



**DEPARTMENT OF EMPLOYMENT AND
LABOUR**

**RENDERING OF CLEANING SERVICES FOR
A PERIOD OF 36 MONTHS AT:**

- PRETORIA LABOUR CENTRE**
- NIGEL LABOUR CENTRE**
- RANDBURG LABOUR CENTRE**
- VANDERBIJPARK LABOUR CENTRE**
- SPRINGS LABOUR CENTRE**
- GAUTENG: PROVINCIAL OFFICE**

SPECIFICATIONS

RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT PRETORIA LABOUR CENTRE

1. **PHYSICAL ADDRESS:** 239 Nana Sita Street
c/o Thabo Sehume & Nana Sita Street
Pretoria
0002

2. **SCOPE OF WORK**

To undertake cleaning services on the premises.

• Total size of building	9382.72m ²	• Lifts	3
• Number of floors with offices	11	• Lift lobbies	3
• Surface area occupied	8572.72m ²	• Stair ways inside building	3
• Area not occupied	810m ²	• Computer server room	1
• Number of toilets (rooms)	11	• Computer Cabinet Rooms	11
• Number of cubicles	79	• Basement	1
• Number urinals	48	• Filing rooms	7
• Number of basins	83		
• Toilets for people with a disability	5		
• Number of kitchens	2		
• Meeting / boardrooms	4		
• Training / Computer room	2		
• Reception	1		
• Waiting Areas	3		
• Parking area	80		

3. **OCCUPANTS/EMPLOYEES AND VISITORS**

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 290
- Visitors = 11 800 estimated per month

4. **COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS**

Due to Covid19 restrictions: Treasury Instruction No. 5 of 2020/2021

- No briefing session will be held
- No site inspection will be held
- Bid documents are available on the National Treasury Etender portal at no cost.
- No staff member will download bid documents for bidders
- Please note that any enquiries must be directed via e-mail:

- Specification related: Mr. S Mthethwa via Email: SIPHOM.MTHETHWA@LABOUR.gov.za
- SCM (Criteria related): Mr. S Hariparsad via Email: shashi.hariparsad@labour.gov.za

4.1 **SUBMISSION OF DOCUMENTS**

It is the responsibility of the bidder to ensure that all required documents are attached to the Tender document. Failing to do so, will result in bidders to be disqualified.

Tender documents must be submitted to: **77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the tender boxes.

5. NUMBER OF CLEANERS

Ten (10) cleaners (two (2) males and eight (8) females including the full time supervisor) are required on site, (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

PRETORIA LABOUR CENTRE

CLEANING SPECIFICATIONS:

TOTAL:		
Number of Disability toilets (Unisex)	5	Including unisex toilet
Number of Unisex toilets	0	
Total number of toilet rooms	11	Including Disability and unisex toilet
Total number of cubicles	79	Including Disability and unisex toilet
Total number of urinals	48	
Total number of basins	83	
Total number of showers	0	

LC REST ROOMS:	Visitors only:	YES		NO	X
"Refer to attached breakdown spreadsheet"	Sharing with staff:	YES	X	NO	
Number of Disability toilets (Unisex)	5	N/A			Including unisex toilet
Number of female toilets / cubicles	43	N/A			
Number of female toilet rooms	8	N/A			
Number of male toilets / cubicles	36	N/A			
Number of male toilet rooms	3	N/A			
Number of urinals	48				
Number of basins	79				
Number of deep cleaning for urinals	48	Quarterly			
Number of deep cleaning for toilets	79	Quarterly			
Number of deep cleaning for basins (U-trap)	83	Quarterly			

HYGIENE EQUIPMENT & MATERIAL:	All equipment replaced if broken		
Number of 200ml antibacterial foam soap dispensers	37	Refilled daily	1 per toilet cubicle / room Including Disability and unisex toilet with basins
Manual roll paper towel dispenser	37	Refilled daily	1 per toilet cubicle / room Including Disability and unisex toilet with basins
Paper towel bins	37	Emptied and washed daily	1 per toilet cubicle / room Including Disability and unisex toilet with basins
Number of white, lockable 3 roll toilet paper holder dispensers	79	Replaced if broken	1 per toilet / cubicle Including Disability and unisex toilet
Toilet Paper Number of staff on establishment: 297 Number of estimated visitors: 11 800 p/m		Refilled daily	Replenished daily when required

* Refer to attached breakdown spreadsheet.

ALBERTINA PHASHA
DD: LGO PRETORIA LABOUR CENTER

24/05/2021

SPECIFICATIONS

RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT NIGEL LABOUR CENTRE

1. PHYSICAL ADDRESS:

Cnr 4th Avenue and Hendrik Verwoerd Street
SARS Building
NIGEL
1490

2. SCOPE OF WORK

To undertake cleaning services on the premises:

- Size of the office = 690m²
- Number of offices = 12
- Number of Frontline cubicles = 7
- Reception areas = 1
- Waiting areas = 1
- Filing rooms = 2
- Meeting / training rooms = 2
- Storerooms = 2
- Server room = 1
- Kitchen = 1
- Number of disability toilet cubicle (unisex) = 1
- Number of toilet rooms = 5
- Number of toilet cubicles = 6
- Number of urinals = 1
- Number of basins = 6

3. OCCUPANTS/EMPLOYEES AND VISITORS

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 18
- Visitors = +- 3220 (estimated per month)

4. COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS

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- No site inspection will be held
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- SCM (Criteria related): Mr. S Hariparsad via Email: shashi.hariparsad@labour.gov.za

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Tender documents must be submitted to: **77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the tender boxes.

5. NUMBER OF CLEANERS

One (1) female cleaner is required on site, (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

LABOUR CENTRE: NIGEL LC

CLEANING SPECIFICATIONS:

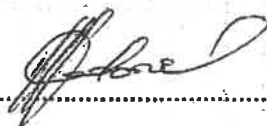
TOTAL:		
Number of Disability toilets (Unisex)	1	
Number of Unisex toilets	0	
Total number of toilet rooms	5	Including Disability and unisex toilet
Total number of cubicles	6	Including Disability and unisex toilet
Total number of urinals	1	
Total number of basins	6	Including kitchen basins
Total number of showers	0	

DESCRIPTION	QUANTITY REQUIRED	FREQUENCY	PROPOSED COMMENTS
STAFF REST ROOMS::			
Number of Disability toilets (Unisex)	1	N/A	
Number of Female toilets / cubicles	2	N/A	
Number of Female toilet rooms	1	N/A	
Number of Male toilets / cubicles	1	N/A	
Number of Male toilet rooms	1	N/A	
Number of urinals	0	N/A	
Number of basins	2	N/A	
Number of deep cleaning for urinals	0	Quarterly	
Number of deep cleaning for toilets	3	Quarterly	
Number of deep cleaning for basins (U-trap)	2	Quarterly	

VISITORS REST ROOMS:	Sharing with staff:	YES	NO	X
Number of female toilets / cubicles	1	N/A		
Number of female toilet rooms	1	N/A		
Number of male toilets / cubicles	1	N/A		
Number of male toilet rooms	1	N/A		
Number of urinals	1	N/A		
Number of basins	3	N/A		
Number of deep cleaning for urinals	1	Quarterly		
Number of deep cleaning for toilets	2	Quarterly		
Number of deep cleaning for basins (U-trap)	3	Quarterly		

EQUIPMENT & MATERIAL:	All equipment replaced if broken		
Number of 200ml antibacterial foam soap dispensers	5	Refilled daily	1 for every 3 basins / 2 for every 5 basin in one room
Manual roll paper towel dispenser	5	Refilled daily	1 per room Including Disability and unisex toilet
Paper towel bins	5	Emptied and washed daily	1 per room Including Disability and unisex toilet
Number of white, lockable 3 roll toilet paper holder dispensers	6	Replaced if broken	1 per toilet / cubicle Including Disability and unisex toilet
Toilet Paper Number of staff on establishment: 18 + 12 (Brakpan Labour centre staff) = 30 Number of estimated visitors: 3220.p/m		Refilled daily	Replenished daily when required.

REUBEN MADONSELA
DD:LCO NIGEL



20 /05/2021

SPECIFICATIONS

RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT RANDBURG LABOUR CENTRE

1. **PHYSICAL ADDRESS:** 318 Oak Avenue
Randburg
2125

2. **SCOPE OF WORK**

To undertake cleaning services on the premises:

- Size of the office = 919.39m²
- Number of offices = 16
- Number of cubicles = 6
- Reception areas = 1
- Waiting areas = 1
- Filing rooms = 1
- Meeting / training rooms = 1
- Storerooms = 1
- Server room = 1
- Kitchen = 1
- Number of disability toilet cubicle (unisex) = 1
- Number of toilet rooms = 5
- Number of toilet cubicles = 12 including disability toilet
- Number of urinals = 4
- Number of basins = 9

3. **OCCUPANTS/EMPLOYEES AND VISITORS**

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 32
- Visitors = +- 5000 (estimated per month)

4. **COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS**

Due to Covid19 restrictions: Treasury Instruction No. 5 of 2020/2021

- No briefing session will be held
- No site inspection will be held
- Bid documents are available on the National Treasury Etender portal at no cost.
- No staff member will download bid documents for bidders
- Please note that any enquiries must be directed via e-mail:

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- SCM (Criteria related): Mr. S Hariparsad via Email: shashi.hariparsad@labour.gov.za

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Tender documents must be submitted to: **77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the tender boxes.

5. NUMBER OF CLEANERS

One (1) female cleaner and one (1) male cleaner are required on site, (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

RANDBURG LABOUR CENTRE

CLEANING SPECIFICATIONS:

TOTAL:		
Number of Disability toilets (Unisex)	1	
Number of Unisex toilets	0	
Total number of toilet rooms	5	Including Disability and unisex toilet
Total number of cubicles	12	Including Disability and unisex toilet
Total number of urinals	4	
Total number of basins	9	
Total number of showers	0	

DESCRIPTION	QUANTITY REQUIRED	FREQUENCY	PROPOSED COMMENTS
STAFF REST ROOMS::			
Number of Disability toilets (Unisex)	1	N/A	Including 1 basin
Number of Female toilets / cubicles	3	N/A	
Number of Female toilet rooms	1	N/A	Including 2 basins
Number of Male toilets / cubicles	2	N/A	
Number of Male toilet rooms	1	N/A	Including 2 basins
Number of urinals	2	N/A	
Number of basins	5	N/A	
Number of deep cleaning for urinals	2	Quarterly	
Number of deep cleaning for toilets	6	Quarterly	
Number of deep cleaning for basins (U-trap)	5	Quarterly	

VISITORS REST ROOMS:	Visitors only:	YES	X	NO	
	Sharing with staff:	YES		NO	X
Number of female toilets / cubicles	3	N/A			
Number of female toilet rooms	1	N/A			
Number of male toilets / cubicles	3	N/A			Including 2 basins
Number of male toilet rooms	1	N/A			
Number of urinals	2	N/A			Including 2 basins
Number of basins	4	N/A			
Number of deep cleaning for urinals	2	Quarterly			
Number of deep cleaning for toilets	6	Quarterly			
Number of deep cleaning for basins (U-trap)	4	Quarterly			

EQUIPMENT & MATERIAL:	All equipment replaced if broken	
Number of 200ml foam soap dispensers	5	Refilled daily
Manual roll paper towel dispenser	5	Refilled daily
Paper towel bins	5	Emptied and washed daily
Number of white, lockable 3 roll toilet paper holder dispensers	12	Replaced if broken
Toilet Paper		Refilled daily
Number of staff on establishment: 32		
Number of estimated visitors: 5 000.p/m		

SPECIFICATIONS

RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT VANDERBIJLPARK LABOUR CENTRE

1. **PHYSICAL ADDRESS:** 64 Eric Louw Street
Nashua Building
VANDERBIJLPARK
1911

2. **SCOPE OF WORK**

To undertake cleaning & hygiene services on the premises:

- Size of the office = 515 m²
- Number of offices = 14
- Number of cubicles = 6
- Reception areas = 1
- Waiting areas = 1
- Filing rooms = 1
- Meeting / training rooms = 1
- Storerooms = 1
- Server room = 1
- Kitchen = 1
- Number of disability toilet cubicle (unisex) = 1
- Number of toilet rooms = 5
- Number of toilet cubicles = 5 excluding disability toilet
- Number of urinals = 0
- Number of basins = 7
- Staircase to office on second floor x 0
- Lift x 0

3. **OCCUPANTS/EMPLOYEES AND VISITORS**

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 31
- Visitors = 2 900 (estimated per month)

4. **COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS**

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- No site inspection will be held
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Tender documents must be submitted to: **77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the tender boxes.



5. NUMBER OF CLEANERS

Two (2) cleaners, one (1) male and one (1) female cleaner are required on site, (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

VANDERBIJLPARK LABOUR CENTRE**CLEANING SPECIFICATIONS:**

TOTAL:		
Number of Disability toilets (Unisex)	1	
Number of Unisex toilets	0	
Total number of toilet rooms	2	
Total number of cubicles	6	
Total number of urinals	0	
Total number of basins	7	6 + 1 in Regional Managers office
Total number of showers	0	

DESCRIPTION	QUANTITY REQUIRED	FREQUENCY	PROPOSED COMMENTS
STAFF REST ROOMS:			
Number of Disability toilets (Unisex)	1	N/A	Including 1 basin
Number of Female toilets / cubicles	2	N/A	Including 2 basins
Number of Female toilet rooms	1	N/A	
Number of Male toilets / cubicles	1	N/A	Including 1 basin
Number of Male toilet rooms	1	N/A	
Number of urinals	0	N/A	
Number of basins	5	N/A	Including RM office
Number of deep cleaning for urinals	0	Quarterly	
Number of deep cleaning for toilets	4	Quarterly	
Number of deep cleaning for basins (U-trap)	4	Quarterly	

VISITORS REST ROOMS:	Visitors only:	YES	X	NO
	Sharing with staff:	YES		NO
Number of female toilets / cubicles	1	N/A		
Number of female toilet rooms	0	N/A		
Number of male toilets / cubicles	1	N/A		
Number of male toilet rooms	0	N/A		
Number of basins	2			
Number of deep cleaning for urinals	0	Quarterly		
Number of deep cleaning for toilets	2	Quarterly		
Number of deep cleaning for basins (U-trap)	2	Quarterly		

HYGIENE EQUIPMENT & MATERIAL:	All equipment replaced if broken		
Number of 200ml antibacterial foam soap dispensers	6	Refilled daily	1 in every room (1 for every 2 basins) including disability toilet and Regional Manager's office.
Manual roll paper towel dispenser	6	Refilled daily	1 per room including Disability and unisex toilet
Paper towel bins	6	Emptied and washed daily	1 per room including Disability and unisex toilet
Number of white, lockable 3 roll toilet paper holder dispensers	6	Replaced if broken	1 per toilet / cubicle including Disability and unisex toilet
Toilet Paper Staff: 31 Visitors: 2 900 p/m		Refilled daily	Replenished daily when required.

GP05-2021\2022
SPECIFICATIONS

**RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT
SPRINGS LABOUR CENTRE**

1. **PHYSICAL ADDRESS**
- Expo Building
2nd Floor
27 7th Street
SPRINGS
1559

2. **SCOPE OF WORK**

To undertake cleaning services on the premises:

- Size of the office = 1021m²
- Number of offices = 12
- Number of cubicles = 5
- Reception areas = 1
- Waiting areas = 2
- Filing rooms = 1
- Meeting / training rooms = 2
- Storerooms = 1
- Server room = 1
- Kitchen = 1
- