

SASSA: 17-24-FAC-NW

INVITATION TO BID

TERMS OF REFERENCE FOR THE PROVISION OF CLEANING, SANITATION, FUMIGATION, GARDENING, DISINFECTION / DECONTAMINATION OF OFFICES AND CAR WASH SERVICES FOR SASSA NORTH- WEST REGION FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**SASSA HOUSE (MEGA CITY BUILDING)
CORNER SEKAME AND DR JAMES MOROKA
MEGACITY MMABATHO 2735**

NO BRIEFING SESSION WILL BE HELD

**ADVERTISING DATE : 24 January 2025
CLOSING DATE : 17 February 2025**

Time : 11H00

Technical enquiries
victorma@sassa.gov

SCM enquiries
luckymo@sassa.gov.za

Stamp Out Social Grants Fraud and Corruption
Call 0800 60 10 11/ 0800 701 701

South African Social Security Agency
North West Cape Region

SASSA REGIONAL OFFICE • SASSA HOUSE (Mega City building
Corner Sekame and Dr James Moroka
• Mmabatho 2745
Tel: +018 397 3398



*[paying the right social grant, to the right person,
at the right time and place. NJALO!]*

10PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:17-24-FAC-NW	CLOSING DATE:	17 FEBRUARY 2024	CLOSING TIME:	11H00
DESCRIPTION	TERMS OF REFERENCE FOR THE PROVISION OF CLEANING, SANITATION, FUMIGATION, GARDENING, DISINFECTION / DECONTAMINATION OF OFFICES AND CAR WASH SERVICES FOR SASSA NORTH- WEST REGION FOR THE PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA HOUSE ERF 3139					
CNR SEKAME AND JAMES MOROKA ROAD MEGA CITY					
MMABATHO					
2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Tebogo Moloto		CONTACT PERSON	Mr V Maluleke	
TELEPHONE NUMBER	018 397 3426		TELEPHONE NUMBER	018 397 3302	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	luckymo@sassa.gov.za		E-MAIL ADDRESS	victorma@sassa.gov	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	☐ Yes ☐ No			☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number SASSA: 17-24-FAC-NW
Closing Time 11:00	Closing date 17 February 2025

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

**STANDARD BIDDING DOCUMENT (SBD) 4**[illegible]

Stamp out social grants fraud and corruption
Call 0800 60 10 11 / 0800 701 701

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

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

STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature	Date
-----------	------

.....

Position	Name of bidder
----------	----------------

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20 or 90/10

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



**TERMS OF REFERENCE FOR THE PROVISION OF
CLEANING, SANITATION, FUMIGATION,
GARDENING, DISINFECTION / DECONTAMINATION
OF OFFICES AND CAR WASH SERVICES FOR
SASSA NORTH- WEST REGION FOR THE PERIOD
OF THIRTY SIX (36) MONTHS**

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1 OBJECTIVE

The main objective is to procure Cleaning, Sanitation fumigation/pest control, disinfection/decontamination, gardening and car wash services for SASSA North-West offices consisting of Regional Office, District Offices, Local Offices and Service Points for a period of **36 months**.

2 BACKGROUND

- 2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of services of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well as the integrity of the whole system.
- 2.2 According to Section 8 (1) of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide as far as reasonably practical a working environment that is safe and without risk to the health of its employees.
- 2.3 Therefore, in order to achieve the above, the Agency require to appoint a service provider(s) to render Cleaning, Sanitation fumigation/pest control, disinfection/decontamination, gardening and car wash services for SASSA North - West offices consisting of Regional Office, District Offices, Local Offices and Service Points for a period of **36 months**.

3 BRIEFING SESSION

No Briefing session

4 SCOPE OF WORK ON CLEANING, SANITATION FUMIGATION/PEST CONTROL, DISINFECTION/DECONTAMINATION, GARDENING AND CAR WASH SERVICES

4.1 The successful bidder(s) will be required to provide the following services to all offices under SASSA North-West Region:

Item	Scope of Work
1.	Cleaning, sanitation and disinfection services of offices
2.	Decontamination and disinfection of pool vehicles
3.	Washing of pool vehicles
4.	Carpet shampooing, deep cleaning and disinfection
5.	Shampooing of the chairs
6.	Scrubbing of the floors
7.	Deep cleaning of laminated floors
8.	Gardening Services
9.	Cleaning of outside areas (yards)
10.	Cleaning of windows inside and outside
11.	Deep cleaning and disinfection of ablution facilities
12.	Cleaning of hard surface (workstation, counters, cubicles, doorknobs)
13.	Disposal of trash to the designated areas
14.	Providing and servicing of SHE bins
15.	Providing and servicing of medical waste bins
16.	Providing and servicing of nappy bins
17.	Provide and replenish toilet papers
18.	Fogging offices and pool vehicles
19.	Decontamination of COVID 19 (or any other related pandemics)
20.	Pest control/fumigation
21.	Cleaning of tablecloths

NB: The Cleaning of the surface must be conducted on three hourly basis and be recorded on the daily cleaning monitoring tool with the company logo.

NB: Details on the square meters, floor plans, and numbers of staff per office, average number of beneficiaries' walk-in per office, number of cleaners required per office and number of pool vehicles per office are on Part G of the document. The service provider is expected to provide cleaning and sanitation services as described on:

- **PART A – Office Cleaning Services Requirements**
- **PART B – Sanitary Consumables Requirements**
- **PART C – Pool Vehicle Wash Service**

- **PART D – Mobile Units Cleaning Services Requirements**
- **PART E – Gardening Services**
- **PART F – Price structure**
- **PART G – Specification (Floor plan)**
- **PART I – Monitoring tool (Penalties)**

5 RESPONSIBILITIES

5.1 The Service Provider shall:

- 5.1.1** Conduct business in a courteous, respectable, accountable and professional manner.
- 5.1.2** Ensure adequate stock of cleaning, sanitation, fumigation/pest control, disinfection/decontamination, gardening and car wash services, cleaning materials, consumables and equipment at all times.
- 5.1.3** Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.4** Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, Provident fund, PAYE etc. SASSA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. **payment of cleaners in line with the relevant Sectorial Determination including payment for overtime work.**
- 5.1.5** Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- 5.1.6** Shall provide ad hoc services for cleaning of buildings in the event of flooding at no additional cost to the agency
- 5.1.7** Ensure that all staff working under this contract are in good health and pose no risk to any SASSA employees.
- 5.1.8** Comply with SASSA security and emergency policies, procedures and regulations.
- 5.1.9** Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 5.1.10** Not using equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. SASSA has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 5.1.11** Not using any poisonous or highly inflammable substances without the written consent of SASSA.
- 5.1.12** Ensure that all work is performed, and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of

1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA.

5.1.13 Provide all the cleaners with basic OHS training and appoint OHS Rep, fire Marshall and first aider in writing.

5.1.14 Maintain cleaning equipment in good order to comply with the SASSA's Occupational Health and Safety Standards (a copy will be available on request).

5.1.15 Re-fill, empty and clean machines and equipment only at such places as indicated/designated.

5.1.16 Ensure that the installed equipment be removed at the end of the contract and the building is returned in its original condition.

5.1.17 Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to SASSA offices.

5.1.18 Be penalized for the poor performance of his/her staff. SASSA reserves the right to order the immediate removal of a staff member who is poorly performing.

5.1.19 Provide all staff working under this contract with uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers etc. SASSA reserves the right to order the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.

5.1.20 Ensure that SASSA is informed in writing of any removal and replacement of staff. For security reasons, SASSA reserves the right to vet all persons working under this contract.

5.1.21 Be liable for any damage caused by the cleaning personnel.

5.1.22 Ensure that salaries are paid on time in line with the signed employment contract.

5.1.23 Provide payroll sheet / salary advice to their cleaning Personnel on a monthly basis.

5.1.24 Provide physical, postal addresses and contact details of their .

5.1.25 Provide the competent staff members to the project in line **PART F – Price Structure Template.**

I. Project Manager;

II. Supervisor (Visible on site daily);

III. Staff members (Cleaners and gardeners)

5.1.26 (A) The Bidder must appoint one (1) full-time Project Manager for the entire Region and must always be available as and when required to attend to the contract related matters.

(B) There must be five (5) supervisors for the North West Region, supervising each district including Regional office

5.1.27 Payment to the service provider will be made on receipt of the following:

- I. Attendance registers of cleaners signed by Service provider and by SASSA.
- II. For consumables on receipt of signed delivery note by SASSA delegated official at each office.
- III. For pool vehicles on receipt of a signed register of vehicles washed.
- IV. Invoice and detailed account statement.
- V. 100% of the workforce must be recruited from the local communities.

NB: The onus is upon service provider(s) to familiarize themselves with the project sites before submitting the bid documents.

5.2 SASSA shall:

- 5.2.1** Manage the contract in a courteous, respectable, accountable and professional manner.
- 5.2.2** Monitor the service provider (s) if he/she pays the cleaners in line with the relevant applicable legislation and takes appropriate steps and implement appropriate penalties against the service provider if there is non-compliance.
- 5.2.3** Not accept any responsibility for any damage suffered by the service provider or their staff for the duration of the contract.
- 5.2.4** Not tolerate any unfair labour practices between service provider and his/her staff) that occur during the execution of the project activities.
- 5.2.5** Not accepting any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 5.2.6** Provide a storage facility for equipment and materials where possible.
- 5.2.7** If necessary, request the withdrawal of a staff member/cleaner if he/she poses any threat to SASSA employees or property.
- 5.2.8** Ensure that the service provider bills the agency in line with the terms of reference.
- 5.2.9** Subject the service provider and its personnel for security vetting by SSA prior to the commencement of the contract.

6. EVALUATION OF THE TENDER

6.1. The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

6.1.1. Stage One : Phase One - Mandatory Requirements
: Phase Two: Functionality Criteria
: Phase Three: Administrative Compliance

EVALUATION CRITERIA	
Stage One – (Phase One) Mandatory Requirements	
1.	Certified copy of a valid Compensation for Occupational Injuries and Diseases Act (COIDA) or letter of good standing or letter of intent from the Department of Labour relevant to the cleaning industry.
2.	Certified copy of a valid National Contract Cleaning Association (NCCA) Certificate or Black Economic Empowerment Cleaning Association (BEECA)
3.	Proof of Certified copy of a valid Compliance Certificate from the Contract Cleaning National Provident Fund (CCNPF)
4.	Certified copy of a valid South African Pest Control Association (SAPCA) or Department of Environment, Forestry and Fishery (DEFF) certificate in the company or its director's name.
5.	Certified copy of a valid Unemployment Insurance Fund (UIF) Certificate or letter of good standing or letter of intent from the Department of Labour.
6.	Price Structure – Price Proposals must strictly be prepared in line with the PART F Annexure C-G4 – Price Structure Template . (Bidders must quote for all offices comprising of the Regional Office, Districts, Local Offices and Service Points for the period of 3 years. NB. Bidders must quote for first (1st) year only. The second year and third year prices will be adjusted in line with Consumer Price Index (CPI) adjustments and the sectoral determinations
7.	Letter from the manufacturer confirming that only SABS or SANS approved cleaning and sanitation, equipment, material and other equipment shall be supplied to the bidder to be used to clean the building.
8.	Certified valid copy of public liability insurance cover or letter of intent from an insurance company must be at the total value of R 10 million. The proof of public liability insurance cover date or letter of intent from the insurance company must not be older than 6 months.

NB: All certified copies must not be older than three (3) Months
: SASSA reserved the right to verify all required documents.
: Failure to submit the required documents will lead to the Bid being disqualified.

Phase Two: Functionality Criteria

Stage One – (Phase Two) Functionality Criteria						WEIGHTING
						100
1. Bidders must complete the past and current contracts (Track Record) on the table below in order to claim points for items 1.1 to 1.3 below (NB: Only the listed track record on the table below shall be considered for evaluation.) Bidders must attach reference / confirmation letters matching with purchase orders/ award or appointment letters or contracts corresponding with the information indicated on the table below. Reference / confirmation letters and purchase orders / award or appointment letters or contracts must be signed by an official at the supervisory / Managerial Level and must contain number of contracts/years of experience, capacity to clean size of the building in square meters, value of past and current contracts in the provisioning of Cleaning and Sanitation for different projects completed in the same or different periods. NB: Reference/confirmation letters signature date from the bidders' clients must not be older than 3 months. SASSA may verify the reference letters						
Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) for both reference and award letters e.g. 1 April 2019 to 31 March 2020	Is the contract Current or Past? (please indicate accordingly)	Contact persons and telephone numbers of your client	Square Meters of Project Site	Total Cost of the Contract	

- 1.1 Experience in the provision of cleaning and sanitation services **(NB: To be strictly assessed ONLY based on the listed experience on the above table and the matching supporting documents. Unreachable references may invalidate the particular experience listed on the above table).**

The number of Contracts for cleaning and sanitation services

- (i) 1 to 3 contracts = 1 point
- (ii) 4 to 6 contracts = 2 points
- (iii) 7 to 9 contracts = 3 points
- (iv) 10 to 12 contracts = 4 points
- (v) 13 and above contracts = 5 points

Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5

25

- 1.2 Capability to clean the size of the building(s) as per bid requirements - square meters of bidders' current and previous project site(s) to be assessed **(NB: To be strictly assessed ONLY based on the listed experience on the above table and the matching supporting documents. Unreachable references may invalidate the particular experience listed on the above table).**

Square meters of the bidders' current/past project sites shall be allocated values as follows:

- (i) 0 to 10999 m² = 1
- (ii) 11 000 to 15 999 m² = 2
- (iii) 16 000 to 25 999 m² = 3
- (iv) 26 000 to 29 999 m² = 4
- (v) 30 000 m² and above = 5

15

Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5 1.3 Value of the current and / or previous cleaning and sanitation services contracts (NB: To be strictly assessed ONLY based on the listed experience on the above table and the matching supporting documents. Unreachable references may invalidate the particular experience listed on the above table). <table border="0"> <tr> <td>(i) 0 to R5 000 000</td> <td>= 1</td> </tr> <tr> <td>(ii) R5 000 001 to R10 000 000</td> <td>= 2</td> </tr> <tr> <td>(iii) R10 000 001 to R20 000 000</td> <td>= 3</td> </tr> <tr> <td>(iv) R20 000 001 to R30 000 000</td> <td>= 4</td> </tr> <tr> <td>(v) Above R30 000 000</td> <td>= 5</td> </tr> </table> Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	(i) 0 to R5 000 000	= 1	(ii) R5 000 001 to R10 000 000	= 2	(iii) R10 000 001 to R20 000 000	= 3	(iv) R20 000 001 to R30 000 000	= 4	(v) Above R30 000 000	= 5	15
(i) 0 to R5 000 000	= 1										
(ii) R5 000 001 to R10 000 000	= 2										
(iii) R10 000 001 to R20 000 000	= 3										
(iv) R20 000 001 to R30 000 000	= 4										
(v) Above R30 000 000	= 5										
2. Bidders must complete the past and current contracts (Track Record) on the table below in order to claim points for item 2.1 and 2.2 below. (NB: Only the listed track record on the table below shall be considered for evaluation.) Bidders must attach reference / confirmation letters matching with purchase orders/ award or appointment letters or contracts corresponding with the information indicated on the table below. Reference / confirmation letters and purchase orders / award or appointment letters or contracts must be signed by an official at the supervisory / Managerial Level and must contain number of contracts/years of experience years of experience, capacity to Fumigate/pest control the size of the building in square meters, value of past and current contracts in the provisioning of Fumigation or pest control services for different projects completed in the same or different periods. NB: Reference/confirmation letters signature date from the bidders' clients must not be older than 3 months. SASSA may verify the reference letters											

particular experience listed on the above table).

05

Square meters of the bidders' current/past project sites shall be allocated values as follows:

- (vi) 0 to 10999 m² = 1
- (vii) 11 000 to 15 999 m² = 2
- (viii) 16 000 to 25 999 m² = 3
- (ix) 26 000 to 29 999 m² = 4
- (x) 30 000 m² and above = 5

Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5

3. Bidders must complete the past and current contracts (Track Record) on the table below in order to claim points for item 3.1 and 3.2 below. **(NB: Only the listed track record on the table below shall be considered for evaluation.)**

Bidders must attach reference / confirmation letters matching with purchase orders/ award or appointment letters or contracts corresponding with the information indicated on the table below.

Reference / confirmation letters and purchase orders / award or appointment letters or contracts must be signed by an official at the supervisory / Managerial Level and must contain number of contracts/years of experience, capacity to provide gardening services in square meters, value of past and current contracts, and experience in the provisioning of **Gardening Services** for different projects completed in the same or different periods. **N.B** Reference/confirmation letters signature date from the bidders' clients must not be older than 3 months. SASSA may verify the reference letters

Name of client / organization where contract is being executed/was executed	Contract period (Indicate start and end dates) for both reference and award letters e.g. 1 April 2019 to 31 March 2020	Is the contract Current or Past? (please indicate accordingly)	Contact persons and telephone numbers of your client	Square Meters of Project Site	Total Cost of the Contract

05

3.1 Experience in the provision of gardening services (NB: To be strictly assessed ONLY based on the listed experience on the above table and the matching supporting documents. Unreachable references may invalidate the particular experience listed on the above table).

The number of years of experience shall be allocated values as follows:

- (i) 1 to 3 contracts = 1 point
- (ii) 4 to 6 contracts = 2 points
- (iii) 7 to 9 contracts = 3 points
- (iv) 10 to 12 contracts = 4 points
- (v) 13 and above contracts = 5 points

Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5

3.2 Capacity to provide gardening as per bid requirements - square meters of bidders' current and previous project site(s) to be assessed (NB: To be strictly assessed ONLY based on the listed experience on the above table and the matching supporting documents. Unreachable references may invalidate the particular experience listed on the above table).

05

Square meters of the bidders' current/past project sites shall be allocated values as follows:

- (i) 0 to 10999 m² = 1
- (ii) 11 000 to 15 999 m² = 2
- (iii) 16 000 to 25 999 m² = 3
- (iv) 26 000 to 29 999 m² = 4
- (v) 30 000 m² and above = 5

Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5

4. Provide a detailed Project Plan to cover the proposed scope of work including how

such work/services will be performed. (Must cover the following: Project Plan, Pre-implementation plan, Implementation strategy, Installation and Maintenance of Equipment and ensuring adequate supply of all materials, Monitoring and Project Closure) 4.1 Pre-implementation plan and Implementation strategy = 1 points 4.2 Pre-implementation plan, Implementation strategy, Installation and Maintenance of Equipment and ensuring adequate supply of all material = 3 points 4.3 Pre-implementation plan, Implementation strategy, Installation and Maintenance of Equipment and ensuring adequate supply of all material, Monitoring and Project Closure = 5 points	05
5. Contingency Plan during project execution inclusive but not limited to measures to be implemented during industrial actions, leave, absenteeism, sufficient materials and equipment. 5.1 Contingency Plan and Pre-mitigation plan = 1 points 5.2 Contingency Plan, Pre-mitigation plan, mitigation strategy and maintenance of Equipment and ensuring adequate supply of all materials = 3 points 5.3 Contingency Plan, Pre-mitigation plan, mitigation strategy, development and Maintenance of Equipment and ensuring adequate supply of all material, Monitoring and evaluation = 5 points Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	05
6. Training Plan (for all services) • Training to be provided to all personnel/staff before contract commencement (Office Cleaning, sanitation, fumigation/pest control, car wash service, basic OHS, and customer Etiquette) 6.1 Pre-implementation plan and Implementation strategy = 1 points 6.2 Training Plan, Pre-implementation plan, Implementation strategy, Installation and Maintenance of Equipment and ensuring adequate supply of all material = 3 points 6.3 Training Plan, Pre-implementation plan, Implementation strategy, Installation and Maintenance of Equipment and ensuring adequate supply of all material, Monitoring and Project Closure = 5 points Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	05
7. Profile of the Project Manager (attach Curriculum Vitae and certified copies of qualifications in Project Management) 7.1 Qualifications of the Project Manager (i) Grade 12 (NQF Level 4) = 1 (ii) Certificate in Project Management (NQF Level 5) = 3 (iii) National Diploma or above in Project Management (NQF Level 6 or	05

above) = 5 Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5 7.2 Experience of the project manager (Detailed duties and relevant experience in the cleaning services industry) (i) 0 to 2 years = 1 (ii) 2 to 3 years = 2 (iii) 3 to 4 years = 3 (iv) 4 to 5 years = 4 (v) Above 5 years = 5 Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	05
TOTAL	100 Points

NB: Bidders must score a minimum of 70 points on functionality to proceed to the price and specific goals stage.

Stage One - Phase Three- Administrative Compliance

1. Bidders must be registered on the Central Supplier Database (CSD) with National Treasury
2. Fully completed, dated and signed Standard Bidding Documents (SBD): SBD1, SBD 3.1, SBD 4 and SBD 6.1.
3. Bidders must initial every page of the bid specifications and bid proposal
4. Valid certified copy of B-BBEE Verification Certificate from a Verification Agency accredited by South African National Accreditation System (SANAS) or a valid and certified sworn-affidavit signed by Emerging Micro Enterprise (EME) representative and attested by Commissioner of Oaths.
5. Valid Tax Compliance Status PIN.
6. Each party in joint venture or consortium related to this project must comply with the following requirements: -
 - The signed and valid Joint venture agreement must reflect the type of the services required, e.g.

Cleaning, sanitation ,gardening ,pest control/fumigation, car wash services, disinfection/decontamination services.

- Registered on the Central Supplier Database
- Submission of a valid Tax Compliance Status Pin
- Proof of certified ID Copies for all Company Directors
- Consolidated and Valid B-BBEE Status Level Verification Certificates or Sworn Affidavit signed by the Commissioner of Oaths together with their bids

NB: Failure to submit the required documents after being given the opportunity to resubmit outstanding documents will lead to the proposal being disqualified.

6.1.2 Stage Two: Price and specific goals Points

Stage Two - Price and Specific Goals	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific Goals	100

Points Awarded for Specific Goals

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	

B-BBEE Status Level 5 - 8 contributor	4	
Others	0	

Bidders must submit an Original or certified copy of B-BBEE Verification Certificate from a Verification Agency accredited by South African National Accreditation System (SANAS) or an original sworn affidavit signed by Emerging Micro Enterprise (EME) representative and attested by Commissioner of Oaths.

7. BID AWARD & CONTRACT CONDITIONS

- 7.1 The short-listed bidders shall be subjected to the security clearance process. Only the bidder(s) who are cleared during security clearance process shall be considered for appointment.
- 7.2 Bidders shall be notified of the outcome of the bid through publication of award in the National Treasury eTender portal and SASSA website.
- 7.3 The contract shall be concluded between SASSA and the successful service provider(s).
- 7.4 SASSA reserves the right to award the bid to one or more service providers.
- 7.5 SASSA reserves the right to award the bid in whole or only partial or not to award.
- 7.6 The highest scoring bidder(s) may be requested to present their proposals to the Bid Evaluation Panel.
- 7.7 The contract period is from the date of the last signatory.
- 7.8 Site inspections may be conducted and if bidders are found to have misrepresented information in their bid proposals they will be disqualified.
- 7.9 SASSA will enter into a Service Level Agreement with the successful bidder.
- 7.10 Bidders must always comply with safety regulations during operations.
- 7.11 It is the responsibility of the bidder to visit site / office and familiarize themselves with the specifics of each office, before submitting the bid to SASSA as the agency shall not be held responsible for any under quoting by the bidder based on the information provided by SASSA.
- 7.12 The winning bidder shall sign the performance tool with penalties as an annexure to the SLA.

8. CONTRACT ADMINISTRATION

- 8.1. Successful bidders must advise the Supply Chain Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 8.2. Full details of such circumstances as well as the period of delay must be furnished.

8.3. The administration of the bid and contract, i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

8.4. GENERAL CLEANING EQUIPMENT REQUIRED

- Automated Air fresheners dispensers (battery operated) for toilets, boardrooms, receptions, corridors, waiting rooms ,training rooms
- Sensor & battery-operated hand soap dispensers(gel)
- Sensor & battery-operated hand towel dispenser
- Lockable toilet-roll holders
- Floor scrubbers
- Vacuum cleaners
- Step ladders
- Sensor & battery-operated Sanitary waste (SHE)bins
- Sanitary SHE pads packet dispensers
- Nappy bins and medical waste bins with removal service
- Sensor operated toilet set sanitizers (foam)
- Kitchen towel rails
- Kitchen waste bins
- Hand towel waste bins
- Scrubber for heavy duty scrubbing of tile floors

8.4.1. NB: The number of vacuum cleaning machines allocated must enable cleaners to vacuum the buildings and vehicles in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF ALL CLEANING MATERIALS AND EQUIPMENT and must always be functional.

- Each office must have a minimum of one vacuum cleaner (depending on the size of the office)

8.5. EVERY WORKER MUST HAVE THE FOLLOWING IN THE TROLLEY:

- Mop trolley, mop bucket with wringer mop
- 5L Buckets
- Furniture polish (oil for dark wood)
- Furniture spray polish
- Toilet bowl cleaner
- Toilet brush
- Multipurpose cleaner
- Disinfectant
- Refuse bags (trash cans, office bins and nappy bins)
- Dishwashing liquid
- Washing cloth (4 colours)
- Kitchen drying towels

- Floor polish
- Caution safety and wet floor signs
- Dusters (long)
- Dust cloth

8.6. REQUIRED IN STOREROOM

- Broom
- Industrial heavy-duty mop
- Toilet paper (2-ply);500 sheets
- Window cleaner
- Bin bags (office/medical/nappy/refuse)
- Latex gloves and masks
- Scrubbing brush
- Microfiber cleaner (blinds)
- Hand soap refills
- Dish washing liquid
- Air fresheners refills & batteries
- Toilet seat sanitizer refills
- Wash and wax Carwash polish shampoo
- Tyre polish
- Degreaser
- Car wash lint free cloths
- Dustpan and brush set
- Sanitizer drip dispenser master for urinals refills
- Hand towel refills
- Drip dispenser urinal refills
- Nappy bin refill packs
- Foam seat refills
- SHE pads packet refills
- SHE bins refill bags
- Spare batteries for Automatic Soap Dispenser (Liquid)
- Spare batteries for Automatic Paper Towel Dispenser
- Spare batteries for Automatic Toilet Seat Dispenser
- Spare batteries for Automatic Urinary Dispenser
- Spare batteries for Sensor & Battery Operated (SHE) Bins

8.7. EVERY OFFICE MUST HAVE THE FOLLOWING FOR OUTSIDE USAGE:

- Industrial broom
- Leave blowers
- Extension cord for vehicles, leave blowers etc.

8.8. EVERY GARDEN MUST HAVE THE FOLLOWING:

- Leave blower
- Lawn Mower
- Rake
- Spade
- Garden fork
- Garden sheers
- Garden 50m Hose pipe with accessories
- Wheelbarrow
- Garden gloves
- Weed killer
- Snake repellent
- Compost
- Fertilizer
- Plants and Flowers (Evergreen and Flowering Perennials and succulents)

8.9. Every worker must be clothed in full uniform, and name tags depicting the name of the cleaner and of the company.

NB: Cleaning materials for toilets should not be used in offices and Kitchens i.e. Mops, cloths, mop trolley, buckets, gloves, safety boots and including cleaning detergents.

8.10. Strict adherence to the color-coding guide in the provision of cleaning and sanitation services to all SASSA offices as follows:

- **RED:** Most often used in high sanitary (high risk of spreading infection), applications or in restroom cleaning, such as toilets and urinals.
- **YELLOW:** For sinks, counters and washroom surfaces, also used for specialty cleaning (Such as service counters, mirrors and metal works).
- **BLUE:** In low-risk areas of the building, such as desktops, ledges, walls and tiles, window cleaning and high and low dusting.
- **GREEN:** Used in food processing and food serving areas, such as kitchens, canteens pause areas

8.11. MEETINGS

8.11.1. The Project Manager of the appointed cleaning company must attend the following meetings organized by SASSA:

- Occupational Health and Safety (OHS) meetings
- Ad-hoc meetings organized as and when necessary
- Progress review meetings to be held monthly
- Site service and compliance monitoring, on a weekly basis

- Attend any other emergency meeting

8.12. The Supervisor must draw up timetables and work schedules daily.

8.13. Disaster management, urgent services and emergencies: In the event of flooding or any other incident, which may occur requiring cleaning and sanitation services which are not specified in this bid document, the cleaning and sanitation service must be undertaken by the appointed service provider, in line with applicable SCM Procedures as and when required.

9. PRICE

9.1. All prices charged should be inclusive of VAT. The bid proposal must clearly indicate a detailed Cost breakdown of the contract. **(Refer to Part F Annexure C-G4).**

10.PRICE ADJUSTMENTS

10.1. Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter price adjustment will be accepted on the 1st and 2nd anniversary based on the Consumer Price Index (CPI) for consumables and applicable Sectoral determination for labour costs.

11.TESTING AND TEST REPORTS

- 11.1.** A test report not older than 12 months issued by any institution recognized or accredited by the South African National Accreditation System (SANAS) must be submitted by the successful bidder before the finalization of the contract.
- 11.2.** If a bidder's manufacturing facility has been tested and inspected by any institution accredited or recognized by SANAS; a certificate not older than 12 months must be issued indicating that both the product offered, and the manufacturing facility of the product have been inspected and tested.
- 11.3.** In the event of the bidder not being a manufacturer, the bidder must obtain such a certificate from the relevant manufacturer.

12.SAMPLES

12.1. The Agency reserves the right to call for samples from the contracted service provider and have them tested when required.

13.RESPONSE FIELDS

13.1. To evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to

comply with all conditions pertaining to this bid and to complete all the mandatory response fields and item questionnaires for the individual items specified.

13.2. Non-compliance with this condition will invalidate the bid for the item(s) concerned.

14.SCOPE EXPANSION AND REDUCTION OF OFFICES

There may be a reduction or expansion of scope of work during the run of the contract, necessitated by the operational requirements, for example, new offices may be increased or reduced on the same terms and conditions in line with Supply Chain Management (SCM) processes and procedures

15.PROJECT CO-ORDINATION ARRANGEMENTS

15.1. The Facilities Management and Auxiliary Support Unit, based at SASSA North West Regional Office shall be responsible for the coordination of this project. The physical address is as follows:

**The South African Security Agency
Corner Sekame and Dr James Moroka
Megacity Complex
Mmabatho
2735**

17.PROJECT PERIOD

17.1. The project will commence after signing the contract. The service provider will be expected to provide cleaning, sanitation, gardening, fumigation and pest control services for a period of 36 months.

18.PART A– OFFICE CLEANING SERVICES REQUIREMENTS

STANDARD CLEANING AND DISINFECTION ACTIVITIES

FLOOR MAINTENANCE:	
RESILIENT FLOORS	
• Sweep or damp mop	Daily
• Machine burnish	When required
STONE FLOORS (CERAMIC TILES)	
• Sweep	Daily
• Damp Mop	Daily
• Machine Scrub	When required
• Machine Buff	When required
RUGS AND CARPETING: Vacuum clean thoroughly:	
• Heavy traffic areas	Daily

• Medium traffic areas	Daily
• Light traffic areas	Daily
DUSTING	
• Dust all surface (low level)	Daily
• Dust all high ledges and fittings	Weekly
• Dust all surfaces (wall, cabinet, etc.)	Weekly
• Dust all window ledges	Daily
• Dust telephones	Daily
• Dust and wipe ICT Equipment	Daily
• Clean and disinfect telephones	Daily
• Dust all electrical sockets	Daily
WASTE DISPOSAL	
• Provide refuse bags for the bins	Daily and when required
• Remove all waste to specified areas	Daily
• Remove all waste papers.	Daily
• Replace medical waste bin liners	Weekly
• Empty, wipe/clean and disinfect the waste bins	Weekly
WALLS AND PAINTWORK	
• Spot clean all low surfaces, i.e. glass, walls, doors and light switches	Daily
GLASS AND METAL WORK	
• Spot clean glass doors	Daily
ENTRANCE AND RECEPTION	
• Sweep entrance steps and entrance	Daily
• Clean doormats and wells	Daily
• Wash steps	Daily
TOILETS AND REST ROOMS: Normal usage toilets and rest rooms	
• Provide toilet brushes for all toilets	Every six months
• Maintain floors according to types	Daily
• Deep clean normal usage toilets	Monthly
• Damp mop floors with disinfectant	Daily
• Empty and clean all waste containers	Daily
• Empty and clean sanitary bins.	Daily
• Clean and sanitize all bowels, basins, urinals, showers and baths (where applicable)	Daily
• Clean all mirrors	Daily
• Clean all metal fittings	Daily
• Spot clean walls, doors, partitions and lockers where	Daily

applicable	
• Replenish consumables i.e. toilets papers, hand soap, toilet refreshers and sanitizers	Daily
• Provide anti-splash urinal P-mat per urinal	When required
• Pouring in Deo Blocks to all toilets urinals to kill smells	Weekly
LIFTS AND LIFT FOYERS	
• Completely clean interior of all lifts including indicator boards	Daily
• Clean lift door tracks	Daily
STAIRCASES	
• Dust, sanitize and disinfect handrails and fittings	Daily (4 times a day)
• Maintain landings, treads and risers according to finish	Daily
• Clean fire escape	Weekly
• Vacuum carpet on stairs	Weekly
WINDOW CLEANING	
• Clean partition glass.	Weekly
• Cleaning of windowsills	Weekly
• Clean interior and exterior of all accessible windows	Quarterly
BLINDS	
• Dust	Twice a week
• Ensure that blinds are in place	Daily
• Wipe using a blind cleaner	Weekly
NB: The service provider shall be held accountable for the blinds damaged by the cleaners.	
PARKING	
• Pick up litter and remove to designated area.	Daily
• Sweep/tidying/clean	Daily
STORE ROOMS	
• Scrub the floor/ vacuum carpet	Twice a month when required
• Dust all areas	Twice a month when required
• Remove all unwanted papers and other items	Twice a month when required
WALKWAY / BUILDING SURROUNDINGS	
• Pick up litter and move to designated area	Daily
• Sweep/tidying/clean	Weekly
REFUSE AREA	
• Sweep and keep the refuse area tidy (Maintain refuse area in a clean hygienic condition)	Daily

DINING ROOMS	
• Maintain and clean floors according to type	Daily
• Dust all vertical and horizontal surfaces to a height of 2.5m	Daily
• Damp/wipe furniture	Daily
• Empty and clean receptacles	Twice a day
• Disinfection furniture Spray applied	Every two hours
• Collect dirty dishes and wash them in the kitchen	When required
KITCHEN	
• Maintain and clean floors and cabinets (inside and outside)	Daily
• Wash all dirty crockery, cutlery and containers in the kitchen	Daily / when required
• Clean the fridges (defrosting)	Fortnightly/ when required
• Clean the microwaves	Twice per week and when required
• Clean and re-fill water urns	Twice per week and when required
• Disinfect kitchen surfaces	Four times a day and when required
BOARDROOMS	
• Maintain and clean floors	As and when required
• Vacuum carpets	Weekly
• Dust all boardroom tables and chairs	As and when required
• Collect used crockery, cutlery and containers	As and when required
• Disinfection	As and when required
WAITING AREAS	
• Cleaning Public waiting areas	Two hourly / as and when required
WATER COOLERS	
• Clean and re-fill water coolers	Daily / as and when required
WHEELCHAIRS	
• Clean and disinfect wheelchairs	Two hours/ as and when required
MISCELLANEOUS	
• Disinfection of desk and office furniture surface	Two hours
• Wash vinyl covered furniture	Monthly
• Vacuum cloth covered furniture	Monthly
• Removal of empty boxes	When required
• Washing of pool vehicles	Weekly
GARDENING SERVICES	

• Cutting of grass, weeding & maintenance of garden	Weekly
• Pick up litter and remove to designated area	Twice a week
• Sweep pavement and designated area	Once a week
• Spraying of snake repellent	Monthly
QUARTERLY DEEP CLEANING EXERCISES	
• Carpet cleaning	Quarterly or when required (weekends only)
• Deep Cleaning of pool vehicles	Quarterly or when required (weekends only)
• Cleaning of chairs and couches	Quarterly (weekends only)
• Fumigation and Pest Control	Quarterly or when required (weekends only)
• Disinfection of offices	Quarterly or when required (weekends only)
SERVICE TIMES	
• Daily cleaning – Monday to Friday for eight hours (8 hours) per day or as practical in the environment • Lunch time • Night cleaning is not allowed	

NB: Fully encapsulated personal protective equipment (PPE and full face respiratory mask worn all times by certified decontamination and disinfection technician)

19. EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

20. PART B – Sanitary Consumables Requirements

The service provider must install and maintain the following sanitary consumables required:

- Toilet Paper Holders and Refills
Toilet Paper Quality must comply with SANS 1887 Part 2 (2-ply)
- Sensor Operated / digital Hand Dryers must be installed in all offices and maintained
- Sensor operated hand towel dispenser must be installed in all office and maintained
- Hand Dryer Quality must comply with SANS 1887 Part 8
- Foam Seat Spray Dispensers (Foam) and Refills.
- Sanitizer Drip Master for all Urinals as indicated on the floor plans.

- Sensor operated Sanitary Waste Bins and Removal Service (weekly) in all female staff and female beneficiary toilets as detailed on the floor plans.
- Waste Bins and removal service (for baby nappies) in all restrooms with nappy changing stations
- Hand Soap Dispenser and Refills in all toilets (staff & beneficiary).
- Flush Units for Urinals; (Staff & beneficiary male toilets)
- Automatic Air Fresheners and Refills with batteries. These must be refilled every month.

AIR FRESHENERS

- Automatic Air Fresheners and Refills for corridors, boardrooms, beneficiary waiting area, training rooms and all reception areas.

NAPPY BIN WITH LID SPECIFICATION

- 16 litre capacity
- White colour
- Plastic
- Dimensions 23 x 23 x 49.5 cm
- Weight 2.01 kg

MEDICAL WASTE BIN WITH LID FOR DISPENSING USED MASKS AND GLOVES

Place all disposable equipment, including PPE into a medical waste bin with liners. Liners to be replaced when the bin is full.

- 7.5kg 50L Biohazard waste box set (Box with lid and liners)

N.B: Delivery of all consumables and toilet paper must be done in the presence of a SASSA official who must sign to confirm the quantities delivered. The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that THERE IS NO SHORTAGE AT ALL TIMES

21.PART C – POOL VEHICLES AND MOBILE TRUCK WASH SERVICES

Each vehicle must be washed weekly.

- Provide a complete vehicle washing service which includes the following:
- Wash the exterior part of the vehicle, including windows
- Polish dashboards
- Vacuum the driver and passenger seats
- Vacuum the floor mats in the driver and passengers' seats
- Wash and polish vehicles tyres
- Disinfect interior and door handles

22.PART D – MOBILE UNITS CLEANING SERVICES REQUIREMENTS

Each mobile unit is occupied by a maximum of seven officials. The proposal for the cleaning of mobile office units should cover the following aspects:

FLOOR MAINTENANCE (PLASTILOCK BLOCKS TILING)

Sweep	Daily
Damp Mop	Daily
Machine Buff	As necessary
Machine scrub	As necessary

FURNITURE MAINTENANCE

- Polish desk and office furniture
- Wash vinyl covered furniture
- Vacuum cloth covered furniture

WASTE DISPOSAL:

- Empty and clean waste receptacles;
- Remote all waste to designated areas.

STAIRCASES:

- Dust handrails and fittings and
- Clean landings ,treads and arises according to finish

WINDOWS CLEANING

- Clean interior and exterior faces of accessible windows

KITCHENETTE:

- Wash the utensils (for staff);
- Clean the fridges.
- Clean the microwaves;
- Maintenance and clean floors and cabinets (inside and outside)
- Dust all vertical and horizontal surfaces.

23.PART E – Gardening Services

- Gardening services must include grass cutting, removal of weeds, sweeping of the yard and the pavement, trimming of plants and any gardening service that may be required in the following (23) offices as per individual needs:

NO	DISTRICT	NAME OF OFFICE	SQUARE METERS
1	DR KK	Tlokwe	1435
2	NMM	Ratlou	3000
3	NMM	Itsoseng	2500
4	NMM	Ramatlabama	350
5	NMM	Ottosdal	1000
6	NMM	Tshidilamolomo	2000
7	NMM	Coligny	3575
8	NMM	Dinokana	300
9	NMM	Groot Marico	975
10	DR RSM	Sekhing	500
11	DR RSM	Dryharts	350
12	DR RSM	Manthe	100
13	DR RSM	Tseoge	500
14	DR RSM	Tosca	232
15	DR RSM	Shaleng	235
16	BOJANALA	Hebron	20
17	BOJANALA	Moretele	129
18	BOJANALA	Cyferskuil	1755
19	BOJANALA	Kanana	200
20	BOJANALA	Madikwe	550
21	BOJANALA	Mantserre	60
22	BOJANALA	Mabeskraal	194
23	BOJANALA	Maboloka	40

24. PART F – Price structure template (ANNEXURES C – G4)

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

- The SASSA NORTH WEST REGION Bid (pricing proposal per Regional office, District Offices, local offices and service points must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**
- *The Labour costs for the cleaning staff (Supervisor and cleaners) should not be below the approved sectorial wage determination as determined by the Department of Labor.*

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH (ANNEXURES C – G4) (ATTACHED) SHALL BE ACCEPTED AND MUST BE COMPLETED IN FULL BY THE SERVICE PROVIDER

25. PART – G: NORTH WEST REGION OFFICE SPECIFICATION / FLOORPLANS

1. NORTH WEST REGIONAL OFFICE

Physical address: SASSA House North West Regional Office, Corner Sekame Street and Dr James Moroka Road, Mega City, Mmabatho 2735

1.1 GROUND FLOOR

Offices	9 x Offices:
Security office	2 x Security office space
Security control room	1 x Security control room
Security storage	1 x Security store
Registry office	1 x Registry office space
Transport office	1 x Transport office
Customer care office	2 x Customer Care office
HCM Office	1 x HCM office
HCM Registry	2 x HCM filing storage
Central Registry	1 x Central registry filing storage
SCM Stores	2 x Supply chain stationery stores
SCM Registry	1 x Filing room
Cleaner storage	1 x Cleaner's storage
ICT storage	1 x ICT storage
Finance Registry	1 x Finance filing storage
Ablution Facilities:	3 x Male toilets, 5 Urinals, 5 x Wash basins
	3 x Male disability toilets, 3 x Wash basins
	3 x Female toilets, 3 x Wash basins)
	3 x Female Disability toilets, 3 x Wash basins
Boardroom:	1 x Boardroom
Lobby:	1 x Foyer
Server room	1 x Server room
Reception Area:	1 x Reception Area
Customer's waiting area	1 x Waiting area
Kitchen	2 x Kitchens
Lifts	2 x Lifts
Stairs	1 x Staircase

Total square meters of ground floor 1188.25m²

1.2 FIRST FLOOR

Offices: 18 x Offices

Open plan: open plan:
 Kitchen: 2 x Kitchens
 Ablution Facilities: 2 x Male toilets, 6 urinals, 6 x wash basins)
 2 x Female toilets, 4 x wash basins)
 1x staff disability toilet, 1 x wash basin)
 Boardroom: 1x Boardroom tiled
 Lobby: 1x Foyer
 Lifts 2 x Lifts
 Stairs 1 x Staircase

Total Square Meters of 1st floor =1188.25m²

1.3 SECOND FLOOR

Offices: 25 x Offices
 Open plan workstation Open plan
 Kitchen 2 x Kitchen tiled
 Ablution Facilities: 2 x Male toilets, 6 x urinals, 6 x wash basins
 2 x Female toilets, 4 x wash basins
 1 x Staff disability toilet, 1 wash basin
 Lobby 1 x Foyer 35 m²
 Lifts 2 x Lifts
 Stairs 1 x Staircase

Total Square Meters of 2nd floor = 1188.25m²

1.4 THIRD FLOOR

Offices: 21 x Offices
 Kitchen 2 x Kitchen tiled
 Ablution Facilities: 2 x Male toilets, 6 x urinals, 6 x wash basins
 2 x Female toilets, 4 x wash basins
 1 x Staff disability toilet, 1 wash basin
 Lobby 1 x Foyer
 Pause area 3 x Pause area
 Boardroom: 2 x Boardroom
 Lifts 2 x Lifts
 Stairs 1 x Staircase

Total Square Meters of 3rd floor = 1188.25m²

Total Square Meters of NW Regional Office Building = 4753m²

Office	Number of Vehicles	Types of vehicle
NW Regional Office	29	5 x Sedan, 16 x Light delivery vehicles, 3 x SUV Multipurpose, 3 x Hatchback light vehicles, 2 x Mobile trucks

SUMMARY FOR NORTH WEST REGIONAL OFFICE

Office	Building size m ²	Garden m ²	Paved m ²	No of Staff	Ave. No of clients / month	Chairs	Couches	Leather Chairs	Vehicles	No of cleaners	No of gardeners	No of days operating / week
NW RO	4753	0	0	150	500	319	17	152	24	12	0	5 days

2. DR KENNETH KAUNDA DISTRICT FLOOR PLAN

2.1 DR KENNETH KAUNDA DISTRICT OFFICE AND MATLOSANA LOCAL OFFICE

Physical address: SASSA House, Corner of Emily Hobhouse & Boom Streets, Klerksdorp

GROUND FLOOR (MATLOSANA)

Offices:	1 x Doctor's room
Reception	1 x Foyer with reception area
Staff Ablution Facilities:	2 x Male toilets, 1 x urinal, 1 x hand wash basin
Public Ablution Facilities:	2x Male toilets, 1 x hand wash basin
(outside building)	2x Female toilets , 1 hand basin
	1x Female toilet , 1 hand basin
	1 x Disability toilet, 1 x hand wash basin
	1 x Nappy changing station
Outside room:	1 x Outside room
Open plan area:	2 x Open areas
Stairs	2 x Flights of stairs
Lifts:	2 x Lifts
Carpeted area:	178 m ²

FIRST FLOOR (MATLOSANA)

Offices:	2 x Offices
Open Plan area:	2 x Open plan areas
Kitchen:	1 x Kitchen with pause area
Ablution Facilities:	2 x Female toilets, 1 x hand wash basin
Boardroom:	1 x Boardroom
Stairs:	2 x Flights of stairs
Lifts:	2 x Lifts
Passages:	2 x Corridors
Carpeted area:	122 m ²

SECOND FLOOR (MATLOSANA)

Offices:	7 x Offices
RMC:	1 x Records Management Centre
Kitchen:	1 x Kitchen
Ablution Facilities:	2 x Male toilets, 1 x urinal, 1 x hand wash basin
Store room:	2 x Store rooms
Stairs	2 x Flights of stairs
Lifts:	2 x Lifts
Passages:	2 x Corridors
Carpeted area:	91 m ²

THIRD FLOOR (DR KK DISTRICT OFFICE)

Offices:	6 x Offices
Registry:	2 x Registries
Kitchen:	1 x Kitchen

Ablution Facilities:	2 x Female toilets, 1 x hand wash basin
Pause Area:	1 x Pause area
Boardroom:	1 x Boardroom
Store rooms:	1 x Storeroom
Server room	1 x Server room
Stairs	2 x Flights of stairs
Lifts:	2 x Lifts
Passages:	2 x Corridors
Cleaners Room	1 x Cleaners room
Carpeted area:	214 m ²

FOURTH FLOOR (DR KK DISTRICT OFFICE)

Offices:	3 x Offices
Training room:	1 x Training room
Kitchen:	1 x Kitchen with pause area
Ablution Facilities:	2 x Male toilets, 1 x urinal, 1 x hand wash basin
Pause Area:	1 x Pause area
Store rooms:	2 x Storerooms
Server room	1 x Server room
Copier room	1 x Copier room
Strong room:	1 x Strong room
Passages:	2 x Corridors
Stairs:	2 x Flights of stairs
Lifts:	2 x Lifts
Carpeted area:	146 m ²

FIFTH FLOOR (DR KK DISTRICT OFFICE)

Offices:	6 x Offices
Kitchen:	1 x Kitchen
Ablution Facilities:	2 x Female toilets, 1 x hand wash basin
Central Registry:	1 x Registry
Store rooms:	3 x Storerooms
Server room	1 x Server room
Passages:	2 x Corridors
Stairs:	2 x Flights of stairs
Lifts:	2 x Lifts
Carpeted area:	203 m ²

EXTERIOR

Guard house:	1 x Security guard house
Carports:	48 x Covered parking bays
Paved area:	992 m ²
Gardening Services required:	Sweeping and removal of garden waste

Total Square meters for the Matlosana & Dr KK Office building = 3000^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Dr Kenneth Kaunda District Office	1 x Sedan (Renault Fluence), 1 Mahindra SUV, 1 x Navara, 1 x Nissan Bakkie	4
Matlosana Local Office	2 x Sedans (VW Polo & Renault Fluence), 3 x Mahindra Bakkies, 2 x Nissan Bakkies	7

2.2 TLOKWE LOCAL OFFICE (GROUND FLOOR ONLY)

Physical address: Barnard Building, 6 Zinn Street, Old Ikageng Road, Potchefstroom

Offices:	16 x Offices
Open plan Area:	1 x Open Plan area
Disability Grant room	1 x Doctor's room with waiting room
Cleaner's room:	1 x Cleaner's room
Server room:	1 x Server room
Kitchen:	1 x Kitchen
Pause area	1 x Pause area
Passages areas:	4 x Corridors
Ablution Facilities (Inside):	2 x Male toilets, 2 x urinals, and 2 x hand wash basins, 2 x Female toilets, and 2 x hand wash basins, 1 x Disability Female toilet, 1 hand wash basin, 1 x Nappy changing station 1 x Unisex staff toilet, 1 x urinal, 1 x hand wash basin (next to the boardroom)
Ablution Facilities (Outside):	9 x Male toilets, 1 x urinal, 3 x hand wash basins 9 x Female toilets, 3 x hand wash basins, 1 x Male Disability toilet, 1 hand basin 1x female Disability toilets, 1 hand basin
Storeroom:	1 x Storeroom
Boardroom:	1 x Boardroom
Carpeted area:	85 ^{m2}

EXTERIOR

Guard house:	1 x Guard house, 1 x toilet, 1 x hand wash basin (4 ^{m2})
Courtyard:	1 x Courtyard
Parking area:	7 x Garages
Carport:	4 x Covered parking bays
Additional parking:	25 x uncovered parking spaces
Yard:	3850 ^{m2} (paved 509 ^{m2} / ground 1435 ^{m2})
Gardening Services required:	Cutting of grass, weeding, pruning of trees, raking, sweeping and removal of garden waste

Total Square meters for the Tlokwe Office building = 1906 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Tlokwe Local Office	2 x Sedans (Toyota Etios, Renault Fluence), 2 x Nissan Bakkies, 1 x Mahindra Bakkie, 1x Navara	6

2.3 JOUBERTON LOCAL OFFICE (GROUND FLOOR ONLY)

Physical address: SASSA Building, 2521 Extension 2, Jouberton, Klerksdorp

Offices:	7 x Offices
Open Plan:	2 x Open plan areas
Doctor's room	1 x Doctor's room
Kitchen:	1 x Kitchen
Pause area:	1 x Pause area
Passages areas:	2 x Corridors
Ablution Facilities (Public):	2 x Male toilets, 2 x urinals, 2 x hand wash basins 2 x Female toilets, 2 x hand wash basins 1 x Disability toilet, 1 x hand wash basin 1 x Nappy changing Station
Ablution Facilities (Staff):	2 x Male toilet, 2 x urinals, 2 x hand wash basins 2 x Female toilets, 2 x hand wash basins, 1 x Disability toilet, 1 x hand wash basin 1 x Doctor's toilet, 1 x hand wash basin
Storerooms:	1 x Storeroom
Boardroom:	1 x Boardroom
Strong room	1 x Strong room
EXTERIOR	
Guard house:	1 x Guard House
Carport:	7 x Covered parking bays
Parking area:	3 x Uncovered parking spaces
Paved area:	150 m ²
Gardening Services required:	Sweeping and removal of garden waste

Total Square meters for the Jouberton Office = 589 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Jouberton Local Office	3 x Nissan Bakkies	3

2.4 VENTERSDORP LOCAL OFFICE (GROUND FLOOR ONLY)

Physical address: SASSA House, 2 van Riebeeck Street, Ventersdorp

Offices:	6 x Offices
Doctor's room	1 x Doctor's room
Kitchen:	1 x Kitchen
Pause area	1 x Pause area
Passages areas:	3 x Corridors
Open Plan area:	2 x Open plan areas
Ablution Facilities (staff):	2 x Male toilets, 1 x urinal, and 1 x hand wash basin 3 x Female toilets, 1 x hand wash basin 1 x Disability Female toilet, 1 x hand wash basin
Ablution Facilities: (Public):	2 x Male toilets, 1 x urinal, 1 x hand wash basin 2 x Female toilets, 1 x hand wash basin, 1 x Disability toilet, 1 x hand wash basin, 1 x Nappy changing station
Courtyard:	1 x Courtyard
Cleaner's room	1 x Cleaner's room
Strong room	1 x Strong room
Storerooms:	1 x Storeroom
Boardroom:	1 x Boardroom

EXTERIOR

Guard house	1 x Guard house
Carports:	15 x Covered parking bays
Additional parking:	8 x Uncovered parking bays
Paved area:	642.5 m ²
Gardening Services required:	Sweeping and removal of garden waste

Total Square meters for the Ventersdorp Office = 750 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Ventersdorp Local Office	1 x sedan (Renault Fluence), 1 x Mahindra, 3 x Nissan & 1 Navara bakkies	6

2.5 MAQUASSI-HILLS LOCAL OFFICE (GROUND FLOOR ONLY)

Physical address: SASSA House, 30B Kruger Street, Wolmaransstad

Offices:	6 x Offices
Storerooms:	3 x Storerooms (1 for cleaning material)
Open Plan area:	1 x Open area
Passages:	2 x Corridors

Ablution Facilities (Disabled):	1 x Male toilet, 2 x female toilets, 1 x hand wash basin, 1 x Nappy changing station
Ablution Facilities (Staff):	1 x Male toilet, 2 x urinals, 2 x hand wash basins 3 x Female toilets, 2 x hand wash basins
Ablution Facilities (Public):	2 x Male toilets, 2 x urinals, 2 x hand wash basins 2 x Female toilets, 2 x hand wash basins
Ablution Facilities (Cleaners):	1 x Female toilet, 1 x hand wash basin
Registry:	1 x Registry
Strong rooms:	1 x Strong room
Boardroom:	1 x Boardroom
Kitchen:	1 x Kitchen
Pause room:	1 x Pause room
Server room:	1 x Server room
Cleaner's room:	1 x Cleaner's room

EXTERIOR

Guard house:	1 x Guard house
Parking area:	4 x Garages
Carports:	10 x Covered parking bays
Paved area:	1100 m ²
Gardening Services required:	Sweeping and removal of garden waste

Total Square meters for the Maquassi Hills Office = 784 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Maquassi-Hills Local Office	1 x VW Polo Sedan, 1 Mahindra bakkie, 2 Nissan bakkies	4

SUMMARY FOR DR KENNETH KAUNDA DISTRICT

Office	Building size m ²	Paved m ²	Garden m ²	No Staff	Average no of clients / month	Vehicles	Chairs	Leather Chairs	No of cleaners	No of gardeners	No of days operating / week
Dr Kenneth Kaunda	1483	922	0	13	3337	4	67	16	2	0	5
Matlosana	1517			22		7	190	19	3	0	5
Tlokwe	1906	509	1435	21	820	6	38	23	3	1	5
Jouberton	589	150	0	12	2112	3	36	47	2	0	5
Ventersdorp	750	642	0	12	3520	6	87	30	2	0	5
Maquassi Hills	784	1100	0	10	4500	4	57	47	2	0	5
Total	7029	3323	1435	90	14289	30	475	182	14	1	

3. NGAKA MODIRI MOLEMA DISTRICT

3.1 NGAKA MODIRI MOLEMA DISTRICT OFFICE

Physical address: SASSA House District office,
1st Street Industrial Site
Albany Building
Mafikeng

Offices:	9x Offices
Open plan:	1x Open plan
Kitchen:	2x Kitchen
Ablution Facilities:	1x Male (3 toilet, 1 urinal and 2 hand wash basin) 1x Female (2 toilets, 1 hand wash basin) 1x Disability (1 Toilet, 1 hand wash)
Strong Room:	1x Strong Room
Passages:	4x Passages
Reception Area:	1x Reception Area
Parking Area:	1x Back yard parking area that can accommodate about 24 vehicles
Registry:	1x Registry
Guard house:	1x Security guard house (4 square meters)
Boardroom:	1x Boardroom
Storeroom:	4x Store Rooms

Total Square meters for the Ngaka Modiri Molema District = 600 m²

Office	Number of vehicles	Type of Vehicle
NMMD Office	03	1x Ford Ranger Bakkie , 2x Nissan Bakkies

3.2 MAFIKENG LOCAL OFFICE

Physical address: SASSA House Mafikeng Local office
1st street Industrial site
Albany Building
Mafikeng

MAIN BUILDING

Offices:	11 x offices 1 boardroom
Open plan:	2 x Open plans
Kitchen:	1x Kitchen
Ablution Facilities:	3x Male toilets, 2x hand wash basin 2x Female toilets, 1x hand wash basin 1x Disability toilet 1 x Nappy changing station
Storeroom:	1x Storeroom –chemical room
Passages:	2x Passages

Server room: 1 x Server room
 Reception Area: 1x Reception Area (112 square meters)

MAFIKENG (Waiting Area - Overflow)

Offices: 1x office
 Open plan: 1x open plan
 Kitchen: 1x kitchen

MAFIKENG (Disability Assessments)

Offices: 6 x offices
 Ablution Facilities (Public): 1x Male toilet, 2x hand wash basin, 1x urinal
 1x Female toilet, 2x hand wash basin
 2x Disability toilets for males and females
 Ablution Facilities (Staff): 1x Male toilet, 1x urinal, 1x hand wash basin
 1x Female toilet, 1x hand wash basin
 Records Room: 1x Records room
 Passages: 1x Passage
 Parking Area: 1x Parking area accommodating 21 vehicles
 Guard house 1x Security guard house (4 square meters)

Total Square meters for Mafikeng Local Office = 1677 m²

Office	Number of vehicles	Type of Vehicle
Mafikeng Local Office	07	2x Mahindra bakkie, 1x Mahindra SUV 1x Renault Sedan, 2x Nissan Bakkies, 1x Toyota Etios Sedan

3.3 LICHTENBURG/DITSOBOTLA LOCAL OFFICE

Physical address: Burger Street No. 20
 Lichtenburg

Offices: 4 x offices
 Security room: 1 x guard room
 Assessment room: 1 x Assessment room
 Registry: 1 x MIS registry
 Ablution Facilities: 2 x Male toilets, 1x urinal, 2 x hand wash basin
 2 x Female toilets, 2 x hand wash basin
 1 x Disability toilet, 1 hand wash basin
 Public toilets: 2 x Male toilets, 1x urinal, 1 x hand wash basin
 2 x Female toilets, 1 x hand wash basin
 1 x Nappy changing station
 Storeroom: 1 x Storeroom
 Boardroom: 1 x boardroom
 Reception area: 1 x reception area

Network room: 1 x room
 Open Plan area 1 x Open area
 Kitchen: 1 x Kitchen
 Waiting area: 1 x waiting area
 Store: 1 x cleaning material
 Passage: 1x Passage
 Outside Security Room: 1x Outside Security Room
 Parking Area: 1 x Parking Area that can accommodate 04 vehicles

Total Square meters for Lichtenburg / Ditsobotla Local Office = 685 m²

Office	Number of Vehicles	Type of Vehicle
Ditsobotla Local Office	04	1x Datsun Sedan, 1x Mahindra Bakkie, 1x VW Sedan, 1x Nissan Bakkie

3.4 TSWAING LOCAL OFFICE

Physical address: SASSA Building 11 Duplessis Street
Delareyville

Offices: 10x Offices
 Kitchen: 1x Kitchen
 Ablution Facilities Staff: 2x Male toilets, 1x urinal, 2x hand wash basins
 3x Female toilets, 2x hand wash basins
 1x Disability toilet, 1 hand wash basin
 Ablution Facilities (Public): 1x Male toilet, 1 urinal, 1x hand wash basin
 2x Female toilets, 2x hand wash basins
 1x Disability toilet, 1x hand wash basin
 1 x Nappy changing station
 Waiting Room: 1 x Waiting Room
 Boardroom: 1 x Board room
 Passage: 1 x Passage
 Strong Room: 1 x Strong Room
 Registry Room: 1 x Registry Room
 Storeroom: 1 x Storeroom
 Server Room: 1 x server room
 Filing Room: 1 x Filing Room
 Tiled area: 441.59 square meters
 Outside Security Room: 1 x Outside Security Room
 Parking Area: 1 x Parking Area that can accommodate 20 vehicles

Total Square meters for Tswaing Local Office =800 m²

Office	Number of vehicles	Type of Vehicle
Tswaing Local Office	06	3x Mahindra Bakkie, 1x VW Sedan, 2x Nissan Bakkie

3.5 RATLOU LOCAL OFFICE

Physical address:	Ratlou Local Municipality, Thusong Centre
Offices:	4x Offices
Kitchen:	1x Kitchen
Open plan:	1x Open Plan
Ablution Facilities:	2x Male Toilets, 3x urinals, 4x hand wash basin, 4x Female Toilets, 4x hand wash basin 1 x Nappy changing station
Waiting Area:	1x Waiting Area
Boardroom:	1x Board room
Passage:	1x Passage
Server Room:	1x server room
Outside Security Room:	1x Outside Security Room
Parking Area:	2x Parking Area that can accommodate 12 Vehicles
Gardening services:	1x yard
Chemical room/storeroom:	1x chemical room

Total Square meters for Ratlou Local Office = 300 m²

Office	Number of vehicles	Type of Vehicle
Ratlou Local Office	08	6x Nissan Bakkies, 1x JAC Bakkie, 1x Mahindra Bakkie

3.6 TSHIDILAMOLOMO SATELLITE OFFICE

Physical address:	Old Clinic Building, SASSA office
Offices:	1x Offices
Kitchen:	1x Kitchen
Ablution Facilities:	1x Male Toilet, 1 hand wash basin 1x Female Toilet, 1 hand wash basin 1x Disability toilet, 1 hand wash basin 1 x Nappy changing station
Waiting Area:	1x Waiting Area
Open plan:	1x Open Plan
Storeroom:	1x Storeroom
Server Room:	1x server room

Outside Security Room: 1x Outside Security Room
 Parking Area: 1x Parking Area that can accommodate 4 Vehicles

Total Square meters for Tshidilamolomo Office = 110 m²

3.7 ITSOSENG LOCAL OFFICE

Physical address: Stand no: 2393(489)
 Zone 1
 Itsoseng

Porta-Camp: 2x Open plan Port-a-camp
 Offices: 4x Office Port-a-camp
 Back office: 1x Back office
 Kitchen: 1x Kitchen unit
 Cleaner's change room: 1x Cleaner's change room
 Ablution Facilities: 3x Female toilets, 2 x hand wash basin
 3x Male toilets, 1x urinal, 2x hand wash basin
 4x Female toilets for Public, 1 x hand wash basin
 4x Male toilets for Public, 1 x hand wash basin
 1x Single disability, 1x hand wash basin)
 1 x Nappy changing station
 Waiting area: 1x Waiting area
 Guard Room: 1x Guard Room
 Parking Area: 1x Parking Area that can accommodate 4 Vehicles

Total Square meters for Itsoseng Local Office =353 m²

Office	Number of vehicles	Type of Vehicle
Itsoseng Local Office	02	1x Mahindra Bakkie, 1x Fluence Sedan

3.8 RAMOTSHERE MOILWA LOCAL OFFICE

Physical addresses: 26 Gerrit Maritz Street
 Zeerust, 2865

Offices: 8x Offices
 Waiting area: 1x waiting area
 Kitchen: 1x Kitchen
 Ablution Facilities staff: 2x Male toilets, 2x urinals, 2x hand wash basin
 4x Female toilets, 3x hand wash basin
 1x Disability toilet, 1x hand wash basin
 Ablution Facilities public: 1x Male toilet, 1x urinal, 1x hand wash basin)

	3x Female toilets, 3x hand wash basin
	1x Disability toilet, 1x hand wash
	1 x Nappy changing station
Outside Security Room:	1 x Outside Security Room
Chemical Room:	1x Chemical room
Reception area	1x Reception area
Boardroom:	1x Boardroom
Server Room:	1x Server room
Strong room:	1x Strong room
Store room:	1x Store room
Passage:	3x Passages
Guard house:	1x Guard house
Parking Area:	2x accommodating 24 vehicles

Total Square meters for Ramotshere Moiloa Local Office =730.25 m²

Office	Number of vehicles	Type of Vehicle
Ramotshere Local Office	07	3x Nissan bakkies, 2x VW sedans, 1x Mahindra Bakkie, 1x Datsun sedan

3.9 DINOKANA LOCAL OFFICE

Physical address:	Dinokana Village Kgosing Section Next to Post Office
Offices:	1x Office
Open Plan:	1x Open plan
Kitchen:	1x Kitchen
Ablution Facilities staff:	1x Male toilet, 1x hand wash basin 1x Female toilet
Ablution Facilities public:	1x Male toilet, 1x hand wash basin 1x Female toilet, 1x hand wash basin) 1x Disability toilet, 1x hand wash basin 1 x Nappy changing station
Reception area	1x Reception area
Boardroom:	1x Boardroom
Strong room:	1x Strong room
Store room:	1x Store room
Passage:	1x Passage
Guard house:	1x Guard house
Parking Area:	1x accommodating 6 vehicles

Total Square meters for Dinokana Office = 68^{m2}

3.10 OTTOSDAL LOCAL OFFICE (PORTER CAMP OFFICE)

Physical addresses	450 Kameel Street Letsopa Location Ottosdal
Offices:	1x Porter camp (with 4 offices)
Ablution Facilities:	1x Male toilet staff, 1 x hand wash basin 1x Male toilet public, 1 x hand wash basin 1x Female staff, 1 x hand wash basin 1x Female public, 1 x hand wash basin 5x hand was basins 1x Disability toilet 1 x Nappy changing station
Outside Security Room:	1x Outside Security Room
Waiting area:	1x Waiting area

Total Square meters for Ottosdal Service Point = 60m²

3.11 COLIGNY OFFICE (PORTER CAMP OFFICE)

Physical addresses	70 Mark Street. Coligny
Offices:	1x Porter camp (open space) 1x Porter camp (3 offices; 1x office, 1x kitchen, doctor's assessment room)
Ablution Facilities:	1x Male toilet, 1 x urinal, 1 x hand wash basin 1x Female toilet, 1 x hand wash basin 1x Disability, 1 x hand washing basin 1 x Nappy changing station
Outside Security Room:	1x Outside Security Room
Waiting area:	1x Waiting area

Total Square meters for Coligny Service Point = 141^{m2}

3.12 RAMATLABAMA OFFICE (PORTER CAMP OFFICE)

Physical address:	Ramatlabama Six Hundred Next to the Tribal Authority Mafikeng
Offices:	3x Porter camps (4 offices)
Kitchen:	1x Kitchen

Ablution Facilities: 2x Male toilet, 1x urinal, 1x hand wash basin
 2x Female toilet, 1x hand wash basin
 Guard room: 1x Guard room
 Parking area: 1x Parking area accommodate 5 vehicles

Total Square meters for Ramatlabama Service Point = 108 m²

3.13 GROOT MARICO OFFICE

Physical address: Groot Marico SASSA office
 Municipal Hall

Offices: 1x Hall
 1x Office
 1x Kitchen
 Ablution Facilities: 1x Male
 1x Female

Total Square meters for Groot Marico = 594 m²

SUMMARY OF NGAKA MODIRI MOLEMA DISTRICT

Office	Building size m ²	Garden m ²	Paved m ²	No of Staff	No of clients / month	Chairs	Couches	Leather Chairs	Vehicles	No of cleaners	No of gardens	No of days operating / week
NMMD Office	600	0	163	12	30	45	08	11	03	02	01	5 days
Mafikeng LO	1677	0	2323	33	1470	101	00	05	07	04		5 days
Ramatlabama	108	350	50	0	20	04	00	00	00	00	01	2 days
Ratlou LO	300	3000	50	16	700	52	00	05	08	02	01	5 days
Tshidilamolomo	110	2000	250	0	150	13	00	00	00	01	01	2 days
Tswaing LO	800	0	200	15	700	47	00	05	06	02	00	5 days
Ottosdal	60	1000	450	0	150	04	00	00	00	01	01	2 days
Ditsobotla LO	685	0	300	30	764	70	00	05	04	02	00	5 days
Itsoseng	353	2500	500	0	150	42	00	00	02	01	01	5 days
Coligny	141	3575	50	0	430	12	00	00	00	01	01	2 days
Ramotshere LO	730.25	0	0	20	700	56	00	05	07	02	00	5 days
Dinokana	68	300	800	0	150	20	00	00	00	01	01	5 days
Groot Marico	594	975	0	0	20	02	00	00	00	01	01	1 day
TOTAL	5 786.25	13 700	5 136	126	5434	405	08	36	37	20	09	

4. DR RUTH SEGOMOTSI MOMPATI DISTRICT

4.1 DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE

Physical address: SASSA House Naledi Local office, 128 Vry Street, Vryburg

Offices:	2x Offices
Open plan:	2x Open plan
Kitchen:	2x Kitchen
Ablution Facilities:	4x Male Toilets (4 x urinal and 2x hand wash basin) 6x Female Toilets (1x hand wash basin) 1x Disability Toilet, (1x hand wash)
Strong Room:	1x Strong Room
Passages:	1x Passages
Reception Area:	1x Reception Area
Parking Area:	10x Parking Bays
Registry:	1x Registry
Guard house:	1x Security guard house (4 square meters)
Boardroom:	1x Boardroom
Training Room:	1x Training
Store Room:	2x Store Rooms
Parking:	13x Parking Area

Total Square meters for the DR Ruth Segomotsi Mompoti DO Office building = 721m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Dr Ruth Segomotsi Mompoti District Office	1 x Sedan (Renault Fluence), 3 Mahindra SUV, 1 x VW Caddy, 5 x Nissan Bakkie, 1xTruck	11

4.2 NALEDI LOCAL OFFICE

Physical address: SASSA House Naledi Local office, 128 Vry Street, Vryburg

Offices:	5 x offices
Open plan:	1 x Open plans
Kitchen:	1x Kitchen
Waiting Area:	2x Waiting Area
Ablution Facilities:	3x Male Toilets: (4x hand wash basin, 2x urinal) 3x Female Toilets :(2x hand wash basin) 1x Client Toilet (1x hand wash basin)
Registry:	1 x MIS registry
Doctors Room:	1x Doctors Room
Storeroom:	1x Storeroom –chemical room
Passages:	1x Passages

Server room: 1 x Server room
 Reception Area: 1x Reception Area
 Parking Area: 8x Parking Area

Total Square meters for the Naledi Local Office building = 601m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Naledi Local Office	1 x Sedan (VW Polo), 1 x Mahindra Bakkie, 4 x Nissan Bakkies	6

TAUNG LOCAL OFFICE

Physical address: 1066 KFC Road, Taung

Offices: 4 x offices
 Open Plan: 1 x Open Plan
 Doctor's room: 1 x Doctor's room
 Board Room: 1 x Board room
 Ablution Facilities: 1 x Male Toilet (2 x hand wash basin)
 2 x Female (2 x hand wash basin)
 Client toilets: 1 x Male Toilet (1x urinal, 1 x hand wash basin)
 3 x Female Toilet (2 x hand wash basin)
 1 x Disability
 Storeroom: 1 x Storeroom
 Boardroom: 1 x boardroom
 Reception area: 1 x reception area
 Server room: 1 x Server room
 Kitchen: 1 x Kitchen
 Waiting area: 1 x waiting area
 Guard Room: 1 x Guard Room
 Carpeted Area: 514m²
 Parking Area: 10x Parking Area

Total Square meters for the Taung LocalOffice building = 3000m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Taung Local Office	1 x Sedan , 1 x Mahindra Bakkie, 4x Nissan Bakkies	6

4.3 MANTHE LOCAL OFFICE

Physical address: 10133 Manthe village 8585, NWDC Building

Offices:	1 x Offices
Open Plan:	1x Open Plan
Kitchen:	1 x Kitchen
Ablution Facilities:	2 x Male Toilet (2x hand wash basin, 1x Urinal) 1 x Female Toilet (2x hand wash basin) 1 x Disability Toilet
Ablution Facilities Client:	1 x Male Toilet (, 1 urinal, 1 hand wash basin) 1 x Disability toilet (1 x hand wash basin)
Passage:	1 x Passage
Doctor's Room:	1 x Strong Room
Storeroom:	1 x Storeroom
Guard Room:	1 x Guard Room
Parking Area:	3 x Parking Area

Total Square meters for the Manthe Office building = 144m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Manthe Local Office	1x Mahindra Bakkies, 1 Nissan bakkie	2

4.4 SEKHING LOCAL OFFICE

Physical address: 10236 Kgomotso road Sekhing 8599

Offices:	5x Offices
Kitchen:	1x Kitchen
Open plan:	1x Open Plan
Ablution Facilities:	2x Male toilet (4 x hand wash basin, 3x urinal) 3 urinal system) 2x Female toilet (4 x hand wash basin) 2x Disability toilet
Waiting Area:	1x Waiting Area
Boardroom:	1x Board room
Passage:	1x Passage
Server Room:	1x server room
Guard Room:	1x Outside Security Room
Parking Area:	10x Parking Area

Total Square meters for the Sekhing Local Office building = 730m²

OFFICE	TYPE OF VEHICLE	NUMBER OF
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		VEHICLES
Sekhing Local Office	1vx Mahindra Bakkies, 3 x Nissan Bakkies	4

4.5 MAMUSA LOCAL OFFICE

Physical address: No 3 Corner Schweizer and Swarts street, Schweizer-Reneke

Offices:	11x Offices
Open Plan:	1 x Open Plan
Kitchen:	1x Kitchen
Ablution Facilities:	2x Male toilet (2x hand wash basin, 2x Urinal) 2x Female toilet (2x hand wash basin)
Ablution Facilities Clients:	1x Male toilet (1x urinal, 1x hand wash basin) 3x Female toilet (2x hand wash basin) 2x Disability toilet (1x hand wash basin)
Waiting Area:	1x Waiting Area
Doctor's Room:	1 x Doctor's Room
Board Room:	1 x Board Room
Open plan:	1x Open Plan
Storeroom:	1x Storeroom
Server Room:	1x server room
Carpeted area:	206 ^{m2}
Guard Room:	1x Guard Room
Parking Area:	10x Parking Area

Total Square meters for the Mamusa Local Office building = 692^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Mamusa Local Office	1 x Sedans (Renault Fluence), 1 x Mahindra Bakkies, 4x Nissan Bakkies	6

4.6 LEKWA TEEMANE LOCAL OFFICE

Physical address: 71 Prince Street Bloemhof, 2660 SASSA Lekwa Teemane

Offices:	5x Office
Open Plan:	1x Open Plan
Kitchen:	1 x Kitchen unit
Registry:	1X Registry
Cleaner's room:	1x Cleaner's change room
Ablution Facilities:	4x Female toilet (4x hand wash basin) 4x Male toilet,(4 x hand wash basin, Urinal) 1x Female public (2 water closets, 1x hand wash basin)

	1x Male public (2 water closets, 1x hand wash basin)
	2x disability toilets (2x hand wash basin)
Doctors Room:	1x Doctor's Room
Waiting area:	1x Waiting area
Server Room:	1x Server Room
Guard Room:	1 x Guard Container
Stairs:	1x Stairs
Parking Area:	4x Parking Area

Total Square meters for the Lekwa Teemane Office building = 690^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Lekwa Teemane Local Office	1 x Sedans (VW Polo) 2 x Nissan Bakkies	3

4.7 CHRISTIANA LOCAL OFFICE

Physical address: Corner 510 and 520, Itsoseng and Tselakgopo Street, Utlwanang

Offices:	3x Offices
Registry:	1x Registry
Open Plan:	1x Open Plan
Waiting area:	1x waiting area
Kitchen:	1x Kitchen
Ablution Facilities staff:	1x Male toilets, (1 x hand wash basin) 1x Female toilets (1x hand wash basin) 1x Disability toilet (1 hand wash)
Ablution Facilities public:	1x Male toilet (1 x hand wash basin) 1x Female toilets (1x hand wash basin) 2x Disability toilet (1 hand wash)
Guard Room:	1 x Guard Room
Server Room:	1x Server room
Store room:	1x Store room
Guard house:	1x Guard house
Parking Area:	7x Parking Area

Total Square meters for the Christiana Local Office building = 207^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Christiana Local Office	1 x Mahindra Bakkies, 2 x Nissan Bakkies	3

4.8 DRYHARTS LOCAL OFFICE

Physical address: N18 Next to the Dryharts Clicks, Dryharts

Offices:	1x Office
Open Plan:	1x Open plan
Kitchen:	1x Kitchen
Ablution Facilities staff:	1x Male toilet (1 hand wash basin) 1x Female toilet (1 hand wash basin) 1x Disability toilet (1 hand wash)
Ablution Facilities public:	1x Male toilet (1 hand wash basin) 1x Female toilet (1 hand wash basin)
Store room:	1x Store room
Passage:	1x Passage
Guard house:	1x Guard house
Parking Area:	10 x Parking
Cleaner:	

Total Square meters for the Dryharts Local Office building = 700^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Dryharts Local Office	1x Sedans (VW Polo)	1

4.9 KAGISANO LOCAL OFFICE

Physical address: Tosca Road Makwati Centre Sassa Office, Ganyesa

Offices:	3 x Office
Open Plan:	1 x Open Plan
Ablution Facilities:	2x Male toilet (3 x urinal, 1 x hand wash basin) 2x Female (1 x hand wash basin)
Guard Room:	1x Guard Room
Waiting area:	1x Waiting area
Kitchen:	1x Kitchen
Store Room:	1x Store Room
Doctor's Room:	1x Doctor's Room
Board Room:	1x Board Room
Server Room:	1x Server
Parking Area:	14x Parking Area

Total Square meters for the Kagisano Office building = 600^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
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Kagisano	2x Mahindra Bakkies, 6 x Nissan Bakkies	8
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4.10 MOROKWENG LOCAL OFFICE

Physical address: Thusong Center, Morokweng

Offices: 3x Offices
 Open Plan: 1 x Open Plan
 Ablution Facilities: 4x Male toilets (2 x urinal, 2 x hand wash basin)
 4x Female toilets (2 x hand wash basin)
 Store Room: 1x Store Room
 Doctor's room: 1 x Doctor's Office
 Waiting area: 1x Waiting area

Total Square meters for the Morokweng Local Office building = 100m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Morokweng Local Office	2 x Mahindra Bakkies, 1 x Nissan Bakkies, 1x JAC Bakkie	4

4.11 TLAKGAMENG LOCAL OFFICE

Physical address: Stand A 1043 Thoteng Section, Tlakgameng

Offices: 2x Offices
 Open Plan: 1x Open Plan
 Kitchen: 1x Kitchen
 Ablution Facilities: 1x Male toilets (2x urinal, 1x hand wash basin)
 1x Female toilet, (1x hand wash basin)
 Doctor's Room: 1x Doctor's Room
 Store Room: 1x Store Room
 Server Room: 1x Server Room
 Board Room: 1x Board Room
 Parking area: 6x Parking area

Total Square meters for the Tlakgameng Office building = 174m²

4.12 BRAY SERVICE POINT

Physical address: Thusong Service Center, SASSA Office, Bray

Offices: 1x Office
 Open Plan: 1x Open Plan
 Kitchen: 1x Kitchen

Doctor's Room:	1x Doctor's 1x Office 1x Kitchen
Ablution Facilities:	4x Male toilets, (2x hand wash basin, 2x urinal) 4x Female toilet, (2x hand wash basin) 1 x Disability toilet (1x hand wash basin)

Total Square meters for the Bray Local Office building = 43^{m2}

4.13 TOSCA SERVICE POINT

Physical address: SASSA Office, Tosca main road

Offices:	1x Office
Open Plan:	1x Open Plan
Kitchen:	1x Kitchen
Doctor's Room:	1x Doctor's 1x Office 1x Kitchen
Ablution Facilities:	2x Male toilets, (2x hand wash basin, 2x urinal) 2x Female toilet, (2x hand wash basin) 1 x Disability toilet (1x hand wash basin)

Total Square meters for the Tosca building = 26^{m2}

4.14 KGOKGOJANE SERVICE POINT

Physical address: Thusong Center Kgogojane Village

Offices:	3x Office
Open Plan:	1x Open Plan
Waiting Area:	1x Waiting Area 1x Office 1x Kitchen
Ablution Facilities:	1x Male toilets, (1x hand wash basin) 1x Female toilet, (1x hand wash basin)

Total Square meters for the Kgogojane Service Point building = 40.9^{m2}

4.15 SHALENG SERVICE POINT

Physical address: Stand 212E Tribal Hall, Shaleng

Offices:	2x Office
Open Plan:	1x Open Plan
Ablution Facilities:	1x Male toilets, (1x hand wash basin) 1x Female toilet, (1x hand wash basin)

Total Square meters for the Kgogojane Service Point building = 28^m

Total Square meters for the Entire Office = 144 m²

4.17 TSEOG LO

Physical address: Agriculture Building, Tseoge

Offices: 1 x back Office x 01 Workstations
 Open plan: 3 X cubicles
 Kitchen: 1 X kitchen
 Ablution Facilities: 2 x Male toilets, 02 x hand wash basins x No urinal 2 x Female toilet
 1 x toilet for disabled with hand wash basin
 Store room: x 1
 Doctor's room: 1x Work station
 Number of cleaner: 1 x Cleaner

5.1.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Tseoge Local Office	0	0

SUMMARY FOR DR RUTH SEGOMOTSI MOMPATI DISTRICT

Office	Building size m ²	Paved m ²	Garden m ²	No of Staff	No of clients / month	Chairs	Couches	Leather Chairs	Vehicles	No of cleaners	No of gardeners	No of days operating / week
DR RSM DO	721	682	0	12	20	58	4	26	11	1	0	5
Naledi	601	150	0	13	435	58	2	3	6	1	0	5
Dryharts	700	300	350	6	153	18	0	0	1	1	1	5
Mamusa	692	520	0	14	360	51	0	1	6	2	0	5
Taung	756	288	0	15	529	75	2	3	6	2	0	5
Sekhing	730	200	500	8	129	45	0	12	4	1	1	5
Manthe	144	0	100	5	128	17	0	0	2	1	1	5
Lekwa Teemane	685	360	0	11	270	50	2	2	3	2	0	5
Christlana	207	65	0	5	149	21	0	0	3	1	0	5
Kagisano	600	0	0	11	365	54	2	2	8	2	0	5
Morokweng	100	285	0	8	309	35	0	0	4	1	0	5
Tlakgameng	174	240	0	5	171	32	0	0	0	1	1	5
Tseoge	120	0	500	0	40	9	0	0	0	1	0	2
Kgogojane	40.9	0	0	0	40	9	0	0	0	1	0	2
Tosca	26	0	232	0	40	3	0	0	0	1	0	2
Bray	43	0	0	0	40	0	0	0	0	1	0	2
Shaleng	28	0	235	0	40	3	0	0	0	1	1	2
TOTAL	6367.9	3090	1917	113	14289	405	08	36	54	21	05	

5. BOJANALA DISTRICT

5.1 BOJANALA DISTRICT OFFICE

Physical address: 17 Kgwebo Avenue (Commercial Road), Mabe Business Park, Rustenburg

GROUND FLOOR

Offices:	3 x Offices
Ablution Facilities:	1 x Toilet, 2 hand wash basin, 2x urinals
Server Room:	1 x Server Room
Reception Area:	1 x Reception Area
Stairs:	1 x Stairs
Parking:	1 x Parking area that can accommodate 4 vehicles
Waiting Area:	1 x Waiting area
Strong room:	1 x Strong room
Carpeted area:	82 ^{m2}

FIRST FLOOR

Offices:	4 x Offices
Kitchen:	1 x Kitchen
Open Space:	1 x Open Space
Ablution Facilities:	1 x Male toilet, 1x hand wash basin, 1xurinal 1 x Female toilet, 1x hand wash basin)
Passage:	2 x Passages
Boardroom	1 x Boardroom
Carpeted area:	117 ^{m2}

Total Square meters for Bojanala District Office =547 ^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Bojanala DO	2 x Mahindra Pickup D/C, 2 x Nissan Hard Body 2 x Polo Sedan, 1 x Fuso Truck	7

5.2 RUSTENBURG LOCAL OFFICE

Physical address: 18 Hystek Street, Rustenburg, 0300

GROUND FLOOR

Offices:	1 x Doctor's room
Ablution Facilities:	3 x Male toilet, 2x hand wash basin, 4 urinals 5 x Female toilet, 2x hand wash basin 1 x Disability toilet, 1x hand wash basin
Stairs:	1 x Stairs

FIRST FLOOR

Offices:	6 x Offices
Passages :	2 x Passages
Kitchen:	1 x Kitchen
Canteen:	1 x Canteen
Ablution Facilities:	2 x Female toilet, 1 hand wash basin

Disability: 1 x Male toilet, 1x hand wash basin, 2x urinal
 1 x toilet, 1x hand wash basin
 Boardroom: 1 x Boardroom
 Store room: 1 x Store room
 Server room: 1 x server room
EXTERIOR PARKING
 Guard house 1x Security guard house (4 ^{m2})
 Exterior parking: Parking that accommodate 15x vehicles
 Covered parking: 12 x vehicles & shaded x 8 Vehicles

Total Square meters for Rustenburg Local Office =607.95^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Rustenburg	2 x Mahindra Pickup D/C, 1 x Motor Vehicle Jac D/C, 1 x Polo Sedan, 1 x Toyota Etios Sedan, 3 x Nissan Hardbody D/C	8

5.3 KGETLENG LOCAL OFFICE

Physical address: 6 Steyn Street, Koster, 0348

Offices: 9 x offices
 Open plan area: 1 x Open plan
 Doctors Room: 1x Doctors Room
 Kitchen: 2 x Kitchen
 Ablution Facilities Staff: 2 x Male toilet, 1x urinal, and 2 x hand wash basin
 3 x Female toilet, 2x hand wash basin
 1 x Disability toilet, 1x hand wash basin
 Ablution Facilities Public: 1 x Male toilet, 1 x hand wash basin
 1 x Female toilet, 1x hand wash basin
 Boardroom: 1 x Boardroom
 Registry Room: 1 x Registry Room
 Waiting area: 1 x waiting area
 Strong room: 1 x Strong room
 Store Room: 1 x Store Room
 Basement: 1 x Basement
 Server room: 1 x server room
 Passages: 3 x Passages
 Exterior parking: 1 x Parking that accommodate 5 vehicles
 Guard house 1 x Security guard house (4^{m2})

Total Square meters for Kgetleng Local Office =1200^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Kgetleng Local Office	2 x Mahindra Pickup D/C 3 x Nissan D/Cab	5

5.4 MADIKWE LOCAL OFFICE

Physical address: Stand No1, Ditlou Street, Madikwe, 2840

Offices:	11 x Offices
Reception Area:	1 x Reception Area (10 ^{m2})
Doctor's room:	1 x doctor's room
Kitchen:	1 x Kitchen
Strong room:	1 x strong room
Store room:	1 x store room
Ablution Facilities: (Staff)	1 x Male toilets, 1x urinals, 1x hand wash basin 2 x Female, 1x hand wash basin
Ablution Facilities: (Public)	4 x male toilets (outside) 4 x female toilets (outside)
Disability Toilet:	2 x Toilets
Waiting area:	1 x waiting area
Passages:	3 x Passages
EXTERIOR	
Guard house	1 x Security guard house (4 ^{m2})
Garden:	550 ^{m2}

Total Square meters for Madikwe Local Office =350 ^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Madikwe Local Office	1 x Mahindra Pickup D/C 2 x Nissan D/C	3

5.5 MADIBENG LOCAL OFFICE

Physical address: 11 Tom Street, Brits, 0250

GROUND FLOOR

Offices:	6 x Offices
Server Room:	1 x Server
Reception Area:	1 x Reception Area
Doctor's room:	1 x Doctor's room
Waiting area:	1x Waiting area
Ablution Facilities: (Public)	1 x Male toilet 2 x urinal, 1x hand wash basin 2 x Female toilet, 1x hand wash basin) 1 x Disability toilet t, 1 hand wash basin)
Ablution Facilities: (staff)	1x Male toilet, 1 x hand wash basin, 1 x urinal 2 x Female toilet, 1 hand wash basin.
Kitchen	1 x Kitchen
	Stairs 1x Stairs
	Storeroom 1 x Storeroom

FIRST FLOOR

Stairs:	1 x stairs
Boardroom:	1 x Boardroom

EXTERIOR

Guard House: Guard room: 1 x guard room (4^{m2})
 Parking Area: 1x Parking that can accommodate 20x vehicles

Total Square meters for Madibeng Local Office =700^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Madibeng Local Office	2 x Mahindra Pickup D/C 4 x Nissan D/Cab	6

1.6.1 MORETELE LOCAL OFFICE

Physical address: 4065 B Mathibestad

Offices: 3 x Offices
 Waiting area: 2 x Waiting area
 Kitchen: 1 x Kitchen
 Ablution Facilities: Staff 4 x Male Toilets, 1 x hand wash basin, 1 urinal
 1 x Disability Toilet, 1 x hand wash basin
 5 x Female Toilets, 1x hand wash basin
 1 x Disability Toilet, 1 x hand wash basin
 Ablution Facilities: Public 4 x Public Toilet, 1x hand wash basin
 Doctor's room: 1 x doctor's room
 Server room: 1 x server room
 Strong room: 1 x strong room
 Parking Bays: 4 x Parking Bays
 Guard house 1 x Security guard house (4^{m2})\n
 Garden: 990^{m2}

Total Square meters for Moretele Local Office = 350^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Moretele Local Office	2 x Mahindra Pickup D/C 4 x Nissan D/Cab	6

5.7 CYFERSKUIL LOCAL OFFICE

Physical address: Stand No. 506, Moreroa Street, Cyferskuil

Doctor's room: 1 x Doctors room
 Kitchen: 1 x Kitchen
 Ablution Facilities: 2 x Male Toilet 2 x hand wash basins
 2 x Female Toilets, 2 x hand wash basins
 Waiting Area: 1 x Reception area
 Storeroom: 1 x Storeroom
 Guard room: 1 x guard room (4^{m2})
 Garden: 2107^{m2}

Total Square meters for Cyferskuil Local Office =132^{m2}

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Cyferskuil Local Office	2 x Nissan D/Cab	2

5.8 SWARTRUGGENS SERVICE POINT

Physical address: Erasmus Street, Thusong service Centre (Next to SAPS)
Swartruggens

Offices:	1 x Offices
Waiting area:	1 x waiting area
Passage:	2 x Passages
Server room:	1 x server room
Kitchen:	1 x kitchen
Reception area:	1 x reception area
Ablution Facilities:	1 x toilet, 1x hand wash basin, 1 x baby changer)

Total Square meters for Swartruggens Local Office =127 m²

5.9 HEBRON SERVICE POINT

Physical address: Stand 380 Motseng Section Hebron

Offices:	3 porter camps (1 x 4 offices)
Waiting are:	1 x waiting area
Ablution Facilities:	2 x Male Toilets, 1x urinal, 1 x hand wash basin 2 x Female Toilets, 1x urinal, and 1 x hand wash basin
Disability:	1 X Disability Toilet
Garden:	20m ²

Total Square meters for Hebron Local Office = 82 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Hebron Local Office	2 x Nissan D/Cab	2

5.10 MABESKRAAL LOCAL OFFICE

Physical address: 20055 Kgosing Section Mabeskraal

Offices:	3 x Offices
Doctor's room:	1 x Doctor's room
Doctor's waiting passage:	1 x waiting passage.
Server Room:	1 x Server room
Verandah	1 x Verandah and stoep
Storeroom:	1 x Storeroom
Waiting area:	1 x Open area

Kitchen:	1 x Kitchen
Staff Ablution Facilities:	2 x Male Toilets, 2 hand wash basin 2 x Female Toilets, 2 hand wash basin
Public Ablution Facilities:	2 x Male Toilets, 2 hand wash basin 2 x Female Toilets, 2 hand wash basin
Disability Ablution Facilities:	1 x Male Toilets, 1 hand wash basin 1 x Female Toilets, 1 hand wash basin
Guard house	1 x Security guard house (4 square metres)
Paving:	1416 ^{m2}
Garden:	858 ^{m2}

Total Square meters for Mabeskraal Local Office = 270 m2

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Mabeskraal Local Office	1 x Mahindra Pickup D/C	1

5.11 MABOLOKA SERVICE POINT

Physical address: Stand no 569 Lethabong Section Maboloka Village

Offices:	4 porter camps (1 x 4 offices)
Kitchen:	1 x Kitchen
Waiting area:	1 x waiting area
Ablution Facilities:	1x Male Toilet, 1xurinal, 1x hand wash basin 1x Female Toilet, 1x hand wash basin 1x Public Toilet, 1x hand wash basin 1x Disability Toilet, 1 x hand wash basin
Porter camp toilets:	2x Male Toilet, 1x urinal and 1x hand wash basin 4x Female Toilets, and 2 x hand wash basin
Guard room:	1 x guard room (4 ^{m2})

Total Square meters for Maboloka Local Office = 85m2

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Maboloka Local Office	1 x Mahindra D/C 1 x Nissan D/Cab	2

5.12 MOGWASE LOCAL OFFICE

Physical Address: Stand no: 2363 Shop no: 7 Mogwase shopping complex

Offices:	5 offices
Doctor's room:	1 x doctor's room
Storeroom:	1 x Storeroom
Sever room	1 x Server room

Boardroom:	1 x boardroom
Reception area:	1 x reception area
Kitchen:	1 x Kitchen
Waiting area:	1 x waiting areas
Passage:	1 passage
Server room:	1 x server room
Staff Ablution Facilities:	1 x Male Toilet, 1 x hand wash basin 1 x Female Toilet
Public Ablution Facilities:	2 x Male Toilet, 2 x urinal, and 2 x hand wash basin 3 x Female Toilet, 2 x hand wash basin)
Disability Ablution Facilities:	1 x Male Toilet, 1 x hand wash basin 1 x Female Toilet, 1 x hand wash basin

Total Square meters for Mogwase Local Office = 669 m²

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Mogwase Local Office	1 x Renault Fluence, 1 x JAC D/C, 1 x Polo sedan, 1 x Mahindra D/C 2 x Nissan D/C	6

5.13 KANANA LOCAL OFFICE

Physical Address: Old clinic site SASSA Office, Kanana Rustenburg

Offices:	1 Office
Waiting area:	1 x waiting area
Passage:	1 x Passage
Ablution Facilities:	3 x Male Toilet, 1 x hand wash basin, 1 x urinal) 3 x Female Toilets, 1 x hand wash basin)
Garden:	200 ^{m²}

Total Square meters for Kanana Local Office = 134 m²

5.14 MANTSERRE SERVICE POINT

Physical addresses: Site No.352, Swartklip, Varkensvlei 0370

Offices:	2 offices
Kitchen:	1 x Kitchen
Waiting are:	1 x waiting area
Staff Ablution Facilities:	1 x Male Toilet, 1 x hand wash basin 1 x Female Toilet , 1 x hand wash basin
Public Ablution Facilities:	1 x Male Toilet, 5 x urinal, 2 x hand wash basin 1 x Female Toilet , 2 x hand wash basin
Disability Ablution Facilities:	1 x Male Toilet, 1 x hand wash basin 1 x Female Toilet, 1 x hand wash basin
Doctors Room:	1 x Doctors Room
Guard room:	1 x guard room (4 ^{m²})
Garden:	924 ^{m²}

Total Square meters for Mantserre Office = 336 m2

SUMMARY FOR BOJANALA DISTRICT

Office	Building size m2	Garden m2	Paved m2	No of Staff	No of clients / month	Chairs	Couches	Leather Chairs	Vehicles	No of cleaners	No of gardeners	No of days operating / week
Bojanala DO	547	0	0	12	220	35	0	8	7	1	0	5 days
Rustenburg	607,95	0	0	23	4400	65	0	3	8	3	0	5 days
Mogwase	669	0	0	18	1100	52	0	17	6	2	0	5 days
Kgetleng	1200	0	60	7	450	40	0	2	5	1	0	5 days
Madikwe	350	550	216	7	880	18	0	0	3	1	1	5 days
Madibeng	700	0	0	25	4400	96	0	23	6	3	0	5 days
Moretele	350	129	244	23	1400	52	0	0	6	2	1	5 days
Cyferskuil	132	1755	132	5	800	10	0	0	2	1	1	5 days
Swartruggens	127	0	0	3	500	10	0	2	0	1	0	5 days
Hebron	82	20	82	9	800	18	0	0	2	1	1	5 days
Mabeskraal	270	194	271	8	500	19	0	3	1	1	1	5 days
Maboloka	85	40	0	9	800	18	0	1	2	1	1	5 days
Kanana	134	200	122	8	800	21	0	0	0	1	1	5 days
Mantserre	336	60	90	1	100	12	0	0	0	1	1	5 days
TOTAL	5589.95	2928	1217	158	17150	474	0	59	48	20	08	5 days

26. MONITORING TOOL (Service Level Agreement)

PART I

1. Key Performance areas and indicators

- 1.1. The service provider is expected to comply 100% to the contractual agreement as SASSA is also expected to pay full amount charged by the service provider on a monthly basis, for services rendered.
- 1.2. Each KPA is allocated penalty fees and rectification time.
- 1.3. Upon identification of a non-performed function, a rectification order/warning letter detailing non-compliance with rectification time/period will be issued by SASSA to the appointed Service Provider.
- 1.4. If issues in the rectification order /warning letter are not addressed within the specified rectification time/period, penalty fees shall be imposed for non-performance/compliance.
- 1.5. The penalty fees shall be deducted from the service provider's invoice from the date of the expiry of the stipulated period on the rectification order /warning letter.
- 1.6. If the bidder fails to deliver or perform any of the services within the prescribed period specified in the contract, SASSA shall without prejudice to its other remedies under the contract, deduct from the contract price against the monthly invoice, as a penalty on the undelivered item or unperformed service(s) using the amount reflected herein under penalty clause template below. SASSA may also consider termination of the contract pursuant to the general conditions of the contract.
- 1.7. Failure to comply with the penalties as outlined in the below template after notification, shall constitute a material breach and SASSA shall be entitled to terminate the contract should the Service Provider:
 - Fail to settle the imposed penalties or perform any of the services within the prescribed period as specified in the contract.
 - Commits the same offence five (5) times consecutively within six (6) months

2. Penalties

SASSA reserves the right to impose the penalties in the instances set out below:

PENALTIES					
KEY PERFORMANCE AREA		TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
A.	Cleanliness standards in the following key service areas: High risk areas - Bathrooms - Service Areas - Waiting Area - Dust bins/waste bins	All key service areas cleaned in line with the specifications.	- Justifiable and verified complaints - Inspections conducted by both Service provider and SASSA representative	The Service Provider will be given 2 hours to rectify as per the rectification order, after which the penalty fee will be imposed	R250.00 per hour, per item
		85% of offices rating the overall service good or above.	Monthly Survey	N/A	N/A
	Medium risk areas - Kitchens (sink/fridges/microwaves, water coolers; - Workstations (chairs, tables); - Carpeted/Tiled Floors; - Pause Area; - Lifts; - Boardrooms; - Storerooms; - Window Sills; - Glass Doors/Walls; and all other areas as per specifications	All key service areas cleaned in line with the specifications.	- Justifiable and verified complaints - Inspections conducted by both Service provider and SASSA representative	The Service Provider will be given 3 hours to rectify as per the rectification order, after which the penalty fee will be imposed	R150.00 per hour, per item
		85% of offices rating the overall service good or above.	Monthly Survey	N/A	
B.	Cleaners Daily Work Attendance	- Supervisor or Assistant Supervisor always available 100% of staff are available for their contracted hours of work - Competent Relievers for absent cleaners and those on leave reporting for duty before 08:30	- Monitoring of the Daily Attendance Register by SASSA and Service Provider delegates - Justifiable and Verified Complaints	The Service Provider will be given 3 hours to rectify as per the rectification order, after which the penalty fee will be imposed	R600.00 per day

PENALTIES				
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
C. Provision and Maintenance of Sanitary Equipment	• SABS/ SANS approved sanitary equipment	• A letter of confirmation for SABS/SANS approved sanitary equipment delivered/installed	The Service Provider will be given 30 days from the commencement of the contract to rectify as per the rectification order, after which the penalty fee will be imposed	R200 per day
	• Sanitary equipment functioning at all times	• Inspections conducted by both service provider and SASSA's representative • Justifiable and verified complaints • Servicing schedule for sanitary equipment.	The Service Provider will be given monthly to rectify as per the rectification order, after which the penalty fee will be imposed	R200.00 per day R200 per hour
	• Sanitary and medical waste bins emptied weekly	• Inspections conducted by both service provider and SASSA's representative • Justifiable and verified complaints.	The Service Provider will be given 24 hours to rectify as per the rectification order, after which the penalty fee will be imposed	
	• Nappy waste bins emptied weekly	• Justifiable and verified complaints. • Inspections conducted by both service provider and SASSA's representative	The Service Provider will be given 1 hour to rectify as per the rectification order, after which the penalty fee will be imposed	
Provision and Maintenance of Sanitary Consumables	• No shortage of SABS/ SANS approved sanitary consumables in ablution facilities.	• Justifiable and confirmed complaints. • Inspections conducted by both service provider and SASSA's representative	The Service Provider will be given 1 hour to rectify as per the rectification order, after which the penalty fee will be imposed	R200.00 per hour
	• Daily refills done before 07:00 a.m.	• Justifiable and confirmed complaints. • Inspections conducted by both	The Service Provider will be given 1 hour to rectify as per the rectification order, after which the penalty fee will be imposed	

PENALTIES				
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
		service provider and SASSA's representative		
D.	Provision of Quarterly Cleaning Exercises	- All Quarterly Exercises (Deep Carpet Cleaning, Chair Cleaning, Pest Control, Pool vehicles, Interior and accessible Exterior window cleaning, Foyer & Deep Carpet Cleaning) completed in line with set time frames and specifications. - Restored all furniture or assets to its location e.g. chairs, tables, dustbins in offices and workstations after deep cleaning and fumigation set time frames and specifications.	- Inspections conducted by both service provider and SASSA's representative - Cleanliness checklists and signed off attendance registers - Justifiable and verified complaints	The Service Provider will be afforded time to <u>reschedule to the following weekend or as agreed by both parties should be a need.</u> Failure to honor the agreement will result in the implementation of penalties R500.00 per weekend
E	Provision and Maintenance of General Cleaning and or gardening Equipment and Supplies	- SABS/SANS approved cleaning and or gardening equipment and supplies - Functional and adequate cleaning and or gardening equipment at all times - No shortage of general cleaning supplies and or gardening - All equipment that needs to be installed (e.g. hand dryers, toilet roll holders, hand soap dispensers, air fresheners, she bins, nappy bins etc.) need to be branded and installed in offices before the commencement of the contract.	- A letter of confirmation for SABS/SANS approved cleaning equipment supplies and or gardening and delivered/installed - Inspections conducted by both service provider and SASSA's representative - List of equipment and cleaning material available for each cleaner. - Signed off delivery note of monthly stock received. - Justifiable and verified complaints.	The Service Provider will be given <u>2 days</u> to rectify as per the rectification order, after which the penalty fee will be imposed R 250.00 per day, per item
F	Presentation and Uniform	- All staff well presented in company uniform. - Cleaners having winter and summer uniform,	Inspections conducted by both service provider and SASSA's representative	The Service Provider will be given <u>14 days</u> to rectify as per the rectification order, after which the penalty fee will be imposed R 100.00 per day, per item

PENALTIES				
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
	safety wear • Cleaners wearing name tags at all times.	• Justifiable and verified complaints		
G	Safety Management System and Public Liability	• Signage – clear and visual signs of safety (caution signs)	Inspections conducted by SASSA representative and service provider The Service Provider will be given 15 minutes to rectify as per the rectification order, after which the penalty fee will be imposed	R 100.00 per hour
	• Protective Clothing – usage of safety clothing (e.g. gloves, masks, shoes etc.) by cleaners.	• Justifiable and verified complaints	The Service Provider will be given 24 hours to rectify as per the rectification order, after which the penalty fee will be imposed	
	• Cleaners promptly attend to spills	• Justifiable and verified complaints	The Service Provider will be given 15 minutes to rectify as per the rectification order, after which the penalty fee will be imposed	
	• First aid kit and one of staff members trained on first aid.	• Fully equipped first aid kits kept at the service provider allocated store room • Valid First Aid certificate	The Service Provider will be given 3 months to rectify as per the rectification order, after which the penalty fee will be imposed	
	• Proactive measures by Service Provider to prevent damage or injury	• Assessment of the Company's Measures to prevent injury and damage.	The Service Provider will be given 5 days to rectify as per the rectification order, after which the penalty fee will be imposed	
	• Public Liability insurance handling procedure submitted to SASSA • Monitoring the processing of claims by the Service Provider.	• Assessment of Company's Claims Handling Procedure. • Proof of efficient processing of claims by the Service Provider	The Service Provider will be given 30 days from the commencement of the contract to rectify as per the rectification order, after which the penalty fee will be imposed	
H	Training and Competence of Staff	• Supervisor, cleaners, gardeners and relievers trained prior to the commencement of the contract on all areas related to cleaning and gardening services as per specifications and must be competent. • Relevant training certificates, attendance registers. • Justifiable and confirmed complaints	The Service Provider will be given 30 days to rectify as per the rectification order, after which the penalty fee will be imposed	R 50.00 per day

PENALTIES					
KEY PERFORMANCE AREA		TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
		- Supervisor trained on supervisory role and is competent. - Supervisor/cleaners/gardeners companies experienced and competent in the performance of deep carpet cleaning, pest control, pool vehicles, interior and exterior accessible window cleaning, foyer and deep toilet cleaning, gardening services. - Supervisor, cleaners, gardeners and relievers trained on: ✓ Basic Occupational Health & Safety; ✓ Operation of equipment; ✓ Mixing of chemicals; ✓ And other appropriate training as per cleaning and sanitation industry requirements.			
I	Stability and Consistency in the provision of Cleaning and Sanitation Services regardless of the change of personnel	- Expert and competent Supervisor, Cleaners and or gardeners - Timeous written notification on changes of staff from the service provider. - Swift replacement of incompetent staff	- Compliance to the service standards - Justifiable and confirmed complaints - Feedback on change notifications from SASSA Project Manager - Consistent poor staff performance	The Service Provider will be given 3 days to rectify as per the rectification order, after which the penalty fee will be imposed The Service Provider will be given 2 hours to rectify as per the rectification order, after which the penalty fee will be imposed The Service Provider will be given 24 hours to rectify as per the rectification order, after which the penalty fee will be imposed	R600 per day
J	Customer Service	Individual cleaners conducting themselves in a professional manner. (Late coming, knocking off early without reporting, disrespectful, insulting, etc.)	- Feedback from staff (justifiable) - Corrective measures must be taken - Written/verbal apology	The Service Provider will be given 24 hours to rectify as per the rectification order, after which the penalty fee will be imposed	R 100.00 per day

PENALTIES				
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME/PERIOD	PENALTY
		Inspections conducted by SASSA and Service Provider delegates		
	- Company Director and Project Manager conducting themselves in a professional manner. - Company director or project manager attending meetings to which they are invited by SASSA	- Justifiable and confirmed complaints from SASSA Project Manager. - Written confirmation for alternative dates of the meeting if not available on scheduled date.	The Service Provider shall notify SASSA of their non-availability within <u>2 days prior to the meeting</u>. Failure to attend on the agreed date, a rectification order will be issued for non-attendance and the penalty fee will be implemented.	R1000.00 per meeting
K	Payment of staff/personnel in line with the relevant applicable legislation.	Timeous payment of salaries per cleaner/gardener	- Confirmation of payment (as per set payment dates) by the Service Provider. - A letter of non-compliance will be issued by SASSA for: Late payment of salaries of the set date Non-payment of salaries on the set date The Service Provider will be given <u>3 days</u> to rectify the late payment of salaries as per the rectification order after which the penalty fees will be imposed. Non-payment of salaries for more than <u>5 working days</u> will lead to the termination of contract	R 250.00 per cleaner per day

28. SUBMISSION OF BIDS

28.1 Address where bids should be submitted:

SASSA HOUSE
North West Regional Office
Corner Sekame and Dr James Moroka Street
Mmabatho
2735

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
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18. Contract amendments
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21. Delays in the supplier's performance
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23. Termination for default
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25. Force Majeure
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27. Settlement of disputes
28. Limitation of liability
29. Governing language
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33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- | | |
|--|--|
| 2. Application | <p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p> |
| 6. Patent rights | <p>6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> |
| 7. Performance security | <p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> |

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

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the 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.</p> |

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.