



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

KWAZULU-NATAL PROVINCIAL SHARED SERVICE CENTRE PRIVATE BAG X 9132, PIETERMARITZBURG, 3200
270 Jabu Ndlovu Street, PIETERMARITZBURG, 3201 Tel: (033) 264 9500

ENQUIRIES: Mr X Jalibane / Ms T Dlungwana

BID NO: SS-KZN 5/2/2 (877) 8B

The Managing Director

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

Dear Sir / Madam

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KWAZULU-NATAL SHARED SERVICE CENTRE FOR A PERIOD OF THIRTY SIX (36) MONTHS

1. Bid No.: **SS-KZN 5/2/2 (877) 8B**
2. Closing Date: **02 February 2024** at 11h00 Telkom time. bids submitted after this date and time will not be accepted. Please note that vat vendors must include VAT at 15%.
3. **Compulsory briefing session: 19 January 2024 at 11h00am Telkom time, 1st floor 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 3.3, SBD 4, SBD 6.1, terms of reference / specifications entity forms, as well as any other conditions accompanying this request are applicable. Documents are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal.
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
7. Please contact **Mr Yugan Gounder on 033 264 9514** for any technical queries related to the project.
8. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Email copies will not be accepted. The use of correction fluid on the bid document is prohibited.
9. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Provincial Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project. Provision must be made for this compulsory meeting.
10. Please ensure that your bid reaches this office before closing time.
11. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
12. All bids/quotations are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg OR if posted, place the aforementioned envelope in a covering envelope addressed as follows:
Bids, Department of Agriculture, Land Reform and Rural Development, Private Bag X9132, Pietermaritzburg, 3200
13. The Department of Agriculture, Land Reform and Rural Development is not bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, PSSC KZN
FOR DIRECTOR-GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

DATE: 12/01/2024

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SS-KZN 5/2/1 (877) 8B	CLOSING DATE: 02 February 2024	CLOSING TIME:	11H00	
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTEMENT OF RURAL DEVELOPMENT, LAND REFORM AND RURAL DEVELOPMENT: PROVINCIAL SHARED SERVICES CENTRE IN KWAZULU-NATAL FOR A PERIOD OF THIRTY SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1 st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Bongani Magudulela		CONTACT PERSON	Mr Yugan Gounder	
TELEPHONE NUMBER	033 264 9535		TELEPHONE NUMBER	033 264 9514	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Bongani.Magudulela@dalrrd.gov.za		E-MAIL ADDRESS	Yugan.gounder@dalrrd.gov.za	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 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:

PRICING SCHEDULE FOR THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL AND FUMIGATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS

SBD 3.3

PRICING SCHEDULE

(Professional Services)

NAME OF Service Provider:Bid NO.: SS KZN

CLOSING DATE & TIME:

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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1.The accompanying information must be used for the formulation of proposals.

TOTAL PRICE R.....

Bid offer must remain valid for the period of 90 days after the closing date.

N.B

- Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)
- All cleaning equipment and detergents must be provided by the bidder.
- Pricing must be fixed for the duration of the project. Only the wage increment based on a Department of Labour sectoral wage determination will be considered

Bidders Initials
 Bidders Signature.....
 Date:.....

A. LABOUR RATES

DESCRIPTION	ALL MONTHLY COST	INCLUSIVE MONTHLY COST	QUANTITY REQUIRED	CONTRACT DURATION	TOTAL COST FOR THE PROJECT FOR THE PROJECT DURATION 36 MONTHS
WORKING SUPERVISOR	R.....	R.....	01	36 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (WORKING SUPERVISOR)	R.....	R.....	01	36 MONTHS	R.....
GENERAL CLEANERS	R.....	R.....	02	36 MONTHS	R.....
PROFIT, OVERHEADS AND OTHER RELATED COSTS (GENERAL CLEANER)	R.....	R.....	02	36 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)					R.....
VAT @ 15%					R.....
TOTAL COST (INCL VAT)					R.....

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

PRICE BREAKDOWN	CLEANERS	SUPERVISOR
Basic salary per cleaner	R	R
Leave pay	R	R
Sick leave	R	R
UIF	R	R
Public Holiday	R	R
Levy Workmen compensation	R	R
COIDA	R	R
Skills development levy	R	R
Total cost	R	R
<u>Overtime- rate only:</u>		
Weekday	R	R
Saturday	R	R
Sunday / Public Holidays	R	R

Bid Initials

Bid's Signature

Date:.....

