



CALL FOR BIDS

BID NUMBER: ECDC/ELN/424/082026

**BID SUBJECT: PROVISION OF CLEANING SERVICES TO
VARIOUS ECDC OFFICE/COMMERCIAL PREMISES
FOR A PERIOD OF THREE YEARS**

Request for Bids Consisting of:

The Request for Services (Returnable) - This Document

Issued by:

Prepared By

Eastern Cape Development Corporation
ECDC House, Ocean Terrace Park, Moore Street, Quigney,
kuGompo City.
Tel: 043 704 5600

BIDDER'S NAME:

CSD NUMBER.:

CLUSTER THAT BIDDER IS RESPONDING FOR (tick where applicable)

ALL CLUSTERS.....

CLUSTER 1

CLUSTER 2

CLOSING DATE:	21 SEPTEMBER 2026
CLOSING TIME:	12H00

Head office: KUGOMPO T: (+27) 043 704 5646 • GQEBERHA T: (+27) 041 373 8260 • KOMANI T: (+27) 045 838 1910
MTHATHA T: (+27) 047 501 2200 • BUTTERWORTH T: (+27) 047 401 2700 **Satellite offices:** ZWELITSHA T: (+27) 063 501 0920
• MOUNT AYLIFF T: (+27) 039 254 6500 • MALETSWAI T: (+27) 064 751 8105 • ROBERT SOBUKWE: (+27) 071 859 6520

Board Members: V Jarana (Chairperson) • S Siko (Deputy Chairperson) • T Mtotywa • Dr M Makamba • X Titus • N Mheshe • Dr P Makhetha-Kosi
• Adv L Mbada • T Buthelezi (Acting Chief Executive Officer) Company Secretary: Z Thomas

INDEX				
Nr	DETAILS			PAGE
SECTION A				
A	Abbreviations			3
B	Definitions			3-6
SECTION B – GENERAL INFORMATION				
1.1	Invitation			7
1.2	Eligibility to Bid			8
1.3	Estimated Timeline			8
1.4	Non-Compulsory Briefing Session			8
1.5	Submission of bid documents			9-10
1.6	Submissions of Bid Document			10-12
	Condition of Award			24-25
1.7	Evaluation Criteria			12-25
1.8	Alteration or withdrawal of proposals/bids			25
1.9	Cost for preparation of bid proposal			25
1.10	Ownership of proposals			26
1.11	Tax clearance certificate requirements			26
1.12	Confidentiality			26
1.13	Inventions Patent and Copy rights			27
1.14	Ethics			27
1.15	Competition			27
1.16	Cancellation of bid process			28
1.17	Interviews			28
1.18	Signing of Documentation			28
1.19	Contract Award			28
1.20	Supplier Due Diligence			28
1.21	Disclaimer			29
1.22	Contact and Communication			29-30
1.23	ECDC's Stance on Fraud, Corruption and Theft			31-32
SECTION C – TERMS OF REFERENCE				
	Background to the Project			31
	Scope of services required			31-55
	Conditions Specific to this Bid			55-60
SECTION D – REQUIRED DOCUMENTATION				
A	Supplier Information			61-62
B	Schedule of Equipment , Machinery and Vehicle to perform the Services			63-64
C	Human Resource Capacity			65
D	Form of Offer and Acceptance			66-72
E	Pricing Schedule			73-111
F	Bidders Disclosure			112-113
G	Statement of Consent to Data Processing			114
H	Preference Point Claim			115-118
I	Client Reference Template			119

SECTION A:**ABBREVIATIONS AND ACRONYMS**

B-BBEE	Broad-based Black Economic Empowerment
B-BBEEA	Broad-based Black Economic Empowerment Act 53 of 2003 and as amended
B-BBEE Codes	Broad-based Black Economic Empowerment Codes of Good Practice
CIDB	Construction Industry Development Board
DTI	Department of Trade and Industry
ECDC	Eastern Cape Development Corporation
EME	Exempt Micro Enterprise
IRBA	Independent Regulatory Board of Auditors
PCCA	Prevention and Combating of Corrupt Activities Act 12 of 2004
PFMA	Public Finance Management Act (Act 1 of 1999)
PPPFA	Preferential Procurement Policy Framework Act (Act 5 of 2000)
QSE	Qualifying Small Enterprise
SABS	South African Bureau of Standards
SANAS	South African National Accreditation System
SARS	South African Revenue Service
SASAE	South African Standard on Assurance Engagements
SCM	Supply chain management
SMME	Small, Medium and Micro Enterprises
ToR	Terms of Reference
CSD	National Treasury Central Supplier Database for South African Government
PSIRA	Private Security Industry Regulatory Authority

B: DEFINITIONS

Acceptable tender	Means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
Accreditation Body	Means the South African National Accreditation System or any other entity appointed by the Minister from time to time whose function it is to: Accrediting verification agencies Developing, maintaining and enforcing of Verification Standards
Affordable	Means (in terms of a PPP-Agreement) that the financial commitments to be incurred can be met by funds: Designated within ECDC's existing budget for the function to which the agreement relates; and Destined for ECDC in accordance with the relevant Treasury's future budgetary projections.
All applicable taxes	Includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
Bid	Means a written offer or proposal to supply goods and/or provide services, submitted in response to the ECDC's invitation to quote or submit proposals which includes advertised competitive bids, written price quotations or proposals.
Bid Specification	A specification that lays down the characteristics of goods to be procured or their related processes and production methods, or the characteristics of services to be procured or their related operating methods, including the applicable administrative provisions, and a detailed requirement relating to conformity assessment procedures that an entity prescribes and shall include TOR for specialised services.

Black People	means 'African', 'Indian' and 'Coloured' people who are citizens of the Republic of South Africa by birth; or are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of South Africa Act (1993); or became citizens of the Republic of South Africa after the commencement of the of the Constitution of South Africa Act (1993), but who for the Apartheid policy that has been in place to that date, would have been entitled to acquire citizenship by naturalisation prior to that date.
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: 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.
Close family member	Shall mean:- member of the same household, parent (including adoptive parent), parent-in-law, son (including adoptive son), son-in-law, daughter (including adoptive daughter), daughter-in-law, step-parent, step-son, step-daughter, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, the spouse or unmarried partner with relation to any of the person's above.
Code of Ethics	refer to the ECDC Code of Ethics for Management and Staff as may be amended from time to time.
Comparative price	Means the price after the factors of a non-firm price and all the unconditional discounts that can be utilised have been taken into consideration.
Consortium or joint venture	Means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
Contract	Means the agreement that results from the acceptance of a bid by ECDC.
Designated sector	Means a sector, sub-sector or industry that has been designated by the DTI in line with national development and industrial policies for local production, where on local produced goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
Duly sign	means a document that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
Exempt Micro Enterprise (EME)	means an enterprise with a specified total annual revenue as per Department of Trade and Industry Codes of Good Practice on Broad Based Black Economic Empowerment
Family member	Means a husband or wife, any partner in a customary union according to indigenous law or any partner in a relationship where the parties live together in a manner resembling a marital partnership or a customary union; and any person related to either one or both persons referred above within the second degree through a marriage, a customary union or a relationship or the third degree of consanguinity.
Firm price	Means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
Fronting	Means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentation of facts, whether made by the party claiming compliance or by any other person.

Functionality	Means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical or useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of the tenderer.
Imported content	Means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the bidder or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), 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 port of entry.
In the service of the state	Means: an employee or public servant of any national or provincial government as defined in terms of Public Services Act. a member who – is a councilor of any municipal council as defined in the Local Government Municipal Structures Act (Act No 117 of 1998); is a politician serving in any provincial legislature; or is a politician serving in the National Assembly or the National Council of Provinces; a member of the board of directors of any municipal entity; an employee and a member of a government owned entity as defined in the Public Finance Management Act (Act No 1 of 1999); and / or such other meaning ascribed to it by National Legislation from time to time.
Local content	Means a portion of the tender price which is not included in the imported content, provided that local manufacture does take place.
Non-firm prices	Means all prices other than “firm” prices
Person	Includes a juristic person.
Price Quotation	An estimate describing the product, stating its price, time of shipment, and specifies the terms of the sale and terms of the payment.
Property	Includes all movable and immovable property and intellectual property belonging to ECDC.
Public Private partnership	Means a commercial transaction between ECDC and a private party in terms of which: the private party either performs a function o.b.o. ECDC for a specified or indefinite period, or acquires the use of state property for its own commercial purposes for a specified or indefinite period; the private party receives a benefit for performing the function or by utilising state property, either by way of: compensation from a revenue fund charges or fees collected by the private party from users or customers of a service provider to them; or a combination of such compensation and such charges or fees
Qualifying small entity	Means a qualifying small entity that qualifies for measurement under a certain value as per Department of Trade and Industry Codes of Good Practice on Broad Based Black Economic Empowerment.
Rand value	means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
Related enterprise	Means an entity controlled by a measured entity whether directly or indirectly controlled by the natural persons who have direct or indirect control over that measured entity or the immediate family of those natural persons.
Service Level Agreement	Shall have the same meaning assigned as “Contract”
Shareholder	Means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
State	Means: any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA any municipality or municipal entity

	national Assembly or the national Council of Provinces; or parliament
Stipulated minimum threshold	Means that portion of local production and content as determined by the DTI
Sub-Contract	Means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
Tender	The same meaning is assigned as 'Bid" above.
Threshold	Shall mean the financial limits on the value of goods or services to be procured as set and prescribed in this policy which shall determine the manner in which these goods and services will be procured
Total revenue	Means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice.
Trust	Means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
Trustee	Means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
Value for Money	Means that the item (public-private partnership agreement) results in a net benefit to ECDC defined in terms of cost, price, quality, quantity, or risk transfer, or a combination thereof.

SECTION B**1. GENERAL INFORMATION****1.1. INVITATION**

Eastern Cape Development Corporation (ECDC) wishes to engage competent service providers to assist with the provision of Cleaning and Gardening Services at various ECDC properties (as per table below) situated throughout the ECDC regions within the Eastern Cape Province as follows:

	OFFICE	ADDRESS	NUMBER OF CLEANERS
East London Region (Cluster 1)	Mdantsane Mall	Makinana Street, NU3, Mdantsane, KuGompo City	4 X Cleaners (1X3 Females; 1X1 Male)
	Zwelitsha Complex	3090 Zwelitsha Complex, Zone 2, Zwelitsha, Qonce, 5608	1 X Cleaner (1x1 Female)
	ECDC Head Office kuGompo (East London)	Ocean Terrace Park Moore Street Quigney kuGompo City	6 X Cleaners (1x5 Females; 1x1 Male)
	Invest SA One Stop Shop	12 Esplanade Street, Quigney, KuGompo City	2 X Cleaners (1x2 Females)
	ECDC Craft Shop	Shop No. 12, Bonza Road, Beacon Bay Crossing, Beacon Bay, KuGompo,	1 X Cleaner for 4 hrs. for 3 days in a week

	OFFICE	ADRESS	NUMBER OF CLEANERS
Mthatha Region (Cluster 2)	Butterworth	Not required	Not required
	Mthatha Regional Office	7 Sisson Street Fort Gale Mthatha	2 Cleaners (1x1 Females; 1x1 Male)
	Komani (Queenstown) Regional Office	118 Cnr Ebdan and Brewery Street, Komani, 5320	1 Cleaner (1x1 Female)

ECDC reserves the right to increase or decrease the quantities provided to align with ECDC's strategy, needs and requirements.

In general, the service to be provided is cleaning of the listed ECDC buildings internally, externally and building surroundings, i.e., gardening where applicable. These cleaning services include the supply of all Cleaning Equipment, Cleaning Material, Tea Making, Refuse Removal and all Labour required for the provision of Standard Cleaning services at the various ECDC properties. Refer to Section C, for minimum requirements to perform the service

1.2. AWARDING OF THE BID

- a) ECDC reserves the right to award this bid in whole or in part.
- b) ECDC will evaluate in whole and per cluster and reserves the right to award to the highest scoring bidder based per cluster or as a whole depending on whether it is cost effective and economically viable for ECDC).
- c) As such the Service Provider will not be disqualified where they only bid in one cluster (i.e., submitting a bid to provide cleaning services in Cluster 1 or Cluster 2 only) Provided that they can prove that they will be able to carry out the services in both clusters.

1.3. ELIGIBILITY TO BID

Service Providers must ensure that all the required returnable document and annexures are submitted together with this bid document, fully completed by the delegated authority and signed as required in the minimum requirements, and Annexures.

1.4. ESTIMATED TIMELINE

Activity	Date	Time
Placing of Advert	18 August 2026	N/A
Compulsory Briefing session for prospective bidders.	There will be (two) compulsory briefing session to be held as follows <u>VENUE 1 – MTHATHA</u> DATE: 07 SEPTEMBER 2026 - ECDC Mthatha Regional Offices 7 Sisson Street Fort Gale Mthatha <u>VENUE 2 – KuGOMPO CITY/ EAST LONDON</u> DATE: 8 SEPTEMBER 2026 - ECDC Head Office Ocean Terrace Park Moore Street Quigney KuGompo City NB: It is compulsory that the bidder attends a meeting in at least one of the venues.	Mthatha: 10:00 – 11:00 and 12:00 – 14:00 KuGompo / East London: 10:00 – 11:00 and 12:00 – 14:00

Last day of questions	11 September 2026	16h30
Final date of submission proposals	21 September 2026	12h00
Bid Validity	120 Days	N/A

1.5. COMPULSORY BRIEFING SESSION:

A compulsory briefing meeting will be held at the following venues. **Bidders are required to attend in at least one of the venues.** Failure to attend a briefing session on one (1) of the venues will lead to the disqualification of that Bidder.

a) Venue 1: ECDC Mthatha Regional Office

7 Sisson Street
Fort Gale, Mthatha ,

Date: 07 September 2026

Times (Two time slots): 10h00 AM – 11h00AM and 12h00PM – 14h00PM

Two (2) briefing time slots are available on 07September 2026 in Mthatha. Bidders may attend either slot.

b) Venue 2: ECDC Head Office at ECDC House, Auditorium

Ocean Terrace Park, Moore Street,
Quigney, KuGompo City,

Date: 08 September 2026

Times (Two time slots): 10h00 AM – 11h00AM and 12h00PM – 14h00PM

Two (2) briefing time slots are available on 08 September 2026 kuGompo City/East London. Bidders may attend either slot.

IMPORTANT NOTE:

- ✓ Service providers arriving after the meeting has been closed **will not be permitted to sign the attendance register.**
- ✓ Kindly note that an attendance register will be taken, and **non-attendance will result in disqualification from the bid.**
- ✓ **It is compulsory for the bidder to attend the briefing meeting to atleast one of the designated venues.**

1.6. SUBMISSION OF BID DOCUMENTS

- 1.6.1** This bid/ RFQ is subject to the Preferential Procurement Policy Framework Act (PPPFA), 2000, and the Preferential Procurement Regulations as applicable to provincial government business enterprises as listed under schedule 3(d) of the Public Finance Management Act and the ECDC Procurement Policy as amended from time to time.
- 1.6.2** RFQ/Bids from persons in the service of the state, or companies with directors who are persons in the service of the state, will not be considered for doing business with the state as stated below:
- 1.6.2.1** Regulation 13(c) of the Public Service Regulations, 2016 provides that an employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act.
- 1.6.2.2** The regulation further, prohibit an employee from registering on the National Treasury Central Supplier Database (CSD) as an individual, owner of a company or director of a public or private company unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act.
- 1.6.2.3** ECDC reserves the right to verify such information from their AO/AA
- 1.6.3** **Local Bidders** must ensure compliance with their tax obligations. Bidders are required to submit their **unique personal identification number (PIN)** issued by SARS to enable ECDC to verify the taxpayer's profile and tax status. Application for Tax Compliance Status (TCS) PIN may be made via e-filing through the SARS website (www.sars.gov.za). Where no TCS PIN is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- 1.6.3.1** In bids/RFQ where consortia / joint ventures / sub- contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.
- 1.6.4** **Foreign bidders** who are foreign-based suppliers must complete the questionnaire in Annexure A, if the answer is "No" to all the questions, it is not a requirement to register for a tax compliance status system or provide a PIN code from SARS.
- 1.6.5** **Declaration of Interest and Conflict of Interest (Annexure for Bidders Disclosure)**
- 1.6.5.1** The bidder, and its directors, trustees, shareholders and members, must declare any interest in any other related enterprise, whether they are bidding for this contract or not. **Definition of "related enterprise" is under the Section A: Definitions.**
- 1.6.5.2** Bidders, directors, shareholders, members must declare any relationship with any person employed by ECDC.
- 1.6.5.3** Bidders must declare that they have not engaged in collusive practices with any other bidder.
- 1.6.5.4** Any attempt to collude with other bidders or manipulate the bidding process will result in the disqualification of a Bidder.
- 1.6.6** **Terms and Condition**
- 1.6.6.1** The bid/RFQ document must be signed by an authorised representative of the bidder.
- 1.6.6.2** Proof of authority (e.g., company resolution or delegation of authority) must be submitted with this bid/RFQ (see Mandatory requirements for the format of proof of authority required)
- 1.6.6.3** Failure to comply with these requirements may render the bid invalid.

