

Site inspection will only be conducted to the top 5 bidders which have scored the highest points on functionality in line with the PPPFA and the amended regulations. Bidders who do not meet the minimum threshold of 75 out of 100 points on site inspection requirements will not be considered to the final stage of the evaluation i.e. price and preference points.

No	Technical / Functional Requirements		Weightings
1	Site Visit	- Sedfa will conduct site visit to the shortlisted bidder's. Site visit/inspection will be conducted, and the BEC Committee observation will be used as part of the evaluation process. - Prospective bidders must avail themselves or their representatives for inspection on the date and time to be communicated by Sedfa Note: Site Visits will be amongst others focus on the following: - The bidder must have a fully Operational Office = 30 Points - The bidder must have Sufficient uniform stock, materials and equipment stock = 30 Points - The bidder must have Material and equipment storage room in line with health and safety = 20 Points - The Committee will observe on how business is conducted e.g. Responsiveness and professionalism = 20 Points Non-availability of the above on each point will score zero	100
	Total		100

Bidders must obtain a minimum threshold of 75 out of 100 points on Site Inspection. Failure to meet the threshold will result in disqualification.



ANNEXURE F

SCOPE OF WORK

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. INTRODUCTION

- 1.1. Former sefa and former Seda Head Offices are currently accommodated in different offices. Sedfa is currently accommodated at Bylsbridge Office Park in Centurion and also at The fields Office Block in Hatfield. Sedfa Centurion office occupies 3700m² with 144 parking bays, and Sedfa Hatfield Office occupies 6832m², with 240 parking pays. The estimated staff compliment for Sedfa Head Office in Centurion is 241 and for Sedfa Hatfield is 251, including 11 from CBDA, thus totalling approximately 492 employees.
- 1.2. Sedfa Head office is situated at Byls Bridge Building 14, Block D, Cnr Olievenhoutbosch and Jean Avenue, in Centurion. Sedfa occupies three floors, measuring 3700m², which comprises of Open plan work space for approximately 205 workstations, five (5) kitchens, eleven (11) small boardrooms, five (5) ten seater boardrooms and one (1) eighteen seater boardroom, six (06) toilet facilities, three (03) ablution for the physically challenged individuals, a balcony, 32 covered parking and 91 basement parking bays.
- 1.3. Sedfa Head office is situated at Block A, The field 1066 Burnett street, Hatfield, Pretoria. Sedfa occupies nine floors, measuring 6382m², which comprises of Open plan workspace for approximately 240 workstations, twelve (12) kitchens, nine(9) boardrooms, thirty-eight (38) toilet facilities, eight (08) ablution for the physically challenged individuals, a balcony, 240 basement parking bays.

2. SCOPE OF WORK

- 2.1. The cleaning services contractor will be required to render a comprehensive cleaning (including Deep Cleaning and Steaming of Ablutions) and hygiene service, pest control and waste removal. The cleaning services provider will also be required to supply, deliver, install and maintenance of hygiene equipment. The cleaning services include day-to-day (scheduled/routine) and reactionary / emergency cleaning services as and when required.



- 2.2. The list below is an itemized account of areas and items found in the building. It is the bidder's responsibility to ensure that facilities are kept clean at all times and perform a continuous audit to ensure adequacy in the frequency of cleaning and methodology. Cleaning services will be done as per the standard cleaning methods indicated below:
- 2.3. **PART A: CLEANING SERVICES** work and services in the disciplines listed below as and when the need arises:

No	Area Description	Quantities
	Byls Bridge Building 14, Block D, Cnr Oliventhoutbosch and Jean Avenue, in Centurion	
	Area of Office Space	3700m ² (Incl. Passageways, Storerooms, Boardrooms, Foyers, Balconies, Common Areas)
	Number of Floors	Three (03) Floors
	Number of Occupants	Two Hundred and Five (05) Workstations
	Number of Kitchenettes	Five (05) Kitchenettes
	Number of Boardrooms	Seventeen (17) Boardrooms
	Number of Lifts	One (01)
	Number of Ablution Facilities (Toilet Seats)	Twenty Seven (27) (Men/Female)
	Ablution Facilities (Disabled)	Three (03)
	Number of Basins	Nineteen (19)
	Number of Urinals	Twelve (12)
	Number of Basement Parking Bays	Ninety One (91)
	Number of Covered Parking Pays	Thirty Two (32)
	Excluded Areas	Control Room, Electrical IT / Rooms, Plant & Machinery Rooms



No	Area Description	Quantities
	Flooring	Carpet and Tiles
	Walls	Solid and Dry Walls
	The Fields, Office Block A, 1066 Burnett Street, Hatfield, Pretoria	
	Area of Office Space	6382m ² (Incl. Passageways, Storerooms, Boardrooms, Foyers, Balconies, Common Areas)
	Number of Floors	9
	Number of Occupants	240
	Number of Kitchenettes	12
	Number of Boardrooms	9
	Number of Lifts	3
	Number of Ablution Facilities (Toilet Seats)	38
	Ablution Facilities (Disabled)	8
	Number of Basins	24
	Number of Urinals	8
	Number of Basement Parking Bays	240
	Number of Covered Parking Bays	-
	Excluded Areas	Control Room, Electrical IT / Rooms, Plant & Machinery Rooms
	Flooring	Carpet and Tiles
	Walls	Solid and Dry Walls

2.4. PART B: SERVICE BREAKDOWN AND RESOURCES

- 2.4.1. **Sedfa** operates on an 8-hour basis from Monday to Friday for all the employees. The service provider needs to conduct cleaning and hygiene services during the day on weekdays, except for deep cleaning / ad hoc cleaning which will be conducted on weekends.
- 2.4.2. Normal working hours for **Sedfa** for weekdays excluding public holidays are from **07:30 to 16:30**. However, cleaning services will be required from **06:00 to 15:00** weekdays subject to change due to change in business requirements.



2.4.3. Service could be required during weekends and/or public holidays and the Service Provider must make provision for workers to perform additional service as and when required.

Address	Working Time	Days	No of Staff	Responsibility
Byls Bridge Building 14, Block D, Cnr Oliventhoutbosch and Jean Avenue, in Centurion	06H00 – 15H00 Monday - Friday	5	1	Supervisor
	06H00 – 15H00 Monday - Friday	5	4	Cleaners (One Male)
Total Number of Staff required			5	
Address	Working Time	Days	No of Staff	Responsibility
The Fields, Office Block A, 1066 Burnett Street, Hatfield, Pretoria	06H00 – 15H00 Monday - Friday	5	1	Supervisor
	06H00 – 15H00 Monday - Friday	5	5	Cleaners (One Male)
Total Number of Staff required			6	

2.5. PART C: STANDARD CLEANING METHODS

Open Plan Work Area			
Items	Standard Cleaning Method	No of Times	Frequency
Desks (Workstations)	Dust and Polish	2	Daily
Dustbins	Emptying and cleaning waste bins	2	Daily
Blinds	Dust and Wipe	1	Daily
Carpets	High and Low Traffic Volumes – Brush and Vacuum	1	Daily
Ceilings	Dust and Wipe air vents	1	Daily
Chairs	Fabric and Leather – Vacuum and Spot clean.	1	Daily
	Wipe with wet cloth and polish	1	Weekly



Screens (Glass and Fabric)	Glass / Window: Dust and damp wipe Fabric: Vacuum and Shampoo dry method to avoid electrical connections.	1	Daily
Desktop	Dust and Damp wipe	1	Daily
Telephone	Dust and damp wipe	1	Daily
Windows (Inside)	Clean	1	Weekly
Skirting	Dust	1	Daily
Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates ○ Dust and wipe.	1	Daily
Lights / Lamps	Dust	1	Daily
Boardrooms			
Tables	Dust and Polish	2	Daily
Blinds	Dust and Wipe	1	Daily
Dustbins	○ Emptying and cleaning waste bins. ○ Change Bin liner. ○ Damp wipe, remove stains and disinfect.	2	Daily
Carpets	<u>Low Traffic Volumes:</u> ○ Brush and Vacuum	1	Daily
Skirting	Dust	1	Daily
Windows (Inside)	Clean	1	Weekly
Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates ○ Dust and wipe.	1	Daily
Lights / Lamps	Dust	1	Daily
Foyers, Passages and Balconies			
Hard Floor Coverings (Ceramic, marble, granite, brick, concrete, etc.)	<u>High and Low Traffic Volumes:</u> ○ Sweep, Damp mop for spoilage, wipe with wet cloth,		Daily



	spray clean / burnish (Wax / Polish). o Scrub and dry clean using a mechanized system machine.		
Doors (Steel, Glass and Wood)	o Clean, Remove finger marks on glass and push / pull plates o Dust and wipe.	1	Daily
Lights / Lamps	Dust	1	Daily
Steel Table and Chairs	Wipe with wet cloth and dry		Daily
Sofas (Fabric and Leather)	Fabric: Vacuum.		Weekly (As and when necessary)
	Leather: Wipe to remove dust / Wipe with wet cloth and polish.		Weekly (As and when required).
Balcony railings	Regularly dusted and periodically washed		Daily
Ablution Facilities			
Basins / Toilet Bowls / Urinals	o Remove mineral deposits and spoilage from bowl and under flush rim with hard surface cleaner and brush. o Wet wash with disinfectant seat and lid, cistern and pipes, etc. o Wet wipe doors and walls. o Replenish consumables regularly (e.g. toilet paper, hand paper towels, seat sanitizer and soap). o Clean and sanitize all toilet bowls, basins and urinal. Note: Consumables will be provided by the bidder.	3	Daily



Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates ○ Dust and wipe.	1	Daily
Mirrors	Wet wipe and dry.		Daily
Waste Bins / SHE-Bins	Empty Waste Bins / SHE Bins sanitary bins	1	Daily
Lights / Lamps	Dust	1	Daily
Storerooms / Grocery Stores / Stationery Store			
Zipple	Dust Damp wipe		
Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates ○ Dust and wipe.		As and when required
Lights / Lamps	Dust		As and when required
Carpets	<u>Low Traffic Volumes:</u> ○ Brush and Vacuum	1	Daily
Kitchenettes			
Floors (Tiles,)	<u>High and Low Traffic:</u> ○ Sweep, damp mop for spoilage, wipe with wet cloth, spay clean / burnish. ○ Scrub and dry clean using mechanized system machine.		Daily (As and when required)
Walls and Cupboard Doors	Wet wiped and dried.		
Wet wipe and rinse inside microwave and fridges.			
Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates ○ Dust and wipe.	1	Daily
Fridges	Wipe with wet cloth.		Daily
Steel Table and Chairs	Wipe with wet cloth and dry		Daily



Basement Parking			
Floor	Remove Litter		Daily
Floor	Remove dust and wet pipe		When Necessary
Floor	Remove oil spillage with degreaser (Machine scrub dry where and when possible)		When Necessary
Covered Parking			
Floor	Remove Litter.		When Necessary
Fire escapes / stairs / rails			
Hand Rails	Wipe with wet cloth.		Daily
Floor	Low Traffic: ○ Sweep, damp mop for spoilage, wipe with wet cloth, spay clean / burnish. ○ Scrub and dry clean using mechanized system machine.		Daily
Lifts			
Side Panels	Wipe with wet cloth / apply polish where possible.		Daily
Mirror	Wipe with wet cloth and dry / Spray clean mirror.		Daily
Floor	High Traffic Volume: ○ Sweep, damp mop for spoilage, wipe with wet cloth, spay clean / burnish. ○ Scrub and dry clean using mechanized system machine.		Daily
Lights / Lamps	Dust		Daily
Sick Room / Telephone Rooms			
Chairs / Sofas			
Doors (Steel, Glass and Wood)	○ Clean, Remove finger marks on glass and push / pull plates	1	Daily



	o Dust and wipe.		
Lights / Lamps	Dust		Daily
Floor	Low Traffic Volume: - o Sweep, damp mop for spoilage, wipe with wet cloth, spay clean / burnish. - o Scrub and dry clean using mechanized system machine.		Daily
Carpets	Low Traffic Volumes: o Brush and Vacuum	1	Daily
Balcony railings	Regularly dusted and periodically washed		Daily
General			
Walls	- o Glass/Window: Damp wipe and dry. - o Partition: Dust and damp wipe. - o Solid Walls: Dust and wet wipe.	1	
Uncovered Pipes	Dust and Damp wipe		
Pictures	- o Dust Frames. - o Damp wipe frames. - o Clean glass with glass cleaner.	1	Daily / When Necessary
Ornaments	Dust and damp wipe	1	Daily / When Necessary
Electronic Equipments	Dust, Damp and Wipe.		Weekly
Railings / Balustrades	Dust, Damp wipe railings and panels.		Daily
PS: All door handles, taps and toilet handles in cloakrooms and showers must be washed and disinfected.			



ADDITIONAL CLEANING & HYGIENE SERVICES GUIDELINES ON ROUTINE & DEEP CLEANING IN LINE WITH COVID-19 REQUIREMENTS

1. EXECUTIVE SUMMARY

- 1.1 Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19.
- 1.2 **Sedfa** has a legal obligation in accordance with section 8 of Occupational Health & Safety Act (OSHA), Act No.85 of 1993 as amended to where reasonably practicable, provide a safe work environment that is without risk to employees.

2. BACKGROUND

- 2.1 According to the World Health Organization (WHO), the two main routes of transmission of the SARS-CoV-2 is droplet and direct contact transmission. Respiratory droplets are generated when an infected person coughs or sneezes and any person who is in close contact is at risk of being exposed to these droplets. Droplets may also land on surfaces where the virus could remain viable. Therefore, the immediate environment of an infected individual can serve as a source of contact transmission.
- 2.2 The aim of this document is to provide guidance on routine cleaning of non-health care and health care workplaces as well as deep cleaning when COVID-19 positive cases have been identified



3. CLEANING AND HYGIENE SERVICES IN LINE WITH THE COVID-19 REQUIREMENTS

- 3.1 The main way COVID-19 spreads from person to person is through contact with respiratory droplets produced when an infected person coughs or sneezes. The droplets may fall directly onto the person's eyes, nose or mouth if they are in close contact with the infected person. Airborne transmission of COVID-19 can also occur, with the greatest risk in indoor, crowded and inadequately ventilated spaces. A person may also be infected if they touch a surface contaminated with the COVID-19 virus and then touch their mouth, nose or eyes before washing their hands. Research shows that the COVID-19 virus can survive on some surfaces for prolonged periods of time.
- 3.2 A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace. When and how often your workplace should be cleaned and disinfected will depend on the outcome of your risk assessment, including the likelihood of contaminated material being present.
- 3.3 A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.
- 3.4 It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable
- 3.5 Cleaning with detergent and water is usually sufficient for routine cleaning. However for frequently touched surfaces, disinfection in addition to cleaning is recommended. Once clean, surfaces can be disinfected. When and how often your workplace,
- 3.6 or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present, noting that the COVID-19 virus can survive on some surfaces for prolonged periods of time. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces. You should priorities cleaning and disinfecting surfaces that many people touch.
- 3.7 Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.



4. CLEANING AND DISINFECTING SOLUTIONS

4.1 Cleaning and disinfecting are two different processes:

- a. Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.
- b. Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective. For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.

4.2 A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.

4.3 Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace. Those cleaning an area of suspected contamination need to be equipped with appropriate personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.

4.4 Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double bagging) and dispose of the bag in the general waste.

Note: Disinfectants require sufficient contact time to be effective at killing viruses. If no time is specified, the disinfectant should be left for ten minutes before removing.



5. USING DISINFECTANTS SAFELY

- 5.1 Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). Do not use different types of disinfectants together.
- 5.2 Store your disinfectants safely and securely, out of direct sunlight and away from heat sources. Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.
- 5.3 For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.
- 5.4 Personal protective equipment (PPE) to use when diluting and using disinfectants includes gloves, elbow-length if available, and eye protection (safety glasses, not prescription glasses).

6. RECOMMENDED CLEANING BY SURFACE

- 6.1 The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.
- 6.2 It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.
- 6.3 It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.
- 6.4 More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces



	Following Suspected or Confirmed Case		Routine Cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Soft Plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Damp dust + Detergent
Hard Plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminum)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *Uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent



	Following Suspected or Confirmed Case		Routine Cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean according to manufacturer's recommendations	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Damp dust + Detergent
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
Concrete (Polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent



	Following Suspected or Confirmed Case		Routine Cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Concrete (Rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean and disinfect at least daily or every shift change	Clean and disinfect according to manufacturer's recommendations	Clean weekly	Clean according to manufacturer's recommendations



	Following Suspected or Confirmed Case		Routine Cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Fabric	Clean as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean weekly	Vacuum (HEPA) Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent



	Following Suspected or Confirmed Case		Routine Cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible. If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page. Clean and disinfect plastic protective sheet at least daily.	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.



7. RECOMMENDED CLEANING BY ITEM

- 7.1 The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.
- 7.2 It is applicable to all workplaces, noting some items may not be relevant to all workplaces. It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.
- 7.3 It is recommended that workplaces are disinfected regularly. More frequent disinfecting may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
Call bell / Door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Chairs - Upholstered e.g. fabric padded chairs, sofas, office chairs	Clean as soon as you become aware	Detergent + Steam clean	Clean at least daily	Vacuum (HEPA) Damp dust + Detergent	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment	Clean and disinfect after use	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean weekly	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean and disinfect at least daily or when visibly soiled, and between users if equipment is shared	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Door frames	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Doorknob / handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily	Detergent
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily	Detergent
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
Floor (non-slip vinyl)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Damp mop daily	Detergent
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily	Detergent + Disinfectant	Monthly & defrost as required Daily spot check—clean when necessary	Refer to manufacturer's recommendations Detergent
Handrails, stair rails	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust	Clean weekly	Damp dust + Detergent
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean and disinfect frequently touched points on microwave at least daily	Detergent. Disinfectant on outside surfaces only.	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean and disinfect at least daily	Detergent Disinfectant on areas around sink only, not in sink	Clean daily	Detergent
Tables / desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily & more regularly if shared by multiple users	Detergent + Disinfectant Damp dust	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + Disinfectant



	Following suspected or Confirmed Case		Routine Cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent

SUMMARY OF EXPECTED DUTIES (ALSO REFER TO PART C)

DAILY DUTIES

- Emptying and cleaning waste bins twice a day
- Remove all waste to a specified area
- Replenishing consumables in the toilet facilities three times a day (7:30, 10:30 and 13:30) i.e. toilet paper, soap and paper towel
- Dusting of all skirting, windowsills and door. spot cleaning to be done when necessary
- Clean and disinfected all telephones
- Clean and sanitize all toilet bowls, basins and urinal
- Damp wipe all hygiene fittings
- Dust handrails and fittings on the staircases
- Pick up litter in the parking basement and remove to the dedicated area on daily basis
- Daily clean-up of overflow in the refuse area if applicable
- Provide refuse bags for the bins daily when required
- Empty SHE Bins sanitary bins
- Vacuum all carpeted areas
- Heavy Traffic Areas (Including Boardrooms)

**WEEKLY DUTIES**

- Vacuum all carpeted areas
 - Medium Traffic Areas – Alternate Days
 - Light Traffic Areas – Twice a week
- Polished tiled floors according to type of surface
 - Clean and polish chrome surface
 - Polish toilet floor
 - Clean and disinfect the wall of the toilet
 - Polish desks and office furniture
 - Replace Toilet Seat Wipes dispensers

MONTHLY DUTIES

- Vacuum cloth covered furniture
- Floor buffing and scrubbing (using the appropriate equipment)
- Replenish Air Freshener dispensers
- Replace Toilet sanitizing sanitizers inclusive of urinals
- Sweep Parking Bays
- Replenishment of hygiene products-twice month
- All hygiene service maintenance shall happen every fortnight (two weeks)

QUARTERLY DUTIES

- Pest control / Fumigation Services with SABS approved chemicals suitable for office environment.
- Wet deep cleaning (washing) of offices, boardrooms, kitchenettes, toilets, patios, balconies, foyers, lift (all carpeted areas and tiled surfaces).
- Deep cleaning of Fabric Chairs / Sofas with relevant SABS Approved detergent suitable for office environment.
- Steaming of Ablutions.

Note: All deep cleaning and fumigation to be executed on weekends.



2.6. **PART E: MINIMUM CLEANING MATERIALS & CHEMICALS**

2.6.1. Below is the minimum cleaning materials and chemicals required:

- Disinfectant
- Automatic Drip Sanitizer (Refill)
- 2-Ply Laminate Paper
- Toilet paper 2 ply
- Safe seat dispenser Refill
- Refuse (Black) bags (heavy duty)
- Foam soap Refill (with build in moisturizer)
- Acceptable glass and mirror cleaner
- Degreasing Agents
- Furniture Polish 300ml
- Insecticide
- Deep Cleaning Chemical
- Bin Liners (Small binliners)
- Air-fresheners
- She binliners
- V. Screen(P-mat)
- Air Cherry 20L
- Craft Alco 5L
- Craftsan P (oily) 5L
- Craftsan B(toilet bowl) 5L
- Bleach 5L
- Handy Andy 5L
- Dishwash 5L
- Window Lene 5L
- Tile & Floor shine 5L
- Pine Gel 5Lx 2



2.7. PART F: MINIMUM CLEANING EQUIPMENT

No.	Description	Quantity
01	Automatic Drip Sanitiser Dispenser	
02	Hand Towel Dispenser (For 2-Ply Laminate Paper)	
03	Safe Seat Dispensers	
04	Foam soap dispensers Refill (with build in moisturizer)	
05	Brooms (Exterior/Interior)	
06	Buckets (industrial)	
07	Scrubbing brushes	
08	Vacuum Cleaners	
09	Mops	
10	Buffing Machine/Scrubbing Machines	
11	Dusters /Cloths	
12	Toilet brushes & other cleaning equipment	
13	Safety Signs/Boards	
14	Dust Pans	
15	Polishers	
16	Carpet cleaning machines	
17	Janitorial trolleys	
18	Ladder (long)	
19	Ladder (short)	
20	Industrial steam cleaner	

Note:

- All equipment should be of an acceptable quality standard. An acceptable quality standard would be equipment of a brand name that is recognised within the facilities management industry as being durable in construction and reliable in service (e.g. Karcher, Hoover, Wap, Wetrok, etc. or equivalent)
- Sedfa will inspect the condition of the cleaning equipment that is needed (before the contract starts).
- The successful service provider must ensure that enough back-up cleaning material and equipment, specifically toilet papers, is available.

2.8. PART G: HYGIENE / SANITARY CONSUMABLES REQUIREMENTS

2.8.1. Restrooms

Provision of the following services/items:

- Supply, deliver, install, commission provision of hygiene services, which includes installation of hygiene equipment



- Supply and replenishment of hygiene service consumables
- All equipment to be kept in safe and good working condition at all times, and must comply with all health and safety regulations
- Any faulty equipment to be replaced/maintained at the service provider's cost in the event of mechanical breakdown/malfunction.

2.8.2. **Air Fresheners**

- Must be mounted on the toilet/bathroom walls;
- Air fresheners must be maintained monthly and refilled at all times;
- Air freshener should spray at intervals of 15 minutes in restrooms and must work at all times;
- **Size:** 75ml or equivalent;
- **Colour:** Cream / White

2.8.3. **Auto Cut Paper Towel Dispenser**

- Paper towels dispenser to be replaced at no cost to Sedfa in the event of mechanical malfunction.
- The paper towel holder must be easy to fill;
- **Colour:** White / Cream

2.8.4. **Automatic/No Touch Sanitary Bins**

- For hygienic disposal of non-flushable waste material;
- A safe, discreet, easy to use, and hygienic sanitary disposal solution;
- Sanitary bins must have self-opening and closing tight fitting lids with trap doors, with non-touch opening/closing mechanism
- Bins are treated with SABS tested chemicals which will sanitize, sterilize and deodorize
- Service provider to supply/refill fragranced sachet, which combats the unpleasant odours inside sanitary bins;
- 7-day service cycle, per bin per month is required;
- Clean and disinfect the bins and replace the bin liner and disinfecting agent used to kill bacteria;
- The service provider must remove the waste from Sedfa's premises in discrete SHE bags / trolleys, and dispose of it in an environmentally friendly manner
- **Size:** 17 litres or equivalent;
- **Colour:** White / Cream.



2.8.5. Toilet Sanitizer Seat Cover Dispenser and Toilet Sanitiser Dispenser

- To be positioned next to the toilet roll holder, inside the dispenser, the user can dispense the alcohol-based sanitizer onto a sheet of toilet paper to wipe and clean around the toilet seat before use. This helps to improve hygiene confidence and considerably reduce the risk of contamination.
- Sanitizing solution with ingredients that is clinically proven to kill 99.99% of bacteria and germs commonly found in the toilet;
- Ideal for combating odour in the restrooms and poorly ventilated rooms
- Must prevent/reduce stains on surfaces

2.8.6. Auto Flush Urinal Dispensers (Plastic / Cream)

- To clean and clear the build-up of uric acid, bad odour and bacteria/germs in the urinals;
- To provide consistent chemical dosing into urinals and provide fresh fragrance;

2.8.7. Sanitary Requirements

Description	Quantities	
	Centurion Office	Hatfield
Automatic Drip Sanitizer (Refill)		38
Toilet paper 2 ply	1 Pack of 48 Rolls per month	20 Packs of 48 Rolls
Hand Dispenser Towel (Paper)	8 Bales (6 in a bale per month)	10 Bales (6 in a bale per month)
Safe seat dispenser Refill		28
Refuse (Black) bags (heavy duty)	4 Bales per month (20 in a bale)	4 Bales per month (20 in a bale)
Foam soap Refill (with build in moisturizer)		20
Bin Liners (Small binliners)	5 bales (6 in a bale)	5 bales (6 in a bale)
SHE Binliners	6 Bales (8 in a bale) per month	5 Bales (8 in a bale) per month
Air-fresheners / Air Mist 270ml	09	20
V. Screen(P-mat)	12	09
Sanitary (SHE) Waste Bins & Removal Services	18	28
Foam soap dispensers Refill (with build in moisturizer)		29
Safe Seat Dispensers	27	28



Description	Quantities	
Hand Towel Dispenser (For 2-Ply Laminate Paper)	5	18
Automatic Drip Sanitizer Dispenser		38
Toilet Seat Liquid and Refill		28

2.8.8. ADDITIONAL INFORMATION:

NB: Maintenance on all Hygiene Equipment

All Hygiene equipment to be provided and installed according to specifications listed below and replaced in case of broken or damaged: All the equipment must be of same quality, design and uniformity.

2.8.9. PART H: PEST CONTROL / FUMIGATION SERVICES

2.8.9.1. Pest Control Services

- Correctly identify pests and assessing the degree of infestation. Pest control measures should include spraying, rodent bait, chemicals and fogging (i.e. treatment measures methods) – QUARTERLY.
- Pest control coverage should include, but not limited to fish moths, cockroaches, mosquitoes, ants, mice, rats, flies, termites, booklice, spiders, fruit flies etc.
- Areas of treatment should include, but not limited to the offices, kitchens, boardrooms, meeting rooms, storerooms, filing rooms, library, main entrance areas, fire hydrant closets, toilets, cabling & pipe duct closets, and surrounding areas.
- At the completion of every quarterly service, the service provider must provide Sedfa with a written report and/or logbook, with accurate records of all services.
- Pest Management
- Pest control must be conducted twice a year:
- Spray/Non spray method must be performed.
- Products used must not be harmful to humans and staff must comply with the Occupational Health and Safety Act at all times.
- Mild and odourless chemicals and equipment used must be human friendly, taking into consideration employees with respiratory medical conditions (e.g. asthma etc.).



- These services must be rendered without impacting the daily operations and activities of sedfa, and compromising the health and safety of employees, by unnecessarily exposing them to pesticides.

3. EXPECTED DELIVERABLES

3.1. The following are expected deliverables from the Service Providers:

- Comprehensive Cleaning and Hygiene Services during Sedfa business hours (Day shift, Monday to Friday) on monthly basis. Hygiene Services must be done within a 30-minutes rotation.
- Wet Deep Cleaning services on Quarterly basis.
- Pest Control Services.

4. DURATION OF THE CONTRACT

4.1. The contract is for a period of twenty-four (24) months, starting from the date of appointment.

5. PERFORMANCE

5.1. Sedfa reserves not consider the Service Provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

6. FICA AND COMPLIANCE CHECKS

- 6.1. Sedfa, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).
- 6.2. Sedfa shall thus conduct a comprehensive PEP screening on the recommended bidder and therefore will request the successful bidder to submit the certified ID copies and Certificate of incorporation (e.g CM29 or CoR39) prior to award.

7. DAMAGES TO Sedfa PROPERTY

Care must be given at all times when rendering the service to **Sedfa**. In the case of damages to carpets, furniture, equipment, etc. resulting from the rendering of the cleaning service, the service provider undertakes to rectify/repair the damage immediately after notification by the Contract Section and/or Facilities division of the Agency. If the service provider fails to act after notification, **Sedfa** will rectify the damages and costs will be recovered from the service provider.



8. PROJECT TIMELINES

The appointed Service Provider will be expected to commence immediately after signing the contract and provide services for the period of twenty (24) months, subject to annual review of service provider's performance.

9. BID PROPOSAL FORMAT

All bidders must return their proposals categorized and indexed under the following sections:

10. SECTION 1: LEGISLATIVE REQUIREMENTS

The bidders must supply the required documentation as outlined in this Request for Bid document as outlined in item Annexure C

11. SECTION 2: MANDATORY & FUNCTIONALITY REQUIREMENTS

The bidder must provide the information set out in the mandatory and functionality requirements stated in the bid document.

12. SECTION 3: COMPANY EXPERIENCE & REFERENCES

The bidder must attach reference letters provided under this section should be the same as individual letters provided on Annexure C on Functionality Requirements.

13. SECTION 4: PRICING PROPOSAL/SCHEDULE

Bidders are required to submit price proposal as outlined in the bid proposal Annexure G:

14. SECTION 5: ADDITIONAL INFORMATION

Any additional information pertinent to the proposal can be attached under this Section. An electronic editable copy of the Bid Proposal Template will be available on the Sedfa website: <http://www.Sedfa.org.za/publications/tenders>



8. POST AWARD CONDITIONS

- 13.1 Services will be rendered as detailed/ stated in the Scope of Work / Terms of Reference.
- 13.2 The successful bidder is expected to use SABS approved material and chemicals that also meet OHS requirements. Equipment and/or productivity tools brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act.
- 13.3 The successful bidder must ensure that enough cleaning material are kept on site to ensure that there is no shortage of such.
- 13.4 Cleaning service will be rendered during working hours from Monday to Fridays, excluding weekends and public holidays unless otherwise specified
- 13.5 The cleaning service must at all times be executed under full time supervision by the successful bidder's supervisor(s). Sedfa reserves the right to deploy its official to do supervision and routine inspections
- 13.6 The bidder shall ensure that the personnel to be deployed at Sedfa have no criminal records.
- 13.7 The bidder shall also inform the designated Representative of Sedfa of any changes in supervisory and cleaning personnel. The supervisor shall also be contactable at **all times**.
- 13.8 The Supervisor shall be responsible for the accurate attendance and/or replacement of cleaning staff. Attendance register signed by all cleaners & supervisor must be submitted to the Facilities division for record-keeping.
- 13.9 The supervisor shall also be responsible for monitoring the quality of work and the completion of the daily, weekly, fortnightly and monthly check sheets.
- 13.10 The cleaning staff are prohibited from reading documents or records in the offices or unnecessary handling thereof.
- 13.11 Cleaning personnel must ensure safe handling of all office equipment, official documents and any other items when cleaning and should maintain high levels of confidentiality.
- 13.12 No information concerning Sedfa activities may be furnished to the public or news media by the contractor.
- 13.13 Cleaning personnel must maintain a professional level of client service at all times.



- 13.14 The cleaning staff must have good communication and people skills as they will be in regular contact with clients and observe Sedfa's protocols and office rules.
- 13.15 Cleaning staff will be responsible for keeping the refuse area reasonably clean and ensuring the refuse is correctly sorted into the relevant bins.
- 13.16 The cleaners will ensure that the pre-sorted waste coming out of the building is placed into the correct recycling bins.
- 13.17 The successful bidder must ensure that their cleaning staff is always dressed in a distinctive acceptable uniform when on duty.
- 13.18 The bidder should ensure that employees are easily identified by providing Name Tags depicting company logo and name of their staff members i.e. company branded Name Tags.
- 13.19 The successful bidder must ensure that they comply with Occupational Health & Safety Act and Regulations, and other applicable regulations and ensure that their staff supplies with Personal Protective Equipment (PPE)/Safety clothes namely:
- Safety Boots
 - Hand Gloves
 - Masks
 - Other related PPE's
- 13.20 These areas must be cleaned/maintained at least once a day, but more often if necessary. The contract's supervisor must monitor the situation continually and make arrangements for cleaning services as required.
- 13.21 Sedfa require proper cleaning cloths for various areas in colour codes, as follows:
- Yellow – for workstations and equipment
 - Blue – for lifts, staircases, walls, windows, paintwork, glass
 - Red – for bathrooms
 - Green – for kitchens
- 13.22 The cleaning of the premises must be done in the following order of preference on daily basis:
- Toilets
 - Office/Reception area, Boardrooms
 - Cleaning the kitchen
 - Passages



- Lifts/Stairways
- Cleaning of glass doors and mirrors
- Storerooms and etc.

13.23 The successful bidder is expected to inform its cleaners not to clean the office in the absence of the occupants.

13.24 A lock – up facility will be made available by sedfa for the safekeeping of stock and equipment.

13.25 The successful bidder supervisor(s) must do a daily inspection on the quality and standard of cleaning service rendered. A week & monthly report in this regard must be provided to sedfa Facility Manager.

13.26 The successful bidder supervisor(s) must report on a daily basis to sedfa (Facility Manager) of any defects in and to the area concerned e.g. broken mirrors, blocked toilets/urinals, broken windows, leaking areas, pests etc. identified during cleaning of the building.

13.27 The bidder will be required to report all operational incidents to sedfa Facilities Manager in writing.

13.28 The successful bidder shall, on monthly basis supply the following:

- A summarized written report to the sedfa Facility Manager on specific problems/challenges
- Suggestions on improved work methods and programmers
- Clients complaints and remedial action
- All other matters related to this agreement



- 13.29 The successful bidder will not allowed to store or leave equipment, goods or article on the floor, example in the entrance hall, corridors, arcades, hallways or the steps, other than in the lock up facility to be provided by sedfa.
- 13.30 All waste paper collected from emptying of dustbins etc. is property of sedfa and must be separated from the garbage.
- 13.31 Sedfa will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.
- 13.32 The successful bidder will be required, upon appointment to provide appropriate employers and public liability insurance of R10 000 000 to cover the risk of injury to the contractor's staff and / or any third parties including contractors of the bidder who may be injured accidentally or cause damages to the property within the project duration.
- 13.33 The successful bidder will be required to also have contractors risk insurance amounting to the value of the contract.
- 13.34 This will only be required upon appointment and will a condition before commencement of any work on site.
- 13.35 The successful bidder shall submit a monthly statement of all outstanding payments, credit notes issued, and payments made. Such statements shall also contain the order number, the details of the date of the transaction, the invoice number, remittance number and credit note details;
- 13.36 Sedfa shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties; and
- 13.37 BCEA and LRA: The service provider must strictly adhere to all acts and regulations relating to human resources and remunerate all its employees in line with legislation and statutory requirements. Sedfa shall not tolerate any unfair labour practices that happen within its premises and/or outside its building or close to its premises. Labour disputes are the sole responsibility of the service provider. i.e Basic Conditions of Employments Act (BCEA) and Labour Relations ACT (LRA).



13.38 FICA AND COMPLIANCE CHECKS Sedfa, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA). Sedfa shall thus conduct a comprehensive PEP screening on the successful bidder and therefore requests all bidders to submit the Know Your Customer (KYC) documents as listed in Annexure A of this RFP document.

13.39 OHSACT: The successful bidder will be required to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and regulations as amended, which includes, but not limited to:

- Safety procedure with regard to equipment, stepladders and machinery.
- Procedure with regard to reporting injury on duties.
- Procedure with regard to identifying safety risk and resolving safety risk in workplace as required by law.

13.40 The successful bidder will be responsible to ensure that the services rendered meet all Occupational Health and Safety requirements, and that at all times there will be no risk for any persons, staff members, members of public with regard to Occupational Health and Safety.

13.41 The bidder must maintain a health and safety file and must be available on site at all times.

13.42 All cleaning and hygiene services to be undertaken in compliance with the Occupational Health and Safety Act 85 of 1993.

13.43 A safety file to be approved by Sedfa and to be kept on site must be submitted upon appointment.

13.44 The Service Provider is required to:

- Conduct business in a courteous and professional manner.
- Provide the necessary documentation as requested prior to the Cleaning Service contract being awarded.
- Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. Proof to be submitted within 14 days from awarding the contract by the successful Service Provider.
- Ensure that all personnel working under this contract are in good health and pose no risk to any personnel in the Sedfa.
- Comply with the Sedfa security and emergency policies, procedures and regulations.



- Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of the Sedfa.
- Maintain its equipment in good order so as to comply with Sedfa's occupational health and safety standards.
- Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, Sedfa personnel, etc. Sedfa reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- Ensure that the Sedfa is informed of any removal and replacement of personnel. For security reasons, the Sedfa reserves the right to vet all personnel working under this contract.
- Provide the services of pest control and general cleanliness to the offices and surrounding areas at his/her own cost.
- Provide an on-site supervisor, available at all times.

13.45 Sedfa shall:

- Conduct business in a courteous and professional manner with the Service Provider.
- Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Shall provide a storage facility for equipment and materials



ANNEXURE C

PRICING SCHEDULE

PRICE QUOTATIONS SUBMITTED MUST BE INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES (VAT) AND BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID.

COSTING MODEL : CLEANING AND HYGIENE SERVICES

Price Breakdown

Basic Salary for Supervisor

Basic Salary for Supervisor	R
Overtime x	R
Overtime x $\frac{1}{2}$	R
Overtime double	R
Leave pay	R/ year
Sick Pay	R/ year
UIF	R
Public Holiday	R
Levy	R
Workman Compensation	R
Any other Allowance/s	R
Total Monthly Cost for Supervisor	R

Total cost for number of supervisors offered	R
Transport	R

Basic Salary per cleaner	R.....
Overtime x	R
Overtime x $\frac{1}{2}$	R
Overtime double	R



Leave pay R/ year
 Sick Pay R/ year
 UIF R
 Public Holiday R
 Levy R
 Workman Compensation R
 Any other Allowance/s R
 Total Monthly Cost per cleaner R
 Total cost for number of cleaners offered R
 Transport R

All cleaning material/requisites (To be included in the total Bid Price)
 Deep Cleaning (To be included in the total Bid Price)

Description	Quantities		Cost Per Month
	Centurion Office	Hatfield Office	
Automatic Drip Sanitizer (Refill)		38	R.....
Toilet paper 2 ply	1 Pack of 48 Rolls per month	20 Packs of 48 Rolls	R.....
Hand Dispenser Towel (Paper)	8 Bales (6 in a bale per month)	10 Bales (6 in a bale per month)	R.....
Safe seat dispenser Refill		28	R.....
Refuse (Black) bags (heavy duty)	4 Bales per month (20 in a bale)	4 Bales per month (20 in a bale)	R.....
Foam soap Refill (with build in moisturizer)		20	R.....
Bin Liners (Small binliners)	5 bales (6 in a bale)	5 bales (6 in a bale)	R.....
SHE Binliners	6 Bales (8 in a bale) per month	5 Bales (8 in a bale) per month	R.....



Description	Quantities		Cost Per Month
Air-fresheners / Air Mist 270ml	09	20	R.....
V. Screen(P-mat)	12	09	R.....
Sanitary (SHE) Waste Bins & Removal Services	18	28	R.....
Foam soap dispensers Refill (with build in moisturizer)		29	R.....
Safe Seat Dispensers	27	28	R.....
Hand Towel Dispenser (For 2-Ply Laminate Paper)	5	18	R.....
Automatic Drip Sanitizer Dispenser		38	R.....
Toilet Seat Liquid and Refill		28	R.....
Other equipment cost			R.....
Overheads i.e Quarterly Deep Cleaning etc (Including profit)			R.....
Total Bid price (All costs included) R/month			
Total Bid price (All costs included) R24 months (contract period)			
Annual Fees Escalation Percentage%			



APPENDIX 1

BID PROPOSAL COVER PAGE

THE OBJECTIVE OF THIS RFB IS FOR THE APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

Bid Number	
MAAA Number	
Company name	
CSD Number	
Contact Person	
Telephone Number	
e-mail address	



SECTION 2

SUPERVISOR QUALIFICATIONS AND EXPERIENCE

Complete the table below and attach Curriculum Vitae's as part of this section.

[illegible]



SECTION 3

ADDITIONAL INFORMATION

Any additional information that is considered pertinent to the proposal can be attached under this section.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFB 06- 2025/2026	CLOSING DATE:	11 DECEMBER 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF CLEANING AND HYGIENE SERVICES FOR THE SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (Sedfa) HEAD OFFICES IN CENTURION & HATFIELD FOR A PERIOD OF TWENTY-FOUR (24) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Bylsbridge Office Park					
Building 14 Block D 11 Bylsbridge Boulevard					
Cnr Jean Ave and Olievenhoutbosch Centurion, 0157					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Elizabeth Loape		CONTACT PERSON		
TELEPHONE NUMBER	012 748 9623		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	eloape@sedfa.org.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

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

DATE:

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to RFQ's/Tenders:

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this RFQ/Tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this RFQ/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 RFQ/Tender to claim points for **Specific Goals** with the RFQ/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 RFQ/Tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 points is allocated for price on the following basis:

80/20

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

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 RFQ/Tender and points claimed are indicated as per the table below.

(The 80/20 preference point system is applicable, corresponding points will also be indicated as such).

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

Specific Goals Allocated and Points to claimed in terms of this RFQ	
Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.	
Indicate Number of <u>Full Time Employed Paid Employees</u> :	_____

Total Annual Turnover or Revenue:								R_____	
Size of Enterprise								Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise								8	
Small Enterprise								5.6	
Medium Enterprise								3.2	
Large Enterprise								0.8	
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		
Black Women Owned (more/≥30% owned)								4	
Target Group: Youth								2	
Spatial: Rural								4	
Spatial: Townships								2.4	
Spatial: City								0.8	

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million

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:

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the 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 and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 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 | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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 for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the 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 anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

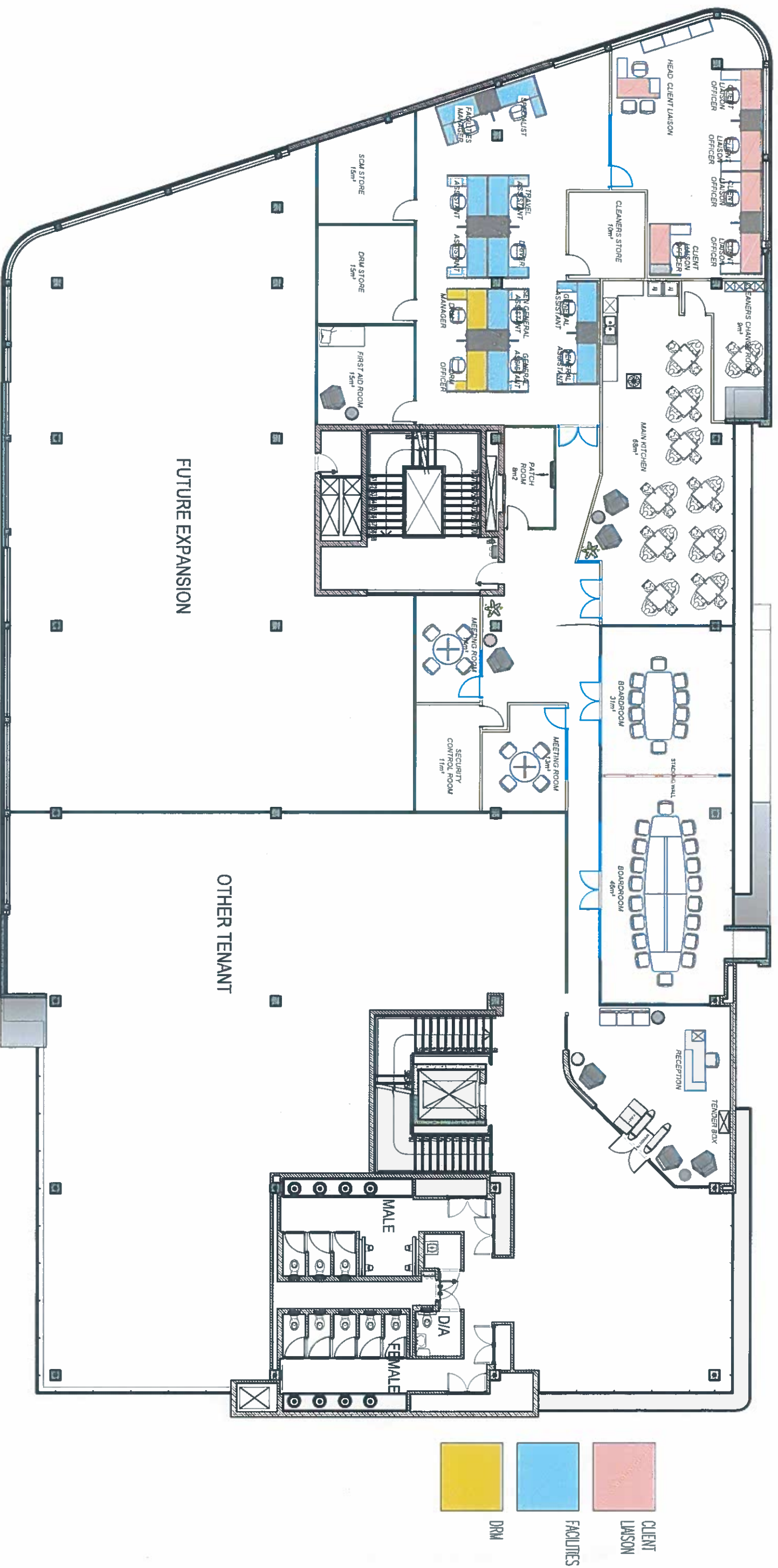
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Centurion Office Plan

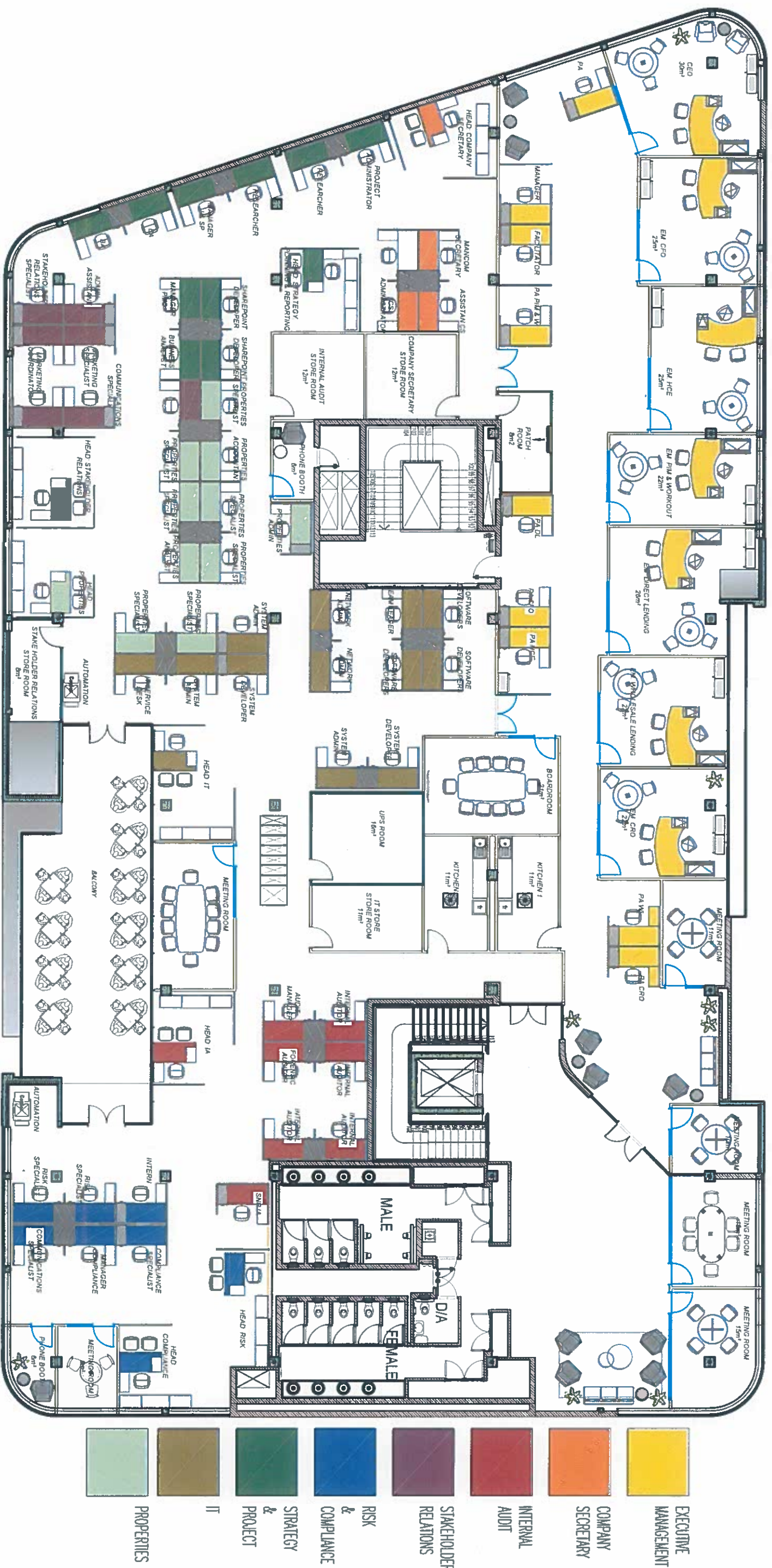
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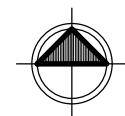
SA Molefs
17-07-2019



SA Male ~~ES~~ 17-07-2019
Acting CEO



Hatfield Office Plan



1st Floor



Drawing Reference:
PP.TheFields464.Offices(SED).
05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
1st Floor
As-built Layout of Existing
ExtOffice, ExtFoyer, OfficeF0001

Drawn:	
On-Site	Date:
Shaun de Beer	05-2016
Proposal Only	Date:
Checked	Date:
Cronje Lombard	Month-Year

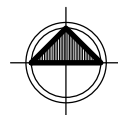
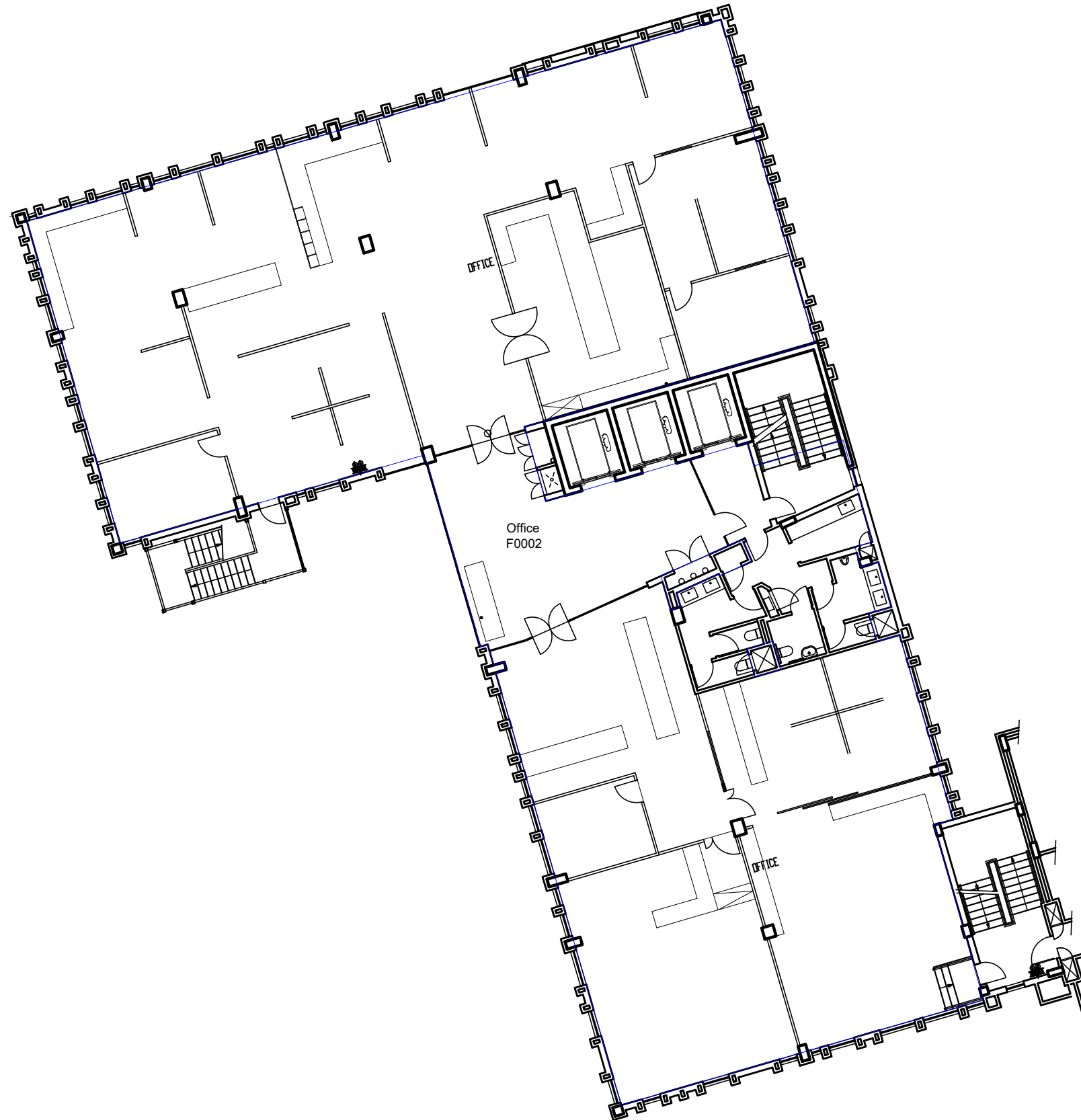
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2nd Floor

Drawing Reference:
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05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
2nd Floor
As-built Layout of Existing
Offices

Drawn:	
On-Site Shaun de Beer	Date: 05-2016
Proposal Only	Date:
Checked Cronje Lombard	Date: Month-Year

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05-2014

Project

The Fields

1066 Burnett Street

Hatfield

Pretoria

Drawing

3rd Floor

As-built Layout of Existing

Offices

Drawn:

On-Site	Date:
Shaun de Beer	05-2016
Proposal Only	Date:
Checked	Date:
Cronje Lombard	Month-Year

Scale:

To Fit

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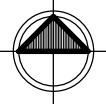
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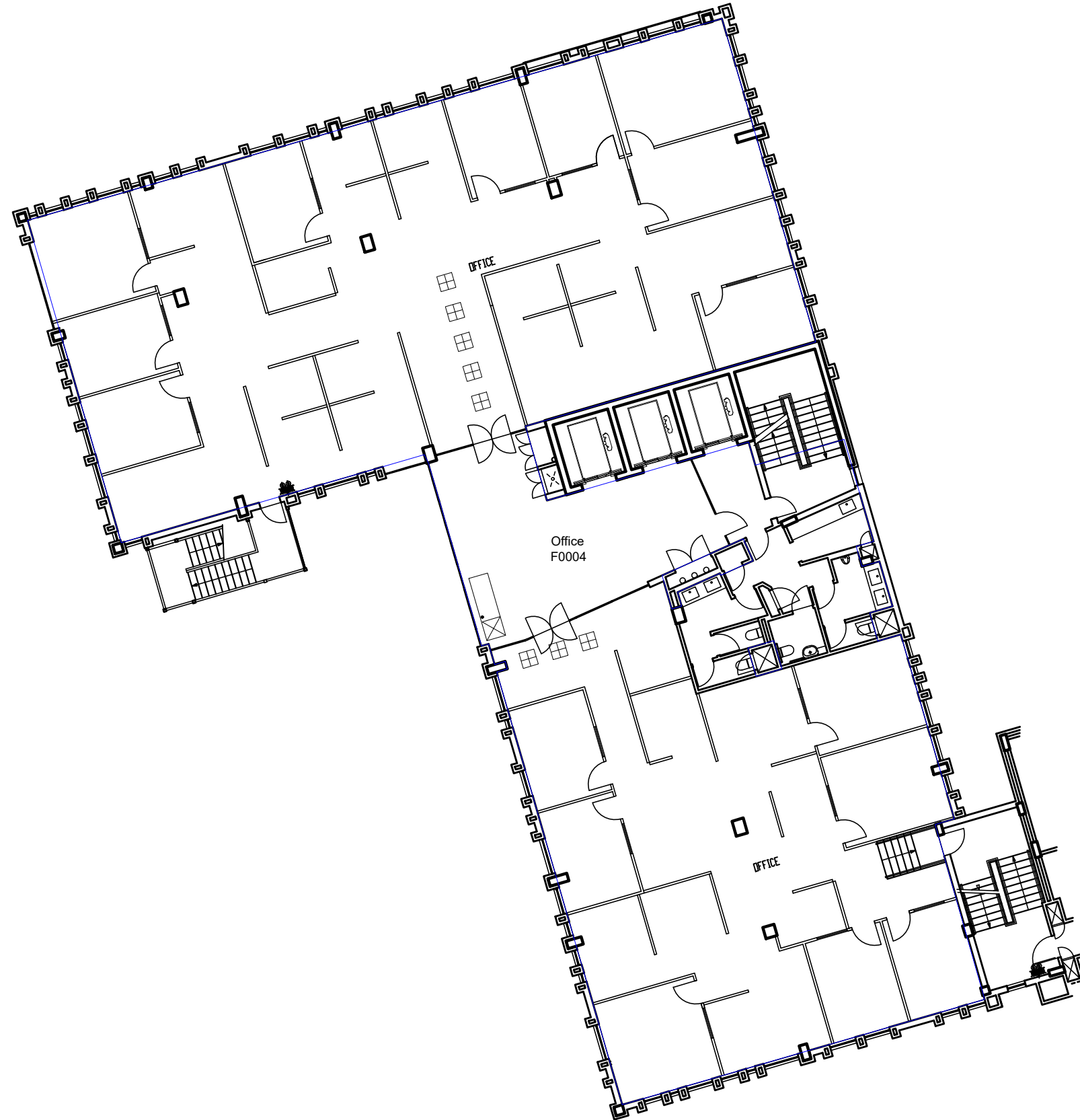
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3rd Floor



4th Floor

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Project
The Fields
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Hatfield
Pretoria

Drawing
4th Floor
As-built Layout of Existing
Offices

Drawn:	
On-Site Shaun de Beer	Date: 05-2016
Proposal Only	Date:
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5th Floor

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05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
6th Floor
As-built Layout of Existing
Offices

Drawn:	
On-Site	Date:
Shaun de Beer	05-2016
Proposal Only	Date:
Checked	Date:
Cronje Lombard	Month-Year

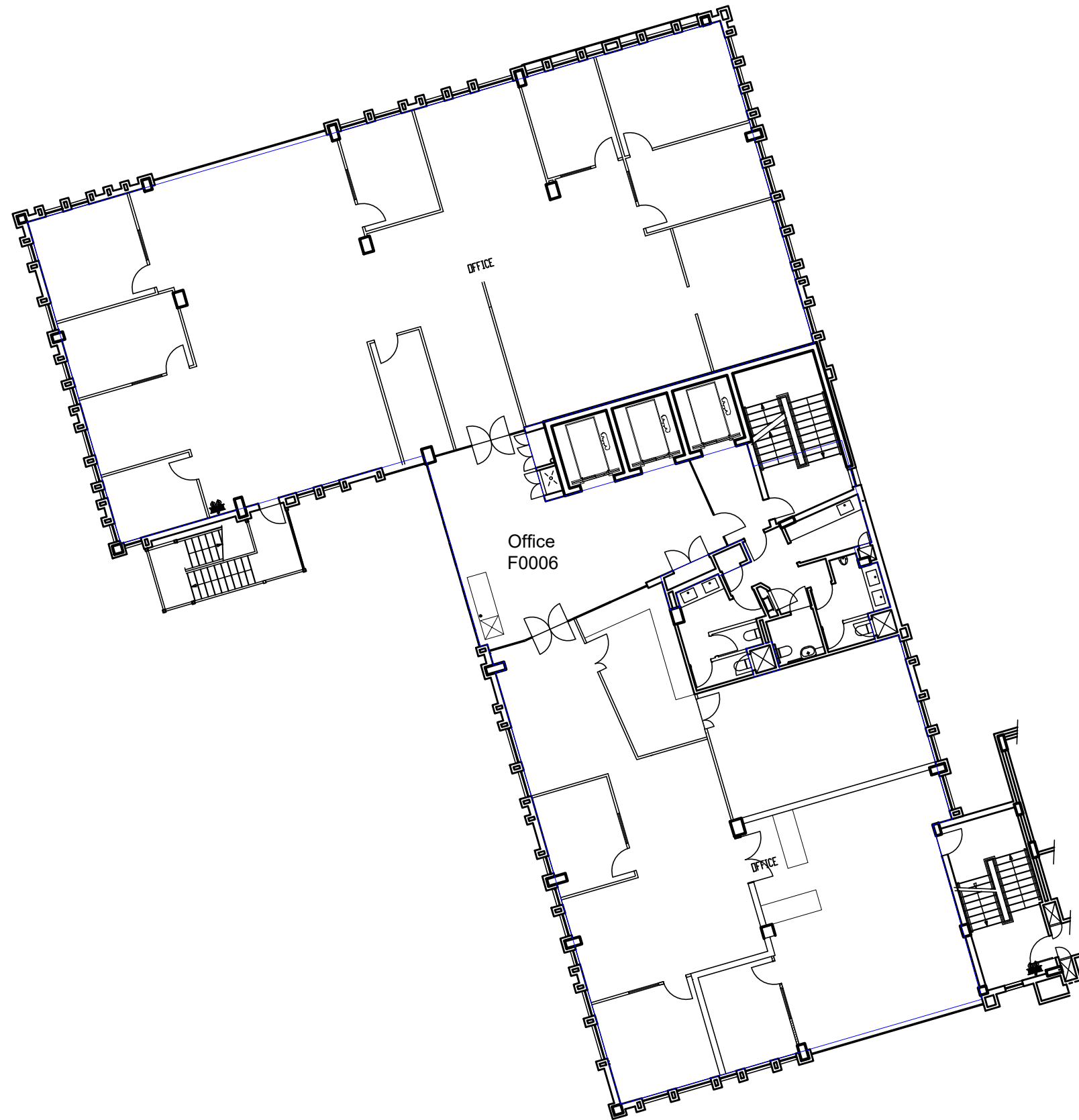
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6th Floor

Drawing Reference:
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05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
7th Floor
As-built Layout of Existing
Offices

Drawn:	
On-Site Shaun de Beer	Date: 05-2016
Proposal Only	Date:
Checked Cronje Lombard	Date: Month-Year

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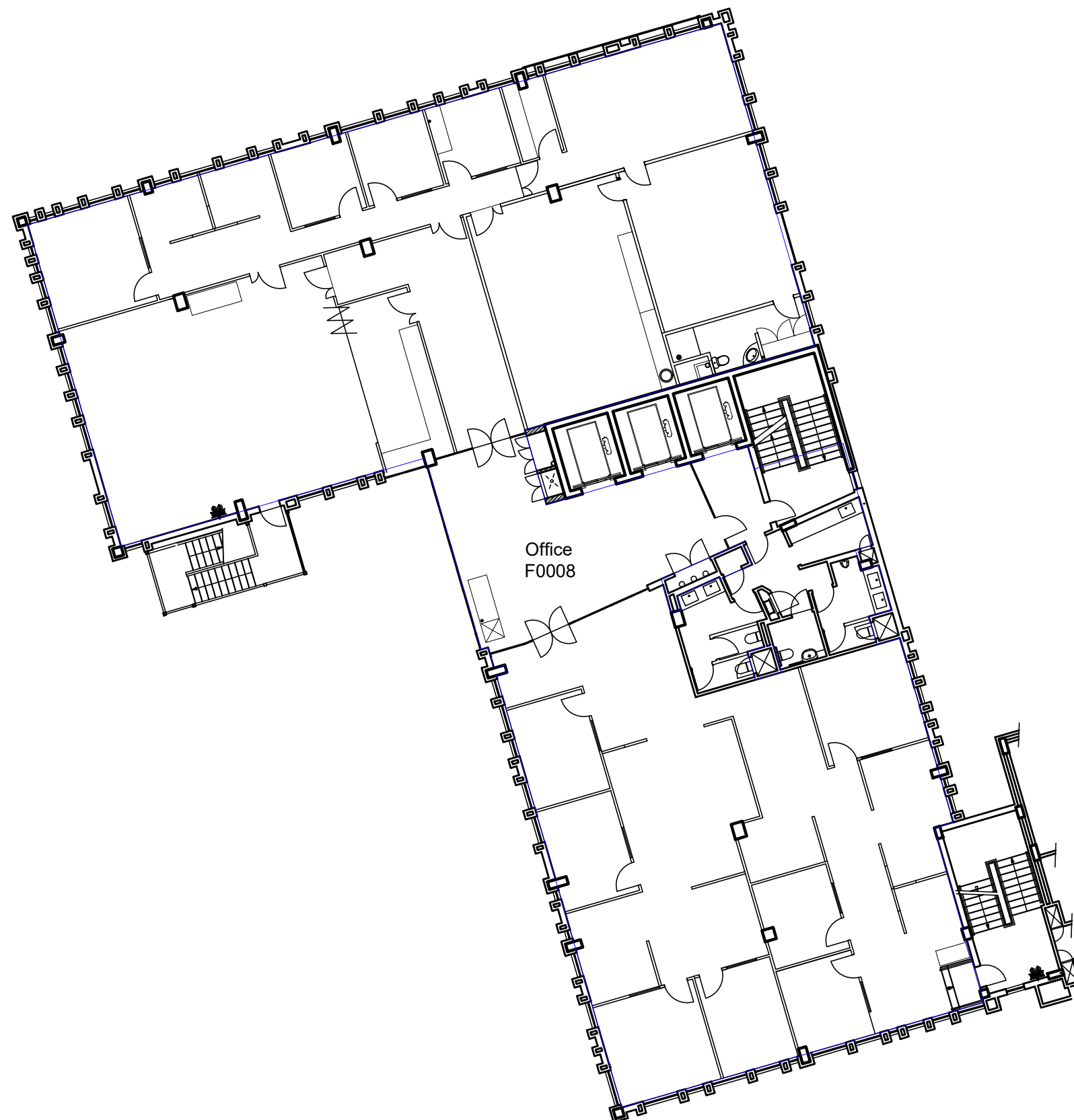




7th Floor



8th Floor



Drawing Reference:
PP.TheFields464.Offices(SED).
05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
8th Floor
As-built Layout of Existing
Offices

Drawn:	
On-Site Shaun de Beer	Date: 05-2016
Proposal Only	Date:
Checked Cronje Lombard	Date: Month-Year

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Drawing Reference:
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05-2014

Project
The Fields
1066 Burnett Street
Hatfield
Pretoria

Drawing
Roof Floor
As Build Layout of Existing
Offices

Drawn:	
On-Site	Date:
Shaun de Beer	05-2016
Proposal Only	Date:
Checked	Date:
Cronje Lombard	05-2016

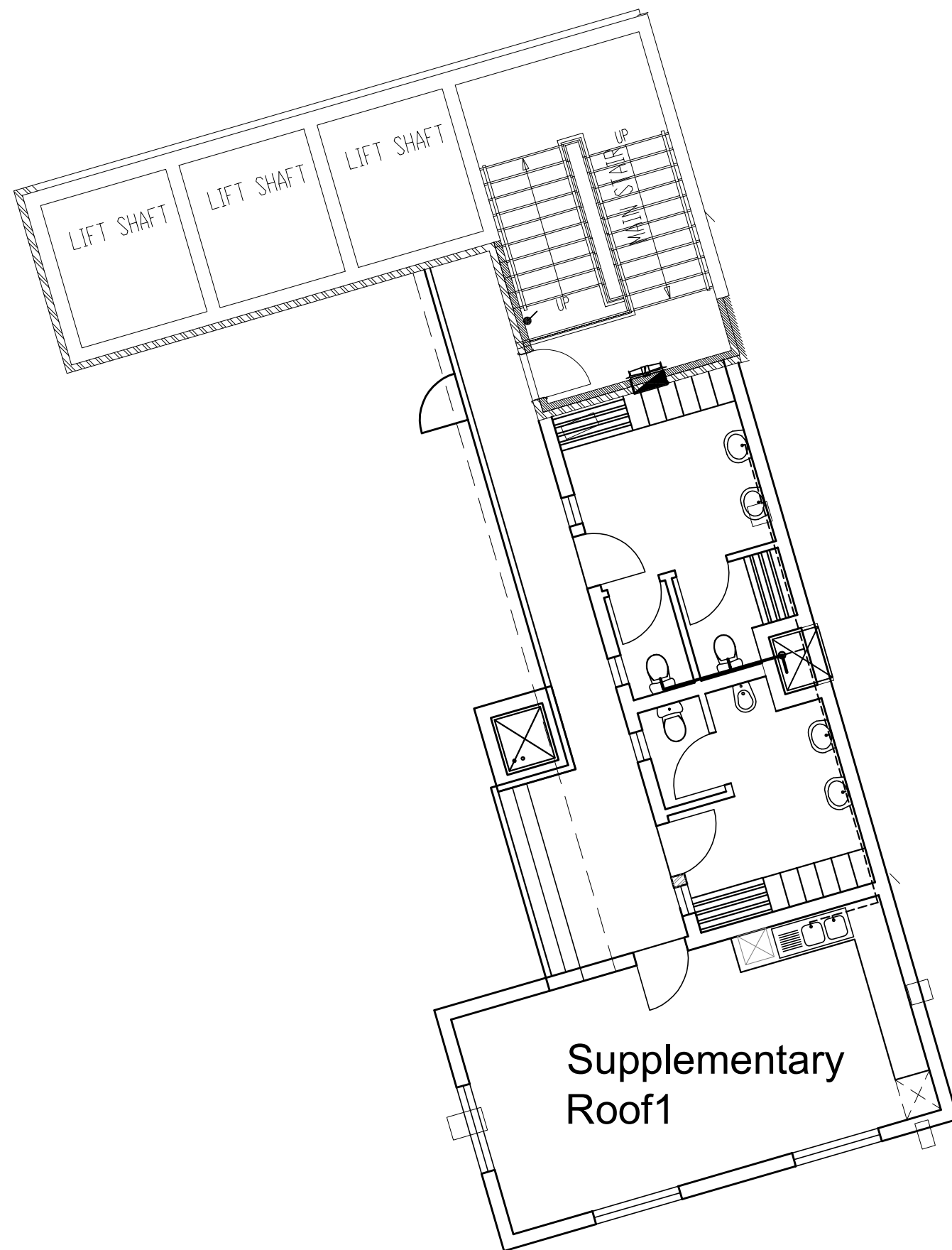
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SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

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

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

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

Deponent Signature: _____

Date : _____

Commissioner of Oaths

Signature & stamp

Date:

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

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

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

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

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & stamp

Date: