

ERRATUM

Bid Number: SASSA:06-25-CS-NC

Bid Description: APPOINTMENT OF SERVICE PROVIDERS TO RENDER CLEANING, DISINFECTING, CAR WASH, SANITATION, PEST CONTROL AND GARDENING SERVICES FOR THE FOLLOWING TWO (2) SASSA NORTHERN CAPE REGION AREAS FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH EFFECT FROM 1 APRIL 2026 TO 31 MARCH 2029:

- 1. AREA A (KIMBERLEY REGIONAL OFFICE, FRANCES BAARD DISTRICT AND PIXLEY KA SEME DISTRICT WITH RESPECTIVE LOCAL OFFICES), AND**
- 2. AREA B (NAMAKWA, ZF MGCAWU AND JOHN TAOLO GAETSEWE DISTRICT WITH RESPECTIVE LOCAL OFFICES)**

NB: Separate bid documents must be submitted for Area A and for Area B.

Date Published: 12 January 2026

Closing Date and Time: 11 February 2026 11:00am

The TOR was advertised on the e-tender website on the 12 January 2026 with a NON-COMPLUSORY Virtual Briefing Session which was held on the 23 January 2026.

Based on matters that emanated from the at the briefing session the following were reviewed and amended:

1. Page 33 on the TOR Annexure 1 Office Requirements for Car Wash for the Regional Office has been amended to *"Number of Bakkies at Regional Office is correct to 7(Seven)."*



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

South African Social Security Agency
Northern Cape Region

SASSA REGIONAL OFFICE • 33 Du Toitspan Road
Cnr Du Toit Span Road & Phakamile Mabija
Permanent Perm Building
Kimberley 8301

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 06-25-CS-NC	CLOSING DATE:	11 FEBRUARY 2026	CLOSING TIME:	11:00
DESCRIPTION APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING, DISINFECTING, CAR WASH, SANITATION, PEST CONTROL AND GARDENING SERVICES FOR AREA A (KIMBERLEY REGIONAL OFFICE, FRANCES BAARD DISTRICT AND PIXLEY KA SEME DISTRICT AND RESPECTIVE LOCAL OFFICES) FOR SASSA NORTHERN CAPE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH EFFECT FROM 1 APRIL 2026 TO 31 MARCH 2029					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA Northern Cape Region No: 33 Du Toitspan Road Ground Floor Permanent Building KIMBERLEY 8301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Kagisho Tsomagae		CONTACT PERSON	Ms. Martina Masanabo	
TELEPHONE NUMBER	053 802 4915		TELEPHONE NUMBER	053 802 4976	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kagishot@sassa.gov.za NCBidEnquiries@sassa.gov.za		E-MAIL ADDRESS	MartinaMa@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS: LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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."			
SIGNATURE OF BIDDER:		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

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

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 06-25-CS-NC
Closing Time 11:00	Closing date... 11 FEBRUARY 2026.....

OFFER TO BE VALID FOR... **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|---|--|--------------------------|
| - | 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

DOCUMENTS FOR AREA A

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.

[illegible]

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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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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:

.....

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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2. Application
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34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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



TERMS OF REFERENCE:

**CLEANING, DISINFECTING, CAR WASH, SANITATION, PEST
CONTROL AND GARDENING SERVICES FOR SASSA: NORTHERN
CAPE FOR A PERIOD OF 36 MONTHS.**

**AREA A: Regional Office, Frances Baard District, Pixley Ka Seme District and
Local Offices**

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1. GLOSSARY OF TERMS

Terms	Definitions
Bid	means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods
Bidders	means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by SASSA to submit a bid in response to this bid invitation
Disability	means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being
Service Provider	In this document reference to Service Provider also means Bidder and vice versa
Response Template	Templates provided by SASSA to all Bidders to complete (e.g. Annexures and SBD forms)
Office Space	Office Park building/office complex and multiple office buildings
Deep Cleaning	Deep cleaning is the process of thoroughly cleaning a space, removing dirt, mold, grime, and bacteria
Disinfect	Spray with a chemical to destroy bacteria
Pest Control	Management or Elimination of pest
Standard Bidding Documents (SBD)	Documents to ensure a consistent, transparent and fair bidding process for both government and potential suppliers
Broad-Based Black Economic Empowerment (B-BBEE)	It aims to promote an equal opportunity economy by empowering previous disadvantage group

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2. OBJECTIVE

- 2.1 The main objective is to procure the cleaning, disinfecting, car wash, sanitation, pest control and gardening services for SASSA Northern Cape Region for a period of 36 months for Area A (Regional Office, Frances Baard District, Pixley Ka Seme District and Local Offices).

3. BACKGROUND

- 3.1. SASSA was established in terms of the South African Social Security Agency Act no. 9 of 2004 to administer social security grants in terms of the Social Assistance Act no. 13 of 2004. The Agency is mandated to ensure effective and efficient delivery of service 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 the integrity of the whole system.
- 3.2. According to Section 8 (1) of the Occupational Health and Safety Act no. 85 of 1993, as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.
- 3.3. The SASSA Northern Cape Region is currently structured as follows:
- 3.3.1. 1 x Regional Office.
- 3.3.2. 5 x District Offices; and
- 3.3.3. 52 x Local Offices.
- 3.4. The Prospective Bidder will be required to provide all required services as per the area indicated below.

Area A
Regional Office
Frances Baard District and Local Offices
Pixley Ka Seme District and Local Offices

NB: Details on the square meters for Regional, District and Local Offices are on **Annexure 1** and addresses on **Annexure 1 A**

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4. BRIEFING SESSION

- 4.1. There will be a **NON-COMPULSORY** Virtual Briefing Session for this Bid, of which purpose is to provide clarity to prospective bidders.
- 4.2. Any bidder who wishes to participate in the non-compulsory briefing session, must submit their e – mail addresses to the following e-mail: NCBidEnquiries@sassa.gov.za
- 4.3. For any clarification, prospective bidders may please also submit written communication or contact the relevant officials listed below under paragraph 15 Communications/Enquiries of this Terms of Reference.
- 4.4. All clarification questions and responses will be published on the e-tender portal.

5. SCOPE OF WORK AND DELIVERABLES

5.1. BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS

5.1.1. Bid proposals submitted include the following:

Area A: Regional Office, Frances Baard District, Pixley Ka Seme District and Local Offices.

- Bidders to quote as per the table below:

	Cleaners	Supervisors	Project Managers
AREA A	43	3	2

- The major deliverables of the bid are cleaning and disinfecting, therefore CV's indicating relevant experience of the 2 x Project Managers must be submitted with the bid.
- The appointed Bidder will be required to provide the services in the Regional Office, Frances Baard District, Pixley Ka Seme District and Local Offices as outlined below:

5.2. Office Cleaning Services Requirements

The provision of cleaning services as per attached **(ANNEXURE 1)**.

Office Cleaning Services Requirements as indicated below

Standard cleaning activities:

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Item	Frequency
Resilient Floor	
Sweep or damp mop.	Daily and as and when required
Machine burnish	Fortnightly
Stone Floors (ceramic tiles):	
Sweep.	Daily and as and when required
Damp Mob	Daily and as and when required
Machine Buff.	Fortnightly
Machine Scrub	when required
Rugs and Carpeting:	
Vacuum clean thoroughly:	
- Heavy traffic areas.	Daily and as and when required
- Medium traffic areas.	
- Light traffic areas.	
Dusting	
Dust all surface (low level).	Daily and as and when required
Dust all high ledges and fittings.	Daily and as and when required
Dust all surfaces (wall, cabinet, etc.)	Daily and as and when required
Dust all window ledges	Daily and as and when required
Dust telephones/Communication Devices.	Daily and as and when required
Clean and disinfect telephones.	Daily and as and when required
Waste disposal	
Item	Frequency
Provide refuse bags for the bins	2x per day
Empty and clean all waste receptacles.	2x per day
Remove all waste to specified areas	Daily
WALLS AND PAINTWORK	
Spot clean all low surface, i.e. glass, walls, doors and light switches.	Daily
GLASS AND METAL WORK:	
Spot clean glass doors.	Daily and as and when required
ENTRANCE AND RECEPTION:	
Sweep entrance steps	Daily and as and when required
Clean doormats and walls.	Daily and as and when required
Wash steps	Weekly and as and when required
TOILETS AND REST ROOMS:	
Normal usage toilets and rest rooms	

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Item	Frequency
Provide toilet brushes for all toilets	Bi-annually
Maintain floors according to types.	Daily
Damp mop floors with disinfectant	Daily and as and when required
Empty and clean all waste receptacles	Daily
Empty and clean sanitary bins. Apply powder and disinfectant	Daily
Clean and sanitize all bowels, basins, and urinals.	Daily
Clean all mirrors.	Daily and as and when required
Clean all metal fittings.	Daily
Spot clean walls, doors, partitions and lockers where applicable.	Daily
Replenish consumables i.e. Double ply toilet papers, liquid hand soap, Air Fresheners, Seat wipes/Toilet seat cleaners, Pee Mats/Urinal blocks, batteries and hand towels.	Daily and as and when required
LIFTS AND LIFT FOYERS	
Completely clean interior of all lifts including Daily indicator boards (where applicable)	Daily
Clean lift door tracks (where applicable)	Daily
STAIRCASES	
Dust and sanitize handrails and fittings.	Daily
Maintain landings, treads and risers according to finish.	Daily
Clean fire escape	Daily
WINDOW CLEANING:	
Clean interior and exterior faces of all accessible windows.	Quarterly (only on weekends)
Clean partition glass	2 x per week
BLINDS:	
Dust.	2 x per week
PARKING:	
Pick up litter and remove to agreed area	Daily
Sweep	Weekly
STOREROOMS	
Scrub the floor	2x per month
Dust all areas	2x per month
Remove all unwanted papers and other items	2 x per month
WALKWAYS AROUND THE BUILDINGS	
Pick up litter and remove to agreed area.	Daily
Sweep.	Weekly

Item	Frequency
REFUSE AREA:	
Sweep and keep the refuse area tidy (Maintain refuse area in a clean hygienic condition)	Daily
CANTEENS:	
Maintain and clean floors according to type.	Daily
Dust all vertical and horizontal surfaces	Daily
Damp wipe furniture	Daily
Empty and clean receptacles.	2 x per day
Collect dirty dishes and wash them in the kitchen	2 x per day
KITCHEN:	
Maintain and clean floors	Daily
Wash the dishes in the kitchen	2x per day
Clean and defrost the fridges	Fortnightly
Clean the microwaves	2x per week
Clean and re-fill water boilers	Daily
BOARDROOMS:	
Maintain and clean floors.	Daily
Dust all boardroom tables and chairs.	Daily
Collect dirty dishes and wash them in the kitchen	Daily
Night cleaning is not allowed	
MISCELLANEOUS:	
Polish desk and office furniture	Fortnightly
Wash vinyl covered furniture	Monthly and when required
Vacuum cloth covered furniture.	Monthly and when required
Removal of empty boxes	When required
QUARTERLY CLEANING EXERCISES	
Carpet cleaning (deep cleaning)	Quarterly (only on weekends)
Clean interior part of Windows	Quarterly (only on weekends)
Deep cleaning of Couches	Quarterly (only on weekends)
Deep cleaning of Chairs	Quarterly (only on weekends)
Deep cleaning normal usage toilets	Quarterly (only on weekends)

5.3. Disinfecting Requirements

Disinfect SASSA Offices once a quarter and immediately upon request, adhering strictly to the Cleaning Colour Coding Guide as indicated below.

5.3.1. Sanitize and disinfect frequently touched object and surfaces by using:

- Disinfectant containing **0.5% sodium hypochlorite**:
- Surface sanitizer with a minimum of **70% alcohol content**.

The following should be disinfected and sanitised

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Item	Frequency
OFFICES	Once a quarter and immediately upon request by SASSA if there is an outbreak at any of our offices
Waste bins under the workstations.	
All items on the workstations:	
○ Telephone unit;	
○ Keypads;	
○ Monitors	
○ Desk;	
○ Chair armrests	Daily and as when required
○ Door handles	
KITCHEN:	Daily and as when required.
○ Disinfect floors	
○ Disinfect and sanitize the fridges.	
○ Disinfect and sanitize the microwaves	
○ Disinfect and sanitize the Kettle or Urn	
○ Disinfect and sanitize doors and door handles	Daily and as when required
○ Disinfect all Taps	
TOILETS AND REST ROOMS:	Daily and as when required.
Deep clean all toilets with disinfectant.	
Damp mop floors with disinfectant.	
Empty, damp wipe and disinfect all waste receptacles.	
Empty, damp wipe and disinfect all sanitary bins.	
Disinfect all bowls, basins, urinals, etc.	
Disinfect all mirrors.	
Disinfect all metal fittings (toilet roll holder, seat sanitizer dispensers).	
Disinfect doors, handle, taps and lockers where applicable	
Disinfect all taps	

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Item	Frequency
○ Disinfect hand dryer/hand towel dispenser.	
OTHER:	
Disinfect all common areas as indicated (passages, foyer areas etc.)	
Disinfect staircases; 1 x flight up and 1 x flight down as per SASSA floors only.	
Disinfect stores in basement.	
Disinfect disabled handrails	

5.3.2. TRAINING

All the cleaners must have been or be trained on the use of cleaning and disinfection procedures (masks, gloves and use of cleaning material) at the beginning of the contract. Proof of training from the authorised training body that the cleaners have received the necessary training should be provided on submission of the bid or for those to be trained within three (3) months of Award.

All training should emphasize that all activities/ procedures must be done under the strict monitoring and observation of trained project managers.

5.3.3. Colour coding guide for cleaning, sanitation and disinfecting services

Strict adherence to the Colour Coding Guide in the provision of Cleaning, Sanitation and Disinfecting Services in the Northern Cape Region are as follows:

- RED- most often used in high-sanitary (high risk of spreading infection) applications or in restroom cleaning, such as with 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 lower risk areas of a building, such as desktops, ledges, walls & tiles, window cleaning and high/ low dusting;

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- o GREEN- used in food processing and food serving areas such as kitchens, canteens and pause areas

5.4. Car Wash Requirements

Washing SASSA vehicles in a secure and safe car wash facility.

Car Wash Requirements

N.B: The car wash service must be provided in a secure and safe car wash facility closest to SASSA Northern Cape Regional, District and Local Offices.

Office	Total No. of vehicles	Sedan	Single/Double Cabs	Combi	Truck
Regional Office Area A	12	5	7	-	0
Frances Baard Area A	19	4	12	1	2
Pixley Ka Seme Area A	24	4	19	-	1
TOTAL	55	13	38	1	3

ITEM	FREQUENCY
Vehicles to be washed and vacuumed	Three (3) times per month
o Pre-treating before pressure washing;	
o Washing interior and exterior with carwash shampoo;	
o Windows cleaned inside and out;	
o Polishing dashboard;	
o Vacuum interior, all the seats and the boot;	
o Wash and polish tyres;	
Valet wash	Once per annum
o Pre-treating before pressure washing;	
o Wash interior and exterior with carwash shampoo;	
o Wash carpets of the car; -	

ITEM	FREQUENCY
○ Wash car seats;	
○ Wash the roof top (inside);	
○ Wash the boot;	
○ Tar spots removed;	
○ Polish the car;	

5.5. Sanitary equipment, Consumable and chemical requirements

The supply, installation (dispensers) and maintenance of sanitary equipment and consumables

Sanitary Equipment and Consumables Requirements

The Bidder must install and maintain the following sanitary:

EQUIPMENT AND CONSUMABLES REQUIRED
○ Toilet Paper Holders and Refills.
The quality of toilet paper must comply with SANS 1887 (double- ply)
Sensor & Battery-Operated Hand Towels (Paper) and Refills.
Seat foam Spray Dispensers and Refills.
Sanitizer Drip Master for Urinals.
Foot operated Sanitary Waste Bins (SHE Bins).
Sensor & Battery-Operated Hand Soap Dispenser (Foam) and Refills.
Hand Towel Waste Bins.
Auto Flush Units for Urinals (Battery Operated).
Digital and Battery Air Freshener Dispensers and Refills.
ADDITIONAL
Digital Air Fresheners and Refills for all waiting areas
Digital Air Fresheners and Refills for Boardrooms and Reception

5.6. Pest Control

Provision of fumigation services on a quarterly basis, as and when required as indicated below

5.6.1. Eradication and control of all pest and vermin (rats, mice, snakes, cockroaches, Scorpions, all types of ants and moth etc. in all buildings of SASSA Northern Cape.

5.6.2. Spray all SASSA offices with a SABS approved pesticide in case there is pest outbreak.

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- 5.6.3. Every office, toilet, kitchen, boardroom etc. to be treated with solid liquid or gel baits as per SABS codes.
- 5.6.4. Build-in cupboard must be internally sprayed.
- 5.6.5. All outside walls, walkways and enclosed passages shall be spray treated at each service.

The Bidder must issue a Certificate of Pest Control together with the invoice, indicating that the facility has been treated using an approved pesticide.

NB: No payment will be made without submission of the certificate

5.7. Gardening Services Requirements

Gardening services should be rendered at offices as indicated below

5.7.1. Gardening services to be offered **four (4) times per month as follows:**

- Taking out the weed.
- Cleaning the yard.
- Cutting trees.
- Cutting the grass.
- Trimming flowers/shrubs.
- Sweeping surroundings; and
- Watering the grass/garden.

5.7.2. The Bidder must make sure that all rubble and waste are removed from the yard after the service has been rendered.

5.7.3. Bidder to provide their own equipment:

- Spade.
- Iron rake.
- Hosepipe.
- Spit fork.
- Wheel barrow.
- Grass cutter.
- Lawnmower.
- Chain Saw.

○

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5.8. Personnel Requirements

To meet the demands of SASSA Northern Cape Offices Area A which are Regional, 3 Districts, 36 Local (the following requirements in terms of personnel must be met:

- The Region will require the use of 43 Cleaners, 3 Supervisors and 2 Project Managers.
- There must be 2 Project Managers that must always avail themselves to attend contract related matters.

The table below depicts the total number of cleaners per office, project managers and cleaning equipment:

Office	Number of Cleaners	Number of Supervisors	Number of Project Managers	Industrial Heavy Duty Carpet Cleaner (Wet and Dry)	Industrial Vacuum Cleaner (less noise)	Buffing Machines	Mop Trolley, Mop, Buckets, Broom, Feather dust, dustpan and Caution signs
Regional Office Area (A)	10	1	1	3	3	3	10
Frances Baard Area (A)	16	1	1	2	2	2	16
Pixley Ka Seme Area (A)	17	1		3	3	2	17
Total	43	3	2	8	8	7	43

NB. All the above requirements should be clearly costed in the Price Structure Template (ANNEXURE 2). Non-compliance will render the Bid non-responsive.

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5.9. IMPORTANT NOTICE TO BIDDERS

The successful bidders will be encouraged to contribute to the local economic empowerment by appointing majority of the staff complement from local communities. It is the prerogative of the successful bidder to take over the current cleaning services staff for continuity purposes.

6. LEGAL REQUIREMENTS

- 6.1. Responses to the bid must comply, but not limited to the following relevant legislations:
 - 6.1.1. The Constitution of the Republic of South Africa Act no. 108 of 1996.
 - 6.1.2. Compensation for Occupational Injuries and Diseases Act no.103 of 1993.
 - 6.1.3. The Occupational Health and Safety Act no. 85 of 1993.
 - 6.1.4. The Unemployment Insurance Act no. 63 of 2001.
 - 6.1.5. Preferential Procurement Policy Framework Act no. 5 of 2000, and Preferential Procurement Regulations, 2022.
 - 6.1.6. Protection of Personal Information Act no. 4 of 2013.
 - 6.1.7. Should any of the above legislations be amended or replaced, such replacement or amendment should be adhered to.
 - 6.1.8. The contract must in all respects be carried out in accordance with the laws of the Republic of South Africa.
 - 6.1.9. Any disputes that may arise between the bidders and SASSA regarding the contract shall be settled within the courts of the Republic of South Africa.

7. APPOINTMENT OF SERVICE PROVIDER

- 7.1. Service Providers will be appointed for all services as outlined in paragraph 5 above. If disinfection, pest control and car wash services cannot be rendered in-house/ directly by the bidder, this matter must be stated clearly in the bid document. The bidder should then indicate the mechanisms that will be implemented in rendering these services for the Agency.

8. JOINT VENTURES / CONSORTIUMS

- 8.1. If bidders submit a proposal as a Joint Venture or Consortium, they must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SASSA will accept agreements duly signed by all parties to the contract as well as witnesses as acceptable proof of the existence of a joint venture and/or consortium arrangement.

- 8.2. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 8.3. Standard bidding documents (SBD) forms must be fully completed and proof of registration submitted by the joint venture and/or consortium.
- 8.4. A consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity. A consolidated B-BBEE certificate must be submitted for the joint venture/ consortium.

9. ROLES AND RESPONSIBILITIES

9.1. The Successful Service Provider shall:

- 9.1.1. Take all possible steps to ensure that the contract and the intended execution take place.
- 9.1.2. Conduct business in a courteous and professional manner.
- 9.1.3. Manage the internal disputes among his/her staff such that the provision of services to SASSA are not affected by those disputes.
- 9.1.4. Comply with SASSA security and emergency policies, procedures and regulations. Relevant documents will be provided.
- 9.1.5. Not use any poisonous or highly flammable substances without the written consent of SASSA.
- 9.1.6. Maintain cleaning equipment in good order to comply with the SASSA's Occupational Health and Safety Standards which will be provided.
- 9.1.7. Re-fill and empty vacuum cleaner and heavy-duty industrial machines and equipment only at such places as indicated/designated.
- 9.1.8. Ensure that all staff including relievers working under this contract are adequately trained on cleaning of offices, equipment and machines prior to the commencement of the contract or within 3 months of Award. Even the relievers must be fully trained before they are deployed to SASSA, non-compliance will lead to penalties in terms of **ANNEXURE 4**.
- 9.1.9. The service provider shall be penalized for the poor performance of his/her staff. Penalty clauses are indicated in **ANNEXURE 4**.
- 9.1.10. 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, SASSA staff and clients for security reasons.
- 9.1.11. Ensure that SASSA is informed of any removal and replacement of their staff.

- 9.1.12 Ensure and enforce that all its staff working at the Regional, District Offices and Local Office work 8 hours per day.
- 9.1.13 Ensure that the reception, passages and toilets are cleaned in the morning before offices open.
- 9.1.14 The Project Managers must attend meetings quarterly and as when required by SASSA.
- 9.1.15 The onus is upon service providers to familiarize themselves with the sites. Details of the project site are contained in **ANNEXURE 1**.
- 9.1.16 No cleaning personnel provided by the bidders shall comment to the press or any other public communications media about the business of SASSA.
- 9.1.17 The bidders must notify SASSA in writing of any change of address within five days thereof.
- 9.1.18 Prepare a project implementation plan for the duration of the contract.

9.2 SASSA shall:

- 9.2.1. Manage the contract in a professional manner.
- 9.2.2 Ensure that payment is done within 30 days upon receipt of a valid invoice.
- 9.2.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 9.2.4 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 9.2.5 Provide a storage facility for equipment and materials.
- 9.2.6 Be responsible for performing spot checks on the Project Implementation Plan of the Service Provider.
- 9.2.7 Monitor compliance for the duration of the contract and implement penalties for non-compliance (**ANNEXURE 4**).
- 9.2.8 The personnel provided in terms of this agreement shall report for duty at those points indicated by SASSA. These points of reporting may vary from time to time according to the operational requirements of SASSA.

10 SPECIAL CONDITIONS OF CONTRACT (SCOC)

- 10.1. A Service Contract/ Service Agreement will be concluded with the successful service providers.
- 10.2 General Conditions of Contract (GCC) as issued by the National Treasury of the Republic of South Africa apply; any inconsistencies will be prevailed by the SCOC.

- 10.3 SASSA reserves the right to appoint more than one service provider i.e. The highest ranked responsive tender on points, in addition one or more alternative bidders (Second highest and/or third highest in points) for the allocation of work based on capacity and manage success of delivery. These prices will be negotiated to the lowest acceptable cost.
- 10.4 SASSA reserves the right to cancel the contract forthwith and to terminate the services of the bidders with prior notice to do so if the bidders become unable for any reason whatsoever to implement any terms of the contract due to causes within his/her control or delay without proper cause, proof of which shall rest on the successful bidders. In such an event, the bidders) shall, when called to do so, hand over to SASSA all documents which are related to the contract.
- 10.5 The Agency may in certain instances require an increase or decrease in the number of cleaning personnel when there is a new office, when an office is permanent closed and when a need arise.
- 10.6 The service providers must take all possible steps to ensure that the contract and the intended execution take place.
- 10.7 The service providers indemnifies SASSA from any claim from a third party and all costs or legal expenses with regard to such a claim for loss or damage resulting from the death, injury or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.
- 10.8 The service providers will be held responsible for any damage or theft by his employees due to their negligence. SASSA reserves the right to claim for damages against the service provider arising out of negligence and/or poor performance by the service provider or its cleaning services.
- 10.9 SASSA will (either prior or post the commencement of the Contract subject the successful bidders and all members or directors thereof, including any other person employed by the bidder for the purpose of rendering the above-mentioned services, to a security clearance vetting by the State Security Agency (SSA). Should the outcome of this vetting bear prejudicial consequences or conditions, in whatever manner, to the operations of the Agency, the Agency reserves the right to terminate the Agreement within 5 (five) days from communication of the said outcome to the bidder.
- 10.10 The Contract Price will be adjusted for statutory annual Minimum Wage Sectoral Determination as pronounced by the Minister of Labour. Bidders must submit a formal request on a Company Letter Head to SASSA for consideration.

- 10.11 Comply with all relevant employment legislations and applicable bargaining council agreements, non-compliance will lead to penalties in terms of **Annexure 4**.
- 10.12 Successful bidders must advise the Supply Chain Management Unit immediately in writing when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished in writing.
- 10.13 SASSA has a right to reject equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. Ensure that all work performed and all equipment used on site comply with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act and the standard instructions of SASSA.
- 10.14 SASSA reserves the right to inspect the services rendered by the bidders at any time, to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- 10.15 The Successful Service Provider must provide valid proof of registration for Unemployment Insurance Fund (UIF) and Provident Fund upon the commencement of the contract within a month and every quarter.
- 10.16 If necessary, request the withdrawal of a staff member/cleaner if he/she poses a threat to SASSA employees. SASSA reserves the right to order the immediate removal of a staff member if s/he poses a threat.

11 EVALUATION OF THE TENDER

The bids will be evaluated in Two (2) stages as follows:

Stages	
Stage 1	Phase One: Mandatory Compliance
	Phase Two: Technical Evaluation (Functionality)
	Phase Three: Administrative Compliance
Stage 2	Price and Specific goals

11.1. STAGE 1

11.1.1 PHASE ONE: MANDATORY COMPLIANCE

As proof of mandatory compliance, the bidders must complete and submit the following documents:

No.	Mandatory Requirements:	Yes/No
1.	A valid copy of National Contract Cleaners Association (NCCA) certificate or a Black Economic Empowerment Cleaners Association (BEECA) Certificate.	
2.	A valid copy of COIDA registration/letter of good standing	
3.	Company director's certified South African ID copy not older than six months	

NB: Failure to complete and submit the above documents will lead to disqualification of the bid. All certificates must be valid on closing of the bid and certified copies must not be older than six months.

11.1.2. PHASE TWO: TECHNICAL EVALUATION (FUNCTIONALITY)

Bidders will be evaluated using the Evaluation Criteria and Scaled Scoring below:

Score Scale of 1 to 5:

(1 = Poor; 2 = Average; 3 = Good; 4 = Very good; 5 Excellent.)

Phase Two – Functionality Criteria			100
No.	Activity		Weight
1.	Experience in the industry / Knowledge & Capacity <i>This criterion assesses the bidders' capability to render services at multiple sites and manage</i> (a) Values of the projects per site as follows: NB: To be strictly assessed ONLY based on the listed experience on Annexure '3':		30

Phase Two – Functionallty Criteria		100													
No.	Activity	Weight													
	Bidders must complete the table outlining current and previous clients in government, State-Owned Entities and Private Entities reflecting names and contact details of client(s), the cleaning and related services rendered, start and end dates and the values of the contracts. (Annexure 3) Bidders must please fully complete all fields in Annexure 3 and not omit information then <table><tr><th>Values of the Projects per site</th><th>Score</th><td rowspan="6">10</td></tr><tr><td>R1 – R 10 000 000</td><td>1</td></tr><tr><td>R 10 000 001 – R 20 000 000</td><td>2</td></tr><tr><td>R 20 000 001 – R 40 000 000</td><td>3</td></tr><tr><td>R 40 000 001 – R 60 000 000</td><td>4</td></tr><tr><td>R 60 000 001 and above</td><td>5</td></tr></table> refer to supporting documents in the bid document. The above values of contracts must be supported by Reference Letters accompanied by award letters and/or purchase orders on the company letter head of the institution where the service was rendered in respect of each of the contracts reflected in table (a) above or a contract. (b) Knowledge and Capacity Knowledge of the Project Managers in office cleaning and disinfecting. Include CV's of 2 envisaged dedicated Project Managers entailing skills (Interpersonal, skills, writing and verbal communications) and experience in cleaning and disinfecting including training supported by Certificate. CVs' of project managers must have 3 contactable references	Values of the Projects per site	Score	10	R1 – R 10 000 000	1	R 10 000 001 – R 20 000 000	2	R 20 000 001 – R 40 000 000	3	R 40 000 001 – R 60 000 000	4	R 60 000 001 and above	5	
Values of the Projects per site	Score	10													
R1 – R 10 000 000	1														
R 10 000 001 – R 20 000 000	2														
R 20 000 001 – R 40 000 000	3														
R 40 000 001 – R 60 000 000	4														
R 60 000 001 and above	5														

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Phase Two – Functionality Criteria		100																																							
No.	Activity	Weight																																							
	<table><tr><th>First Project Manager Experience(1)</th><th>Score</th><td rowspan="6">5</td></tr><tr><td>0 to 1 year experience</td><td>1</td></tr><tr><td>1 to 3 years' experience</td><td>2</td></tr><tr><td>3 to 6 years' experience</td><td>3</td></tr><tr><td>6 to 9 years' experience</td><td>4</td></tr><tr><td>More than 10 years' experience</td><td>5</td></tr></table> <table><tr><th>Second Project Manager Experience (2)</th><th>Score</th><td rowspan="6">5</td></tr><tr><td>0 to 1 year experience</td><td>1</td></tr><tr><td>1 to 3 years' experience</td><td>2</td></tr><tr><td>3 to 6 years' experience</td><td>3</td></tr><tr><td>6 to 9 years' experience</td><td>4</td></tr><tr><td>More than 10 years' experience</td><td>5</td></tr></table> Knowledge and experience of the bidder <table><tr><th>Knowledge and experience in Cleaning Industry</th><th>Score</th><td rowspan="6">10</td></tr><tr><td>1 to 2 years' experience</td><td>1</td></tr><tr><td>3 to 5 years' experience</td><td>2</td></tr><tr><td>6 to 8 years' experience</td><td>3</td></tr><tr><td>9 to 10 years' experience</td><td>4</td></tr><tr><td>More than 10 years' experience</td><td>5</td></tr></table>	First Project Manager Experience(1)	Score	5	0 to 1 year experience	1	1 to 3 years' experience	2	3 to 6 years' experience	3	6 to 9 years' experience	4	More than 10 years' experience	5	Second Project Manager Experience (2)	Score	5	0 to 1 year experience	1	1 to 3 years' experience	2	3 to 6 years' experience	3	6 to 9 years' experience	4	More than 10 years' experience	5	Knowledge and experience in Cleaning Industry	Score	10	1 to 2 years' experience	1	3 to 5 years' experience	2	6 to 8 years' experience	3	9 to 10 years' experience	4	More than 10 years' experience	5	
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Phase Two – Functionality Criteria			100											
No.	Activity		Weight											
	2. Project Implementation Plan: The Project Implementation Plan must include, but not limited to the following: • Activities during Pre-Project Implementation Phase • Activities during Project Implementation Phase • Activities during Project Close-Out Phase • Tools for the execution of tasks (e.g. daily schedules) • Maintenance of Equipment and ensuring adequate supply of all material <table border="1"><tr><td>One activity of project plan only</td><td>1</td><td rowspan="5">30</td></tr><tr><td>Two activities of project plan</td><td>2</td></tr><tr><td>Three activities of project plan</td><td>3</td></tr><tr><td>Four activities of project plan</td><td>4</td></tr><tr><td>Five activities of project plan</td><td>5</td></tr></table>	One activity of project plan only	1	30	Two activities of project plan	2	Three activities of project plan	3	Four activities of project plan	4	Five activities of project plan	5		30
One activity of project plan only	1	30												
Two activities of project plan	2													
Three activities of project plan	3													
Four activities of project plan	4													
Five activities of project plan	5													
	3. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism). Contingency Plan during project execution must cover the following elements: • Industrial actions, • leave/absenteeism • Delay on delivery of material • Delay on delivery of equipment • Unethical conduct by cleaners <table border="1"><tr><td>One element of contingency plan</td><td>1</td><td rowspan="4">10</td></tr><tr><td>Two elements of contingency plan</td><td>2</td></tr><tr><td>Three elements of contingency plan</td><td>3</td></tr><tr><td>Four elements of contingency plan</td><td>4</td></tr></table>	One element of contingency plan	1	10	Two elements of contingency plan	2	Three elements of contingency plan	3	Four elements of contingency plan	4		10		
One element of contingency plan	1	10												
Two elements of contingency plan	2													
Three elements of contingency plan	3													
Four elements of contingency plan	4													

Phase Two – Functionality Criteria			100											
No.	Activity		Weight											
	Five elements of contingency plan	5												
	4. Training Plan: (i) Office Cleaning, (ii) Sanitation, (iii) Car wash, and (iv)Fumigation and (v)Pest control: The above plan must cover training for all employees prior and during the contract and should include the following: • Course name and accreditation (if applicable) - • Frequency of training <table><tr><td>Training Plan submitted</td><td>1</td><td rowspan="5">10</td></tr><tr><td>2 Training interventions covered</td><td>2</td></tr><tr><td>3 Training interventions covered</td><td>3</td></tr><tr><td>4 Training interventions covered</td><td>4</td></tr><tr><td>All Training interventions covered, monitoring and continues development</td><td>5</td></tr></table>		Training Plan submitted	1	10	2 Training interventions covered	2	3 Training interventions covered	3	4 Training interventions covered	4	All Training interventions covered, monitoring and continues development	5	10
Training Plan submitted	1	10												
2 Training interventions covered	2													
3 Training interventions covered	3													
4 Training interventions covered	4													
All Training interventions covered, monitoring and continues development	5													
	5. Bidders should attach proof of footprint in the province, i.e. a valid copy of lease agreement(s) or copy of original tittle deed(s) or copy of recent original municipal account with address of the bidder to show existence of an established office in the Northern Cape or a letter of intention to establish an office in the Northern Cape.		10											

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Phase Two – Functionality Criteria				100
No.	Activity			Weight
	Bidder has not submitted any of the above.	1	10	
	Bidder has submitted letter of intent to establish Offices within the Districts.	2		
	Bidder has Office in one District	3		
	Bidder has Office in two District	4		
	Bidder has Office in three District	5		
Checklist for Site Inspection				
Item		Yes/No		
Proper Office with office furniture				
Cleaning equipment SABS approved				
Cleaning Material SABS approved				
Tools of trade for Gardening service				
Proper storage of Equipment and Material				
6. Company’s Occupational Health & Safety Plan in place, in relation to the service				10
The Bidder must demonstrate how they would adhere to the applicable standards and legislation, e.g. health and safety in an emergency,				
• Appointment of 3 First Aiders for Area A (Certificate) • Provision of First Aid Box • Transportation of injured cleaners to the hospital • Coordination of medical services				

Phase Two – Functionality Criteria			100											
No.	Activity		Weight											
	Emergency preparedness and response time <table><tr><td>One element of OHS Plan</td><td>1</td><td rowspan="5">10</td></tr><tr><td>Two elements of OHS plan</td><td>2</td></tr><tr><td>Three elements of OHS Plan</td><td>3</td></tr><tr><td>Four elements of OHS Plan</td><td>4</td></tr><tr><td>Five Elements of OHS plan</td><td>5</td></tr></table>	One element of OHS Plan	1	10	Two elements of OHS plan	2	Three elements of OHS Plan	3	Four elements of OHS Plan	4	Five Elements of OHS plan	5		
One element of OHS Plan	1	10												
Two elements of OHS plan	2													
Three elements of OHS Plan	3													
Four elements of OHS Plan	4													
Five Elements of OHS plan	5													
TOTAL			100											

NB: Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation.

11.1.3. PHASE THREE: ADMINISTRATIVE COMPLIANCE

The bidders should submit the following documents: All SBD Forms must be fully Completed.

Document that must be submitted	Non-submission may result in disqualification	
Invitation to Bid – SBD 1		Fully complete and sign the supplied pro forma document – Total Price transferred from Price Structure Template (ANNEXURE 2)
Pricing Schedule Form Prices –SBD 3.1		Fully complete and sign the supplied pro forma document - Total Price transferred from Price Structure Template (ANNEXURE 2)

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Document that must be submitted	Non-submission may result in disqualification
Tax Compliance Status Pin Issued	In the event where the Bidder submits a hard copy of the Tax Compliance Status Pin Issued, the CSD verification as well as SARS e-filing verification outcome will take precedence. The accredited supplier must be tax compliant on CSD and/ or SARS e filling. A pin for the tax compliance should also be submitted
Declaration of Interest – SBD 4	Fully complete and sign the supplied pro forma document
SBD 6.1	Fully complete and sign the supplied pro forma document
Proof of Registration on Central Supplier Database (CSD)	Bidder(s) must be registered as a Bidder on the Central Supplier Database (CSD). If a bidder is not registered, he/she should proceed to complete the registration of the company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. Submit proof of registration and CSD Master Registration Number (MAAA...)
Valid proof of registration for UIF	The Department of Labour is no longer issuing certificates or letters for UIF but just the proof of registration
Valid copy of proof of registration for COIDA (Letter of good standing)	Valid Certificate of Compliance from the Department

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Document that must be submitted	Non-submission may result in disqualification
Public Liability Insurance.	Valid Copy of Public Liability insurance. worth R10 million cover or a letter from an insurer indicating intention to take up the cover.
Bidders to submit a valid B-BBEE Certificate or Sworn Affidavit (EME or QSE)	Bidders must submit a valid certified BBEE Certificate from a verification agency accredited, or a valid certified original Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid. The BBEE Certificate or the Sworn Affidavit must have been issued within 12 months.

11.2 STAGE 2: PRICE AND SPECIFIC GOALS

- 11.2.1 The Bidder(s) must calculate their prices according to the Department of Labour's latest published minimum employee wages, annual bonuses, leave and sick leave. Minimum wages escalate in November of each year, as indicated in the Sectoral Determination. Detailed particulars of the latest Government Gazette and Government Notice used to calculate the employee's wages must be attached to bid documents.
- 11.2.2 Bidders must project and include into their bidding price all envisaged increments over the three (3) year's period, utilising bid price of year 1 as a base. Contract price adjustments will be done annually as per CPI on the anniversary of the contract and Sectoral Determination.
- 11.2.3 The Summary Totals of Annexure 2 must be transferred as the Total Bid Price to the Standard Bid Documents (SBD1 & 3.1). Firm Bid Price must be submitted including VAT on the Standard Bid Documents.

NB. Failure to comply with above will render the bid non-responsive.

The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender shall be awarded for:

- (a) Price (80); and
- (b) Specific Goals (20).

The maximum points for this tender are allocated as follows:

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

FORMULAE FOR POINTS AWARDED FOR PRICE

In terms of Regulation 5 (1) of the Preferential Procurement Regulations, 2022; the following formula will be used to calculate the points out of 90 for price in respect of this invitation for tender, inclusive of all applicable taxes:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 5 (2) of the Preferential Procurement Regulations, 2022; A maximum of 20 points will be awarded to a tenderer for the specific goal specified for this 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.

Table 1: 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)

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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% womenownership	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 atleast 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others (non-compliant)	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.		

Bidders must submit a valid B-BBEE Certificate from a verification agency accredited by the SANAS, or a valid original Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid. The B-BBEE Certificate or the Sworn Affidavit must have been issued within 12 months. The proof of CSD registration that must be submitted under 11.1.3 (Administrative Compliance) will be verified against the required B-BBEE Certificate or Sworn Affidavit.

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.

Bidders must submit a medical report/ certificate confirming their disability status for them to claim points.

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.

12 FOOTPRINT ESTABLISHMENT

Site Inspection (Current Project Sites)

Current Project Sites of the Highest Scoring Bidders shall be inspected according to the checklist

Bidders should attach proof of footprint in the province which include valid lease agreement(s) or title deed(s) or copy of original Municipal Account. Bidders should have a fully established operational office in the Northern Cape Province with Physical addresses, contact details of the office which will be providing the cleaning, disinfecting, car wash, sanitation, pest control and gardening services at SASSA offices in the Northern Cape Region. The Bid Evaluation Committee will inspect the premises to confirm the presence and existence of the establishment. Bidders who do not have an operational or fully established office in the Northern Cape will be given 3 months to establish an office.

13 SUBMISSION OF BIDS, CLOSING DATE & TIME

- 13.1. Bidders must submit their bid proposals in line with the bid specifications and terms of reference. Failure to comply shall render the bid non-responsive.
- 13.2. Bid proposals are to be bounded/ in a Lever Arch File/ Sealed Envelope, clearly indicating the description of the requisite services, marked with the relevant bid number, properly indexed and paginated in accordance with the stipulation of the bid invitation. All documents must be submitted in original format into the tender box mentioned in the address.
- 13.3. Bidders must submit their bids on or before the 11 February 2026. Late bids will not be considered.
- 13.4. Bids should be submitted at the following address:

SASSA Northern Cape Region
Ground Floor
Permanent Building
No: 33 Du Toitspan Road
KIMBERLEY
8301

14 VALIDITY OF BID

- 14.1. The bid will be valid for a period of 120 days from the closing date of the bid.

15 COMMUNICATION / ENQUIRIES

- 15.1. Any request for clarification must be submitted in writing to the following officials:

(a) Technical enquiries

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 802 4976	Ms. Martina Masanabo	martinama@sassa.gov.za

(b) Supply Chain Management

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 8024915	Mr. Kagisho Tsomagae	<u>KagisoT@sassa.gov.za</u>

16 ANNEXURE 1 : OFFICE REQUIREMENTS

Office	M2	Office with carpet	Office with tiles	Toilets Cubicles	Urinals	Kitchens	Vinyl Chairs	Fabric Chairs	Gardening Services Yes/No	Car Wash Service			
				Female including disability	Male					Vehicles: Bakkie	Vehicles: sedan	Mobile Trucks	Combi/ Minibus
Regional Office	2567,00	46,00	34,00	13,00	16,00	10	80	256	No	7	5	0	0
FRANCES BAARD DISTRICT AREA(A)													
Frances Baard District	511,00	12,00	0,00	2,00	2,00	4,00	0	42	0	2	4	2 x Mobile truck	1 x Combi
Pampierstad	192,00	0,00	6,00	4,00	3,00	0,00	4	20	No	1	0		
Coreles Road	215,00	0,00	5,00	2,00	2,00	0,00	12	18	No	0	1		
Hartswater	143,70	0,00	4,00	3,00	2,00	2,00	5	7	No	0	1		
Barkly West	171,00	0,00	5,00	2,00	2,00	0,00	10	12	yes	1	0		
Tlhokomelo	409,00	9,00	2,00	1,00	2,00	2,00	30	22	No	2	3		
Roodepan	80,00	2,00	0,00	1,00	1,00	0,00	2	9	No	0	1		
Ritchie	101,00	0,00	4,00	1,00	1,00	1,00	0	15	yes	1	0		
Warrenton	148,51	4, wooden floor and 1 with carpet	3,00	3,00	3,00	0,00	25	8	yes	1	0		
Delfportshoop	126,00	0,00	5,00	1,00	1,00	0,00	9	4	yes	1	0		
Florianville	30,00	0,00	4,00	1,00	1,00	0,00	2	3	yes	0	1		
Kimberley Local Office	484,00	4,00	3,00	3,00	2,00	0,00	8	11	no	1	1		
Jan Kempdorp	108,00	0,00	5,00	2,00	1,00	0,00	0	10	yes	0	1		
Platfontein service point	31,00	0,0	3,0	1,0	1,0	0,0	4		ye				
		0	0	0	0	0	2	1	s	0	0		
TOTAL	2750,21	27,00	49,00	27,00	24,00	9,00	149	182	yes	10	13	2	1

Office	M2	Office with carpet	Office with tiles	Toilets Cubicles	Urinals	Kitchens	Vinyl Chairs	Fabric Chairs	Gardening Services Yes/No	Car Wash Service
PIXLEY KA SENE DISTRICT AREA (A)										
De Aar	3560,00	11	6	4	4	1	67	52	No	1
Prieska	145,00		3	3	No	1	1	23	Yes	1
Bristown	148,50		3	3	1	1	No	13	No	1
		4, wooden floor								
Hanover	187,00		No	1	2	1	3	9	No	1
Victoria West	156,00		3	2	1	1	No	22	No	1
Griekwastad	195,00		1	2	5	1	No	20	Yes	1
Hope town	225,49		3	3	3	1	No	11	No	1
Petrusville	82,00		2	1	1	1	0	18	Yes	1
Phillipstown	41,30		2	1	1	1	5	3	No	1
Colesberg	144,83		2	2	2	1	5	6	No	1
Nourpoort	104,00		2	1	2	1	18	No	Yes	1
Richmond	49,41		2	1	1	1	6	2	Yes	1
Camavon	404,00	2 offices	2	4	3	1	1	9	Yes	1
Douglas	152,00		3	3	2	1	No	13	No	1
TOTAL	5369,04	17	34	31	32	14	106	201	12	5
										1
										0

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17 ANNEXURE 1A: NORTHERN CAPE OFFICES PHYSICAL ADDRESSES.

Northern Cape Regional Office: Area (A)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Regional Office	33 Du Toitspan Road, Du Toitspan Building, Kimberley	Sol Plaatje Local Municipality	-28.7398981	24.7641549	28°44'23.6"S 24°45'51.0"E
Frances Baard District: Area (A)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Barkly West Local Office	8 Tinus Du Plessis Street, Barkly West	Dikgatong Local Municipality	-28.533533	24.519479	28°32'00.7"S 24°31'10.1"E
Corless Road Local Office	6 Corless Road, West End, Kimberley	Sol Plaatje Local Municipality	-28.727352	24.739740	28°43'38.5"S 24°44'23.1"E
Delporshoop LO	579 Magau Street, Tidalmo Municipality, Delporshoop,	Dikgatong Local Municipality	-28.423396	24.314029	28°25'24.2"S 24°18'50.5"E
Jan Kempdorp Local Office	9 Piet Retief Street, Jan Kempdorp	Phokwane Local Municipality	-27.915291	24.838317	27°54'55.1"S 24°50'17.9"E
Frances Baard District Office	39 Chapel Street, Kimberley	Sol Plaatje Local Municipality	-28.7414768	24.7652626	28°44'29.3"S 24°45'55.0"E
Kimberley Local Office	39 Chapel Street, Kimberley	Sol Plaatje Local Municipality	-28.7414768	24.7652626	28°44'29.3"S 24°45'55.0"E
Florianville Local Office	2 Mopani Road, Florianville, Kimberley	Sol Plaatje Local Municipality	-28.718690	24.766582	28°43'07.3"S 24°45'59.7"E
Hartswater Local Office	20 DF Malan Street, Hartswater	Phokwane Local Municipality	-27.754586	24.810032	27°45'16.5"S 24°48'36.1"E
Pampierstad Local Office	Shop #7, Pampierstad Complex, Mangope Avenue	Phokwane Local Municipality	-27.777889	24.699694	27°46'40.4"S 24°41'58.9"E
Ritchie Local Office	375e Opperman Street, Rietvale, Ritchie	Sol Plaatje Local Municipality	-29.037329	24.585012	29°02'14.4"S 24°35'06.0"E
Roodepan Local Office	26 Staring Street, Roodepan, Kimberley	Sol Plaatje Local Municipality	-28.668609	24.722351	28°40'07.0"S 24°43'20.5"E

Pixley Ka Seme District: Area (A)

Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Britstown Local Office	Dahlia Street, Community Hall, Protea-ville	Emthanjeni Local Municipality	-30.586250	23.494872	30°35'10.5"S 23°29'41.5"E
Carnarvon Local Office	737 Lang Street, Carnarvon	Kareeberg Local Municipality	-30.958585	22.1272344	30°57'30.9"S 22°07'38.0"E
Colesberg Local Office	Corner Main Road & Church Street, One Stop Centre, Colesberg	Umsobomvu Local Municipality	-30.715301	25.100571	30°42'55.5"S 25°06'02.3"E
De Aar District Office De Aar Local Office	Corner of Macivor and Voortrekker Streets, De Aar	Emthanjeni Local Municipality	-30.648300	24.011300	30°38'54.4"S 24°00'38.3"E
Douglas Local Office	36 Arnot Street, Douglas	Siyancuma Local Municipality	-29.056501	23.775553	29°03'23.4"S 23°46'32.0"E
Griekwastad Local Office	8 Burchell Street, Griekwastad	Siyancuma Local Municipality	-28.847614	23.252046	28°50'51.4"S 23°15'07.4"E
Hanover Local Office	260 Rhyneveld Street, Hanover	Emthanjeni Local Municipality	-31.067979	24.444796	31°04'04.7"S 24°26'41.3"E
Hopetown Local Office	14 Cross Street, Hopetown	Thembelihle Local Municipality	-29.626083	24.086056	29°37'33.9"S 24°05'09.8"E
Noupoort Local Office	10 Shaw Street, Noupoort	Umsobomvu Local Municipality	-31.178222	24.952806	31°10'41.6"S 24°57'10.1"E
Petrusville Local Office	1 Visagie Street, Petrusville	Renosterberg Local Municipality	-30.082293	24.657831	30°04'56.3"S 24°39'28.2"E
Phillipstown Local Office	Municipal Building, Green Street, Phillipstown	Renosterberg Local Municipality	-30.435822	24.473038	30°26'09.0"S 24°28'22.9"E
Prieska Local Office	1091 School Street, Bonteheuwel, Prieska	Siyathemba Local Municipality	-29.667905	22.755262	29°40'04.5"S 22°45'18.9"E
Richmond Local Office	House No 3, Brink Street, SAPS Complex, Richmond	Ubuntu Local Municipality	-31.415288	23.944687	31°24'55.0"S 23°56'40.9"E
Victoria West Local Office	59 Church Street, Victoria West 7070	Ubuntu Local Municipality	-31.404013	23.111015	31°24'14.5"S 23°06'39.7"E

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18 ANNEXURE 1B: ALLOCATION OF CLEANERS PER OFFICE.

PIXLEY KA SEME: AREA (A)

District Office	De Aar Local Office	Noupoort	Hanover	Victoria West	Richmond	Potluisville	Phillipstown	Carmarvon	Griekwastad	Pieteria	Hopetown	Douglas	Colesburg	Binstown	Total
Number of cleaners	2	2	1	1	1	1	1	1	1	1	1	1			17
Number of Supervisor/s	1	-	-	-	-	-	-	-	-	-	-	-			1

Responsible for all Offices

FRANCES BARD DISTRICT: AREA (A)

District Office	Kimberley Central	Tlhoekomelo	Florianville	Ritchie	Barkly West	Deportshoop	Pamplierstad	Jan Kemp dorp	Hartswater	Warrenton	Roodepan	Corles Road	Total
Number of cleaners	2	1	2	1	1	1	1	1	1	1	1	1	16
Number of Supervisor/s	1	-	-	-	-	-	-	-	-	-	-	-	1

REGIONAL OFFICE: AREA (A)

Central Road	Seta Yate	M. Floop	3rd Floor	Total
Number of cleaners	2	3	3	10
Number of Supervisor/s	1	-	-	1

Responsible for all Regional Offices

TOTAL CLEANERS

TOTAL SUPERVISORS

PROJECT MANAGERS

43
3
2

19 ANNEXURE 2 (SEE ATTACHED PRICING STRUCTURE)

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20 ANNEXURE 3

Current and Previous Contracts

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2011 to 31 March 2012	Is the contract Current or Past? (please indicate accordingly)	Nature of services provided (cleaning, disinfecting, car wash, sanitation and gardening services)	Contact person and telephone numbers of your client	Number of Project Site	Total Costs of the Project

NAS

21 ANNEXURE 4

Penalty and Reward System

1. Penalties:

1.1 Penalties

1.1.1 Each KPA is allocated a maximum of five (5) points.

If issues in the Rectification Instructions are not addressed within the Rectification Time the penalty points, shall be deducted as follows:

PENALTIES					
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS	
A	Cleanliness standards in the following key services: ✓ Bathrooms ✓ Kitchens (sink/ microwave /fridges) ✓ Water coolers ✓ Workstations (chairs/tables) ✓ Carpets/tiles ✓ Pause areas ✓ Boardrooms ✓ Dustbins ✓ Window panes	▪ All key service areas cleaned in line with the specifications	▪ Justifiable and verified complaints ▪ Daily inspections by appointed OHS officials ▪ Customer satisfaction surveys ▪ Quarterly cleaning inspections	2 hours	4
B.	Daily work attendance	▪ 100 % daily work attendance by cleaners ▪ Competent Relievers	▪ Attendance Register ▪ Justifiable and verified complaints ▪ All staff to be in Company-branded Uniform	1 hour	4
C	Training and Competency of staff	▪ cleaning personnel and Relievers are trained and workshopped	▪ Attendance Registers ▪ Certification	120 hours	4

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PENALTIES					
KEY PERFORMANCE AREA		TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS
		- on ✓ OHS ✓ Workshop on Service Level Agreement (SLA) ✓ Customer Care			
D	Provisioning and maintenance of sanitary equipment and consumables	▪ Sanitary consumables provided must be in line with the specifications ▪ 100% availability of sanitary consumables at all given times ▪ Sanitary equipment provided must functional at all times ▪ Emptying of sanitary bins	▪ Approved specifications ▪ Inspections by OHS officials ▪ Justifiable and verified complaints	1 hour	4
E	Quarterly Deep Cleaning with industrial machine for chairs and carpets.	▪ Deep cleaning of Regional, District and Local offices by focusing on: ✓ Carpets ✓ Interior windows ✓ Chairs/tables ✓ work stations	▪ Approved specifications. ▪ Quarterly cleaning inspections by Project Manager.	24 hours	4
F	Car wash.	▪ SASSA pool vehicles.	▪ Invoices counter signed by driver and Bidder.	1 hour	2

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PENALTIES					
KEY PERFORMANCE AREA		TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS
G	Disinfecting of offices.	- Disinfect all SASSA offices on ✓ Quarterly basis and ✓ Whenever necessary or required.	- As per specifications. - Disinfection Certificate.	72 hours after a reported outbreak and an agreed time schedule for quarterly disinfection.	4
H	Should all of the above Key Performance Areas not be addressed.	Cleaning of Offices, Car Wash, Disinfection, Pest Control and Gardening Services.	As per Specification.	3 consecutive months.	5
I	UIF and Provident Fund	Proof of registration for UIF and Provident Fund	Non-submission of proof of registration	Quarterly	5

Penalty and Reward

The Bidder will be penalized when points are issued per month:

- 1.1.1.1 Either in one KPA or in various KPAs, particularly if the rectification instruction issues were not completed in the specified time frame.
- 1.1.1.2 The Bidder shall also receive a complimentary/compliance letter where compliance to the KPAs is achieved, and rectification instruction are completed within the stated time frame monthly.
- 1.1.1.3 The table below sets out penalties which shall be levied:

POINTS VALUE	PERFORMANCE DEDUCTIONS
5	Contract Review at Risk
4	50% of Monthly Payment at Risk
3	30% of Monthly Payment at Risk
2	20% of Monthly Payment at Risk
1	10% of Monthly Payment at Risk
0	Compliance Letter

Name: (Print) _____

Signature: _____

Designation: _____

Date: _____

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DOCUMENTS FOR AREA B

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 06-25-CS-NC	CLOSING DATE:	11 FEBRUARY 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING, DISINFECTING, CAR WASH, SANITATION, PEST CONTROL AND GARDENING SERVICES FOR AREA B (JOHN TAOLO GAETSEWE DISTRICT, ZF MGCAWU DISTRICT AND NAMAKWA DISTRICT AND RESPECTIVE LOCAL OFFICES) FOR SASSA NORTHERN CAPE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH EFFECT FROM 1 APRIL 2026 TO 31 MARCH 2029				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA Northern Cape Region No: 33 Du Toitspan Road Ground Floor Permanent Building KIMBERLEY 8301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Kagisho Tsomagae		CONTACT PERSON	Ms. Martina Masanabo	
TELEPHONE NUMBER	053 802 4915		TELEPHONE NUMBER	053 802 4976	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kagishot@sassa.gov.za NCBidEnquiries@sassa.gov.za		E-MAIL ADDRESS	MartinaMa@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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."			
SIGNATURE OF BIDDER:		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

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

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 06-25-CS-NC
Closing Time 11:00	Closing date... 11 FEBRUARY 2026.....

OFFER TO BE VALID FOR... **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|---|--|--------------------------|
| - | 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.

[illegible]

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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:

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

Where

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

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:

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

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:

.....

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

**25. Force
Majeure**

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

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

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

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



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE:

**CLEANING, DISINFECTING, CAR WASH, SANITATION, PEST
CONTROL AND GARDENING SERVICES FOR SASSA: NORTHERN
CAPE FOR A PERIOD OF 36 MONTHS.**

**AREA B: John Taolo Gaetsewe District, ZF Mgcawu District, Namakwa District
and Local Offices**

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1. GLOSSARY OF TERMS

Terms	Definitions
Bid	means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods
Bidders	means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by SASSA to submit a bid in response to this bid invitation
Disability	means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being
Service Provider	In this document reference to Service Provider also means Bidder and vice versa
Response Template	Templates provided by SASSA to all Bidders to complete (e.g. Annexures and SBD forms)
Office Space	Office Park building/office complex and multiple office buildings
Deep Cleaning	Deep cleaning is the process of thoroughly cleaning a space, removing dirt, mold, grime, and bacteria
Disinfect	Spray with a chemical to destroy bacteria
Pest Control	Management or Elimination of pest
Standard Bidding Documents (SBD)	Documents to ensure a consistent, transparent and fair bidding process for both government and potential suppliers
Broad-Based Black Economic Empowerment (B-BBEE)	It aims to promote an equal opportunity economy by empowering previous disadvantage group

2. OBJECTIVE

- 2.1. The main objective is to procure the cleaning, disinfecting, car wash, sanitation, pest control and gardening services for SASSA Northern Cape Region for a period of 36 months for Area B (John Taolo Gaetsewe District, ZF Mgcawu District and Namakwa District and Local Offices).

3. BACKGROUND

- 3.1. SASSA was established in terms of the South African Social Security Agency Act no. 9 of 2004 to administer social security grants in terms of the Social Assistance Act no. 13 of 2004. The Agency is mandated to ensure effective and efficient delivery of service 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 the integrity of the whole system.
- 3.2. According to Section 8 (1) of the Occupational Health and Safety Act no. 85 of 1993, as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.
- 3.3. The SASSA Northern Cape Region is currently structured as follows:
- 3.3.1. 1 x Regional Office.
- 3.3.2. 5 x District Offices; and
- 3.3.3. 52 x Local Offices.
- 3.4. The Prospective Bidder will be required to provide all required services as per the area indicated below.

Area B
John Taolo Gaetsewe District and Local Offices
ZF Mgcawu District and Local Offices
Namakwa District and Local Offices

NB: Details on the square meters for Regional, District and Local Offices are on **Annexure 1** and addresses on **Annexure 1 A**

4. BRIEFING SESSION

- 4.1. There will be a **NON-COMPULSORY** Virtual Briefing Session for this Bid, of which purpose is to provide clarity to prospective bidders.
- 4.2. Any bidder who wishes to participate in the non-compulsory briefing session, must submit their e – mail addresses to the following e-mail: NCBidEnquiries@sassa.gov.za
- 4.3. For any clarification, prospective bidders may please also submit All clarification questions and responses will be published on the e-tender portal.

5. SCOPE OF WORK AND DELIVERABLES

5.1. BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS

5.1.1. Bid proposals submitted include the following:

Area B: John Taolo Gaetsewe District, ZF Mgcawu District, Namakwa District and Local Offices.

- Bidders to quote as per the table below:

	Cleaners	Supervisors	Project Managers
AREA B	36	3	2

- The major deliverables of the bid are cleaning and disinfecting, therefore CV's indicating relevant experience of the 2 x Project Managers must be submitted with the bid.
- The appointed Bidder will be required to provide the services in the John Taolo Gasetsewe District, ZF Mgcawu District, Namakwa District and Local Offices as outlined below:

5.2. Office Cleaning Services Requirements

The provision of cleaning services as per attached (**ANNEXURE 1**).

Office Cleaning Services Requirements as indicated below

Standard cleaning activities:

Item	Frequency
Resilient Floor	
Sweep or damp mop.	Daily and as and when required
Machine burnish	Fortnightly

Item	Frequency
Stone Floors (ceramic tiles):	
Sweep.	Daily and as and when required
Damp Mob	Daily and as and when required
Machine Buff.	Fortnightly
Machine Scrub	when required
Rugs and Carpeting:	
Vacuum clean thoroughly:	Daily and as and when required
- Heavy traffic areas.	
- Medium traffic areas.	
- Light traffic areas.	
Dusting	
Dust all surface (low level).	Daily and as and when required
Dust all high ledges and fittings.	Daily and as and when required
Dust all surfaces (wall, cabinet, etc.)	Daily and as and when required
Dust all window ledges	Daily and as and when required
Dust telephones/Communication Devices.	Daily and as and when required
Clean and disinfect telephones.	Daily and as and when required
Waste disposal	
Item	Frequency
Provide refuse bags for the bins	2x per day
Empty and clean all waste receptacles.	2x per day
Remove all waste to specified areas	Daily
WALLS AND PAINTWORK	
Spot clean all low surface, i.e. glass, walls, doors and light switches.	Daily
GLASS AND METAL WORK:	
Spot clean glass doors.	Daily and as and when required
ENTRANCE AND RECEPTION:	
Sweep entrance steps	Daily and as and when required
Clean doormats and walls.	Daily and as and when required
Wash steps	Weekly and as and when required
TOILETS AND REST ROOMS:	
Normal usage toilets and rest rooms	
Provide toilet brushes for all toilets	Bi-annually
Maintain floors according to types.	Daily
Damp mop floors with disinfectant	Daily and as and when required

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Item	Frequency
Empty and clean all waste receptacles	Daily
Empty and clean sanitary bins. Apply powder and disinfectant	Daily
Clean and sanitize all bowels, basins, and urinals.	Daily
Clean all mirrors.	Daily and as and when required
Clean all metal fittings.	Daily
Spot clean walls, doors, partitions and lockers where applicable.	Daily
Replenish consumables i.e. Double ply toilet papers, liquid hand soap, Air Fresheners, Seat wipes/Toilet seat cleaners, Pee Mats/Urinal blocks, batteries and hand towels.	Daily and as and when required
LIFTS AND LIFT FOYERS	
Completely clean interior of all lifts including Daily indicator boards (where applicable)	Daily
Clean lift door tracks (where applicable)	Daily
STAIRCASES	
Dust and sanitize handrails and fittings.	Daily
Maintain landings, treads and risers according to finish.	Daily
Clean fire escape	Daily
WINDOW CLEANING:	
Clean interior and exterior faces of all accessible windows.	Quarterly (only on weekends)
Clean partition glass	2 x per week
BLINDS:	
Dust.	2 x per week
PARKING:	
Pick up litter and remove to agreed area	Daily
Sweep	Weekly
STOREROOMS	
Scrub the floor	2x per month
Dust all areas	2x per month
Remove all unwanted papers and other items	2 x per month
WALKWAYS AROUND THE BUILDINGS	
Pick up litter and remove to agreed area.	Daily
Sweep.	Weekly
REFUSE AREA:	
Sweep and keep the refuse area tidy (Maintain refuse area in a clean hygienic condition)	Daily
CANTEENS:	

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Item	Frequency
Maintain and clean floors according to type.	Daily
Dust all vertical and horizontal surfaces	Daily
Damp wipe furniture	Daily
Empty and clean receptacles.	2 x per day
Collect dirty dishes and wash them in the kitchen	2 x per day
KITCHEN:	
Maintain and clean floors	Daily
Wash the dishes in the kitchen	2x per day
Clean and defrost the fridges	Fortnightly
Clean the microwaves	2x per week
Clean and re-fill water boilers	Daily
BOARDROOMS:	Daily
Maintain and clean floors.	
Dust all boardroom tables and chairs.	Daily
Collect dirty dishes and wash them in the kitchen	Daily
Night cleaning is not allowed	
MISCELLANEOUS:	
Polish desk and office furniture	Fortnightly
Wash vinyl covered furniture	Monthly and when required
Vacuum cloth covered furniture.	Monthly and when required
Removal of empty boxes	When required
QUARTERLY CLEANING EXERCISES	
Carpet cleaning (deep cleaning)	Quarterly (only on weekends)
Clean interior part of windows	Quarterly (only on weekends)
Deep Cleaning of Couches	Quarterly (only on weekends)
Deep cleaning of chairs	Quarterly (only on weekends)
Deep cleaning normal usage toilets	Quarterly (only on weekends)

5.3. Disinfecting Requirements

Disinfect SASSA Offices once a quarter and immediately upon request, adhering strictly to the Cleaning Colour Coding Guide as indicated below.

5.3.1. Sanitize and disinfect frequently touched object and surfaces by using:

- Disinfectant containing **0.5% sodium hypochlorite:**
- Surface sanitizer with a minimum of **70% alcohol content.**

The following should be disinfected and sanitised

Item	Frequency
OFFICES	Once a quarter and immediately upon request by SASSA if there is an outbreak at any of our offices
Waste bins under the workstations.	
All items on the workstations:	
○ Telephone unit;	
○ Keypads;	
○ Monitors	
○ Desk;	
○ Chair armrests	Daily and as when required
○ Door handles	
KITCHEN:	
○ Disinfect floors	
○ Disinfect and sanitize the fridges.	
○ Disinfect and sanitize the microwaves	
○ Disinfect and sanitize the Kettle or Um	
○ Disinfect and sanitize doors and door handles	
○ Disinfect all Taps	Daily and as when required
TOILETS AND REST ROOMS:	
Deep clean all toilets with disinfectant.	
Damp mop floors with disinfectant.	
Empty, damp wipe and disinfect all waste receptacles.	
Empty, damp wipe and disinfect all sanitary bins.	
Disinfect all bowls, basins, urinals, etc.	
Disinfect all mirrors.	Daily and as when required.
Disinfect all metal fittings (toilet roll holder, seat sanitizer dispensers).	
Disinfect doors, handle, taps and lockers where applicable	
Disinfect all taps	

Item	Frequency
○ Disinfect hand dryer/hand towel dispenser.	
OTHER:	
Disinfect all common areas as indicated (passages, foyer areas etc.)	
Disinfect staircases; 1 x flight up and 1 x flight down as per SASSA floors only.	
Disinfect stores in basement.	
Disinfect disabled handrails	

5.3.2. TRAINING

All the cleaners must have been or be trained on the use of cleaning and disinfection procedures (masks, gloves and use of cleaning material) at the beginning of the contract. Proof of training from the authorised training body that the cleaners have received the necessary training should be provided on submission of the bid or for those to be trained within three (3) months of Award.

All training should emphasize that all activities/ procedures must be done under the strict monitoring and observation of trained project managers.

5.3.3. Colour coding guide for cleaning, sanitation and disinfecting services

Strict adherence to the Colour Coding Guide in the provision of Cleaning, Sanitation and Disinfecting Services in the Northern Cape Region are as follows:

- RED- most often used in high-sanitary (high risk of spreading infection) applications or in restroom cleaning, such as with 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 lower risk areas of a building, such as desktops, ledges, walls & tiles, window cleaning and high/ low dusting;

- o GREEN- used in food processing and food serving areas such as kitchens, canteens and pause areas

5.4. Car Wash Requirements

Washing SASSA vehicles in a secure and safe car wash facility.

Car Wash Requirements

N.B: The car wash service must be provided in a secure and safe car wash facility closest to SASSA Northern Cape Regional, District and Local Offices.

Office	Total No. of vehicles	Sedan	Single/Double Cabs	Combi	Truck
John Taolo Gaetsewe Area B	20	1	18	-	1
ZF Mgcawu Area B	19	4	14	-	1
Namakwa Area B	24	3	20	-	1
Total	63	8	52	0	3

ITEM	FREQUENCY
Vehicles to be washed and vacuumed	Three (3) times per month
o Pre-treating before pressure washing;	
o Washing interior and exterior with carwash shampoo;	
o Windows cleaned inside and out;	
o Polishing dashboard;	
o Vacuum interior, all the seats and the boot;	
o Wash and polish tyres;	
Valet wash	Once per annum
o Pre-treating before pressure washing;	

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ITEM	FREQUENCY
o Wash interior and exterior with carwash shampoo;	
o Wash carpets of the car;	
o Wash car seats;	
o Wash the roof top (inside);	
o Wash the boot;	
o Tar spots removed;	
o Polish the car;	

5.5. Sanitary equipment, Consumable and chemical requirements

The supply, installation (dispensers) and maintenance of sanitary equipment and consumables

Sanitary Equipment and Consumables Requirements

The Bidder must install and maintain the following sanitary:

EQUIPMENT AND CONSUMABLES REQUIRED
o Toilet Paper Holders and Refills.
The quality of toilet paper must comply with SANS 1887 (double- ply)
Sensor & Battery-Operated Hand Towels (Paper) and Refills.
Seat foam Spray Dispensers and Refills.
Sanitizer Drip Master for Urinals.
Foot operated Sanitary Waste Bins (SHE Bins).
Sensor & Battery-Operated Hand Soap Dispenser (Foam) and Refills.
Hand Towel Waste Bins.
Auto Flush Units for Urinals (Battery Operated).
Digital and Battery Air Freshener Dispensers and Refills.
ADDITIONAL
Digital Air Fresheners and Refills for all waiting areas
Digital Air Fresheners and Refills for Boardrooms and Reception

5.6. Pest Control

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Provision of fumigation services on a quarterly basis, as and when required as indicated below

- 5.6.1. Eradication and control of all pest and vermin (rats, mice, snakes, cockroaches, Scorpions, all types of ants and moth etc. in all buildings of SASSA Northern Cape.
- 5.6.2. Spray all SASSA offices with a SABS approved pesticide if there is a pest outbreak.
- 5.6.3. Every office, toilet, kitchen, boardroom etc. to be treated with solid liquid or gel baits as per SABS codes.
- 5.6.4. All build up cupboard must be internally sprayed.
- 5.6.5. All outside walls, walkways and enclosed passages shall be spray treated at each service;

The Bidder must issue a Certificate of Pest Control together with the invoice, indicating that the facility has been treated using an approved pesticide.

NB: No payment will be made without submission of the certificate

5.7. Gardening Services Requirements

Gardening services should be rendered at offices as indicated below

5.7.1. Gardening services to be offered four (4) times per month as follows:

- Taking out the weed.
- Cleaning the yard.
- Cutting trees.
- Cutting the grass.
- Trimming flowers/shrubs.
- Sweeping surroundings; and
- Watering the grass/garden.

5.7.2. The Bidder must make sure that all rubble and waste are removed from the yard after the service has been rendered.

5.7.3. Bidder to provide their own equipment:

- Spade.
- Iron rake.
- Hosepipe.
- Spit fork.
- Wheel barrow.

- Grass cutter.
- Lawnmower.
- Chain Saw.

5.8. Personnel Requirements

To meet the demands of SASSA Northern Cape Offices Area B which are Regional, 3 Districts, 26 Local (the following requirements in terms of personnel must be met:

- The Region will require the use of 36 Cleaners, 3 Supervisors and 2 Project Managers.
- There must be 2 Project Managers that must always avail themselves to attend contract related matters.

The table below depicts the total number of cleaners per office, project managers and cleaning equipment:

Office	Number of Cleaners	Number of Supervisors	Number of Project Managers	Industrial Heavy Duty Carpet Cleaner (Wet and Dry)	Industrial Vacuum Cleaner (less noise)	Buffing Machines	Mop Trolley, Mop, Buckets, Broom, Feather dust, dustpan and Caution signs
John Taolo Gaetsewe Area (B)	11	1	1	1	1	1	11
ZF Mgcawu Area (B)	11	1	1	4	4	1	11
Namakwa Area (B)	14	1		3	3	1	14
Total	36	3	2	8	8	3	36

NB. All the above requirements should be clearly costed in the Price Structure Template (ANNEXURE 2). Non-compliance will render the Bid non-responsive.

5.9. IMPORTANT NOTICE TO BIDDERS

The successful bidders will be encouraged to contribute to the local economic empowerment by appointing majority of the staff complement from local communities. It is the prerogative of the successful bidder to take over the current cleaning services staff for continuity purposes.

6. LEGAL REQUIREMENTS

6.1. Responses to the bid must comply, but not limited to the following relevant legislations:

6.1.1. The Constitution of the Republic of South Africa Act no. 108 of 1996.

6.1.2. Compensation for Occupational Injuries and Diseases Act no.103 of 1993.

6.1.3. The Occupational Health and Safety Act no. 85 of 1993.

6.1.4. The Unemployment Insurance Act no. 63 of 2001.

6.1.5. Preferential Procurement Policy Framework Act no. 5 of 2000, and Preferential Procurement Regulations, 2022.

6.1.6. Protection of Personal Information Act no. 4 of 2013.

6.1.7. Should any of the above legislations be amended or replaced, such replacement or amendment should be adhered to.

6.1.8. The contract must in all respects be carried out in accordance with the laws of the Republic of South Africa.

6.1.9. Any disputes that may arise between the bidders and SASSA regarding the contract shall be settled within the courts of the Republic of South Africa.

7. APPOINTMENT OF SERVICE PROVIDER

Service Providers will be appointed for all services as outlined in paragraph 5 above. If disinfection, pest control and car wash services cannot be rendered in-house/ directly by the bidder, this matter must be stated clearly in the bid document. The bidder should then indicate the mechanisms that will be implemented in rendering these services for the Agency.

8. JOINT VENTURES / CONSORTIUMS

8.1. If bidders submit a proposal as a Joint Venture or Consortium, they must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SASSA will accept agreements duly signed by all parties to the contract as well as witnesses as acceptable proof of the existence of a joint venture and/or consortium arrangement.

- 8.2. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 8.3. Standard bidding documents (SBD) forms must be fully completed and proof of registration submitted by the joint venture and/or consortium .
- 8.4. A consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity. A consolidated B-BBEE certificate must be submitted for the joint venture/ consortium.

9. ROLES AND RESPONSIBILITIES

9.1. The Successful Service Provider shall:

- 9.1.1. Take all possible steps to ensure that the contract and the intended execution take place.
- 9.1.2. Conduct business in a courteous and professional manner.
- 9.1.3. Manage the internal disputes among his/her staff such that the provision of services to SASSA are not affected by those disputes.
- 9.1.4. Comply with SASSA security and emergency policies, procedures and regulations. Relevant documents will be provided.
- 9.1.5. Not use any poisonous or highly flammable substances without the written consent of SASSA.
- 9.1.6. Maintain cleaning equipment in good order to comply with the SASSA's Occupational Health and Safety Standards which will be provided.
- 9.1.7. Re-fill and empty vacuum cleaner and heavy-duty industrial machines and equipment only at such places as indicated/designated.
- 9.1.8. Ensure that all staff including relievers working under this contract are adequately trained on cleaning of offices, equipment and machines prior to the commencement of the contract or within 3 months of Award. Even the relievers must be fully trained before they are deployed to SASSA, non-compliance will lead to penalties in terms of **ANNEXURE 4**.
- 9.1.9. The service provider shall be penalized for the poor performance of his/her staff. Penalty clauses are indicated in **ANNEXURE 4**.
- 9.1.10. 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, SASSA staff and clients for security reasons.

- 9.1.11 Ensure that SASSA is informed of any removal and replacement of their staff.
- 9.1.12 Ensure and enforce that all its staff working at the Regional, District Offices and Local Office work 8 hours per day.
- 9.1.13 Ensure that the reception, passages and toilets are cleaned in the morning before offices open.
- 9.1.14 The Project Managers must attend meetings quarterly and as when required by SASSA.
- 9.1.15 The onus is upon service providers to familiarize themselves with the sites. Details of the project site are contained in **ANNEXURE 1**.
- 9.1.16 No cleaning personnel provided by the bidders shall comment to the press or any other public communications media on the business of SASSA.
- 9.1.17 The bidders must notify SASSA in writing of any change of address within five days thereof.
- 9.1.18 Prepare a project implementation plan for the duration of the contract.

9.2 SASSA shall:

- 9.2.1 Manage the contract in a professional manner.
- 9.1.2. Ensure that payment is done within 30 days upon receipt of a valid invoice.
- 9.1.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 9.1.4. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 9.1.5. Provide a storage facility for equipment and materials.
- 9.1.6. Be responsible for performing spot checks on the Project Implementation Plan of the Service Provider.
- 9.1.7. Monitor compliance for the duration of the contract and implement penalties for non-compliance (**ANNEXURE 4**).
- 9.1.8. The personnel provided in terms of this agreement shall report for duty at those points indicated by SASSA. These points of reporting may vary from time to time according to the operational requirements of SASSA.

10. SPECIAL CONDITIONS OF CONTRACT (SCOC)

- 10.1. A Service Contract/ Service Agreement will be concluded with the successful service providers.

- 10.2. General Conditions of Contract (GCC) as issued by the National Treasury of the Republic of South Africa apply; any inconsistencies will be prevailed by the SCOC.
- 10.3. SASSA reserves the right to appoint more than one service provider i.e. The highest ranked responsive tender on points, in addition one or more alternative bidders (Second highest and/or third highest in points) for the allocation of work based on capacity and manage success of delivery. These prices will be negotiated to the lowest acceptable cost.
- 10.4. SASSA reserves the right to cancel the contract forthwith and to terminate the services of the bidders with prior notice to do so if the bidders become unable for any reason whatsoever to implement any terms of the contract due to causes within his/her control or delay without proper cause, proof of which shall rest on the successful bidders. In such an event, the bidders) shall, when called to do so, hand over to SASSA all documents which are related to the contract.
- 10.5. The Agency may in certain instances require an increase or decrease in the number of cleaning personnel when there is a new office, when an office is permanent closed and when a need arise.
- 10.6. The service providers must take all possible steps to ensure that the contract and the intended execution take place.
- 10.7. The service providers indemnifies SASSA from any claim from a third party and all costs or legal expenses with regard to such a claim for loss or damage resulting from the death, injury or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.
- 10.8. The service providers will be held responsible for any damage or theft by his employees due to their negligence. SASSA reserves the right to claim for damages against the service provider arising out of negligence and/or poor performance by the service provider or its cleaning services.
- 10.9. SASSA will (either prior or post the commencement of the Contract subject the successful bidders and all members or directors thereof, including any other person employed by the bidder for the purpose of rendering the above-mentioned services, to a security clearance vetting by the State Security Agency (SSA). Should the outcome of this vetting bear prejudicial consequences or conditions, in whatever manner, to the operations of the Agency, the Agency reserves the right to terminate the Agreement within 5 (five) days from communication of the said outcome to the bidder.

- 10.10. The Contract Price will be adjusted for statutory annual Minimum Wage Sectoral Determination as pronounced by the Minister of Labour. Bidders must submit a formal request on a Company Letter Head to SASSA for consideration.
- 10.11. Comply with all relevant employment legislations and applicable bargaining council agreements, non-compliance will lead to penalties in terms of **Annexure 4**.
- 10.12. Successful bidders must advise the Supply Chain Management Unit immediately in writing when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished in writing.
- 10.13. SASSA has a right to reject equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. Ensure that all work performed and all equipment used on site comply with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act and the standard instructions of SASSA.
- 10.14. SASSA reserves the right to inspect the services rendered by the bidders at any time, to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- 10.15. The Successful Service Provider shall provide valid proof of registration for Unemployment Insurance Fund (UIF) and Provident Fund upon the commencement of the contract within a month and every quarter.
- 10.16. If necessary, request the withdrawal of a staff member/cleaner if he/she poses a threat to SASSA employees. SASSA reserves the right to order the immediate removal of a staff member if s/he poses a threat.

11. EVALUATION OF THE TENDER

The bids will be evaluated in Two (2) stages as follows:

Stages	
Stage 1	Phase One: Mandatory Compliance
	Phase Two: Technical Evaluation (Functionality)
	Phase Three: Administrative Compliance
Stage 2	Price and Specific goals

11.1.STAGE 1

11.1.1PHASE ONE: MANDATORY COMPLIANCE

As proof of mandatory compliance, the bidders must complete and submit the following documents:

No.	Mandatory Requirements:	Yes/No
1.	A valid copy of National Contract Cleaners Association (NCCA) certificate or a Black Economic Empowerment Cleaners Association (BEECA) Certificate.	
2.	A valid copy of COIDA/Letter of good standing	
3.	Company director's originally certified copy of South African ID not older than six months	

NB: Failure to complete and submit the above documents will lead to disqualification of the bid. All certificates must be valid on closing of the bid and certified copies must not be older than six months.

11.1.2. PHASE TWO: TECHNICAL EVALUATION (FUNCTIONALITY)

Bidders will be evaluated using the Evaluation Criteria and Scaled Scoring below:

Score Scale of 1 to 5:

(1 = Poor; 2 = Average; 3 = Good; 4 = Very good; 5 Excellent.)

Phase Two – Functionality Criteria		100
No.	Activity	Weight
1.	Experience in the industry / Knowledge & Capacity <i>This criterion assesses the bidders' capability to render services at multiple sites and manage</i> (a) (Values of the projects per site as follows: NB: To be strictly assessed ONLY based on the listed experience on Annexure '3':	30

Phase Two – Functionality Criteria		100														
No.	Activity	Weight														
	Bidders should complete table outlining current and previous clients in government, State-Owned Entities and Private Entities reflecting names and contact details of client(s), the cleaning and related services rendered, start and end dates and the values of the contracts. (Annexure 3) <table border="1"> <thead> <tr> <th>Values of the Projects per site</th><th>Score</th><th></th></tr> </thead> <tbody> <tr> <td>R1 – R 10 000 000</td><td>1</td><td rowspan="5">10</td></tr> <tr> <td>R 10 000 001 – R 20 000 000</td><td>2</td></tr> <tr> <td>R 20 000 001 – R 40 000 000</td><td>3</td></tr> <tr> <td>R 40 000 001 – R 60 000 000</td><td>4</td></tr> <tr> <td>R 60 000 001 and above</td><td>5</td></tr> </tbody> </table> Bidders must please fully complete all fields in Annexure 3 and not omit information then refer to supporting documents in the bid document. The above values of contracts must be supported by Reference Letters accompanied by award letters/ purchase order or contract on the company letter head of the institution where the service was rendered in respect of each of the contracts reflected in table (a) above. (b) Knowledge and Capacity Knowledge of the Project Managers in office cleaning and disinfecting. Include CVs of 2 envisaged dedicated Project Managers entailing skills (Interpersonal, skills, writing and verbal communications) and experience in cleaning and disinfecting including training supported by Certificate. CVs of project managers must have 3 contactable references	Values of the Projects per site	Score		R1 – R 10 000 000	1	10	R 10 000 001 – R 20 000 000	2	R 20 000 001 – R 40 000 000	3	R 40 000 001 – R 60 000 000	4	R 60 000 001 and above	5	
Values of the Projects per site	Score															
R1 – R 10 000 000	1	10														
R 10 000 001 – R 20 000 000	2															
R 20 000 001 – R 40 000 000	3															
R 40 000 001 – R 60 000 000	4															
R 60 000 001 and above	5															

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Phase Two – Functionality Criteria		100																																							
No.	Activity	Weight																																							
	<table> <tr> <th>First Project Managers Experience (1)</th><th>Score</th><td rowspan="6">5</td></tr> <tr> <td>0 to 1 year experience</td><td>1</td></tr> <tr> <td>1 to 3 years' experience</td><td>2</td></tr> <tr> <td>3 to 6 years' experience</td><td>3</td></tr> <tr> <td>6 to 9 years' experience</td><td>4</td></tr> <tr> <td>More than 10 years' experience</td><td>5</td></tr> </table> <table> <tr> <th>Second Project Manager Experience (2)</th><th>Score</th><td rowspan="6">5</td></tr> <tr> <td>0 to 1 year experience</td><td>1</td></tr> <tr> <td>1 to 3 years' experience</td><td>2</td></tr> <tr> <td>3 to 6 years' experience</td><td>3</td></tr> <tr> <td>6 to 9 years' experience</td><td>4</td></tr> <tr> <td>More than 10 years' experience</td><td>5</td></tr> </table> Knowledge and experience of the bidder <table> <tr> <th>Knowledge and experience in Cleaning Industry</th><th>Score</th><td rowspan="6">10</td></tr> <tr> <td>1 to 2 year experience</td><td>1</td></tr> <tr> <td>3 to 5 years' experience</td><td>2</td></tr> <tr> <td>6 to 8 years' experience</td><td>3</td></tr> <tr> <td>9 to 10 years' experience</td><td>4</td></tr> <tr> <td>More than 10 years' experience</td><td>5</td></tr> </table>	First Project Managers Experience (1)	Score	5	0 to 1 year experience	1	1 to 3 years' experience	2	3 to 6 years' experience	3	6 to 9 years' experience	4	More than 10 years' experience	5	Second Project Manager Experience (2)	Score	5	0 to 1 year experience	1	1 to 3 years' experience	2	3 to 6 years' experience	3	6 to 9 years' experience	4	More than 10 years' experience	5	Knowledge and experience in Cleaning Industry	Score	10	1 to 2 year experience	1	3 to 5 years' experience	2	6 to 8 years' experience	3	9 to 10 years' experience	4	More than 10 years' experience	5	
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	Phase Two – Functionality Criteria	100											
No.	Activity	Weight											
	2. Project Implementation Plan: The Project Implementation Plan must include, but not limited to the following: • Activities during Pre-Project Implementation Phase • Activities during Project Implementation Phase • Activities during Project Close-Out Phase • Tools for the execution of tasks (e.g. daily schedules) • Maintenance of Equipment and ensuring adequate supply of all material. <table border="1"> <tr> <td>One activity of project plan only</td><td>1</td><td rowspan="5">30</td></tr> <tr> <td>Two activities of project plan</td><td>2</td></tr> <tr> <td>Three activities of project plan</td><td>3</td></tr> <tr> <td>Four activities of project plan</td><td>4</td></tr> <tr> <td>Five activities of project plan</td><td>5</td></tr> </table>	One activity of project plan only	1	30	Two activities of project plan	2	Three activities of project plan	3	Four activities of project plan	4	Five activities of project plan	5	30
One activity of project plan only	1	30											
Two activities of project plan	2												
Three activities of project plan	3												
Four activities of project plan	4												
Five activities of project plan	5												
	3. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism). Contingency Plan during project execution must cover the following elements: • Industrial actions, • leave/absenteeism • Delay on delivery of material • Delay on delivery of equipment • Unethical conduct by cleaners <table border="1"> <tr> <td>One element of contingency plan</td><td>1</td><td rowspan="2">10</td></tr> <tr> <td>Two elements of contingency plan</td><td>2</td></tr> </table>	One element of contingency plan	1	10	Two elements of contingency plan	2	10						
One element of contingency plan	1	10											
Two elements of contingency plan	2												

Phase Two – Functionality Criteria			100
No.	Activity		Weight
	Three elements of contingency plan	3	
	Four elements of contingency plan	4	
	Five elements of contingency plan	5	
	4. Training Plan: (i) Office Cleaning, (ii) Sanitation, (iii) Car wash, and (iv) Fumigation and (v) Pest control: The above plan must cover training for all employees prior and during the contract and should include the following: • Course name and accreditation (if applicable) - • Frequency of training		10
	Training Plan submitted	1	
	2 Training interventions covered	2	
	3 Training interventions covered	3	
	4 Training interventions covered	4	
	All Training interventions covered, monitoring and continues development	5	
	5. Bidders should attach proof of footprint in the province, i.e. a valid copy of lease agreement(s) or copy of original title deed(s) or copy of recent original municipal account with address of the bidder to show existence of an established office in the Northern Cape or a letter of intention to establish an office in the Northern Cape.		10

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Phase Two – Functionality Criteria			100
No.	Activity	Weight	
	Bidder has not submitted any of the above.	1	10
	Bidder has submitted letter of intent to establish Offices within the Districts.	2	
	Bidder has Office in one District	3	
	Bidder has Office in two District	4	
	Bidder has Office in three District	5	
Checklist for Site Inspection			
Item		Yes/No	
Proper Office with office furniture			
Cleaning equipment SABS approved			
Cleaning Material SABS approved			
Tools of trade for Gardening service			
Proper storage of Equipment and Material			
Uniform for Cleaning and Gardening service			
Pest Control equipment and Material			
OHS Compliance			
6. Company's Occupational Health & Safety Plan in place, in relation to the service			10
The Bidder must demonstrate how they would adhere to the applicable standards and legislation, e.g. health and safety in an emergency,			
• Appointment of 3 First Aiders for Area B (Certificate) • Provision of First Aid Box • Transportation of injured cleaners to the hospital • Coordination of medical services • Emergency preparedness and response time			
One element of OHS Plan		1	10
Two elements of OHS plan		2	
Three elements of OHS Plan		3	
Four elements of OHS Plan		4	
Five Elements of OHS plan		5	

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Phase Two – Functionality Criteria		100
No.	Activity	Weight
	TOTAL	100

NB: Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation.

11.1.3. PHASE THREE: ADMINISTRATIVE COMPLIANCE

The bidders should submit the following documents: All SBD Forms must be fully completed

Document that must be submitted	Non-submission may result in disqualification	
Invitation to Bid – SBD 1		Fully complete and sign the supplied pro forma document – Total Price transferred from Price Structure Template (ANNEXURE 2)
Pricing Schedule Form Prices –SBD 3.1		Fully complete and sign the supplied pro forma document - Total Price transferred from Price Structure Template (ANNEXURE 2)
Tax Compliance Status Pin Issued		In the event where the Bidder submits a hard copy of the Tax Compliance Status Pin Issued, the CSD verification as well as SARS e-filing verification outcome will take precedence. The accredited supplier must be tax compliant on CSD and/ or SARS e filling. A pin for the tax compliance should also be submitted
Declaration of Interest – SBD 4		Fully complete and sign the supplied pro forma document
SBD 6.1		Fully complete and sign the supplied pro forma document

Document that must be submitted	Non-submission may result in disqualification
Proof of Registration on Central Supplier Database (CSD)	Bidder(s) must be registered as a Bidder on the Central Supplier Database (CSD). If a bidder is not registered, he/she should proceed to complete the registration of the company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. Submit proof of registration and CSD Master Registration Number (MAAA...)
Valid copy of proof of registration for UIF	Valid proof of registration of UIF from the Department of Labour
Valid copy of proof of registration for COIDA (Letter of good standing)	Valid Certificate of Compliance from the Department
Public Liability Insurance.	Valid Copy of Public Liability insurance. worth R10 million cover or a letter from an insurer indicating intention to take up the cover.
Bidders to submit a valid B-BBEE Certificate or Sworn Affidavit (EME or QSE)	Bidders must submit a valid copy of B-BBEE Certificate from a verification agency accredited, or a valid certified original Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid. The B-BBEE Certificate or the Sworn Affidavit must have been issued within 12 months.

11.2. STAGE 2: PRICE AND SPECIFIC GOALS

- 11.2.1 The Bidder(s) must calculate their prices according to the Department of Labour's latest published minimum employee wages, annual bonuses, leave and sick leave. Minimum wages escalate in November of each year, as indicated in the Sectoral Determination. Detailed particulars of the latest Government Gazette and Government Notice used to calculate the employee's wages must be attached to bid documents.
- 11.2.2 Bidders must project and include into their bidding price all envisaged increments over the three (3) year's period, utilising bid price of year 1 as a base. Contract price adjustments will be done annually as per CPI on the anniversary of the contract and Sectoral Determination.
- 11.2.3 The Summary Totals of Annexure 2 must be transferred as the Total Bid Price to the Standard Bid Documents (SBD1 & 3.1). Firm Bid Price must be submitted including VAT on the Standard Bid Documents.

NB. Failure to comply with above will render the bid non-responsive.

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

Points for this tender shall be awarded for:

- (a) Price (80); and
- (b) Specific Goals (20).

The maximum points for this tender are allocated as follows:

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

FORMULAE FOR POINTS AWARDED FOR PRICE

In terms of Regulation 5 (1) of the Preferential Procurement Regulations, 2022; the following formula will be used to calculate the points out of 90 for price in respect of this invitation for tender, inclusive of all applicable taxes:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 5 (2) of the Preferential Procurement Regulations, 2022; A maximum of 20 points will be awarded to a tenderer for the specific goal specified for this 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.

Table 1: 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% womenownership	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 atleast 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others (non-compliant)	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.		

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Bidders must submit a valid B-BBEE Certificate from a verification agency accredited by the SANAS, or a valid original Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths, together with the bid. The B-BBEE Certificate or the Sworn Affidavit must have been issued within 12 months. The proof of CSD registration that must be submitted under 11.1.3 (Administrative Compliance) will be verified against the required B-BBEE Certificate or Sworn Affidavit.

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.

Bidders must submit a medical report/ certificate confirming their disability status for them to claim points.

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.

12 FOOTPRINT ESTABLISHMENT

Footprint establishment (Current Project Sites)

Current Project Sites of the Highest Scoring Bidders shall be inspected according to the checklist

Bidders should attach proof of footprint in the province which include valid lease agreement(s) or title deed(s) or copy of original Municipal Account. Bidders should have a fully established operational office in the Northern Cape Province with Physical addresses, contact details of the office which will be providing the cleaning, disinfecting, car wash, sanitation, pest control and gardening services at SASSA offices in the Northern Cape Region. The Bid Evaluation Committee will inspect the premises to confirm the presence and existence of the establishment. Bidders who do not have an operational or fully established office in the Northern Cape will be given 3 months to establish an office.

13 SUBMISSION OF BIDS, CLOSING DATE & TIME

- 13.1. Bidders must submit their bid proposals in line with the bid specifications and terms of reference. Failure to comply shall render the bid non-responsive.

13.2 Bid proposals are to be bounded/ in a Lever Arch File/ Sealed Envelope, clearly indicating the description of the requisite services, marked with the relevant bid number, properly indexed and paginated in accordance with the stipulation of the bid invitation. All documents must be submitted in original format into the tender box mentioned in the address.

13.3 Bidders must submit their bids on or before the 11 February 2026. Late bids will not be considered.

13.4 Bids should be submitted at the following address:

SASSA Northern Cape Region

Ground Floor

Permanent Building

No: 33 Du Toitspan Road

KIMBERLEY

8301

14 VALIDITY OF BID

14.1. The bid will be valid for a period of 120 days from the closing date of the bid.

15 COMMUNICATION / ENQUIRIES

15.1. Any request for clarification must be submitted in writing to the following officials:

(a) Technical enquiries

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 802 4976	Ms. Martina Masanabo	martinama@sassa.gov.za

(b) Supply Chain Management

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 8024915	Mr. Kagisho Tsomagae	KagisoT@sassa.gov.za

16 ANNEXURE 1: OFFICE REQUIREMENTS

Office	M2	Office with carpet	Office with tiles	Toilets Cubicles	Urinals	Kitchens	Vinyl Chairs	Fabric Chairs	Gardening Services Yes/No	Car Wash Service			
				Female including disability	Male					Vehicles: Bakke	Vehicles: sedan	Mobile Trucks	Combi/ Minibus
JOHN TAOLO GATSEWE DISTRICT													
Kuruman D/O	535,00	6,00	7,00	5,00	6,00	3,00	1,00	98,00	NO	5	1	1 x Mobile truck	
Tsineng	200,00	0,00	6,00	1,00	1,00	2,00	1,00	14,00	YES	1	0		
Olifantshoek	157,00	0,00	6,00	1,00	1,00	0,00	1,00	29,00	YES	2	0		
Ga-Segonyana	212,00	0,00	4,00	2,00	2,00	0,00	1,00	71,00	NO	1	0		
Deben	110,00	0,00	4,00	3,00	2,00	2,00	1,00	6,00	YES	2	0		
Laxey	230,00	0,00	4,00	1,00	1,00	2,00	1,00	18,00	YES	2	0		
Dithakong	211,00	0,00	5,00	4,00	3,00	2,00	1,00	18,00	YES	2	0		
Churchill	211,00	0,00	5,00	4,00	3,00	2,00	1,00	19,00	YES				
Batharos	211,00	0,00	5,00	4,00	3,00	2,00	1,00	18,00	YES	1	0		
Bendel	104,00	0,00	2,00			2,00	1,00	19,00	YES	2	0		
TOTAL	2181,00	6,00	48,00	25,00	22,00	17,00	10,00	310,00		18	1	1	0
ST. MICHAEL DISTRICT													
Upington Local Office	788,00	13,00	9,00	3,00	3,00	0,00	1	73	No	1	6		
Upington District office	483,00	8,00	5,00	2,00	2,00	0,00	1	79	No	2	1		
Kelmoes	238,00	0,00	8,00	4,00	3,00	0	1	24	No	1	0		
Kakamas	191,00	0,00	6,00	2,00	2,00	0	1	10	No	1	0		
Postmasburg	241,92	2,00	1,00	2,00	2,00	0,00	1	29	No	1	1		
Danielskuil	212,00	1,00	1,00	1,00	2,00	0,00	1	2	No	1	0		
Groblershoop	245,00	3,00	3,00	3,00	2,00	0,00	1	21	No	1	1		
Kenhardt	389,00	0,00	12,00	2,00	2,00	0,00	1	4	No	1	0		
Rietfontein	25,28	0,00	2,00	2,00	2,00	2,00	1	11	No	1	0		
TOTAL	2793,20	27,00	47,00	21,00	20,00	2,00	9	253	No	10	9	0	0

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Office	M2	Office with carpet	Office with tiles	Toilets Cubicles	Urinals	Kitchens	Vinyl Chairs	Fabric Chairs	Gardening Services Yes/No	Car Wash Service			
NAMAKWA DISTRICT													
District & Springbok Central Office	540,00	No	17	4	6	4	2	59	29	Yes	1 x DC; k	3 x Sedan	1 x Mobile truck
Pofadder	190,00	1	3	2	2	1	1	8	4	Yes	1 x DC; 1 x SC		
Garles	220,00	1	1	1	2	0	1	4	15	Yes	1 x DC; 1 x SC		
Steinkopf	95,00	0	8	1	1	0	1	5	12	Yes	1 x DC; 1 x SC		
Williston	124,26	0	4	1	1	0	1	6	8	Yes	1 x DC		
Nieuwoudtville	51,29	0	1	1	1	2	0	4	5	Yes	1 x DC		
Brandvlei	175,00	0	14	1	2	0	1	3	6	Yes	1 x DC		
Port Nolloth	18,00	0	0	1	1	0	1	7	20	Yes	1 x DC; 1 x SC		
Calvinia	127,00	5	7	3	2	0	1	15	8	Yes	1 x DC	2 x Sedan	
Fraserburg	160,00	0	4	2	2	0	1	12	7	Yes	1 x DC		
TOTAL	1700,55	7	59	17	20	7	10	123	114		15	5	1

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17 ANNEXURE 1A: NORTHERN CAPE OFFICES PHYSICAL ADDRESSES.

Northern Cape Regional Office: Area (A)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
John Taolo Gaetsewe District: Area (B)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Bendel Local Office	House No: H89, Bendel Agriculture	Joe Morolong Local Municipality	-26.997678	23.653002	26°59'51.6"S 23°39'10.8"E
Churchill Local Office	No street address	Joe Morolong Local Municipality	-27.275139	23.483056	27°16'30.5"S 23°28'59.0"E
Deben Local Office	1 Gembok Street, Deben	Gamagara Local Municipality	-27.595820	22.874436	27°35'45.0"S 22°52'28.0"E
Dithakong Local Office	No street address	Ga-Segonyana Local Municipality	-27.076694	23.928694	27°04'36.1"S 23°55'43.3"E
Gasegonyana Local Office	7 Federale Mynbou Street, Kuruman	Ga-Segonyana Local Municipality	-27.460673	23.434112	27°27'38.4"S 23°26'02.8"E
Kuruman District Office	13 - 17 Mahindra Building, Main Road, Kuruman	Ga-Segonyana Local Municipality	-27.462035	23.439107	27°27'43.4"S 23°26'19.5"E
Laxey Local Office	Laxey Clinic, Laxey	Joe Morolong Local Municipality	-26.723000	23.166694	26°43'22.8"S 23°10'00.1"E
Ollifantshoek Local Office	2 Kudu Street, Ollifantshoek	Gamagara Local Municipality	-27.935476	22.735148	27°56'07.7"S 22°44'06.5"E
ZF Mgcawu District: Area (B)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Danielskuil Local Office	215 Galloway Street, Danielskuil	Kgatelopele Local Municipality	-28.181138	23.546796	28°10'52.1"S 23°32'48.5"E
Groblersthoop Local Office	103 Oranje Street, Groblershoop	IKheis Local Municipality	-28.895744	21.981064	28°53'44.7"S 21°58'51.8"E
Kakamas Local Office	58 Voortrekker Road, Kakamas	Kai !Garib Local Municipality	-28.770035	20.616824	28°46'12.1"S 20°37'00.6"E

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Keimoes Local Office	90 Main Street, Keimoes	Kai !Garib Local Municipality	-28.708735	20.973141	28°42'31.5"S 20°58'23.3"E
Kenhardt Local Office	2 Brussel Street, Kenhardt	Kai !Garib Local Municipality	-29.345252	21.153973	29°20'42.9"S 21°09'14.3"E
Postmasburg Local Office	24 Randjie, Postmasburg	Tsantsabane Local Municipality	-28.331083	23.084944	28°19'51.9"S 23°03'53.8"E
ZM Mgcawu District Office Upington Local Office	27 Scott Street, Old Orange Hotel Building, Upington	Dawid Kruiper Local Municipality	-28.4587517	21.244459	28°27'31.5"S 21°14'40.1"E
Rietfontein Local Office	350 Daan Swanepoel Street, Community Hall, Rietfontein	Dawid Kruiper Local Municipality	-26.741891	20.027709	26°44'30.8"S 20°01'39.8"E
Namakwa District: Area (B)					
Site Name	Address	Municipality	Latitude (Y coordinates)	Longitude (X coordinates)	Google Co-ordinates
Brandvlei Local Office	454 Main Street, Brandvlei	Hantam Local Municipality	-30.465442	20.487780	30°27'55.6"S 20°29'16.0"E
Calvinia Local Office	2 Le Roux Street, Calvinia	Hantam Local Municipality	-31.459982	19.7662554	31°27'36.0"S 19°45'58.5"E
Fraserburg Local Office	28 Voortrekker Street, Fraserburg 6960	Karoo Hoogland Local Municipality	-31.914938	21.511230	31°54'53.8"S 21°30'40.4"E
Garies Local Office	34 Main Street, Garies	Kamiesberg Local Municipality	-30.561846	17.990027	30°33'42.6"S 17°59'24.1"E
Nieuwoudtville Local Office	1 Lelie Street, Nieuwoudtville	Hantam Local Municipality	-31.368372	19.115896	31°22'06.1"S 19°06'57.2"E
Pofadder Local Office	720 Voortrekker Street, Old FNB bank, Pofadder	Khai-Ma Local Municipality	-29.127488	19.396529	29°07'39.0"S 19°23'47.5"E
Port Nolloth Local Office	516 Beach Road, Port Nolloth 8280	Richtersveld Local Municipality	-29.256383	16.867986	29°15'23.0"S 16°52'04.8"E
Springbok District Office Springbok Local Office	8 Hospital Street, Springbok, 8240	Nama Khoi Local Municipality	-29.663951	17.883926	29°39'50.2"S 17°53'02.1"E
Steinkopf Local Office	2 Kerk Street, Steinkopf	Nama Khoi Local Municipality	-29.262024	17.733514	29°15'43.3"S 17°44'00.7"E
Williston Local Office	3 Lutz Street, Williston	Karoo Hoogland Local Municipality	-31.3399788	20.9190305	31°20'23.9"S 20°55'08.5"E

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18 ANNEXURE 1B: ALLOCATION OF CLEANERS PER OFFICE.

NAMAKWA: AREA (B)

	District Office	Springbok	Garies	Port nolloth	Poladder	Calvinia	Newoudtville	Frazerburg	Brandvlei	Williston	Steikopf	Total
Number of cleaners	2	2	1	1	1	2	1	1	1	1	1	14
Number of Supervisor/s	1	-	-	-	-	-	-	-	-	-	-	1

Responsible for all Offices

ZF MGCWU: AREA (B)

	District Office	Upington Local Office	Keimoes	Rietfontein	Postmanburg	Daniëlskuil	Groblershoop	Kenhardt	Kakamas	Total
Number of cleaners	2	2	1	1	1	1	1	1	1	11
Number of Supervisor/s	1	-	-	-	-	-	-	-	-	1

Responsible for all Offices

JOHN TAOLO GAETSEWE: AREA (B)

	District Office	Gasegonyana	Churchill	Batharos	Laxey	Bendel	Dithakong	Ollifantshoek	Deben	Total
Number of cleaners	2	2	1	1	1	1	1	1	1	11
Number of Supervisor/s	1	-	-	-	-	-	-	-	-	1

Responsible for all Offices

Responsible for all Regional Offices

TOTAL CLEANERS

TOTAL SUPERVISORS

PROJECT MANAGERS

												36
												3
												2

19 ANNEXURE 2 (SEE ATTACHED PRICING STRUCTURE)

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20 ANNEXURE 3

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2011 to 31 March 2012	Is the contract Current or Past? (please indicate accordingly)	Nature of services provided (cleaning, disinfecting, car wash, sanitation and gardening services)	Contact person and telephone numbers of your client	Number of Project Site	Total Costs of the Project

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20 ANNEXURE 4

Penalty and Reward System

1. Penalties:

1.1 Penalties

1.1.1 Each KPA is allocated a maximum of five (5) points.

If issues in the Rectification Instructions are not addressed within the Rectification Time the penalty points, shall be deducted as follows:

PENALTIES					
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS	
A	Cleanliness standards in the following key services: ✓ Bathrooms ✓ Kitchens (sink/ microwave /fridges) ✓ Water coolers ✓ Workstation s (chairs/tables) ✓ Carpets/tile s ✓ Pause areas ✓ Boardroom s ✓ Dustbins ✓ Window panes	▪ All key service areas cleaned in line with the specification s	▪ Justifiable and verified complaints ▪ Daily inspections by appointed OHS officials ▪ Customer satisfaction surveys ▪ Quarterly cleaning inspections	2 hours	4
B.	Daily work attendance	▪ 100 % daily work attendance by cleaners ▪ Competent Relievers	▪ Attendance Register ▪ Justifiable and verified complaints ▪ All staff to be in Company-branded Uniform	1 hour	4
C	Training and Competency of staff	▪ cleaning personnel and Relievers are trained and workshopped	▪ Attendance Registers ▪ Certification	120 hours	4

PENALTIES					
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS	
	- on ✓ OHS ✓ Workshop on Service Level Agreement (SLA) ✓ Customer Care				
D	Provisioning and maintenance of sanitary equipment and consumables	▪ Sanitary consumables provided must be in line with the specifications ▪ 100% availability of sanitary consumables at all given times ▪ Sanitary equipment provided must functional at all times ▪ Emptying of sanitary bins	▪ Approved specifications ▪ Inspections by OHS officials ▪ Justifiable and verified complaints	1 hour	4
E	Quarterly Deep Cleaning with industrial machine for chairs and carpets.	▪ Deep cleaning of Regional, District and Local offices by focusing on: ✓ Carpets ✓ Interior windows ✓ Chairs/tables ✓ work stations	▪ Approved specifications. ▪ Quarterly cleaning inspections by Project Manager.	24 hours	4
F	Car wash.	▪ SASSA pool vehicles.	▪ Invoices counter signed by driver and Bidder.	1 hour	2

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PENALTIES					
KEY PERFORMANCE AREA	TARGET	MEASURED BY	RECTIFICATION TIME (HOURS)	PENALTY POINTS	
G	Disinfecting of offices.	- Disinfect all SASSA offices on ✓ Quarterly basis and ✓ Whenever necessary or required.	- As per specifications. - Disinfection Certificate.	72 hours after a reported outbreak and an agreed time schedule for quarterly disinfection.	4
H	Should all of the above Key Performance Areas not be addressed.	Cleaning of Offices, Car Wash, Disinfection, Pest Control and Gardening Services.	As per Specification.	3 consecutive months.	5
I	UIF and Provident Fund	Proof of registration for UIF and Provident Fund	Non-submission of proof of registration	Quarterly	5

Penalty and Reward

The Bidder will be penalized when points are issued per month:

- 1.1.1.1 Either in one KPA or in various KPAs, particularly if the rectification instruction issues were not completed in the specified time frame.
- 1.1.1.2 The Bidder shall also receive a complimentary/compliance letter where compliance to the KPAs is achieved, and rectification instruction are completed within the stated time frame monthly.
- 1.1.1.3 The table below sets out penalties which shall be levied:

POINTS VALUE	PERFORMANCE DEDUCTIONS
5	Contract Review at Risk
4	50% of Monthly Payment at Risk
3	30% of Monthly Payment at Risk
2	20% of Monthly Payment at Risk
1	10% of Monthly Payment at Risk
0	Compliance Letter

Name: (Print) _____

Signature: _____

Designation: _____

Date: _____

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