1.6.7 Bid Validity and Offer Commitment

1.6.7.1 The bidder confirms that their offer remains binding for acceptance by ECDC during the validity period specified in this Bid

1.6.7.2 Any errors in price calculations shall be borne by the bidder, and the bid price remains final once submitted.

1.6.8 Bidders must submit proposals as follows

1.6.8.1 Bid Submissions are to be bound and **MUST** be placed in sealed envelopes in the Bid Box on or before the closing date and time of submission of proposals as indicated above labelled clearly as follows:

1.6.8.2 ECDC will not accept any responsibility on misplaced or lost documents, where the bid document is not bound.

Bid Reference Number:	ECDC/ELN/424/082026
Bid Subject:	PROVISION OF CLEANING SERVICES TO VARIOUS ECDC OFFICE/COMMERCIAL PREMISES FOR A PERIOD OF THREE YEARS
Submission of Bids to be Submitted as follows:	a) All Bids to be Submitted via Tender Box in a sealed envelope at ECDC Head Office in KuGompo City (East London) as follows: • Bid Reference Number: ECDC/ELN/424/042026 • For Attention: Ms S Vanda • Delivered at: ECDC Head Office at ECDC House Ocean Terrace Park, Moore Street Quigney, KuGompo City
Attention:	S Vanda

1.6.8.3 IMPORTANT NOTE: All bid documents are to be completed in permanent ink. If the Bid Document is not completed in permanent ink the Bidder WILL be disqualified.

1.6.8.4 No alterations of the Bid Document will be allowed. If the Bidder submits an altered Bid Document, the Bidder WILL be disqualified from the bidding process.

1.6.8.5 No correction fluid will be allowed. All corrections should be initialled.

1.6.8.6 One original duly signed (by authorised representative) and completed bid document **MUST** be submitted inclusive of the terms and conditions of this bid document if submitted physically.

1.6.8.7 A PDF soft copy of the duly signed and completed original bid (e.g. PDF format in Flash drive/disc) should be submitted with the Original duly signed and completed hardcopy bid document however non-submission of a soft copy will not result in the Bid being disqualified. (if submitted physically)

1.6.8.8 The bid box is open on weekdays between 08h00am and 16h30pm

No faxed or late submissions will be accepted by ECDC.

1.6.9 Late Bids/Quotations

No Late submissions will be accepted: Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, they will be returned unopened to the Bidder(s).

1.7. EVALUATION CRITERIA

All submitted bids will be evaluated in the following three(3) stages:

Stage 1 Pre- Qualification (Mandatory Requirements)	Service Providers are to meet all the Mandatory Tender Requirements in order to be evaluated further. Failure to submit the Mandatory Tender Requirements as required will result in the bid being disqualified.
Stage 2 Functionality Evaluation	Involves an evaluation of Functionality only – At this stage Bidders must score a minimum percentage of 70 % for functionality (services) before they will be evaluated in terms of preferential procurement points.
Stage 3 Preferential Procurement points system, price and specific goals.	Preferential Procurement points: In accordance with the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the 80/20 Preference Point System shall apply to responsive price quotations and tenders/bids with a Rand value equal to, or above R2 000 and up to a Rand value of R50 000 000.00 inclusive of all applicable taxes. Joint Venture Preference Points Calculation (See Treasury Circular 02 of 2023/2024) For bidding purposes, a joint venture or consortium means an association of two or more individuals and/or individual business entities for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract. When evaluating bids of joint ventures/consortia, preference points must be allocated proportionately for such bidders in terms of their attributes or qualification for the relevant specific goal that is being scored, subject to the joint venture/consortium submitting the relevant proof of substantiation of points claimed as stipulated in the bidding documents. The points scored for the specific goals must then be added to the points scored for price and rounded off to the nearest two decimal points.
Minimum Equipment Requirements to start Works – Condition of Award	
Condition of Award	Minimum Equipment Requirements to start Works – Condition of Award As a condition of award, ECDC will verify that the recommended bidder has the cleaning equipment listed below. ECDC will provide the recommended bidder with at least seven (7) days' written notice before conducting an on-site inspection of the equipment. If, at the time of inspection, the recommended bidder fails to demonstrate that it has all the required cleaning equipment listed below, the bidder will be deemed not to have met the conditions of award and will be disqualified from the award process The equipment to be verified is as follows: a) Vacuum cleaners– low noise type – (3 vacuum cleaners required as follows) ✓ ECDC Mthatha Regional Office (1), ✓ ECDC Komani Regional Office (1), ✓ ECDC Head Office (1)

	✓ ECDC Butterworth Regional Offices (1) b) Industrial scrubbing machines – In the event that the Industrial scrubbing machine is not available at the time of equipment verification, ECDC will require a letter confirming that the Industrial scrubbing machine will be available for deep cleaning c) Janitorial trolleys - One trolley per Cleaner d) Soft and hard brooms – One soft and hard brooms required per cleaner e) Dustpans - One dustpan required per cleaner f) Dusters - One Duster required per cleaner g) Safety warning signs - One safety warning sign required per cleaner h) Toilet Cleaning Brushes i) Sink Unblocking Tools - Two sink unblocking tools per floor (one for the kitchenette and one for bathroom) j) Window cleaning equipment includes: - • Protective clothing • Safety harnesses and headgear • Step ladders k) Equipment to be used for cleaning windows, - Equipment to be used to clean windows below 2m - Equipment to be used to clean windows above 2m from the ground - ECDC will require a letter confirming from the Bidder that the equipment to be used to clean windows above 2m will be available for the cleaning of the windows (from ground floor to the maximum floor; - The floors at ECDC are as follows: ✓ ECDC Head Office kuGompo City Gound floor to fourth floor, ✓ ECDC Mthatha – Ground floor to second Floor, ✓ ECDC Komani – Ground Floor to First Floor, ✓ ECDC Zwelitsha - Ground Floor, ✓ One Stop Shop – First Floor ONLY) ✓ In the event that the Window cleaning equipment/ plant to be used for cleaning windows above 2m is not available at the time of equipment verification, ECDC will require a letter confirming/ letter indicating an intent to hire the equipment for window cleaning equipment.
--	---

1.7.1.STAGE 1: PRE-QUALIFICATION STAGE (MANDATORY REQUIREMENTS)

Bidders to meet the following Mandatory Requirements in order to be evaluated:

1. The purpose of the pre-qualification is to determine which bid is compliant and non-compliant with the bid special conditions issued by ECDC as part of the bid process.

The following criteria shall apply:

- a. Bidders must ensure that all the required returnable documents and annexures are submitted together with this bid document (RFQ), fully completed and signed as required in Table 1 below for mandatory returnable and Annexures.
- b. Failure to comply with the below information as required in Table 1 below WILL invalidate your bid.**
- c. ECDC reverses the right to verify all the supporting documentation provided by the bidder. Where the information submitted is incorrect and found to be fraudulent and misleading in nature, the bidder may be reported to the relevant authorities.**

1.7.1 PRE-QUALIFICATION MANDATORY REQUIREMENTS Description	Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
Bidders must be registered on the National Treasury Central Supplier Database (CSD). The following information will be verified on the National Treasury Central Supplier Database: • CSD Active Status – ECDC will verify whether the Bidder is registered on CSD including as to whether the Supplier Status of the Bidder is Active on CSD). - Where the Supplier Status is inactive on CSD as at the bid/RFQ closing date and time, and/or during the evaluation process, and/or at the time of award, the bid submission shall not be considered for further evaluation or award. - The Service Provider shall provide its valid CSD Number in the Cover Page, as required. It shall be the sole responsibility of the Service Provider to ensure that the correct and accurate CSD Number is submitted. • Business Registration including details of directorship and membership, - - The bidders' Business Registration Status and directorship will be verified on the CSD prior to the bid award and where the preferred bidder's status is under deregistration, 7 working days will be granted for remedy, failing which the bidder will be disqualified. • ID Number, • Government Employee • Tender Defaulting and Restriction Status. Should the Tender be a restricted supplier or a defaulting supplier they will be disqualified. <u>Onus on the Service Provider</u> Onus is on the Service Provider to make sure that all the above are active and compliant on the CSD at the time of bid closing and tender award. <u>Directors/Employees in the Service of State</u> Bids from persons in the service of the state, or companies with directors who are persons in the service of the state, will not be considered for doing business with the state as stated below: a) Regulation 13(c) of the Public Service Regulations, 2016 provides that an employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. b) The regulation further, prohibit an employee from registering on the National Treasury Central Supplier Database (CSD) as an individual, owner of a company or director of a public or private company unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. c) ECDC reserves the right to verify such information from their AO/AA <u>JV's and Consortium</u> Where the Bidder is a JV/Consortium, each firm must be registered on the CSD	Yes	Yes

1.7.1 <u>PRE-QUALIFICATION MANDATORY REQUIREMENTS</u> Description	Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
2. Tax Compliance Requirements: - Bidders must ensure compliance with their tax obligations. - In Bids where Consortia/ Joint venture/ Sub-Contractors are involved, each party must submit a separate proof of Tax Compliance Status. - The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidder is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified	Yes	No
3. <u>Letter of Authority Requirements: The submission of the bid document must be duly authorised by the bidder as indicated by a duly authorised signature.</u> - To establish if this bid has been completed and signed by a duly authorised person a Letter of Authority/ Board Resolution/ Delegation of Authority Matrix must be provided with the Bid document. - Where there is more than one (1) director, trustee, member etc. in the Company/Trust/Close Corporation etc. (institution), the directors, shareholders, trustees, members etc., should delegate a person by means of submitting a duly signed Delegation of Authority granting the authorized personnel to sign the Bid Document on the Bidder's behalf, OR - Where there is only one Director and the person completing the document is not the Director. The Director should delegate a person by means of submitting a duly signed Delegation of Authority granting the authorized personnel to sign the Bid Document on the Bidder's behalf. The Letter of Authority <u>MUST</u> be signed by all directors of the Bidder/ Directors that meet the quorum for the Letter of Authority to be valid (a signed Board Resolution authorising the signatory will be accepted – Board Resolution to be signed by the duly authorised individual being the Chairperson of the Board/Company Secretary. The Letter of Authority MUST be attached to and submitted with the Bid document	Yes	A letter of authority is required to be submitted with Bid/RFQ. Where the Bidder did not submit the letter of authority for the signatory, with the Bid/RFQ document, ECDC will grant the Bidder 48 hours for remedy and failure for not submitting within the 48 hrs will render the bid/RFQ to be non-compliant/non-responsive
4 Annexure A – Supplier Information (Completed and Signed by the Delegated Authority) Attach Delegation of Authority.	Yes	Yes

1.7.1 <u>PRE-QUALIFICATION MANDATORY REQUIREMENTS</u> Description		Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
	Annexure B – Schedule of Equipment and Vehicles (Completed and Signed by the Delegated Authority) Attach Delegation of Authority.	Yes	No
4.	Annexure C – Profile and Key Personnel (Completed and Signed by the Delegated Authority) Attach Delegation of Authority	Yes	No
5.	Annexure D – Form of offer and acceptance offer (Signed and Completed by delegated authority)	Yes	Yes
6.	Annexure E– Pricing Schedule (Signed and Completed by delegated authority)	Yes	Yes
7.	Annexure F – (SBD 4): Bidders Disclosure (To be Signed and Completed by the Duly Authorised Signatory). Important Note: ✓ Bidders and their directors, shareholder, member, trustee etc should declare ALL THE ENTITIES (companies) they have interest in, whether those companies are bidding for this contract ✓ Bidders can check their CSD and CIPC for the companies they have interest in. ✓ <u>DEFINITION OF “RELATED ENTERPRISE” IS UNDER THE SECTION A: DEFINITIONS.</u> ✓ <u>AS PER SBD4, FALSE DECLARATION WILL RENDER THE BIDDER NON-COMPLIANT AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION</u>	Yes	Yes

1.7.1 PRE-QUALIFICATION MANDATORY REQUIREMENTS Description	Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
8. Annexure G - Statement of Consent to Data Processing (To be Signed and Completed by the Duly Authorised Signatory). Non-submission of this Annexure with the RFQ will not result disqualification, however, Bidder will be requested to fill in the Annexure in order for the ECDC to process and evaluate their RFQ as per POI Act	Yes	No (Should be completed for the evaluation of the Bid. The Bidder should grant ECDC consent for Data Processing of their information for evaluation of the Bid. Where the Bidder did not complete and sign this Annexure, ECDC will contact the Bidder for granting of permission prior the evaluation of their Bid.). The Bidder will be granted 48 hours for response.
9. Annexure H – (SBD 6.1.): Preferential Points Claim (Signed and Completed). Preferential Points Claim (Signed and Completed). Failure to submit the preference points claim and proof of address and supporting documents may result in awarding of 0 (zero) points preference points under Eastern Cape locality. Note: Bidders are required to submit their CIPC document and Shareholding Certificate as supporting documents to prove their ownership.	No	No

1.7.1 <u>PRE-QUALIFICATION MANDATORY REQUIREMENTS</u> Description	Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
10. Annexure H - Declaration (SBD6.1) Preferential Points Claim (Signed and Completed). Preferential Points Claim with regards to Company /Firm Location In order for the bidder to claim points for Eastern Cape base locality for specific goals as advised in the tender, the Bidder is required to submit supporting document as proof of address in the following formats: - Utility Bill from the municipality - Valid Signed Lease Agreement (verifiable) - Letter from the Councilor (Stamped and signed) Failure to claim points by completing and submitting the declaration and supporting documents for proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality.	No	No
The following will be applicable to Joint Ventures/Consortium		
11. Consortium/Joint Venture Agreement or letter of intent to enter in a Consortium / Joint Venture signed by all Consortium Members who are Duly Authorized.	Yes	Yes
12. Resolution of the Board of Directors to enter into a Consortium/Joint Venture from each member firm of the Consortium/Joint Venture for this Bid.	Yes	Yes
13. Letter of Authority of Signatory(individual) authorizing the Signatory to sign on behalf of the Consortium/JV. The Letter of Authority MUST be from each member firm and must be signed by all directors of each member firm (or Board Resolution will be accepted).	Yes	Yes
14. Annexure H – (SBD 6.1.): Preferential Points Claim (Signed and Completed by all JV /Consortium members. Preferential Points Claim (Signed and Completed). Failure to submit the preference points claim and proof of address from each JV/ Consortium member may result in awarding of 0 (zero) points preference points under Eastern Cape Based Locality. Note: All JV/ Consortium Members are required to submit their CIPC document and Shareholding Certificate as supporting documents to prove their ownership.	No	No

1.7.1 <u>PRE-QUALIFICATION MANDATORY REQUIREMENTS</u> Description		Mandatory Requirement	Disqualification if not submitted with RFQ or Bidder is found to be Non-Compliant at the Time of Bid Close
15.	Proof of Location Annexure H - Declaration (SBD6.1) Preferential Points Claim (Signed and Completed). Preferential Points Claim with regards to Company /Firm Location In order for the bidder to claim points for Eastern Cape base locality for specific goals as advised in the tender, the Bidder is required to submit supporting document as proof of address in the following formats: - Utility Bill from the municipality - Valid Signed Lease Agreement (verifiable) - Letter from the Councilor (Stamped and signed) Failure to submit the declaration and proof of address for each JV/ Consortium member may result in awarding of 0 (zero) points preference points under Eastern Cape Locality.	No	No

1.7.2. STAGE 2 – FUNCTIONALITY

This stage involves the evaluation of Functionality only – At this stage Bidders must score a minimum percentage of **70 %** for functionality (services) before they will be evaluated in for stage 3 (**Preferential Procurement points system, price and specific goals**).

	CRITERIA FOR FUNCTIONALITY	
	Capacity	
	Financial Resource	15
a)	Financial Capabilities (When bidding for both clusters) Proof obtained from a Financial Institution confirming financial capability by the bidder to raise finances as indicated below. (Bidders may also submit audited financials from a certified public account or auditing firm) OR Bidders must submit a bank rating letter issued by a recognised financial institution. The bank rating must be Grade C or higher, and the letter must clearly state the Rand value of the financial facility or credit amount for which the rating is granted. Points will be allocated only where the bank rating letter specifies this amount. Allocation of points will be as follows: Whole of the Works/ Services • R 800 000. 00 and above = 15 points; • From R 600 000.00 up to R 800 000.00 = 10 points; • From R 400 000.00 up to R 600 000.00 = 5 points • Below R400 000.00 = 0 points	15

	East London Region Cluster 1 (Only) • R 450 000. 00 and above = 15 points; • From R 350 000.00 up to R 450 000.00 = 10 points; • From R 250 000.00 up to R 350 000.00 = 5 points • Below R250 000.00 = 0 points Mthatha Region Cluster 2 (Only) • R 350 000. 00 and above = 15 points; • From R 250 000.00 up to R 350 000.00 = 10 points • From R150 000.00 up to R250 000.00 = 5 points • Below R150 00.00 = 0 points Further Verification ECDC reserve the right to perform credit checks from a credit bureau during the evaluation to ascertain whether the company is financially viable for normal trading conditions for the working capital. Where the Bidder is found to be financially not viable ECDC will disqualify the bidder from further evaluation.	
	Requirements for Provision of a Safe Working Environment	15
a)	Bidder to submit Methodology indicating how their workers will ensure a Safe Working Environment for them and occupants of the building in the following areas. The methodology must demonstrate safe working procedure of the following but not limiting to: • Wet Floors • Handling and Storage of Cleaning Chemical • Equipment Storage • Incident Reporting Procedures • Cleaning of the windows – (Safety measures working on heights for the equipment to be used where the height is more than 2 meters above the ground. Bidder to provide details on safe working procedure and methodology to be provided for each site the bidder is bidding for. The floors at ECDC are as follows: ✓ ECDC Head Office KuGompo City Gound floor to fourth floor, ✓ ECDC Mthatha – Ground floor to second Floor, ✓ ECDC Komani – Ground Floor to First Floor, ✓ ECDC Zwelitsha - Ground Floor, ✓ One Stop Shop – First Floor ONLY) Points Allocation • Bidders have submitted a methodology on all the above areas on how they will ensure a Safe Working Environment (to include equipment to be used e.g. PPE's, Warning signs, etc.) and has provided details as what their Incident Reporting Procedure (escalation, investigation and corrective measures) is = 15 points • Bidder has provided a Methodology on some of the points mentioned above = 7 points • Bidder did not provide a Methodology on any of the points mentioned above = 0 points	15

	Experience & Track Record	40
a)	Years of Experience of Operations Manager (Attach a copy of the proof of qualification and CV indicating number of years in Supervision/ Project Management/ Administration of Staff in similar works or Completion and signing of Annexure C) in Project Management/ Supervision of Staff/ Administration of Staff in similar works/ Services). Operations manager to have a minimum of Matric Certificate or equivalent/ certified Grade 12/ Abet Level 3 or equivalent or higher to score points: • 4 or more years' experience of Operations Manager in the cleaning services industry = 20 points • 2 - 3 years' experience of Operations Manager in the cleaning services = 10 points • 1 year experience of Operations Manager in the cleaning services = 5 points • Less than 1 year experience of Operations Manager in the cleaning services = 0 points The operations manager will plan and oversees daily work, work schedules etc. They will be responsible for managing the cleaning staff, checking supply levels, and making sure that all sites stay clean and safe, promptly respond to and resolve any cleaning service-related issues reported by ECDC, quality checks. The operations manager does not have to be based on site and may be based at their bidder's office.	20
b)	Verifiable Track record of Service Provider Service Provider to submit a minimum of 3(three) Completed and Signed Annexure I Performance Reviews. Performance review must be completed by the previous or current Clients that they had/currently performing services for. The Client must rate the Service Provider on their service provided on their tasks • Excellent = 20 points • Good = 15 points • Average = 10 • Poor = 0 points ECDC will score the performance reviews individually and the final score for track record of the service provider will be the average of the scores. Where there are less than three Performance Reviews provided, no points will be scored. Note: ECDC reserves the right to verify the Performance Review of the Client (Highest scoring on Preference Points). Should the performance review be false, ECDC will disqualify the Bidder and report to Treasury	20
	Project Implementation Plan	15
c)	Project implementation plan should outline how the project will be implemented as per terms of reference/scope of work and should include the following: - How will the Supervisor manage and monitor day to day duties of the workers and performance of workers - Contingency plan in ensuring continuity of services, on management of absenteeism/ planned or unplanned strike, sick leave and annual leave. Points Allocation ✓ Implementation Plan which explains how point (i) and (ii) will be carried out = 15 points ✓ Did not explain how they will carry out both point (i) and (ii) = 0 points	15

	Locality of the Offices/ Branch	5
	Service Provider to have offices or branch offices located in the cluster they are bidding for The cluster they submitted the BID for. - Bidder has an office or branch office in the cluster they have submitted for = 5 points - Offices outside the cluster = 0 Points Where Bidder is responding on both clusters, the allocation of points will be as follows - Bidder has an office or branch office in both cluster they have submitted for = 5 points - Bidder has an office or branch office at least one of the clusters they have submitted for = 3 points - Offices outside the cluster = 0 Points Document to be provided for Scoring Proof of address from Municipality e.g. Utility Bill or Municipal Clearance Letter from the municipality Valid Signed Lease Agreement (verifiable) Letter from the Councilor (Stamped and signed)	5
	Total Points	100

Additional Information required from a successful Service Provider

- Certified copy of the latest return to SARS for UIF, PAYE **within 7 days** of appointment.
- Successful Service Provider is required to be registered with the Department of Labour for Workmen's Compensation and be up to date with the payment. Letter of Good Standing (COIDA or a Letter to tender) obtained from the Department of Labour Compensation Commissioner or FEMA to be submitted within the 7 days of appointment.
- Public Liability to be submitted within 7 days of appointment
- Detailed Health and Safety Plan to be submitted within 7 days of appointment

- Only bids that have achieved the minimum qualifying score for functionality will be evaluated further in terms of price (stage 3).
- All bids that fail to achieve the minimum score will be disqualified.
- The minimum qualifying score (in a percentage) for functionality shall be calculated as follows:

$$Ps = \frac{So}{Ms} \times 100$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = Total score for bid under consideration

Ms = Maximum possible score

- The percentages of each panel member shall be added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

1.7.3. STAGE 3 – PREFERENTIAL PROCUREMENT

In accordance with the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the 80/20 Preference Point System shall apply to responsive RFQ/tenders/bids with a Rand value up to R50 000 000.00 inclusive of all applicable taxes.

Preference points for this Bid shall be awarded for price and the specific goals as per the table below.

a) The points for this tender are allocated as follows:

CRITERIA	APPLICABLE POINTS	DOCUMENTS TO BE SUBMITTED
a) Price	80	
b) Specific Goals		
Eastern Cape Based Supplier	05	Location of the Bidder will be verified from the following documents: ✓ Bidder's Utility Bill, ✓ Valid lease agreement submitted by the bidder, ✓ Letter from the Ward Councilor (Signed and stamped).
51% and above black owned enterprises	10	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship)
51% women owned enterprises	03	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship)
51% youth owned enterprises	02	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship)
Total points for Price and SPECIFIC GOALS	100	

b) Price

- (i) The lowest acceptable bid will score 80 points for price.
- (ii) The formula below will be used to calculate the points out of 80 for price in respect of the bid/tender.
- (iii) Preference points for price shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

DETAILS	80/20 PREFERENCE POINT SYSTEM
Formulae	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <i>P_s</i> = Points scored for comparative price of bid / price of tender under consideration <i>P_t</i> = Comparative price of bid / price of tender consideration <i>P_{min}</i> = Comparative price of lowest acceptable tender/ offer

c) Specific Goals

- (i) **In order to claim specific goal points, bidder is required to complete SBD 6.1 which includes declaration for company/ firm location. In order for the bidder to be allocated points, the bidder is required to provide documentary proof of location, CIPC and/or share certificate to prove ownership as per table above**
- (ii) Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals on the tender, may be construed that the preference points for specific goals are not claimed by the bidder.

The ECDC does not bind itself to accept the lowest Bid or any other Bid and reserves the right to accept the whole or part of the Bid.

1.7.4. CONDITION OF AWARD - MINIMUM EQUIPMENT REQUIREMENTS TO START WORKS

As a condition of award, ECDC will verify that the recommended bidder has the cleaning equipment listed below. ECDC will provide the recommended bidder with at least seven (7) days' written notice before conducting an on-site inspection of the equipment.

If, at the time of inspection, the recommended bidder fails to demonstrate that it has all the required cleaning equipment listed below, the bidder will be deemed not to have met the conditions of award and will be disqualified from the award process

The equipment to be verified is as follows:

- ECDC will verify the following Cleaning Equipment prior award. Failure for the Service Provider not having the required Cleaning Equipment will lead to the bid being cancelled

Minimum Equipment Requirements to start Works – Condition of Award

As a condition of award, ECDC will verify that the recommended bidder has the cleaning equipment listed below. ECDC will provide the recommended bidder with at least seven (7) days' written notice before conducting an on-site inspection of the equipment.

If, at the time of inspection, the recommended bidder fails to demonstrate that it has all the required cleaning equipment listed below, the bidder will be deemed not to have met the conditions of award and will be disqualified from the award process

The equipment to be verified is as follows:

a) Vacuum cleaners— low noise type – (3 vacuum cleaners required as follows)

- ✓ ECDC Mthatha Regional Office (1),
- ✓ ECDC Komani Regional Office (1),
- ✓ ECDC Head Office (1)

- ✓ ECDC Butterworth Regional Offices (1)
- b) Industrial scrubbing machines** – In the event that the Industrial scrubbing machine is not available at the time of equipment verification, ECDC will require a letter confirming that the Industrial scrubbing machine will be available for deep cleaning
- c) Janitorial trolleys** - One trolley per Cleaner
- d) Soft and hard brooms** – One soft and hard brooms required per cleaner
- e) Dustpans** - One dustpan required per cleaner
- f) Dusters** - One Duster required per cleaner
- g) Safety warning signs** - One safety warning sign required per cleaner
- h) Toilet Cleaning Brushes**
- i) Sink Unblocking Tools** - Two sink unblocking tools per floor (one for the kitchenette and one for bathroom)
- j) Window cleaning equipment includes:** -
 - Protective clothing
 - Safety harnesses and headgear
 - Step ladders
- k) Equipment to be used for cleaning windows,**
 - Equipment to be used to clean windows below 2m
 - Equipment to be used to clean windows above 2m from the ground
 - ECDC will require a letter confirming from the Bidder that the equipment to be used to clean windows above 2m will be available for the cleaning of the windows (from ground floor to the maximum floor;
 - The floors at ECDC are as follows:
 - ✓ ECDC Head Office kuGompo City Gound floor to fourth floor,
 - ✓ ECDC Mthatha – Ground floor to second Floor,
 - ✓ ECDC Komani – Ground Floor to First Floor,
 - ✓ ECDC Zwelitsha - Ground Floor,
 - ✓ One Stop Shop – First Floor ONLY)

In the event that the Window cleaning equipment/ plant to be used for cleaning windows above 2m is not available at the time of equipment verification, ECDC will require a letter confirming/ letter indicating an intent to hire the equipment for window cleaning equipment

IMPORTANT NOTE

- ✓ **Bidder is to note that this is not the complete equipment list required to carry out cleaning services for the period of 36 months. Complete list is on the scope of works.**
- ✓ **All cleaning equipment must be in good working condition and should carry SABS mark or performance standard approval**

1.8. ALTERATION OR WITHDRAWAL OF BIDS

Bidders may withdraw their bid by written notification on or before the date of the award.

1.9. COSTS FOR PREPARATION OF BIDS/PRESENTATIONS

The costs incurred by Bidders in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any bid will be borne by the Bidder and the ECDC shall in no way be liable to

reimburse such costs incurred.

1.10. OWNERSHIP OF BIDS AND PRESENTATIONS

The ECDC shall on receipt of any bid relating to this request and submitted in accordance with the procedure set out herein, shall become the owner thereof and the ECDC shall not be obliged to return any bid.

1.11. TAX CLEARANCE CERTIFICATE REQUIREMENT

It is a condition of all bids inclusive of foreign bidders / individuals) that the South African taxes of the successful bidder must be in order.

In order to meet this requirement Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable ECDC to view the validity of Taxpayers profile and tax status.

Bidders may also submit printed Tax Compliance Status certificates together with the Bid and ECDC will verify their Tax Compliance on eFiling.

Where no Tax Compliance Certificate is available, the Bidder CSD Number must be provided in order for ECDC to verify the Tax Compliance Status. The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, **7 working days** will be granted for remedy, failing which the bidder will be disqualified.

In Bids where Consortia/Joint venture/Sub-Contractors are involved, each party must submit a separate proof of Tax Compliance Status Certificate/SARS Pin Number/CSD Number.

In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

1.12. CONFIDENTIALITY

The entire process of calling for Bids was initiated by the ECDC in terms of its procurement policy and is confidential. All deliberations in respect of the acceptability or otherwise of the bids shall be conducted in closed sessions and members of the Evaluation and Procurement Committee and prospective service providers are bound to treat all discussions as highly confidential.

The bidder shall not divulge directly or indirectly to any other person than a person employed by ECDC, make copies or extracts of any of the information obtained during this assignment, while they may have access to ECDC's trade secrets, confidential information which may include, specifications, plans, drawings, pattern, samples, written instructions, notes, memoranda, technical information, know-how or process or method or any other records of whatsoever nature without the written consent of ECDC and shall surrender all these items to ECDC on termination of the assignment or on demand of ECDC.

The service provider shall not be entitled to make use of the information whether for its own benefit or that of others, to make available or derive any profit from any of the information or knowledge specifically related to the business or affairs of ECDC.

Any document shall remain the property of ECDC and shall be returned (all copies) to ECDC on completion of the contract if so required by ECDC.

The processing of personal information collected during this procurement process shall comply with the Protection of Personal Information Act, 2013 (POPIA). ECDC ensures that all personal data provided by bidders will be processed lawfully, stored securely, and used only for the purpose of bid evaluation, compliance verification, and contract execution. By submitting a bid, the bidder consents to the collection and processing of their personal data by ECDC for these purposes.

Bidders' personal and business information will be securely stored and retained for a period not exceeding **five**

(5) years after the contract award, in compliance with the **POPIA retention principles**. Only authorized ECDC personnel will have access to this information. After the retention period, personal data will be securely disposed of.

1.13. INVENTIONS PATENT AND COPYRIGHTS

- 1.12.1 The service provider cedes, assigns and transfers to ECDC all rights, title and interest in and to any and all copyright in all works and inventions which relates to the business of ECDC (which includes, but is not limited to, methodologies and products) which arises within the course and scope of this services will be assigned to ECDC.
- 1.12.2 Provide ECDC the sole and exclusive right to alter and adapt the work.
- 1.12.3 The service provider shall indemnify ECDC 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 ECDC.

1.14. ETHICS

- 1.13.1 Any attempt by an interested Bidder to obtain confidential information or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the ECDC during the process of examining, evaluating and comparing Bids will lead to the rejection of its bid in its entirety.
- 1.13.2 The Bidder must declare any business or other interests it has with the ECDC or any employee of the ECDC, as per the declaration of interest form annexed hereto marked in Section D; failing which the Bidder shall be automatically disqualified from further participation in the Bid. The disqualification will be applicable at any stage of the bidding and / or engagement process.

1.15. COMPETITION

- 1.14.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 1.14.2 In general, the attention of bidders is drawn to Section 4(1) (b) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 1.14.3 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.
- 1.14.4 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting response.
- 1.14.5 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 1.14.6 In this regard bidders are required to complete Bidder's Disclosure, failing which the Bidder shall be automatically disqualified from further participation in the Bid. The disqualification will be applicable at any stage of the bidding and/or engagement process.
- 1.14.7 If a bidder (s) or contractor (s), based on reasonable grounds or evidence obtained by ECDC, has /have engaged in the restrictive practice referred to above, ECDC may refer the matter to the Competition Commission for investigation and possible imposition of an administrative penalty as contemplated in Section 59 of the Competition Act 89 of 1998.
- 1.14.8 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, ECDC may in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such an item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) for conducting business with the public sector for a period of not exceeding 10 9ten) years and/or claim damages from the bidder(s) / contractor(s) concerned.

1.16. CANCELLATION OF BID PROCESS

The ECDC shall be entitled, within its sole and entire discretion, to cancel this Bid at any time and shall notify the interested service providers accordingly. The ECDC shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid. The publication of the bid does not commit the ECDC to appoint any of the qualifying Bidders.

1.17. INTERVIEWS

In terms of the bid evaluation process short listed bidders may be interviewed. This will entail the bidder being invited to a venue as determined by the bid committee. All transport and accommodation costs incurred by the bidder will be for the bidders account and will not be reimbursed in any way. Failure to attend a scheduled interview will lead to immediate disqualification from the bid process. The ECDC reserves the right to appoint a bidder without conducting interviews.

1.18. SIGNING OF DOCUMENTATION

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

1.19. CONTRACT AWARD

The successful bidder will be notified of the bid award in writing by the Procurement Department.

The acceptance of any bid shall only be confirmed with the conclusion of a final written signed service level agreement or any other appropriate agreement between the ECDC and the successful Bidder, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the ECDC and the Successful Bidder.

As a guideline regarding the content of the service level agreement, the bidder is referred to the general conditions of contract available on the ECDC website.

Until such time that an appropriate agreement has been concluded in writing between the ECDC and the successful Bidder, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful Bidder to carry out the works or services provided for in this Bid.

The ECDC, the Accounting Officer and the Bid Committee (as the case may be) does not bind itself to accept either the lowest (price), highest (points) or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Institution even if it implies a waiver by the ECDC, the Accounting Officer, or the Bid Committee, (as the case may be) of certain requirements which the ECDC, the Accounting Officer, the Bid Committee, (as the case may be) considers to be of minor importance and not complied with by the bidder.

The ECDC will not entertain any request of feedback before the final awarding of the contract.

1.20. SUPPLIER DUE DILIGENCE

ECDC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

1.21. DISCLAIMER

This Bid document has been prepared for the purpose of providing information to interested Bidders. The provision of any additional information about the organization to Bidders, are disclosed and will be made available to enable the prospective Bidders to submit comprehensive bids.

Interested Bidders are accordingly required to conduct their own due diligence in respect of the ECDC and its business operations and the nature and scope of the services required.

The ECDC accepts no responsibility for the fairness, accuracy or completeness of any information or opinions, for any errors, omissions, or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session.

The ECDC accepts no liability for any loss incurred by any person(s) due to events or action taken as a consequence of the preparation and dissemination of this bid request.

Except in cases of criminal negligence or wilful misconduct, and in the case of infringement the bidder shall not be liable to ECDC, 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 bidder to pay penalties and/or damages to ECDC; and

The aggregate liability of the bidder to ECDC, 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.

Whilst all due care has been taken in connection with the preparation of this bid, ECDC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. ECDC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by ECDC (other than minor clerical matters), the Bidder(s) must promptly notify ECDC in writing of such discrepancy, ambiguity, error or inconsistency in order to give ECDC an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by ECDC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a Quotation in response to this Bid.

1.22. CONTACT AND COMMUNICATION

A nominated official of the bidder(s) can make enquiries in writing, to the specified person on the table below. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

The delegated office of ECDC, Procurement Department, may communicate with Bidder(s) where clarity is sought in the bid document.

Any communication to an official or a person acting in an advisory capacity for ECDC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

All communication between the Bidder(s) and ECDC must be done in writing.

Details	Bidding Procedure
Department	Procurement Department
Contact person	S Vanda
Telephone number	043 704 5601
E-mail address	tenders@ecdc.co.za

1.23. ECDC'S STANCE ON FRAUD, CORRUPTION, AND THEFT

The Eastern Cape Development Corporation (ECDC) upholds the highest standards of integrity, accountability, and ethical governance. As a responsible public entity, ECDC has a zero-tolerance approach to fraud, corruption, and theft, recognizing these as serious offenses that undermine public trust and hinder sustainable development. ECDC is committed to fostering a culture of transparency and ethical conduct, ensuring that all employees, stakeholders, and service providers adhere to strict anti-fraud policies and governance frameworks. To this end, ECDC encourages the reporting of any suspected fraudulent activities through its confidential and independently managed fraud hotline.

ETHICS & FRAUD HOTLINE REPORTING CHANNELS	
Free Contact Number:	0800 116 655
Post	PO Box 10512, Centurion, 0046
SMS Number:	30916
Dedicated Email Address:	ecdc@thehotline.co.za
Fax	0867 261 681
Mobile application	Vuvuzela Hotline app - download from Google play store, use 0800 116 655 to report
Website Link	https://www.thehotline.co.za/report - use 0800 116 655 to report

SECTION C

TERMS OF REFERENCE / BID SPECIFICATIONS

1. ABOUT THE EASTERN CAPE DEVELOPMENT CORPORATION (ECDC)

VISION

A leader in facilitating inclusive, sustainable economic growth in the Eastern Cape.

MISSION

To accelerate sustainable and inclusive economic growth and job creation in the Eastern Cape

VALUES

ECDC's values are rooted in excellence, sustainable growth, accountability, client focus, and collaboration. Guiding how the Corporation delivers impact, serves stakeholders, and builds a resilient Eastern Cape economy.

LEGISLATIVE MANDATE

ECDC draws its mandate directly from the Eastern Cape Development Corporation Act (Act 2 of 1997) and is led by the economic development priorities of the provincial government, as detailed in the Provincial Growth and Development Plan (PGDP), Eastern Cape Provincial Industrial Development Strategy (PIDS), the policy statements and budget speech of the Member of the Executive Council (MEC) of Economic Development, Environment Affairs and Tourism (DEDEAT).

Section 3 of the ECDC Act states that the Corporation shall "plan, finance, co-ordinate, market, promote and implement development of the province and its people in the field of industry, commerce, agriculture, transport and finance".

2. BACKGROUND

The current ECDC Cleaning Services contract is approaching its expiry date, the Eastern Cape Development Corporation (ECDC) still requires the services of a competent service provider to provide cleaning and gardening (where applicable) services at various offices/commercial property throughout the ECDC regions within the Eastern Cape Province. The service to be provided is to include the supply of all Cleaning Equipment, Cleaning Material, Labour required for the provision of cleaning services at the various ECDC properties. Provide first option for re-employment to current contract cleaning staff if available. Such negotiations and agreements are to be conducted between the current contract cleaning staff and the Successful Bidders Only.

3. LEGISLATIVE REQUIREMENTS

Bidders must comply with the following Labour Legislation but not limited to the below. Contravention of the below legislative requirements may lead to the termination of the contract and reporting the service provider to the relevant authority.

- a) To adhere to all the prescribed conditions as per: Basic Conditions of Employment Act 75 of 1997;
 - Shortlisted bidders will be inspected with regard to all the Labour Legislative requirements.
 - ECDC reserves the right to subject the successful bidder to undergo adhoc inspection for all labour legislation, BCEA, EE, UIF, COIDA, OHS at any time during the contract period.
- b) To advance economic development, social justice, labour peace and the democratisation of the workplace as per: Labour Relation Act 66 of 1995.
- c) To adhere to all the prescribed conditions as per: Occupational Health Safety act 85 of 1993. SHE (Safety, Health & Environmental) Plan to be submitted within 7 days of appointment and must comply with OHS Act once appointed.

- d) Bidders must be registered with the Unemployment Insurance Fund as per, Unemployment Insurance Contributions Act, No. 4 of 2002.
 - Successful bidder to submit valid compliance certificate and /or letter of good standing with Unemployment Insurance Fund (UIF) issued by the Department of Labour within 7 days of appointment.
 - Furthermore, the bidder is required to submit valid compliance certificate annually to prove compliance
- e) Bidders must be registered with Compensation Fund, as per Compensation for Occupational Injuries and Diseases Act of 1993 (COIDA). The successful bidder will be required to provide valid certified copies annually to prove their compliance.
- f) Bidders must be registered with South Africa Revenue Services, as per SARS Act of 1997.
- g) Bidders must comply with the minimum wages and conditions as per: Sectoral Determination 1: Contract Cleaning Sector, South Africa.
- h) Certified copy of the latest return to SARS for UIF, PAYE within 14 days of appointment.
- i) Proof of public liability insurance to be submitted within 7 days of appointment.

4. TRAINING OF CLEANERS/EMPLOYEE

Continuous training of cleaning staff should be provided semesterly (twice per year) and bidders must also ensure that every employee need to be trained.

Records for training and signed attendance register for the training to be kept and submitted to ECDC.

5. MEETINGS

The project manager of the appointed cleaning company must attend the following meetings organized by ECDC °

- a) Ad-hoc meetings organised as and when necessary;
- b) Monthly meetings organised by ECDC. °
- c) Disaster Management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider.

6. SCOPE OF SERVICES REQUIRED

- a) Cleaning and gardening services at various ECDC owned commercial/offices in the Eastern Cape will be required for 8 hours on weekdays (From 07:00 am) for a period of Thirty-Six (36) months except for one (1) cleaner in ECDC Craft shop which will work for 4 hrs per day for three days in a week
- b) The successful Service Provider to retain existing cleaning staff. In the event that the current number of cleaning staff is insufficient as per the Bid requirements, the Bidder is required to add to the existing number of cleaners.
- c) **Supervisor** allocated for workers **should have** a Matric Certificate or equivalent/ Grade 12/ Abet Level 3 or equivalent or higher with a minimum of one year of experience supervising similar works. Bidder to submit the CV's and qualification of Supervisors 7 days upon award of bid.
- d) **Supervisor** must draw up timetables, timesheets and work schedules on a daily basis, according to work plan/specification below. Copies of the signed workplans and timesheets to be submitted on the monthly meeting and to be attached with the invoice.
- e) Work schedules should be posted on all office doors and ablution facilities monthly

6.1. The provision of Cleaning and Gardening services (where indicated) is required at the following areas:

East London Region (Cluster 1)	Office	Office Floor Area and Garden Area Ratio	Number of Cleaners
	Mdantsane Highway Mall Address: Makinana Street, NU3, Mdantsane, KuGompo Number of Floors: Ground and first floor	Office Area: 2 000 M ² Gardening Area: N/A Bidder will be responsible to empty bins to the designated municipal area and ensure that the outside area is free of weed.	4X Cleaners (1X 3 Females; 1X1 Male)
	Zwelitsha Complex Address: 3090 Zwelitsha Complex, Zone 2, Zwelitsha, Qonce, 5608 Number of Floors: Ground Floor Only	Office Area: 600 M ² Gardening Area: 100 M ² Majority of the gardening area is paved and only approx. 2m of the area will require gardening monthly. Rest of the area will require weed cleaning on an as a when required basis (inside/outside yard) (Monthly or as and when)	1 X Cleaner (1x1 Female)
	ECDC Head Office KuGompo City Physical Address: Ocean Terrace Park Moore Street Quigney KuGompo City Number of Floors: Ground Floor to 4 th Floor	Office Area: 4 000 M ² Gardening Area: N/A	6 X Cleaners (1x5 Females; 1x1 Male)
	InvestSA One Stop Shop Physical Address 12 Esplanade Street, Quigney, KuGompo City Number of Floors	Office Area: 900 M ² Gardening Area: N/A	2 X Cleaners (1x2 Females)

	First Floor ONLY. Service Provider to provide cleaning services for the ECDC Office Space only. Shared office block with controlled access on ECDC office area.		
	ECDC Craft Shop Retail Space Physical Address Shop No. 12, Bonza Road, Beacon Bay Crossing, Beacon Bay, KuGompo, 5241 Bonza Bay Road KuGompo City The craft shop is in a retail space. Service Provider to provide cleaning services for the shop floor area where the craft shop is. The craft shop is currently at the above address and may move to be situated somewhere else in KuGompo City in the outer years.	Office Area: 160-180 M² Gardening Area: N/A	1 X Cleaner (1x1 Female) To clean for 4hrs a day three times a week Days where cleaning services are required: Mondays, Wednesdays, Fridays). ECDC reserves the right to change the days of the week, however this will be communicated with the successful Bidder

Mthatha Region (Cluster 2)	Office	Floor Area Ratio	Number of Cleaners
	Mthatha Regional Office Physical Address: 7 Sisson Street Fort Gale Mthatha Number of Floors: The space is ECDC owned property and is shared with other entities. The service provider will be responsible to clean the whole of the ECDC office areas and the shared spaces Office building has up to two (2) floors and a basement.	Office Area: 2500 M² Gardening Area: 250 M² Gardening Services Required - Grass cutting 250m2 - weed treatment on pavement area (1000m2) - Gardening services for flower gardening and shrub area 12m2 (inside/outside yard) (Monthly or as and when)	2 Cleaners (1x1 Female and 1x1 Male)
	Komani Regional Office Physical Address: 118 Cnr Ebden & Brewery Street, Komani, 5320 Number of Floors:	Office Area: 400 M² Gardening Area: 100 M² - Grass Cutting for the gardening 100 M² - Paving area for weed killing on an as and when required basis	1 Cleaner (1x1 Female)

	Office building has up to the first (1st) floors.	- (inside/outside yard) - Monthly or as and when required services)	
--	---	--	--

- a) The successful Service Provider retain existing cleaning staff. In the event that the current number of cleaning staff is insufficient as per the Bid requirements, the Bidder is required to add to the existing number of cleaners
 - The Bidder should enter into employment contracts with their staff, in line with the Dept of Labour Contract applicable to Cleaning Workers
 - Cleaning staff to be employed for the duration of this contract
 - Cleaners on leave should be replaced with temporary cleaners for duration of leave or sick leave
- b) ECDC may increase or decrease the scope i.e. in the number of cleaners required per site at its discretion in consultation with the appointed service provider.
- c) **Supervisor** allocated for workers **should have** a Matric Certificate or equivalent/ Grade 12/ Abet Level 3 or equivalent or higher with a minimum of one year of experience supervising similar works. Bidder to submit the CV's and qualification of Supervisors 7 days upon award of bid.

6.2. General Scope of services Required:

- a) Entrance/Reception
- b) Stairs, passages, and corridors
- c) Stair rails to be cleaned and shined.
- d) Conference and Boardrooms, Seminar Hall
- e) Kitchens and sitting areas
- f) Offices and meeting rooms
- g) Ablution facilities (Toilets)
- h) Provision of Hygiene Services at various ECDC office buildings.
- i) All Windows – Interior and Exterior (All floors)
- j) Ceilings (Dust air conditioner openings)
- k) Parking lots and pavements
- l) Solid waste gathering and removal of such waste if necessary
- m) Garden Services (cut grass and shrubs and weed treatment and remove in pavement, remove garden rubble to approved municipal land field site)
- n) Ad hoc cleaning services

East London Region (Cluster 1)	Office	Office Floor Area and Garden Area Ratio
	Mdantsane Highway Mall Makinana Street, NU3, Mdantsane, KuGompo City	a) Entrance/Reception b) Stairs, passages, and corridors and related attachments c) ECDC Centre Management Office d) Ablution facilities (Toilets) e) Provision of Hygiene Services at various ECDC office buildings.

		f) All Windows for vacant shops internally and externally) g) Ceilings (Dust air conditioner openings) h) Parking lots and pavements i) Solid waste gathering and removal of such waste if necessary j) Garden Services (cut grass and shrubs and weed treatment and remove in pavement, remove garden rubble to approved municipal land field site) k) Ad hoc cleaning services l) Vacant shop(s) to be cleaned. m) Dumping site n) Open area covering the stalls area
	Zwelitsha Complex Address: 3090 Zwelitsha Complex, Zone 2, Zwelitsha, Qonce, 5608 Number of Floors: Ground Floor Only	a) Entrance/Reception b) Stairs, passages, and corridors c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall e) Kitchens and sitting areas f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) k) Parking lots and pavements l) Solid waste gathering and removal of such waste if necessary m) Garden Services (cut grass and shrubs and weed treatment and remove in pavement, remove garden rubble to approved municipal land field site) n) Ad hoc cleaning services
	ECDC Head Office KuGompo City	a) Entrance/Reception b) Stairs, passages, and corridors

	Physical Address: Ocean Terrace Park Moore Street Quigney KuGompo City Number of Floors: ECDC Office Block at Ocean Terrace Park has up to four (4) floors	c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall e) Kitchens and sitting areas f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) k) Parking lots and pavements l) Solid waste gathering and removal of such waste if necessary m) Ad hoc cleaning services
	Invest SA One Stop Shop Physical Address 12 Esplanade Street, Quigney, KuGompo City Number of Floors First Floor ONLY. Service Provider to provide cleaning services for the ECDC Office Space only. Shared office block with controlled access on ECDC office area.	a) Entrance/Reception b) Stairs, passages, and corridors c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall e) Kitchens and sitting areas f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) k) l) Solid waste gathering and removal of such waste if necessary m) Ad hoc cleaning services
	ECDC Craft Shop Retail Space Physical Address Shop No. 12, Bonza Road, Beacon Bay Crossing, Beacon Bay, KuGompo, 5241 Ground floor only.	a) Entrance/Reception, b) , passages, and corridors c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall, storage room, open plan display e) Kitchens and sitting areas

	The craft shop is and is in a retail space. Service Provider to provide cleaning services for the shop floor area where the craft shop is. The craft shop is currently at the above address and may move to be situated somewhere else in KuGompo City in the outer years.	f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) - k) l) Solid waste gathering and removal of such waste if necessary m) Ad hoc cleaning services
--	--	--

Mthatha Region (Cluster 2)	Office	Floor Area Ratio
	Mthatha Regional Office Physical Address: 7 Sisson Street Fort Gale Mthatha Number of Floors: The space is ECDC owned property and is shared with other entities. The service provider will be responsible to clean the whole of the ECDC office areas and the shared spaces Office building has up to two (2) floors and a basement	a) Entrance/Reception b) Stairs, passages, and corridors c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall e) Kitchens and sitting areas f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) k) Parking lots and pavements l) Solid waste gathering and removal of such waste if necessary m) Garden Services (cut grass and shrubs and weed treatment and remove in pavement, remove garden rubble to approved municipal land field site) n) Ad hoc cleaning services

	Komani Regional Office Physical Address: 118 Cnr Ebdon & Brewery Street, Komani, 5320 Number of Floors: Office building has two floors (ground and 1st floors).	a) Entrance/Reception b) Stairs, passages, and corridors c) Stair rails to be cleaned and shined. d) Conference and Boardrooms, Seminar Hall e) Kitchens and sitting areas f) Offices and meeting rooms g) Ablution facilities (Toilets) h) Provision of Hygiene Services at various ECDC office buildings. i) All Windows – Interior and Exterior (All floors) j) Ceilings (Dust air conditioner openings) k) Parking lots and pavements l) Solid waste gathering and removal of such waste if necessary m) Garden Services (cut grass and shrubs and weed treatment and remove in pavement, remove garden rubble to approved municipal land field site) n) Ad hoc cleaning services
--	---	--

6.2.1. Increase or Decrease in Scope:

There could be an increase or decrease in scope due to changes in site allocations, changes in ECDC requirements e.g. additional properties could be identified for inclusion or reducing of number of cleaners required due to changes in requirement of service etc.

6.3. Specification

Here below are the detailed cleaning contractor duties and responsibilities.

- a) Successful Service Provider will be requested to within the first 7 days of the award submit a work plan for each location that they are awarded to in line with the specification below
- b) Work schedules should be posted monthly within the first 7 days of each month on all cleaning areas, office doors and ablution facilities and should be signed after the duty has been carried out by the both the cleaner and supervisor.
- c) ECDC will work strictly according to the work schedule and if tasks indicated on the work schedule are not performed in accordance will constitute a breach in the contract and may attract penalties.
- d) Cleaners on leave should be replaced with temporary cleaners for the duration of leave or sick leave.

Specification Table 1

<u>Responsibility / Function</u>		<u>Frequency</u>	<u>Indicate if Bidder Comply or Not Comply</u>
<u>General responsibilities</u>	In pursuance of this contract, the Contractor will be governed by the detailed conditions in terms of the NCCA regulations. The conditions are applicable to all cleaning personnel and equipment employed in respect of this contract, and pertains to: ✓ Duties to be Performed ✓ Equipment Requirements ✓ Cleaning and Gardening ✓ Material Requirements ✓ Administration and Reporting Requirements	Duration of the contract	
	Except where otherwise specified, the Service Provider shall provide Cleaning Material that are SABS approved and ALL Labour, Consumables, Cleaning Equipment, Tools, Rubbish Removal Services, Hose Pipes, and equipment of every description required for carrying out and completion of the work included in the contract.	Duration of the contract	
DUTIES TO BE PERFORMED			
Internal cleaning services			
<u>Carpets</u>	✓ Remove spots and stains	As and when required	
	✓ Vacuum – high traffic	At least twice a week	
	✓ Vacuum – low traffic	Once a week	
	✓ Wet cleaning of Carpets with Shampoo- Interim clean and restorative clean	Deep cleaning quarterly and to communicate plan with ECDC As and when necessary	
<u>Ceilings</u>	✓ Dust and wipe air vents	Weekly	

<u>Chairs cloth</u>	✓ Vacuum,	Weekly	
	✓ Spot clean and shampoo	Once per month or as and when required. Deep clean cloth chairs annually	
<u>Chairs vinyl and leather</u>	✓ Dust ✓ Damp wipe with approved SABS multi-surface cleaner	Daily	
<u>Desks – natural, unsealed wood</u>	✓ Dust ✓ Desks - Sealed wood: polish ✓ Desks - Scaled wood/glass/ formica ✓ Dust or sample wipe ✓ Polish	Daily	
<u>Doors</u>	✓ Remove fingermarks on wooden and glass doors ✓ Push plates: dust or damp wipe ✓ Dust and Damp wipe doors and handles on both sides ✓ Spot Clean on an as and when required basis	Twice week	
<u>Dust removal</u>	✓ Remove dust in all areas that needed to be dusted (up to 3m)	Daily	
	✓ Remove dust in all areas needed to be dusted - High dusting (above 3m)	Once a week	
<u>Electrical Equipment</u>	✓ Dust removal ✓ Damp wipe	Daily	
<u>Floors - all floors</u>	✓ Sweep with dust mop sweepers	Daily	
	✓ Damp mop	Daily	
	✓ Scrub with machine and polish	Deep Cleaning: Quarterly and to Communicate Plan with ECDC	
<u>Floors: Hard (ceramic, marble, granite, brick, concrete, etc)</u>	<u>High traffic</u> ✓ Remove dust with mop or disposable cloth sweeper ✓ Damp mop for soilage	✓ Daily ✓ Daily	

	✓ Spray clean or burnish using a mechanized system	✓ Once a week	
	<u>Low Traffic</u> ✓ Remove dust with mop or disposable cloth sweeper ✓ Damp mop for soilage ✓ Spray clean using a mechanized system and machine scrub and dry	✓ Daily ✓ Weekly or when it is required ✓ Monthly	
	<u>General:</u> ✓ Clean strip granite floors ✓ Machine scrub and dry to remove accumulated soil age	Deep Cleaning: Quarterly and to Communicate Plan with ECDC	
<u>Floors: Resilient</u> (vinyl, PVC, sealed wood, linoleum etc) <u>High Traffic</u>	✓ Remove dust with mop or disposable cloth sweeper ✓ Damp mop for soilage ✓ Spray clean or burnish using a mechanized system ✓ Light scrub and apply maintenance coat ✓ Strip clean and reseal	✓ Daily ✓ Once a week ✓ Once a week ✓ Monthly ✓ Deep Cleaning: Quarterly and to Communicate Plan with ECDC	
<u>Floors: Resilient</u> (vinyl, PVC, sealed wood, linoleum etc.) <u>Low Traffic</u>	✓ Low Traffic – remove dust with mop or disposable cloth sweeper ✓ Damp mop for soilage ✓ Spray clean or burnish mechanized system ✓ Light scrub and apply maintenance coat ✓ Strip clean and reseal	✓ Daily ✓ Weekly ✓ Monthly ✓ Monthly ✓ Deep Cleaning: Quarterly and to Communicate	

<u>Glass and Metal Work</u>	✓ Spot clean glass doors ✓ Clean and polish all bright metal fittings	✓ Daily ✓ Daily	
<u>Lift / Elevators</u>	✓ Sweep, damp mop or vacuum ✓ Remove marks from doors ✓ Damp wipe walls ✓ Remove dirt from the mirror	✓ Daily ✓ Daily ✓ Daily ✓ Twice Daily (Once in the morning and once after lunch)	
<u>Mirrors – in Washrooms / Toilets / Lifts</u>	✓ Wet wipe and dry	Daily for Toilets and Twice Daily for Lifts	
<u>Mirrors – ornamental</u>	✓ Use glass cleaner	✓ Daily	
<u>Partitions</u>	✓ Spot clean ✓ Wet wipe washable surfaces ✓ Clean glass with glass cleaner	✓ Daily ✓ Daily ✓ Daily	
<u>Radiators / Aircon</u>	✓ Dust ✓ Damp wipe	✓ Daily ✓ Daily	
<u>Rubbish bins</u>	✓ Empty and damp wipe ✓ Remove stains and disinfect	✓ Twice daily (once in the morning and once after lunch before cleaners leave) ✓ Daily	
<u>Shelves – Empty</u>	✓ Dust ✓ Damp wipe Cleared shelves	✓ Daily ✓ Daily	
<u>Sinks</u>	✓ Clean and sanitise basins	✓ Twice daily and on an as and when required basis	
<u>Skirting</u>	✓ Dust	✓ Daily	

<u>Staircases (internal and external)</u>	✓ Staircases to be litter free ✓ Clean landing, steps and rises ✓ Damp mop for soilage ✓ Walls to be free from graffiti & posters	✓ Hourly monitoring ✓ Daily ✓ Daily ✓ Daily	
<u>Taps</u>	✓ Wet wipe with hard surface cleaner ✓ Remove mineral deposits	✓ Daily and as necessary ✓ Daily and as necessary	
<u>Telephones</u>	✓ Dust ✓ Damp wipe with disinfectants or deodorizers	✓ Daily ✓ Daily	
<u>Toilet Complexes this should be done twice daily, once in the morning and once just after lunch time)</u>	✓ Empty, clean all waste receptacles ✓ Continuously clean and sanitize all bowels, basins and urinals with SABS approved chemical that does not strip material ✓ Damp mop with disinfectant ✓ Spot clean walls and partitions, ✓ Clean door and handles both sides ✓ Mirrors – wet wipe and dry. ✓ Blinds – vertical: remove dust ✓ Window Seals - wet wipe and dry washable surfaces General ✓ Deep cleanse with anti-bacterial disinfectant SABS approved chemical ✓ Lavatories – ensure usability (report faults to office coordinator) ✓ Replenish consumables (ECDC toilet paper, hand/paper towels / urinal toilet blocks) ✓ Remove soilage from bowl and under flush rim with hard surface cleaner and a brush ✓ Remove mineral deposits using sink pump ✓ Wet wash seat and lid, cistern and pipes etc.	✓ Daily ✓ Twice Daily (morning and after lunch) ✓ Daily and when necessary ✓ Daily and when necessary ✓ Daily and when necessary ✓ Daily ✓ Daily ✓ Daily	

	✓ Disinfect all components ✓ Wet wipe doors and walls ✓ Urinals – remove litter ✓ Wet wipe with hard surface cleaner or disinfectant ✓ Wet wipe and dry wipe flushing mechanisms ✓ Mop step or floor at urinal with disinfectant ✓ Remove mineral deposits from gullies and drains ✓ Basins – wet wipe with hard surface cleaner ✓ Remove mineral deposits ✓ Fill liquid soap holders ✓ Fill paper hand towel dispensers ✓ Horizontal Walls and partitions: damp wipe ✓ Walls/Window Seals - Spot clean ✓ Walls / Window Seals - wet wipe and dry washable surfaces		
<u>Walls, glass cladding and Paintwork</u>	✓ Spots clean all low surfaces (finger marks, etc) ✓ Glass cladding +/- 15m above ground level, ✓ Light switches ✓ Keep all walls free of posters ✓ Clean all walls ✓ Clean and polish all bright metal fittings ✓ Feather Dust all artwork and frames etc ✓ Polish or wiping with damp cloth on artwork and frames	✓ Daily spot cleaning and monthly thorough cleaning ✓ Daily spot cleaning and monthly thorough cleaning ✓ Daily Spot Cleaning ✓ Daily Spot Cleaning ✓ Daily spot cleaning and deep cleaning once a quarter ✓ Daily ✓ Daily ✓ Daily	

<u>Window Cleaning – accessible Windows up to 2m</u> All floors interior and exterior, ground floor entrance door interior and exterior and passage windows	✓ Clean inaccessible interior faces of all windows except for reception and boardrooms which must be cleaned daily ✓ Clean accessible exterior faces of all windows except for reception and boardrooms which must be cleaned daily ✓ Clean both faces of partition glass ✓ Clean window seals	✓ Quarterly ✓ Quarterly ✓ Monthly ✓ Daily	
<u>Window Cleaning – accessible Windows above 2m</u> A floors interior and exterior, ground floor entrance door interior and exterior and passage windows	Service Provider is to indicate below and at the pricing schedule the type of equipment they will use to clean all windows that are above 2m (working from heights) Note: Service provider will apply the solution and equipment selected when cleaning windows above 2m during the contract and will be monitored. Where service providers have selected a low-cost option for pricing but during implementation, they are unable to use the lower cost option, the service provider will not be allowed to pass on the cost thereof. Where service providers have selected the higher cost option for pricing but during implementation, they are unable to use the higher cost option, the service provider will have to adjust the rate accordingly. ✓ Clean inaccessible interior faces of all windows except for reception areas that can be reached with ladder which is daily	✓ As and when required and to be communicated by ECDC	

	Equipment to be used working on heights for cleaning of windows: ✓ Clean inaccessible exterior faces of all windows: Equipment to be used working on heights for cleaning of windows: ✓ Clean all window seals Equipment to be used working on heights for cleaning of windows: 	✓ As and when required and to be communicated by ECDC ✓ As and when required and to be communicated by ECDC	
<u>Cleaning of the blinds</u>	Dust cleaning of the blinds	✓ Weekly ✓ Deep cleaning Quarterly	
<u>Kitchen Services</u>	✓ Make tea / coffee & offer drinking water at specified times to all as allocated. ✓ Offer tea services to meeting participants within specified areas. ✓ Microwave ovens / Stoves - wet wipe hot plates with hard surface cleaner ✓ Use caustic aerosol spray on oven surfaces monthly. ✓ Wet wipe and rinse inside surfaces of microwaves ✓ Refrigerators - Damp wipe top, doors and sides ✓ Refrigerators - Damp wipe inside the fridge ✓ Refrigerators - defrost (as required) ✓ Wash dishes, dry and pack away / return to owner ✓ Empty and clean all waste receptacles ✓ Clean floors, Sweep, damp mop or vacuum ✓ Clean counters	✓ as and when required ✓ as and when required ✓ Daily ✓ Monthly ✓ Daily ✓ Daily ✓ Weekly ✓ As and when required ✓ Twice Daily ✓ Daily ✓ Daily ✓ Daily	

	✓ Walls ✓ External and Internal Cupboards ✓ Other kitchen equipment ✓ Remove marks from doors	✓ Twice Daily and when required ✓ Spot Clean and as and when required ✓ Monthly ✓ Daily or as and when required ✓ Daily or as and when required	
<u>External Cleaning</u>			
<u>Floors: Hard (ceramic, marble, granite, brick, concrete, etc) - High Traffic</u>	✓ Remove dust with mop or disposable cloth sweeper ✓ Damp mop for soilage ✓ Polish or shine or Spray clean or burnish using a mechanized system in Entrance Foyers ✓ Machine scrub and dry to remove accumulated soil age ✓ Corridors / Passages, ✓ Clean and Polish where applicable Fire Escape and Verandas/Balcony ✓ ECDC Head Office KuGompo Balcony at 4th floor	✓ Daily ✓ Daily ✓ Monthly ✓ Deep Cleaning Quarterly or as and when required (once per quarter) ✓ Deep Cleaning Quarterly or as and when required (once per quarter) ✓ Monthly ✓ Daily	
<u>Staircases</u>	✓ Staircases to be litter free ✓ Clean landing, steps and rises ✓ Damp mop for soilage ✓ Walls to be free from graffiti and posters ✓ Polish or shine or Spray clean or burnish using a mechanized system in Entrance Foyers ✓ Machine scrub and dry to remove accumulated soil age	✓ Daily ✓ Daily and when required ✓ Daily ✓ Daily ✓ Monthly ✓ Daily	

<u>Waste Disposal</u>	✓ Rubbish bins empty to designated area, rinse and wipe ✓ Remove stains and disinfect ✓ Remove all waste to agreed areas	✓ Daily ✓ Daily ✓ Daily	
<u>Parking Areas /Pavements</u>	✓ All paved areas to be kept clean and free of human waste at all times ✓ Weed Treatment ✓ Trash gathering ✓ Cleaning of all parking areas Exclude Head Office, Butterworth, Craft Shop, InvestSA One Stop Shop	✓ Daily ✓ As and when required when there is a need for weed treatment ✓ Daily ✓ Daily	
<u>Gardening services</u>	ECDC Mthatha Regional Office ECDC Komani Satellite Office ECDC Zwelitsha Complex	Monthly or as and when	
<u>Deep Cleaning of Premises</u>	To be conducted Quarterly over the contract period at the request of the Employer.		
<u>Refuse Removal</u>	✓ All refuse, including garden debris, tins and paper to be removed at a municipal collection point ✓ Remove rubbish from waste collection point to municipal dump site if not collected by the Municipality	When Necessary	
<u>Equipment Maintenance</u>	✓ Equipment is to be serviced at regular intervals and proof of such maintenance be included in a monthly report provided to ECDC (see below)	✓ Regular intervals	

<u>Biometric Entrance</u>	✓ Regular cleaning of Biometric Entrance	✓ Daily	
<u>Washing of Cloth Chairs</u>	Deep Cleaning of Chairs Number of chairs per location Head Office KuGompo City.....324 InvestSA One Stop Shop.....205 Zwelitsha Office.....09 Craft Shop.....05 Mdantsane Mall.....3 Komani Office.....30 Mthatha Office.....125	Once a year ECDC will communicate the number of chairs to be cleaned prior the Deep Cleaning of chairs	

EQUIPMENT REQUIREMENTS

The following Cleaning Equipment is to be provided: a) Vacuum cleaners– low noise type b) Industrial scrubbing machines (as and when required for deep cleaning) c) Janitorial trolleys d) Soft and hard brooms e) Dustpans f) Dusters g) Safety warning signs h) Toilet Cleaning Brushes i) Sink Unblocking Tools j) Fit for purpose cleaning equipment/utensils/material. Bidder is required to replenish fit for purpose equipment/utensils/material. k) Window cleaning equipment includes: • Protective clothing • Safety harnesses and headgear • Step ladders	a) Daily b) As and when required for deep cleaning c) Daily and in good condition d) Daily and in good condition e) Daily and in good condition f) Daily and in good condition g) Daily and in good condition h) Daily and in good condition i) Daily and in good condition j) Daily and in good condition k) As required, see above specifications		
--	--	--	--

- Window cleaning equipment/plant to be used for cleaning windows above 2m - Bidder to specify what equipment/plant they are going to use for windows above 2m 			
--	--	-------	--

CLEANING EQUIPMENT

a) All cleaning equipment must be maintained in good working condition and services regularly and should carry SABS mark of performance standard approval
ECDC reserve the right to conduct inspection of equipment anytime during the contract period

b) The following are STANDARDS recognised by NCCA in relation to equipment and will be applicable to this contract.

- ✓ All products shall be “fit for purpose”
- ✓ In the case of electrically operated equipment, products shall comply with the following applicable SABS standard and should be maintained regularly
 - Vacuum Cleaners and Water Suction Cleaning Appliances: **SABS IEC 335-2-2.**
 - Floor Treatment and Wet Scrubbing Machines: **SABS IEC 335-2-10.**
 - General Purpose Cleaning Appliances: **SABS IEC 335-2-54.**
 - Wet and Dry Vacuum Cleaners including power brush for industrial and Commercial
 - Floor Treatment and Floor Cleaning Machines for industrial and commercial use: **SABS IEC 335-2-67.**
 - Spray Extraction Appliances for industrial and commercial use: **SABS IEC 335-2-68.**

Note: Written proof of compliance with the above specification will always be requested. If it can be demonstrated that the bidder is in the process of obtaining such compliance, this will also be accepted and monitored for progress.

CLEANING MATERIAL REQUIREMENTS

The following Cleaning Material is to be provided by the supplier and should be available for the duration of the contract:

1. Toilet paper packs supplied as per demand of the office per months; of good quality double ply.
2. Furniture Polish
3. Floor Washer
4. Floor Polish
5. Window Cleaner
6. Toilet Cleaner
7. Toilet brush
8. Toilet seat wet wipes
9. Handwash
10. Paper Towels
11. Air freshener
12. Deodorant blocks for toilets
13. Urinals deodorant for male toilets
14. Dishwashing liquid
15. Kitchen Cleaner / Disinfectant
16. Kitchen Cleaning materials (sponges, dish cloths etc.)

17. Scrubbing scourers;
18. Personal protective equipment (e.g. gloves, dust masks);
19. Disinfected cleaning liquid for all toilets; (All toilet)
20. Plastic bags for dustbins in the kitchens and for office waste and gardening

NB: All cleaning materials must be SABS approved and will be billed as per used quantities per month register of stock to be kept and monitored by both Contractor and ECDC officials

The contractor must supply all equipment and cleaning material of good and acceptable quality for the rendering of the service. Cleaning material should include the following, but is not limited to the items mentioned

✓ **ALL CLEANING MATERIAL MUST BE SABS APPROVED AND A SAFETY DATA SHEET MUST BE PROVIDED.**

✓ **UNACCEPTABLE CLEANING AGENTS**

No equipment, utensils or agents that may cause damage to persons, the buildings, fittings, or contents shall be used. The Department has the right to reject any such equipment, utensils or agents at their cost

ADMINISTRATION AND REPORTING REQUIREMENTS

Work Plan

The service provider must submit a detailed workplan on the **seven days** after the award of the project, same **must be updated monthly** thereafter. The workplan should detail exactly how the project will be carried out per location and area of work taking into consideration the scope of the work.

Demonstrate a daily inspection process flow for all workstations in projecting accountability.

The work plan must address as per scope of work the following but not limited to:

- ✓ Daily activities
- ✓ Weekly activities (to be in every door of office area/reception/boardroom etc. and are to be signed weekly by the cleaner and their supervisor)
- ✓ Monthly activities
- ✓ Bi- monthly activities
- ✓ Quarterly activities
- ✓ Monitoring of the activities

Monthly Report

- ✓ The service provider shall provide the Employer with a detailed monthly report relating to the Cleaning Services in a format to be agreed between the parties, within **7 (seven) days** of the last day of the month to which the report relates.
- ✓ The Monthly reports should include weekly checklist of Supervisor

Monthly

.....

<u>Attendance Register</u>	✓ An attendance register and cleaning roster is to be kept by the Cleaning Contractor ✓ ECDC will also monitor attendance and cleaning services provided	Daily	
<u>Checklist</u>	✓ Demonstration of checklist for every duty station.		

UNIFORM, OVERALL AND PROTECTIVE CLOTHING

- a) The bidder must supply in serviceable condition, free of charge, any uniform, overall, safety boots and other protective clothing,
- b) Such uniform, overall, gumboots or other protective clothing shall remain the property of the employer.
- c) Every worker must be clothed in full uniform, depicting the name of the company and name tag for each employee

6.4. RECTIFICATION OF DAMAGES

In the case of damages to carpets, furniture, equipment, etc. resulting from the rendering of the service, the contractor undertakes to rectify the damage immediately to the satisfaction of the State. If the contractor fails to act immediately after notification, the State will rectify the damage at will and the costs thereof will be recovered from any moneys due to the contractor.

6.5. DAMAGE COMPENSATION

The contractor will be held responsible for any damage or thefts that may be caused, to the premises or contents, by him or his employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the State against the contractor

6.6. ROUTINE ACTIVITIES IN OFFICES

Cleaning work should under no circumstances disrupt the routine activities of ECDC.

6.7. WORKMANSHIP AND MATERIAL

All work must be of a high standard and executed to the satisfaction of the Department. All material, viz. chemicals, etc. must be of good and acceptable quality.

6.8. Incidental services

- 6.8.1. The bidder may be required to provide any or all of the following services, including additional services, if any, specified in the SLA

6.8.1.1. **Removal of refuse if not collected by municipality.** (Refuse Removal Vehicle (s) (Provide number plates if you own)

6.8.1.2. **Provision of extra staff for limited periods.**

6.8.1.3. **To perform ad hoc cleaning and gardening services to areas otherwise not mentioned in the Terms of Reference by way of formal written request.**

- 6.8.2. Prices charged by the bidder 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 bidder for similar services.

6.9. Project Implementation Plan

The interested Bidders must submit the Project Implementation Plan with the Bid and it will be agreed and finalised at contract stage

- Number of cleaners assigned for the service
 - a. How duties will be carried out, managed and monitored in terms of performance of worker
 - b. Control procedures and mechanisms to monitor the contract
 - c. Contingency plan detailing how to manage absence due to strike and leave
 - d. Provision of Equipment list
 - e. Cleaning material supplies
 - f. Provision of Cleaning Material Safety Data Sheet (MSDS)

6.10. Required Capacity, Qualifications, Experience, Mandatory Requirements for Provision of a Safe Environment, Technical Resource Compliance to Specification & Track Record

Bidding entities and service providers must be able to demonstrate the following in their proposal:

6.11. Capacity - Bidders must demonstrate that:

- 6.11.1 It has adequate human resources and personnel to dedicate to the needs of the project. The Service Provider is to have at a minimum a Supervisor and a Project Manager and the required number of cleaners to carry out the services
- 6.11.2 Its Service Provider should have adequate financial stability to sustain itself over 30 days until the payment of invoices.

6.12. Qualifications - Bidders must demonstrate that:

- 6.12.1. The managers / team members assigned to this Bid have necessary or related qualifications in:
- 6.12.1.1. Operations Manager/ Supervisor to have the following qualification
- ✓ Matric Certificate or equivalent/ Grade 12/ Abet Level 3 or equivalent or higher
- Submit Certified copies of qualifications as proof.**

6.13. Mandatory Requirements for Provision of a Safe Environment

- 6.13.1. The bidder must be able to provide a SHE (Safety, Health and Environmental) Plan
- 6.13.2. Provide proof of Public Liability Insurance or the intention to obtain same (quotation) and confirmation upon receipt thereof.

6.14. Technical Resources (Proof of Equipment on Hand)

- 6.14.1. List of equipment (Tools of Trade) to adequately perform duties as listed in the scope of work.
- 6.14.2. The Service Provider must ensure that the status of all equipment is constantly monitored, and maintenance carried out so that all equipment is always in operational condition (A copy of Proof of the entities check list to be provided)
- 6.14.3. Proof of Registration with Workmen's Compensation Fund
- 6.14.4. Proof of UIF registration

6.15. Compliance to Specification

- 6.15.1. Bidders must be able to perform the task at hand and must indicate on the bid document that they comply with the specification with Comply or Not Comply.

6.16. Experience & Track Records - Bidders must demonstrate that:

- 6.16.1. It has a minimum of 0 to 5 years' previous experience in the field to which this Bid relates demonstrated by the experience of the Operations Manager and Supervisor.
- 6.16.2. It has a good to excellent track record - demonstrated by the two-performance review submitted by previous client. Service Provider to submit client list with contactable reference.

CONDITIONS SPECIFIC TO THIS BID

7. RESPONSIBILITIES AND DUTIES

Notwithstanding the fact that a description of the services has been provided above, ECDC shall be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.

The service provider shall always faithfully and timeously carry out and perform the Services and shall use its best endeavours to properly conduct, improve, extend and develop the business of ECDC in the provisioning of the services. The Services shall as part of his duties, attend such meetings as may be required by ECDC from time to time and submit weekly or monthly progress reports on the services as may be required and requested by ECDC.

8. OBLIGATION TO PERFORM AND SUB-CONTRACTING.

The bidder shall notify ECDC in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the bidder from any liability or obligation under the contract.

The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with ECDC's prior written consent.

9. PERFORMANCE GUARANTEE – (NOT APPLICABLE)

Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to ECDC the performance security of the amount specified above.

The proceeds of the performance security shall be payable to ECDC as compensation for any loss resulting from the bidder's failure to complete his obligations under the contract.

The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to ECDC and shall be in one of the following forms:

A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa, acceptable to ECDC, in the form provided in the bid documents or another form acceptable to ECDC; or

A cashier's or certified cheque

The performance security will be discharged by ECDC and returned to the bidder not later than thirty (30) days following the date of completion of the bidder's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

Notwithstanding the provisions above, the bidder 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.

10. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

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, ECDC 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 ECDC or ECDC 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.

11. ECDC FACILITIES

Unless otherwise agreed in writing by ECDC, the Service Provider will work from its own office and provide its own facilities, such as transport, telephone, cell phone, fax and computer facilities to perform the services.

The service provider may use certain facilities made available by ECDC to assist in performing the services, including but not limited to computer facilities, telephone and fax facilities and stationery. In this regard the service provider agrees to:

Abide by the health, safety and security measures as prescribed by ECDC from time to time;
To use such accommodation and facilities entirely at his own risk and ECDC shall not be liable for any loss or damage whatsoever and howsoever caused arising out of or in connection with the use of these items, other than loss or damage caused because of ECDC's own wilful misconduct.

12. FORCE MAJEURE

If a force majeure situation arises, the bidder shall promptly notify ECDC in writing of such condition and the case thereof. Unless otherwise directed by ECDC in writing, the bidder 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.

13. SPARE PARTS (NOT APPLICABLE)

The bidder may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the bidder:

Such spare parts as ECDC may elect to purchase from the bidder, provided that this election shall not relieve the bidder of any warranty obligations under the contract; and In the event of termination of production of the spare parts:

Advance notification to ECDC of the pending termination, in sufficient time to permit ECDC to procure needed requirements; and

Following such termination, furnishing at no cost to ECDC, the blueprints, drawings, and specifications of the spare parts, if requested.

14. INSURANCE

The Service Provider shall provide **Public Liability Insurance** to cover in the instance of any injuries as a result of cleaning services being provided.

15. RESPONSIBILITY TO PERFORM.

Delivery of the goods and performance of services shall be made by the bidder in accordance with the time schedule prescribed by ECDC in the contract.

If at any time during performance of the contract, the bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the bidder shall promptly notify ECDC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the bidder's notice, ECDC shall evaluate the situation and may at his discretion extend the bidder'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.

ECDC reserves the right to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the bidder's point of supply is not situated at or near the place where the supplies are required, or the bidder's services are not readily available.

A delay by the bidder in the performance of its delivery obligations may render the bidder liable to the imposition of penalties, unless an extension of time is agreed upon without the application of penalties.

ECDC 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.

ECDC may also consider termination of the contract.

Whereas the Government Procurement General Conditions of Contract July 2010 will be applicable for this RFQ, ECDC would like to emphasise the following clauses in the GCC.

DELAYS IN THE SUPPLIER'S PERFORMANCE

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.

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.

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 (penalties will equate to the amount ECDC's suffered due to delays caused by supplier), pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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.

TERMINATION FOR DEFAULT

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.

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.

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.

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.

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.

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.

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.

BREACH AND PENALTY

In the event of one or other party breaching this Agreement or failing to perform any of the terms conditions thereof and remaining in default notwithstanding written notice to comply within fourteen (14) days, calculated from the date of delivery of the notice, then and in that event, the party complaining of the breach or non-performance shall be entitled to cancel the Agreement without prejudice to any other rights in terms hereof to recover damages arising from the breach.

16. DURATION OF THE CONTRACT

The duration of the contract period is anticipated to be **3 years**. ECDC will not be liable to pay for any cost because of a shortened contract period.

It is anticipated that the appointment will be made during **October 2026**, and the service provider will be expected to commence with duties after the Service Level Agreement has been signed.

The successful Bidder shall be required to complete and submit the signed and duly completed Services Level Agreement.

Upon any delay beyond the delivery period in the case of a supplies contract, ECDC shall, without cancelling 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 bidder'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 bidder.

17. PAYMENTS AND TAX

- 17.1. Payments shall only be made in accordance with the fees as quoted in this documentation. Prices charged by the bidder for goods delivered and services performed under the contract shall not vary from the prices quoted by the bidder in this bid, except for any price adjustments authorized at ECDC's request for bid validity extension.
- 17.2. Payments shall only be made in accordance with the fees as quoted in this documentation. Prices charged by the bidder for goods delivered and services performed under the contract shall not vary from the prices quoted by the bidder in this bid/RFQ, except for any price adjustments authorized at ECDC's request for bid validity extension.
- 17.3. ECDC will re-imburse the service provider for expenses and disbursements incurred subject to the submission of satisfactory proof that such expenses and disbursements have been incurred and subject to it being within the budget as indicated in this documentation.
- 17.4. The service provider shall from time to time during this contract duration furnish ECDC with a VAT compliant tax invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. Each invoice must be accompanied by a detailed timesheet and expense claim forms substantiating the amount claimed.
- 17.5. Payments shall be made promptly by ECDC in Rand, but in no case later than thirty (30) days after submission of a VAT compliant tax invoice and supporting documentation by the service provider if the services have been properly executed as agreed. **Successful Bidder is to ensure that they have sufficient funds to remunerate their workers on time as ECDC has a 30-day payment period for the services rendered. There will be no upfront payment for services.**
- 17.6. The service provider shall retain all proof of expenditure and maintain such accounts and records as are reasonably necessary, claimed above, should ECDC require an audit to substantiate that expenditure and allows ECDC's own personnel or an independent auditor access to those records.
- 17.7. Should the above audit reveal that ECDC has been overcharged, the Service Provider will re-imburse the ECDC the amount overcharged within 30 days inclusive of interest calculated at prime plus 2% per annum.
- 17.8. A foreign bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Republic of South Africa.
- 17.9. A local bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to ECDC.

18. VALUE ADDED TAXATION (VAT)

- 18.1. **Prices quoted by VAT Vendors MUST be inclusive of VAT** and as such any price charged by the vendor in respect of any taxable supply of goods or services shall for the purposes of the VAT Act Section 64(1) be deemed to include any tax payable in terms of section 7(1) (a) in respect of such supply, whether or not the vendor has included tax in quote/bid price
- 18.2. In all instances where bidders (including VAT Vendors) have excluded VAT from the prices quoted, such prices must be evaluated excluding VAT and if the bidder is successful, the letter of award of contract will state that the price at which the contract is awarded is exclusive of VAT and the VAT will not be added on at any stage. The successful bidder will have to absorb the adverse financial implications of not including VAT in the price quoted.
- 18.3. Prices quoted by non-VAT Vendors MUST NOT include VAT. However non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover to be above the threshold of R1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Services (SARS) as VAT Vendors. The award of such a contract would be conditional pending the successful Bidder submits proof of registration as a VAT Vendor with SARS
- 18.4. If a non-VAT vendor becomes liable for VAT after being awarded the contract, they must inform ECDC and apply for VAT registration immediately.
- 18.5. Foreign bidders must comply with all applicable South African tax laws, including VAT registration if required.
- 18.6. ECDC will evaluate and approve all claims submitted by the service provider

SECTION D**ANNEXURE A: SUPPLIER INFORMATION**

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non-responsive.

Legal Name of Bidder: (Same as CSD)	
Trading Name of Bidder: (Same as CSD)	
Registration Number (Same as CSD)	
Physical Address	
Postal Address	
Contact Person	
Title/Position in the Firm	
Mobile Number	
Bidder Telephone Number	
Facsimile Number	
Email Address of Contact Person	
Email Address of Bidder	
VAT Registration Number (Same as CSD)	
Central Supplier Database Number	MAAA
Does the Bidder have a valid PSIRA Certificate.	☐ Yes ☐ No (If Yes enclose Proof or provide PSIRA Number hereunder)

Are the Accredited Representative in South Africa for the Goods /Services/Works Offered?	☐ Yes ☐ No (If Yes enclose Proof)	Are you a foreign based supplier for the Goods/Services/Works Offered?	☐ Yes ☐ No (If yes, answer the questionnaire Below)
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
Is the Entity a resident of the Republic of South Africa (RSA)		☐ Yes ☐ No	
Does the Entity have a branch in the RSA?		☐ Yes ☐ No	
Does the Entity have a permanent establishment in the RSA?		☐ Yes ☐ No	
Does the Entity have any source of income in the RSA		☐ Yes ☐ No	
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 (SARS) and if not register			
<u>VERY IMPORTANT</u>			
<u>Directors/Employees in the Service of State</u>			
Bids from persons in the service of the state, or companies with directors who are persons in the service of the state, will not be considered doing business due to the following:			
1. Regulation 13(c) of the Public Service Regulations, 2016 provides that an employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act.			
2. The regulation further, prohibit an employee from registering on the National Treasury Central Supplier Database (CSD) as an individual, owner of a company or director of a public or private company unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act.			

SERVICE PROVIDER ACKNOWLEDGEMENT OF REQUEST AND TERMS AND CONDITIONS:

I..... (NAME) HEREBY ACCEPT THE TERMS OF THIS BID AND
ACKNOWLEDGE

**THAT I AM APPROPRIATELY DELEGATED TO RESPOND ON BEHALF OF (ATTACH DELEGATION OF
 AUTHORITY)**

.....
(NAME OF BIDDER).

Print Name

Date

 Designation

 Signature

Annexure B: SCHEDULE OF EQUIPMENT AND VEHICLES AVAILABLE TO PERFORM WORK

1. Equipment Declaration Form

Description of Equipment	Quantity Available for this project	Availability Yes/No	Condition
Vacuum cleaners– low noise type	3		
a) Industrial scrubbing machines (as and when required for deep cleaning)			
b) Janitorial trolleys	One per Cleaner		
c) Soft and hard brooms	One per Cleaner		
d) Dustpans	One per Cleaner		
e) Dusters	One per Cleaner		
f) Safety warning signs	One per Cleaner		
g) Toilet Cleaning Brushes	One per Cleaner		
h) Sink Unblocking Tools	One per Cleaner		
i) Window cleaning equipment including: • Protective clothing • Equipment for window cleaning below 2m • Equipment for window cleaning above 2m (Bidder to list below the equipment to be used for window cleaning above 2m 	As required for window cleaning team		

..... • Step ladders (As and when required for deep cleaning)			
j) Window Cleaning equipment for windows above 2 m Bidder to indicate below Plant and Equipment will the bidder use to clean inaccessible windows (above 2m to highest floor) 	As required for window cleaning inaccessible windows		
k) Vehicle for Refuse Disposal (To be used on Incidental Services			
l)			

NB: All cleaning equipment, must be in good working condition and should carry SABS mark of performance standard approval

All products shall be “fit for purpose”

- In the case of electrically operated equipment, products shall comply with the following applicable SABS standard:

* Vacuum Cleaners and Water Suction Cleaning Appliances: **SABS IEC 335-2-2.**

* Floor Treatment and Wet Scrubbing Machines: **SABS IEC 335-2-10.**

* General Purpose Cleaning Appliances: **SABS IEC 335-2-54.**

* Wet and Dry Vacuum Cleaners including power brush for industrial and commercial

* Floor Treatment and Floor Cleaning Machines for industrial and commercial use: **SABS IEC 335-2-67.**

* Spray Extraction Appliances for industrial and commercial use: **SABS IEC 335-2-68.**

Note: Written proof of compliance with the above specification will always be requested. If it can be demonstrated that the bidder is in the process of obtaining such compliance, this will also be accepted and monitored for progress.

I..... being the delegated person of the Bidder (attach delegation form) declare that the information provided is on the Equipment is correct .

False Declaration will lead to the Service Provider to be Disqualified and reported to Treasury

SIGNATURE by Delegated Authority		DATE	
---	--	-------------	--

Annexure C: Human Resource Capacity				
1	How many full-time Cleaners will be involved in this project?			
2	Provide the names of the Operations Manager / Supervisor that will be allocated to this projects and what will they be responsible for?			
	Name of staff member	Role and Responsibility	Qualification Bidder to Submit proof of certificates (certified)	Years of Experience as a Operations Manager and/or Supervisor in similar works
		Operations Manager		
		Account Manager		
3. Comments:				

SIGNATURE of the DELEGATED AUTHORITY (Attach Delegation of Authority)		DATE	
--	--	-------------	--

Annexure D: Form of Offer and Acceptance Offer – CLUSTER 1

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non-responsive.

The Employer, identified in the acceptance signature block, has solicited offers to enter a contract for the procurement of Eastern Cape Development Corporation

Failure on the part of a bidder to fill in as required, sign this form and submit a letter of authority of the signatory will lead to the Bid being disqualified.

Project: PROVISION OF CLEANING SERVICES TO ECDC VARIOUS OFFICE/COMMERCIAL PREMISES FOR A PERIOD OF THIRTY-SIX (36) MONTHS – CLUSTER 1

Bid No: ECDC/ELN/424/042026

- ✓ **Mdantsane Mall**
- ✓ **Zwelitsha Office**
- ✓ **ECDC Head Office kuGompo**
- ✓ **InvestSA One Stop Shop**
- ✓ **Craft Shop**

The tenderer, identified in the offer signature block, has examined the documents listed and requested in this Quotation and all returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions identified in this Quotation.

The offered price for professional Services, inclusive of value added tax carried forward from **Pricing Schedule (Summary Page)**

R (in figures)

.....
.....

Rand (in words)

Note:

- Where there is a discrepancy between the amount in words and the numerical amount, the amount in words will prevail.
- Where there is a discrepancy between the form of offer and the pricing schedule, the form of offer will prevail.
- Where there is an arithmetical error on the pricing schedule, the total on the form of offer will prevail.
- Prices to be fixed and firm for the duration of contract and should include any exchange rate fluctuations

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender

data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.		
THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)		
Company or close corporation: And: whose registration number is: And: whose income tax reference number is: 		
Trading under the name and style of: 		
AND WHO IS: Represented herein, and who is duly authorized to do so, by: Mr/Mrs/Ms: In his/her capacity as: 	Note: A resolution/power of attorney, signed by all the directors/ members/ partners of the legal entity must accompany this offer, authorizing the representative to make this offer.	
SIGNED FOR THE TENDERER:		
Name of Representative	Signature	Date
SIGNED BY WITNESS:		
Name of Representative	Signature	Date
The tenderer elects as its <i>domicilliumcitandi et executandi</i> in the Republic of South Africa, where any and all legal notices may be served, as (physical address)		

.....

Other contact details of the tenderer are:

Telephone no

.....

Cellular phone no

.....

Fax no

.....

Postal address

.....

Banker

.....

Branch

.....

Annexure D: Form of Offer and Acceptance Offer – CLUSTER 2

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non-responsive.

The Employer, identified in the acceptance signature block, has solicited offers to enter a contract for the procurement of Eastern Cape Development Corporation

Failure on the part of a bidder to fill in as required, sign this form and submit a letter of authority of the signatory will lead to the Bid being disqualified.

Project: PROVISION OF CLEANING SERVICES TO ECDC VARIOUS OFFICE/COMMERCIAL PREMISES FOR A PERIOD OF THIRTY-SIX (36) MONTHS – CLUSTER 2

Bid No: ECDC/ELN/424/042026

- ✓ **Mthatha Office**
- ✓ **Komani Office**

The tenderer, identified in the offer signature block, has examined the documents listed and requested in this Quotation and all returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions identified in this Quotation.

The offered price for professional Services, inclusive of value added tax carried forward from **Pricing Schedule (Summary Page)**

R (in figures)

.....
.....

Rand (in words)

Note:

- Where there is a discrepancy between the amount in words and the numerical amount, the amount in words will prevail.
- Where there is a discrepancy between the form of offer and the pricing schedule, the form of offer will prevail.
- Where there is an arithmetical error on the pricing schedule, the total on the form of offer will prevail.
- Prices to be fixed and firm for the duration of contract and should include any exchange rate fluctuations

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)		
Company or close corporation: And: whose registration number is: And: whose income tax reference number is:		
Trading under the name and style of:		
AND WHO IS: Represented herein, and who is duly authorized to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A resolution/power of attorney, signed by all the directors/ members/ partners of the legal entity must accompany this offer, authorizing the representative to make this offer.	
SIGNED FOR THE TENDERER:		
Name of Representative	Signature	Date
SIGNED BY WITNESS:		
Name of Representative	Signature	Date
The tenderer elects as its <i>domicilliumcitandi et executandi</i> in the Republic of South Africa, where any and all legal notices may be served, as (physical address) Other contact details of the tenderer are:		

Telephone no	
Cellular phone no	
Fax no	
Postal address	
Banker	
Branch	

ACCEPTANCE:

By signing this part of this form of offer and acceptance, ECDC accepts the bidder's offer. Acceptance of the bidder's offer shall form an agreement between the ECDC and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in the contract to be concluded and documents or parts thereof, which may be incorporated by reference into the volumes above

Deviations from and amendments to the documents listed in the bid data and any addenda thereto as listed in the bid schedules as well as any changes to the terms of the offer agreed by the bidder and ECDC during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless agreed by both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the ECDC's Legal Department to arrange documentation to be provided in terms of the conditions of contract identified in the contract. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the bidder within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signed for the ECDC:

Name of representative	Signature	Date

Witnessed by:

Name of witness	Signature	Date

Annexure E: Pricing Schedule for Provision of Services

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being nonresponsive.

Bidders are required to expressly cover their proposed fee/price and disbursement structure based on the activities they propose undertaking to provide the services requested in this Bid

The ECDC reserves the right to negotiate any aspect of the proposed fees/pricing and disbursements with the preferred Bidder and shall not be bound to the fees/pricing and disbursements submitted by any Bidder.

The Bid Fees/Prices must remain valid for a period of 120 days from date of closure of bid.

ECDC reserves the right to request the Bidder's latest audited financial statements in order to ascertain financial stability of the Bidder prior to award of the bid. Failure by the Bidder to provide the latest audited financial statements may invalidate the bid.

KINDLY NOTE THAT A FAILURE TO EXPRESSLY COVER THIS IN YOUR PROPOSAL WILL RESULT IN YOU PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION

Important Note:

Pricing Achedule

- a) **The Service Provider is required to provide costing for this request in accordance with the scope of services.**
- b) **All prices will be fixed and firm for the duration of 1 year and upon anniversary:**
 - **Labour rates will be adjusted inline and accordance with the Sectoral Determination 1: Contract Cleaning Sector**
 - **All other costs will be adjusted by no more than the CPI as determined.**
- c) **Cleaners are required for 8 hours on weekdays (From 07:00 am) for a period of Thirty-Six (36) months except for one (1) cleaner in ECDC Craft shop which will work for 4 hrs per day for three days in a week**
 - **Average working hours for each cleaner per month 173.33 hours**
- d) **The operations manager does not have to be based on each site and may be based at their bidder's office and may manage multiple ECDC sites.**
- e) **ECDC reserves the right to increase or decrease the quantities provided to align with ECDC's strategy, needs and requirements**

Bid Strategy

- a) **ECDC reserves the right to award this bid in whole or in part.**
- b) **ECDC will evaluate in whole and per cluster and reserves the right to award to the highest scoring bidder per cluster or as a whole depending on whether it is cost effective and economically viable for ECDC).**
- c) **As such the Service Provider will not be disqualified where they only bid in one cluster (i.e., submitting a bid to provide cleaning services in Cluster 1 or Cluster 2 only) Provided that they can prove that they will be able to carry out the services in both clusters.**
- (a) **If the bidder has bided for both clusters and they have scored the highest number of points in both clusters, the bidder will be required to prove financial and human resource capability and capacity for servicing both clusters.**

- (b) The bid is subjected to the needs of the corporation and may vary at time to either increase or decrease the number of cleaners needed.**
- (c) The corporation reserves the right to decrease the number of cleaner if there are new strategy or the entity has closed some of the offices operations and the cleaners will no longer be required.**
- (d) The corporation reserve the right to negotiate the price offer, should they be deemed to be above the industry prices or offers.**

SUMMARY OF TOTAL COST CLUSTER 1

ITEM NUMBER	DESCRIPTION	TOTAL FOR YEAR 1
1.	Mdantsane Mall (Cluster 1)	
2.	Zwelitsha Complex (Cluster 1)	
3.	ECDC Head Office (Cluster 1)	
4.	InvestSA One Stop Shop (Cluster 1)	
5.	Craft Shop (Cluster 1)	
	TOTAL FOR THE WHOLE OF THE WORKS (to be taken to the Form of Offer – CLUSTER 1)	

SUMMARY OF TOTAL COST CLUSTER 2

ITEM NUMBER	DESCRIPTION	TOTAL FOR YEAR 1
1.	Mthatha Regional Office (Cluster 2)	
2.	Komani Regional Office (Cluster 2)	
	TOTAL FOR THE WHOLE OF THE WORKS (to be taken to the Form of Offer- CLUSTER 2)	

SIGNATURE OF THE DELEGATED AUTHORITY		DATE	
---	--	-------------	--

ANNEXURE E1:
PRICING SCHEDULE FOR PROVISION OF SERVICES
MDANTSANE MALL [4 CLEANERS REQUIRED] CLUSTER 1

Annexure E1: Pricing Schedule for Provision of Services -

MDANTSANE MALL [4 CLEANERS REQUIRED] Cluster 1

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	4	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month N/A	R.....N/A.....	R.....N/A.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	 %	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment - Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	 %	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1</u> (To be Taken To Summary Page)	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR MDANTSANE MALL

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chairs the number of chairs to be deep cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to utilized(used) to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis the cleaning of inaccessible windows above 2m from the ground	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF MDANSTANE MALL</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis the Deep Cleaning Services	TOTAL LABOUR COST FOR EACH DEEP CLEAN (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF MDANSTANE MALL</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	

RATE COST FOR A CLEANER FOR MDANTSANE MALL (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST</u> (including all cleaning activities as per the specification EXCLUDING the deep cleaning of chairs and cleaning of external windows)	1	R.....	R.....

ANNEXURE E2:
PRICING SCHEDULE FOR PROVISION OF SERVICES
ZWELITSHA COMPLEX [1 X CLEANER REQUIRED]
Cluster 1

Annexure E2: Pricing Schedule for Provision of Services -
ZWELITSHA COMPLEX [1 X CLEANER REQUIRED] Cluster 1

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	1	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month 1	R.....	R.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	%	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment - Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	%	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1</u> (To be Taken To Summary Page)	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR ZWELITSHA COMPLEX

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chair the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF ZWELITSHA COMPLEX</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	TOTAL LABOUR COST FOR EACH DEEP CLEAN (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ZWELITSHA COMPLEX</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....

6) <u>GARDENING SERVICES</u> Gardening Area: 100 M ² Majority of the gardening area is paved and only approx. 2m of the area will require gardening monthly. Rest of the area will require weed cleaning on an as a when required basis	ECDC will communicate on an “as and when required” basis when gardening services are required	RATE PER DAY FOR GARDENING SERVICES	R.....
---	---	--	--------

RATE COST FOR A CLEANER FOR ZWELITSHA COMPLEX (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST (</u> <u>including all cleaning activities as per the specification</u> <u>EXCLUDING the deep cleaning of chairs and</u> <u>cleaning of external windows)</u> <u>Cleaning Workers</u>	1	R.....	R.....

ANNEXURE E3:
PRICING SCHEDULE FOR PROVISION OF SERVICES
ECDC HEAD OFFICE (KuGompo City) [6 X CLEANER
REQUIRED] Cluster 1

Annexure E3: Pricing Schedule for Provision of Services -

ECDC HEAD OFFICE (KuGompo City) [6 X CLEANER REQUIRED] Cluster 1

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	6	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month 15	R.....	R.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	%	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment (excluding machinery for deep cleaning - Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	%	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1 (To be Taken To Summary Page)</u>	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR ECDC HEAD OFFICE (EAST LONDON)

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chair the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF ECDC HEAD OFFICE (KUGOMPO CITY)</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	TOTAL LABOUR COST FOR EACH DEEP CLEAN FOR ECDC HEAD OFFICE (KUGOMPO CITY) (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ECDC HEAD OFFICE (KUGOMPO CITY)</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN ECDC HEAD OFFICE (KUGOMPO CITY) (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....
6) <u>GARDENING SERVICES - N/A</u>	N/A	N/A	R.....N/A.....

RATE COST FOR A CLEANER FOR ECDC HEAD OFFICE (KUGOMPO CITY) (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST (</u> including all cleaning activities as per the specification <u>EXCLUDING</u> the deep cleaning of chairs and cleaning of external windows) <u>Cleaning Workers</u>	1	R.....	R.....

ANNEXURE E4:
PRICING SCHEDULE FOR PROVISION OF SERVICES
INVESTSA ONE STOP SHOP (KUGOMPO CITY)
[2 X CLEANER REQUIRED] Cluster 1

Annexure E4: Pricing Schedule for Provision of Services -

INVESTSA ONE STOP SHOP (KUGOMPO CITY) [2 X CLEANER REQUIRED] Cluster 1

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	2	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month 2	R.....	R.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	%	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment but excluding machinery for deep cleaning Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	%	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1 (To be Taken To Summary Page)</u>	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR INVESTSA ONE STOP SHOP

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chair the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF INVESTSA ONE STOP SHOP</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	TOTAL LABOUR COST FOR EACH DEEP CLEAN FOR INVESTSA ONE STOP SHOP (KUGOMPO CITY) (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ECDC INVESTSA ONE STOP SHOP</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN INVESTSA ONE STOP SHOP (KUGOMPO CITY) (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....

6) <u>GARDENING SERVICES - N/A</u>	N/A	N/A	R.....N/A.....
---	-----	-----	----------------

RATE COST FOR A CLEANER FOR INVESTSA ONE STOP SHOP (KUGOMPO CITY) (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST</u> (including all cleaning activities as per the specification EXCLUDING the deep cleaning of chairs and cleaning of external windows)	1	R.....	R.....

ANNEXURE E5:
PRICING SCHEDULE FOR PROVISION OF SERVICES
ECDC CRAFT SHOP (KUGOMPO CITY)
[1 X CLEANER REQUIRED] Cluster 1

Annexure E5: Pricing Schedule for Provision of Services -

ECDC CRAFT SHOP (KUGOMPO CITY) [1 X CLEANER REQUIRED] Cluster 1

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m - Cleaning Services are required for 4hrs a day , 3 times a week	1	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month N/A	R.....NA/.....	R.....N/A.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	 %	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment but excluding machinery for deep cleaning Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	 %	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution		R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1 (To be Taken To Summary Page)</u>	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR ECDC CRAFT SHOP

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chairs the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF ECDC CRAFT SHOP</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	LABOUR RATE FOR EACH DEEP CLEAN FOR ECDC CRAFT SHOP (KUGOMPO CITY) (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ECDC CRAFT SHOP</u>		CONSUMABLES FOR EACH DEEP CLEAN ECDC CRAFT SHOP (KUGOMPO CITY) (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....
6) <u>GARDENING SERVICES - N/A</u>	N/A	N/A	R.....N/A.....

RATE COST FOR A CLEANER FOR ECDC CRAFT SHOP (KUGOMPO CITY) (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST</u> (including all cleaning activities as per the specification EXCLUDING the deep cleaning of chairs and cleaning of external windows)	1	R.....	R.....

ANNEXURE E6:
PRICING SCHEDULE FOR PROVISION OF SERVICES
ECDC MTHATHA REGIONAL OFFICE
[2 X CLEANER REQUIRED] Cluster 2

Annexure E6: Pricing Schedule for Provision of Services -

ECDC MTHATHA REGIONAL OFFICE [2 X CLEANER REQUIRED] Cluster 2

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	2	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month 8	R.....	R.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	%	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment but excluding machinery for deep cleaning Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	%	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1)- (To be Taken To Summary Page)</u>	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR ECDC MTHATHA REGIONAL OFFICE

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chair the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF ECDC MTHATHA REGIONAL OFFICE</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	TOTAL LABOUR COST FOR EACH DEEP CLEAN FOR ECDC MTHATHA REGIONAL OFFICE (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ECDC MTHATHA REGIONAL OFFICE</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN ECDC MTHATHA REGIONAL OFFICE (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....

6) <u>GARDENING SERVICES –</u> Gardening Area: 250 M² Gardening Services Required - Grass cutting 250m² - weed treatment on pavement area (1000m²) - Gardening services for flower gardening and shrub area 12m² (inside/outside yard) (Monthly or as and when)	ECDC will communicate on an “as and when required” basis when gardening services are required	RATE PER DAY FOR GARDENING SERVICES	R.....
--	---	--	--------

RATE COST FOR A CLEANER FOR ECDC MTHATHA REGIONAL OFFICE (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST (</u> <u>including all cleaning activities as per the specification</u> <u>EXCLUDING the deep cleaning of chairs and</u> <u>cleaning of external windows)</u>	1	R.....	R.....

ANNEXURE E7:
PRICING SCHEDULE FOR PROVISION OF SERVICES
ECDC KOMANI REGIONAL OFFICE
[1 X CLEANER REQUIRED] Cluster 2

Annexure E7: Pricing Schedule for Provision of Services -

ECDC KOMANI REGIONAL OFFICE [1 X CLEANER REQUIRED] Cluster 2

DESCRIPTION	NUMBER OF CLEANERS	COST PER MONTH	TOTAL (PER YEAR)
1) <u>ON SITE LABOUR COST</u> - This will include Cleaning and Operations Manager - Includes all cleaning services activities as per specification including cleaning of chairs and internal windows and external window below 2m	1	R.....	R.....
2) <u>2PLY TOILET PAPER</u> Toilet paper to be delivered monthly to ECDC Offices	Number of Bales per Month 1	R.....	R.....
3) <u>CONSUMABLES (excluding toilet paper)</u> This can sometimes be expressed as a Percentage of the direct labour cost <u>or</u> as a lump sum cost per month.	 %	R.....	R.....
4) <u>EQUIPMENT FOR CLEANING SERVICES</u> <u>Equipment</u> - For all equipment to be used for the services including deep cleaning equipment but excluding machinery for deep cleaning Either a monthly percentage contribution, <u>or</u> a lump sum direct cost per month.	 %	R.....	R.....

5) <u>OVERHEAD</u> Express as a monthly percentage contribution	%	R.....
6) <u>SUBTOTAL (EXCLUDING VAT)</u>	R.....	
<u>VAT</u>	R.....	
<u>TOTAL TENDER PRICE INCLUDING VAT – YEAR 1 (To be Taken To Summary Page)</u>	R.....	

THE BELOW ITEMS WILL BE RATE BASED ITEM FOR ECDC KOMANI REGIONAL OFFICE

DESCRIPTION		UNIT	RATE
1) <u>DEEP CLEANING OF CHAIRS</u> To be conducted once a year	ECDC will communicate prior deep cleaning of chair the number of cloth chairs to be cleaned	RATE PER CHAIR	R.....
2) <u>CLEANING OF INACCESSABLE WINDOWS (above 2m from ground)</u> To be conducted on a year or as and when required basis Bidder to indicate below what plant and equipment to be used to clean the inaccessible windows 	ECDC will communicate on an "as and when required" basis when the cleaning of inaccessible windows above 2m from the ground is required	RATE PER DAY - A minimum of 85m ² of total window area to be cleaned per day - Approximate number of 55 X1.5 m ² windows -	Labour per day R..... Consumables per day R..... Plant and Equipment and O/H etc per day R.....
3) <u>DEEP CLEANING OF ECDC KOMANI REGIONAL OFFICE</u> - Deep cleaning services activities as per specification - Deep Cleaning to be conducted once a quarter	ECDC will communicate on an "as and when required" basis when Deep Cleaning services are required	TOTAL LABOUR COST FOR EACH DEEP CLEAN FOR ECDC KOMANI REGIONAL OFFICE (whole of the works)	R.....
4) <u>CONSUMABLES FOR DEEP CLEANING OF ECDC KOMANI REGIONAL OFFICE</u>		TOTAL CONSUMABLES COST FOR EACH DEEP CLEAN ECDC KOMANI REGIONAL OFFICE (whole of the works)	R.....
5) <u>MACHINERY FOR DEEP CLEANING</u>		TOTAL MACHINERYCOST FOR EACH DEEP CLEAN (whole of the works)	R.....

6) <u>GARDENING SERVICES –</u> Gardening Area: 250 M² Gardening Area: 100 M² - Grass Cutting for the gardening 100 M² - Paving area for weed killing on an as and when required basis (inside/outside yard) - Monthly or as and when required services)	ECDC will communicate on an “as and when required” basis when gardening services are required	RATE PER DAY FOR GARDENING SERVICES	R.....
--	---	--	--------

RATE COST FOR A CLEANER FOR ECDC KOMANI REGIONAL OFFICE (in the event of an increase/decrease of scope)			
Description	QTY	Cost per Day	Cost per Month
<u>ON SITE CLEANING WORKER LABOUR COST</u> (including all cleaning activities as per the specification EXCLUDING the deep cleaning of chairs and cleaning of external windows)	1	R.....	R.....

Annexure F - (SBD 4): BIDDER'S DISCLOSURE

Note: Mandatory Requirement. Failure to complete and sign this document will result in the bid being non-responsive.

Bidder can attach supporting documents if space provided below is not sufficient for declaration

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

2. Bidder's Declaration

2.1 Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise, employed by the state? Yes ☐ No ☐

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? Yes ☐ No ☐

- 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 ☐

- 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 consortium¹ 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.
- 3.5. 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.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 5 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 05 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

¹ 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.

ANNEXURE G STATEMENT OF CONSENT TO DATA PROCESSING

In terms of the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

1. I, _____ (full names of the **client/applicant**),

Identity number _____ (“the applicant”)

do hereby grant my consent to the Eastern Cape Development Corporation (“the ECDC”) and its appointed processor to process my personal data for the purpose of any or all of the undermentioned actions, being the legitimate reasons for processing and/or using my personal data.

2. I accept that my personal information will only be utilized for the purposes it was collected, that the information will only be retained for as long as is necessary and required by law, and that I have the right to view such information at any time, as well as requested correction or deletion of my personal information held by the ECDC.
3. I am aware that I may withdraw my consent at any time by using the relevant Data Subject Consent Withdrawal Form.
4. I herewith consent to the ECDC official / staff member / employee or agent collecting and having access to my personal information.
5. I expressly consent to the ECDC official / staff member / employee or agent to collect and process this information for the purpose of **considering my application for funding / leasing / employment alternatively for considering our bid document**.
6. I expressly consent to the ECDC or its official / staff member / employee or agent having access to my personal information contained in my application for lease, employment, funding, my bid document or any other administrative document required by the ECDC for processing.
7. I expressly consent to the ECDC or its official / staff member / employee or agent using my personal information to communicate with me in person / via telephone / email / video call / fax / WhatsApp / any form of social media.
8. I expressly consent that the ECDC or its official / staff member / employee or agent may discuss any of my personal information with any of its officials / staff members / employees or agents that may at any stage of my application be involved in considering same and forward any such information to any ECDC relevant committee or forum.
9. I expressly consent to the ECDC or its official / staff member / employee or agent **handing over any outstanding accounts to debt collection third parties (applicable to properties/development finance and business support unit)**.
10. I expressly consent to the ECDC or its official / staff member / employee or agent handing over my personal information for purposes of verification of my credit profile or record, references or any purpose required in terms of the law.

SIGNATURE of the DELEGATED AUTHORITY		DATE	
---	--	-------------	--

SBD 6.1: Complete in full and sign

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

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

1. GENERAL CONDITIONS

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

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

1.8 Principle applicable for this tender is:

2. The applicable preference point system for this tender is the **80/20** preference point system.

2.1 Points for this tender shall be awarded for:

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

2.2 The maximum points for this tender are allocated as follows:

CRITERIA	APPLICABLE POINTS	DOCUMENTS TO BE SUBMITTED
c) Price	80	
d) Specific Goals		
• Eastern Cape Based Supplier	05	Location of the Bidder will be verified from the following documents: ✓ Bidder's Utility Bill, ✓ Valid lease agreement submitted by the bidder, ✓ Letter from the Ward Councilor (Signed and stamped).
• 51% and above black owned enterprises	10	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship

• 51% women owned enterprises	03	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship)
• 51% youth owned enterprises	02	Ownership document to prove ownership (e.g. CIPC document and Share Certificates where ownership is different from directorship)
Total points for Price and SPECIFIC GOALS	100	

2.3 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.

2.4 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 regarding preferences, in any manner required by the organ of state.

3. DEFINITIONS

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

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4.2 POINTS AWARDED FOR SPECIFIC GOALS

- 4.2.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2.2. 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—
- 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
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	APPLICABLE POINTS	Number of points claimed (80/20 system)
a) Price	80	
b) Specific Goals		
• 51% and above black owned enterprise	10	
• Eastern Cape Based Supplier	05	
• 51% women owned enterprises	03	
• 51% youth owned enterprises	02	
Total points for Price and SPECIFIC GOALS		
	100	

ANNEXURE H: DECLARATION WITH REGARD TO COMPANY/FIRM

1.1 Name of company/firm.....

1.2 Company registration number:

1.3 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]

1.4 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:



ANNEXURE I: TEMPLATE OF CLIENT REFERENCE FOR PROJECTS

**PROVISION OF CLEANING SERVICES TO ECDC OFFICE/COMMERCIAL PREMISES FOR THREE YEARS –
(ECDC/ELN/424/082026)**

NAME OF BIDDER/ SERVICE PROVIDER:

.....

CLIENT:

.....

PROJECT:

.....

CONTRACT AMOUNT: **CONTRACT DURATION:**

PROJECT SCOPE (DESCRIPTION OF WORKS):

.....

.....

.....

SERVICE PROVIDER'S ROLE (SCOPE OF SERVICES PROVIDED):

.....

.....

Description / Performance	Poor (Performed services below the required output) (1)	Average (Performed services at a minimum required output) (2)	Good Performed satisfactory and sometimes excellent output (3)	Excellent (Consistently exceed performance) (4)
1.Quality Performance				

Remarks:

.....

.....

NAME & DESIGNATION:

TEL: **FAX:**

SIGN.....

National Treasury General Conditions of Contract will apply – (attached at ECDC's Website)