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT FOR THE PROJECT DURATION 36 MONTHS
EQUIPMENTS AND MACHINERY	R.....	36 MONTHS	R.....
CLEANING DETERGENTS	R.....	36 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)			R.....
VAT @ 15%			R.....
TOTAL COST (INCL VAT)			R.....

Bid Initials

Bid's Signature.....

Date:.....



SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

C. HYGIENE SERVICE

HYGIENE SERVICE TASK	QUANTITY OF CONSUMABLES PER MONTH	MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION 36 MONTHS
Supply and installation of new SHE bins- 23lt capacity (See item 1 of the scope of work)	5 UNITS ONCE OFF			R.....
Supply and replenishment of SHE Bin Liner bags (Clear)	150 per month	R..... Per month	36 MONTHS	R.....
Supply and replenishment of refuse plastic bag (Black)	150 per month	R..... Per month	36 MONTHS	R.....
Supply and replenishment of clear office waste bin refuse plastic bags (20lt Bins)	100 per month	R..... Per month	36 MONTHS	R.....
Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle	05 UNITS ONCE OFF			R.....
Supply of sanitary hygiene plastic bag	05 PACKS (50 PER PACK) PER MONTH	R..... Per month	36 MONTHS	R.....
Supply and installation of seat wipe/ foam dispensers in female, male & disabled toilets	7 UNITS ONCE OFF			R.....

Bid Initials
 Bid's Signature.....
 Date:.....

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

Supply of 2 x 400ml refills for drip master unit	2 x 400ML REFILL PER MONTH	R..... Per month/ weekly	36 MONTHS	R.....
Supply and installation of auto Janitor sanitiser dispenser and drip master for urinals	2 UNITS ONCE OFF			R.....
Supply of tissue seat wipes	28 REFILL WIPES (100 PER REFILL) PER MONTH	R..... Per month/ weekly	36 MONTHS	R.....
Supply and installation of lockable toilet paper holders in female, male and disabled toilets	7 UNITS ONCE OFF			R.....
2 PLY TOILET PAPER	7 BALES PER MONTH (48 ROLLS PER BALE)	R..... Per month	36 MONTHS	R.....
Supply and installation of hand paper dispenser	04 UNITS ONCE OFF			R.....
Replacement of paper towels	16 ROLLS PER MONTH	R..... Per month	36 MONTHS	R.....
Supply and installation of wall mounted waste bins (3 in toilets and 1 in Kitchen)	04 UNITS ONCE OFF			R.....

Bid Initials

Bid's Signature

Date:.....

Name of Bidder:

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

Supply and installation of wall mounted hand wash liquid / foam plastic dispensers in female, male, disabled toilets and the kitchen	04 UNITS ONCE OFF			R.....
Supply of hand wash liquid / foam	24 X 400ML PER MONTH	R..... Per month	36 MONTHS	R.....
Supply and installation of automatic air freshener dispenser in female, male and disabled toilet	03 UNITS ONCE OFF			R.....
Supply & replenishment of Air Freshener for dispensers	12 X 275ML PER MONTH	R..... Per month	36 MONTHS	R.....
Urinal mats	16 PER MONTH	R..... Per month	36 MONTHS	R.....
SUB TOTAL COST (EXCL VAT)				R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INC VAT)				R.....

0

Bid Initials
 Bid's Signature.....
 Date:.....

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

D. CARPET DEEP CLEANING

DESCRIPTION	QUANTITY	COST PER QUANTITY	CONTRACT DURATION	TOTAL COST FOR THE PROJECT DURATION - 36 MONTHS
Carpet deep cleaning Services	4 times annually	R.....	36 MONTHS	R.....
VAT @ 15 %				R.....
TOTAL COST FOR THE PROJECT (INCLUDING VAT)				R.....

Bid Initials

Bid's Signature.....

Date:.....

Name of Bidder:

SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY SIX (36) MONTHS

PRICING SCHEDULE [SBD 3.3]

SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST INCLUDING VAT
A. TOTAL COST FOR LABOUR RATES, INCLUDING VAT	R.....
B. CLEANING EQUIPMENT, MACHINERY, MATERIAL, INCLUDING VAT	R.....
C. HYGIENE SERVICE INCLUDING VAT	R.....
D. CARPET DEEP CLEANING SERVICES, INCLUDING VAT	R.....
TOTAL BID PRICE	R..... (Should reflect on page 1 of SBD 3.3 as well)

Bid Initials
 Bid's Signature.....
 Date:.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 State institution

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.

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

BID PROCESS (EQUAL OR BELOW R 50 MILLION)

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

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

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

2.2 To be completed by the organ of state

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

2.3 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.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.
- 2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.
- 2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.
- 2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 8 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 2 + 100 = number of points claimed.
- (V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

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

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

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 the table in paragraph 2.12 above 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.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm:

6.2. Company registration number:

6.3. 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]

- 6.4. 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:



**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE FOR A PERIOD OF THIRTY SIX (36) MONTHS.

PHYSICAL ADDRESS

- 1ST FLOOR, 270 JABU NDLOVU STREET,
- PIETERMARITZBURG
- 3201

1. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that will render cleaning and hygiene services for the Department of Agriculture, Land Reform and Rural Development: KZN Shared Service Centre for a period of thirty six (36) months.

2. STAFFING REQUIREMENTS

Cleaning Staff required: (3)

- 2 General cleaners
- 1 Supervisor / Cleaner

Initials: 

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

3. TABLE OF QUANTITIES

No.	Description:	Quantities:	Comments
1.	Size (±)	1 Floor	Overall approximate size is 1936.73m ²
2	Cleaners required:	3 – Cleaners	3 cleaners. 1 Supervisor / Cleaner and 2 general cleaners.
3	Number of floors	01	1 st Floor in building- partial
4	Number-of closed offices	43	Small sized (up to ± 12m ²)
5	Boardrooms	03	Tiled
6	Number of toilets	03	NB: There are 7 cubicles; 4 cubicles for the female toilet, 2 cubicles for the male toilet and 1 Disabled toilet.
7	Hand wash basins	06	All toilets
8	Urinals	02	Male toilets
9	Kitchens	01	Ceramic tiled
10	Entrance	01	Main entrance
11	Passages	01	Tiled
12	Staircases	02	Ground floor to 1 st floor & fire escape staircase
13	Parking Bays	39	Ground Floor tarred area
14	Government vehicles	04	N/A
15	Server and patch rooms	1 Server room	This area requires minimal cleaning under supervision.
16	Strong rooms	1 strong room	This area requires minimal cleaning under supervision.

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

3. SCOPE OF WORK

<u>TASK DESCRIPTION</u>	<u>FREQUENCY</u>
A. OFFICES, BOARDROOMS/ MEETING ROOMS/ BASEMENT	
Cleaning floor according to the type	Daily
Stripping tiled floors	On weekends Quarterly
Dust/ wipe down all horizontal / vertical surfaces with a damp cloth + 70 % alcohol based disinfectant.	Daily/ when required
Dust desks and computers with a damp cloth	Daily/ when required
Wipe all telephones with a damp cloth with a suitably diluted disinfectant.	Twice Weekly/ When required
Polish all wooden furniture	Twice Weekly/ when required
Steam clean and vacuum upholstered chairs	Quarterly
Dust the records in the Registry Office	Monthly/ when required
Clean directory boards	Daily
Clean white boards	When necessary
Empty dust bins, waste paper baskets, wash and replace plastic inners.	Twice Daily/ when required
Clean picture frames, glass & T. V	Daily
Clean water bottles and drinking glasses with dish washing liquid and refill with fresh water	Daily/ when required
Clean material and glass partitions inside offices	Weekly/ when required
Damp wash vinyl covered furniture	Weekly
Spot clean marks from walls, doors, paint work and light switches	Weekly
Apply liquid metal polish, to brass door handles, window stays and window fasteners	Monthly
Vacuum carpets	Twice a week and when required

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, AND FIRE ESCAPES.	
Clean floor according to type	Daily
Pick up, clean all waste receptacles and dispose of all litter.	Twice Daily and When Required
Glass doors at the entrances must be cleaned with a damp cloth and with soap and + 70.% alcohol based disinfectant.	Daily/ when required
Spot clean all glass: windows and window seals, doors, door knobs and metal work and dust all accessible ledges	Daily
Clean skirting and handrails	Weekly
Scrubbing, cleaning, polishing of staircases	Daily
Cleaning of non-assignable space (strong room & store rooms)	Daily/ When required
C. TOILET CLEANING	
Cleaning of toilets (closet pans, urinals, wash bins and mirror) with SABS/ SANS toilet cleaning soap + 70% alcohol based disinfectant.	Daily
Supply plastic to line 3 x toilet waste bins	Daily
Washing of toilet floors, walls, doors and pipes	Daily / when required
D. GOVERNMENT VEHICLES AND PARKING BAYS	
Wash, Vacuum and polish the cars inside and outside	N/A
Clean Parking Bay area	Daily
E. WINDOWS, CURTAINS, BLINDS, PARTITIONING AND DRAINS	
Clean both faces of glass	Daily
Clean drains	Weekly

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

F. KITCHEN	
Kitchen and pause area floor, cupboards must be cleaned with water and + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents.	Daily
Supply and install paper towel dispensers in 1 x kitchen	Once off
Wash bins with + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents and line them with plastic	Daily / When required
Replenish paper towel	Daily/ when required
Clean and refill urns and water dispensers	Daily
Microwave ovens must be cleaned with water and + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents	Daily
Fridges must be defrosted and washed with water and + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents	Monthly
Cutlery and crockery used during the meetings must be cleaned immediately after meetings	Daily or when required
G. RUBBISH/ PAPER WASTE BINS	
Separate paper waste from general waste and use designated / labelled bins.	Daily
Wash the waste bins and the refuse area	Weekly
Supply 150 heavy duty plastic bin bags per month for waste	150 per month
Supply 100 Bin liners per month for office bins waste	100 per month
H. SANITARY DISPOSAL BINS	
Supply new 5 SHE bins in 4 x ladies' cubicles & 1 x disabled toilet (23-liter capacity) <ul style="list-style-type: none"> - Cleaning the interior of the SHE bins with disinfectant which is SABS/ SANS approved. - Must have self-closing tight lids with trap doors with non-touch opening and closing mechanism. - In the event of mechanical malfunctioning or factory fault, the bin will be replaced free of charge 	5 units (Once off)

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Sanitary waste must be removed and not stay on the Departmental premises	Weekly
Disposal bins must be replaced with the clean disinfected inner plastic bags. <ul style="list-style-type: none"> One (1) bin plastic per bin per cubicle 	Weekly
I. SANITARY HYGIENE BAGS FOR SANITARY TOWELS	
Supply and installation of plastic bag dispensers per female toilet cubicle Height: 310 mm, Depth: 60 mm, Width: 160 mm	5 Units (once off)
Replenish plastic bags (5 boxes containing 30 plastic bags per month.	Monthly
Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunction or factory fault.	
J. SEAT WIPES	
Supply and installation of tissue seat wipe dispensers in female (04), male (02) toilet cubicles and disabled toilet (01)	07 (Once Off)
Seat wipe tissue must be SABS/ SANS approved and must be replaced when empty and must contain bactericides and disinfectants <ul style="list-style-type: none"> Must non-ammoniated and drip free 	Weekly / When required
Supply 28 tissue seat wipe refills per month (4 refills per unit per month)	Monthly
Dispensers must be replaced free of charge in the event of mechanical malfunction or factory fault.	
K. TOILET PAPER HOLDERS AND ROLLS	
Supply and installation of toilet paper holders in both female and male toilets.	7 Units (once off)
Toilet roll must be replenished with 2 ply tissue	7 Bales per month (48 rolls per bale)
Toilet paper roll must be manufactured from a soft white paper, must be of good quality and acceptable standard, SABS approved.	
Toilet paper holder must be replaced free of charge in the event of mechanical malfunction or factory fault.	

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

L. HAND WASH LIQUID SOAP AND DISPENSER	
Supply and installation of 4 wall mounted hand liquid / foam soap automatic dispensers: 1. 3 x Hand wash dispenser in toilets (female, male and disabled - 1 per toilet) 2. 1 x Hand wash dispenser in Kitchen	4 Units once off
Hand wash liquid or foam must be replenished	Weekly/When required
Hand wash soap must be drip free and not harsh/ irritable to the skin non-ammoniated. Preferable foam soap to be SABS/SANS approved.	
Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault	
Urinals should be cleaned twice daily with antiseptic soap and water. Do not place mothball in urinals, urinal mats be used.	Twice daily
Hand wash liquid / foam soap must be refilled-supply 24 X 400ml per month	Weekly/ when required
M. HAND PAPER TOWEL AND DISPENSER	
Supply and installation of hand paper towel dispenser in female, male, disabled toilets and kitchen	4 Units (once off)
Replenish with good quality SABS approved paper towels	Daily / When required
Supply 16 Rolls per month (4 rolls per unit per week)	16 Rolls per Month
Supply and installation of hand paper towel bins in female, male, disabled toilets and kitchen	4 Units (once off)
Paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
N. AUTOMATIC AIR FRESHNER	
Supply and installation of air freshener dispenser in female, male and disabled toilets	3 Units (once off)
Air freshener must be refilled and must spray at intervals of 15 minutes	Weekly
Supply 12 X 275 ml per month (4 per unit per month)	Monthly

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Automatic air freshener dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
O. AUTO JANITOR SANITISER DISPENSER AND DRIP MASTER FOR MALE URINAL	
Supply and installation of auto Janitor drip master sanitizer dispenser in male toilet urinals	2 Units (once off)
Supply 2 x 400ml refills per month	Monthly
Drip master sanitizer dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.	
P. CARPET DEEP CLEANING	
Provide full complement of carpet deep cleaning within office environment	Quarterly basis (Maximum four times a year)

NB:

- Swabs to be used must be colour coded for each function to be done.
- All dispenser unit batteries must be of high quality & durability and should be inspected regularly.

4. THE PROPOSAL REQUIREMENTS

The appointed Service Provider will be responsible for the provision of the following:

- All the required cleaning materials and equipment to meet the above prescribed cleaning activities. All the equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must of high quality.
- Service Provider must ensure that all cleaning equipment/s are functional for the duration of the contract. These equipment's will be tested upon arrival
- Service Provider must provide the Department with material safety datasheet for the chemicals to be used which will be verified by OHS.
- Cleaner must be provided with two caution boards to ensure awareness on oncoming traffic when performing duties on floors
- The Service Provider to comply with the Occupational Health and Safety Act which requires that the employer have duties concerning the provision and use of Personal Protective Equipment (PPE) at work. Personal Protective Equipment will protect the user against health and safety risks at work, for the safety of persons in

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

connection with use of plant and machinery, protection of persons hazards to health and safety arising out of or in connection with activities of persons at work.

- The Service Provider must provide in terms of uniform/ personal protective equipment (PPE) i.e. safety footwear, masks, gloves, eye protection, highly visible clothing, safety harnesses and respiratory protective equipment (RPE).
- The Service Provider must have own First Aider available on-site with their own First Aid box .
- The service provider must note that there will be a need for staff to perform deep cleaning as when required.

NB: Bidders must indicate cleaner's wages in the pricing schedule (SBD 3.3). The wages of the cleaner should not be less than the minimum wage rates as prescribed by the Department of Labour Sectoral determination 1: Contract Cleaning Sector, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula. Failure to comply with sectorial determination will disqualify the bidder specifically when you are less than the minimum wage.

All dispensers must be lockable to prevent theft. The Service Provider must install all dispenser units. Upon termination of the contract, the Service Provider must remove such equipment from the premises and restore the building to its original condition/ colour (holes must be filled and painted).

5. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.

- a. A signed company resolution letter authorizing a particular person to sign the bid documents.
- b. A valid letter for tender purposes or letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning as the nature of business)
- c. Public Liability Insurance (Proof of quotation / Insurance Policy) obtainable from any insurance companies or any other relevant proof with a minimum cover amount of R500 000.00
- d. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.

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- e. There will be a compulsory briefing / site inspection which bidders are required to attend. Failure to attend and sign the briefing meeting register will result in disqualification of any submitted bids.
- f. Registration with the bargaining council for cleaning and hygiene services (Attach proof / certificate)

6. EVALUATION CRITERIA

Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and information provided.

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

Functionality will be evaluated based on supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

This bid shall be evaluated in two stages. On the **first stage**, bids will be evaluated on functionality whereas on the **second stage** evaluation, evaluation will be done in accordance with 80/20 preference points system for Price and Specific Goals.

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

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The applicable values that will be utilized when scoring each criteria ranges from:
1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1. ABILITY AND CAPABILITY	Company experience: Experience of the company in a cleaning and hygiene industry (Signed reference letter from client-company that the company is managing or has previously managed must be attached) NB: Proof should include type of service rendered, value and duration of projects with the reference contact details. Contracts, Service Level Agreements and Purchase Orders will not be considered as proof of experience.	35
	Cleaning Company Supervisor to be utilized in the execution of the contract. Please attach personnel CVs entailing skills, experience in cleaning and hygiene.	15
	Cleaning Company Supervisor's cleaning, hygiene and first aid certificates.	10
	Bidder's Protective clothing and SHEQ (Safety Health Equipment) in line with the Occupational Health Safety Act (attach uniform pictures with Company Logo and other related protective clothing)	15

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<p>2. METHODOLOGY</p>	<ul style="list-style-type: none"> Detailed broad methodologies that cover the proposed scope of work including task descriptions and how such tasks will be performed on daily basis; proposed work schedule/ duty sheet/ work plan with clear milestones and timeframes for each task to be completed. Flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plans. 	<p>25</p>
<p>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</p>		<p>100</p>

NB: THE EVALUATION SCORING WILL BE DONE INLINE WITH THE EVALUATION GUIDELINE.

SERVICE PROVIDER MUST MEET 60% OR MORE TO QUALIFY TO BE EVALUATED IN TERMS OF THE PRICE / SPECIFIC GOALS.

BSC Chairperson Initials: 

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Firms experience in cleaning and/or hygiene.	Less than 12 months of experience	1-2 years of experience	Combined projects 2-3 years of experience with	Combined projects 3-4 years of experience	Combined projects More than 4 years of experience
Supervisor's experience in cleaning and hygiene.	Supervisors with less than 1 year experience in cleaning and hygiene	Supervisors with 1-2 years' experience in cleaning and hygiene	Supervisors with over 2- 3 years' experience in cleaning and hygiene	Supervisors with over 3- 4 years' experience in cleaning and hygiene	Supervisors with over 4 years' experience in cleaning and hygiene
Supervisor's cleaning, hygiene and first aid certificates.	Supervisor with no certificates	Supervisor with cleaning certificate only	Supervisor with cleaning certificate and Level 1 First Aid certificate	Supervisor with cleaning certificate with Level 2 First Aid certificate	Supervisor with cleaning certificate and Level 3 First Aid certificate
Bidder's Protective clothing and SHE (Safety Health Equipment)	No uniform pictures at all or, inadequate uniform or inappropriate pictures.	Bidders providing pictures of all of the below: -Uniform; -Safety boots; -Safety gloves	Bidders providing pictures of all of the below: -Uniform; -Safety boots; -Safety gloves; -Protective masks -Cautionary boards	-Uniform with Company Logo -Cleaning and Hygiene equipment and chemicals/products additional to items under rating 3.	First aid kit (attach pictures of contents) additional to items under rating 4.
Methodology	No information or irrelevant.	Information covering only the scope of work	Work schedule attached in line with scope of work.	Flexibility plan in relation to both cleaning and hygiene included additional to items under rating 3.	Contingency plans attached additional to items under rating 4.

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NB: The following scoring criterion will be used during evaluation of proposals.

7. EVALUATION / POINTS AWARDED FOR SPECIFIC GOALS

• First Stage - Evaluation in terms of Points awarded for specific goals

The Bids that fail to achieve a minimum of **60 points out of 100 points** for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System).

• Second Stage - Evaluation in terms of Points awarded for specific goals

- ✓ 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:

- ✓ an invitation for tender for income-generating contracts, that is the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- ✓ 80/20 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 80/20 preference point system.

- ✓ **Table 1: Specific goals for the tender and points claimed are indicated per the table below.** (Note to organs of state: for the purpose of this TOR 80/20 preference point system is applicable, corresponding points must also be indicated as such.

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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

TABLE 1

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Who had no franchise in national elections before the 1983 and 1993 Constitution	8		
Who is female	5		
Who has a disability	2		
Specific goal: Who is youth	2		
Specific goal: SA owned enterprises in a specific Locality- UMGUNGUNDLOVU DISTRICT	3		

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

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

6.3 Bidders who wish to claim points for specific goals in terms of table 1. the following need to be provided as proof for each point claimed, as guided below (one copy per document):

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- Who had no franchise in national elections before the 1983 and 1993 constitution – **attach a certified copy of identity document (ID) and company registration document / CSD report to show / substantiate percentage ownership equity.**
- Who is female – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has disability – **attach doctor's letter confirming the disability**
- Who is youth – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- **Locality (UMGUNGUNDLOVU DISTRICT) –**
 - a) A **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
 - b) A valid lease agreement from the lessor **or**
 - c) A letter on the letterhead of the ward councillor / traditional authority / council that must be signed, stamped and dated.

8. TERMS AND CONDITIONS OF THE PROPOSAL

- a. Awarding of the bid will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.
- b. A Valid tax Clearance Certificate/ Tax compliance pin issued by the South African Revenue Services (SARS), where consortium/ joint ventures are involved each party to the association must submit a separate valid original Tax Clearance Certificate. **(TCC or PIN letter from SARS)**
- c. Appointed service provider must ensure compliance to wage labour rates as per the department of labour's regulation. The department reserves the right to request from the appointed bidder proof of payment of UIF to the department of employment and labour on monthly basis for the duration of the contract.

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- d. The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this quotation will result in disqualifications.
 - All Acts and Regulations relating to cleaning services / removal of sanitary waste must be adhered to by the Service Provider. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- e. The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS.
- f. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- g. Proof of quotations or any other documents is required for Public Liability Insurance for bidding process; however, proof of registration or contract/agreement must be submitted by the successful bidder within the period of seven working days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time. The department reserves the right to request from the appointed bidder proof of payment of Public Liability to the insurer, on monthly basis for the duration of the contract
- h. In a case where a bidder does not have registered employees under his/her name**, a letter to tender must be attached to avoid disqualification (obtainable from department of Labour), however proof of registration for employees must be submitted by the successful bidder within a period of thirty (30) days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.
- i. In a case where the appointed service provider does not utilise the services of the Supervisor as declared in the bid document**, then the Supervisor must be replaced with an employee / Supervisor of the same experience and qualifications and the Department must be notified in

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

advance, in writing. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.

- j. Any short coming in this term of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- k. Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DALRRD may cancel the contract within one month notice.
- l. The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- m. Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.
- n. Ensure that the Department is informed of any removal and replacement of personnel for security reasons. Provide relief for any staff member absent from duty / leave.
- o. Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month.
- p. In case where the Department decides to move to another office or close some of the offices, this information will be communicated prior and the Service Provider will need to make provision.
- q. All cleaning equipment and detergents should be provided by the bidder.

9. The Department of Agriculture, Land Reform and Rural Development shall:

- a. Conduct business in a courteous and professional manner with the Service Provider.
- b. Not accept responsibility/liable of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- c. Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- d. The DALRRD will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification and Terms and Conditions will also form part of the service level agreement.

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

10. SERVICE LEVEL AGREEMENT

- a. The Department of Agriculture, Land Reform and Rural Development and Service Provider will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will amongst others include the following:
- Period of Agreement;
 - Project objectives and scope;
 - Staffing, cleaning materials and cleaning equipment
 - Maintenance plan;
 - Method of Communication;
 - Reporting relationship;
 - Deliverables and terms of deliverables;
 - Uncompleted work;
 - Disputes; and financial penalties and termination of contract.
- b. Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department;
- c. No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the Department, except where duly authorised to do so in writing by the Department;
- d. Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in the Department;
- e. The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the Department;
- f. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non-compliance to the terms of the contract.

11. PUBLICATION

- Departmental Website
- National Treasury E-Portal
- Advertised for twenty-one calendar days (21 days)

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

12. BRIEFING SESSION

Attendance of the briefing/ site inspection session is compulsory. The briefing session will be held at:

The Department of Agriculture, Land Reform & Rural Development Office
1st Floor, 270 Jabu Ndlovu Street, PIETERMARITZBURG

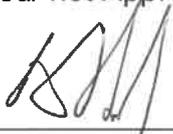
13. ENQUIRIES:

Query	Name	Contact Details
Technical	Yugan Gounder /	033 264 9514 yugan.gounder@dalrrd.gov.za
	Keith Bailey	033 264 9525 keith.bailey@dalrrd.gov.za
SCM	Bongani Magudulela	033- 264 9500 / 9587 bongani.magudulela@dalrrd.gov.za

14. APPROVAL

Terms of Reference have been approved as follows:

Approved/ ~~not Approved~~



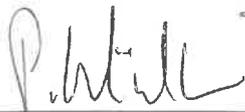
BID SPECIFICATION COMMITTEE (BSC) : CHAIRPERSON

DATE: 14.12.2023

15. ENDORSEMENT

Terms of Reference have been endorsed as follows:

ENDORSED / NOT ENDORSED



MS P MULLER

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 2023/12/14

Bid No.:
 Name of Bidder:

EQUIPMENT & MATERIAL SCHEDULE FOR THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PART A: EQUIPMENT AND MATERIAL SCHEDULE

	DESCRIPTION	QUANTITY FOR THIRTY-SIX (36) MONTHS	PRICE		TOTAL PRICE FOR THE THIRTY-SIX (36) MONTHS CONTRACT PERIOD
			PRICE PER ITEM	MONTHLY	
1.	Industrial electrical Powered vacuum cleaner	1			
2.	Industrial Carpet Washing Machine	1			
3.	Janitor trolleys-complete with bucket, wringer, cloths	1			
4.	Sweeping mop complete	3			
5.	Hard brooms	12			
6.	Soft brooms	12			
7.	Feather dusters	12			
8.	Dish washing and polishing Clothes	72			
9.	Toilet brushes (7 toilet cubicles- replace every quarter)	84			
10.	Easy readable warning boards.	3			
11.	Ammoniated liquid detergent cleaner	12x5L			

1

Bidders Initials.....

Bid No.:

Name of Bidder:

EQUIPMENT & MATERIAL SCHEDULE FOR THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS

12.	Multi purpose cleaning / scrubbing liquid soap.	12x5L			
13.	Pine gel	72x5L			
14.	Dishwashing Liquid (1x5L per month)	36x5L			
15.	Liquid furniture non wax and non water based aerosol	72 CANS			
16.	Polish Floor Stripper	2 x 5L			
17.	Liquid metal polish cleaner	3 x 5L			
18.	Dust pan set	6 sets			
19.	Carpet Cleaning Shampoo	36 x 5L			
20.	Window Cleaner	6 x 5L			
21.	Toilet paper Rolls- 2 Ply	7 Bales per month (48 rolls per bale)			
22.	Industrial Extension code	2 x 30m			
23.	New SHE bins (23 lt)	5 units			
24.	SHE Bin liners	150 per month			
25.	Sanitary hygiene plastic bag dispensers – female / disable toilet	5 units			

Bid No.:

Name of Bidder:

EQUIPMENT & MATERIAL SCHEDULE FOR THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS

26.	Sanitary hygiene plastic bags	5 x50 per pack per month			
27.	Seat wipe dispensers	7 units			
28.	Seat wipes tissue	28 Refills (100 wipes per pack) per month			
29.	Lockable toilet paper holders	7 units			
30.	Hand paper dispenser	4 units			
31.	Hand dispenser Paper towels	16 rolls per month			
32.	Wall Mounted Hand wash liquid / foam dispensers	4 units			
33.	Hand wash foam	24 x 400ml per month			
36	Wall Mounted waste bins (3 in toilets & 1 in Kitchen)	4 units			
39.	Remove Sanitary waste material	04 times per month			
40.	Automatic Air freshener dispensers	03 units			
41.	Replenishment of Air Freshener	12 x 275ml per month			
42.	Auto sanitiser janitor dispenser and drip master for Urinals	2 units			

3

Bidders Initials:.....

Bid No.:

Name of Bidder:

EQUIPMENT & MATERIAL SCHEDULE FOR THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE KZN SHARED SERVICE CENTRE KZN FOR A PERIOD OF THIRTY-SIX (36) MONTHS

43.	Auto sanitiser janitor and drip master refills	2 Refills (400ml) per month			
44.	Urinal mats	16 per month			
45.	Refuse plastic bags- heavy duty, black	150 per month			
46.	Office waste bin clear plastic bags (20lt bins)	100 per month			
47.	Other:				



SUPPLIER MAINTENANCE



BAS

LOGIS

System User Only

Captured By: _____

Captured Date: _____

Authorised By: _____

Date Authorised: _____

Safety Web Verification

YES

NO

Office

The Director General: Department of Agriculture, Land Reform and Rural Development

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail

Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail

New Supplier Information

Update Supplier Information

Supplier Type

Individual

Department

Department Number

Company

Trust

CC

Other

Other Specify

Partnership

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name	
Account Number	
Branch Name	
Branch Number	

Account Type	<input type="checkbox"/> Cheque Account	
	<input type="checkbox"/> Savings Account	
	<input type="checkbox"/> Transmission Account	
	<input type="checkbox"/> Bond Account	
	<input type="checkbox"/> Other (Please Specify)	<input type="text"/>

ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

* Please include CC/CK where applicable

Practise Number	
-----------------	--

When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.

Bank stamp
It is hereby confirmed that this details have been verified against the following screens ABSA -CIF screen FNB -Hogans system on the CIS4 STD Bank-Look-up-screen Nedbank - Banking Platform under the Client Details Tab

Contact Details

	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Business			
	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Home			
	<i>Area Code</i>	<i>Telephone Number</i>	
Fax			
Cell			
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			

Contact Person	Supplier details	Departmental sender details	Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Signature			
Print Name			
Rank			
Date (dd/mm/yyyy)			

THE NATIONAL TREASURY

Republic of South Africa



**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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11. Insurance
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22. Penalties
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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**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 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.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 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.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination 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** 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.

Js General Conditions of Contract (revised July 2010)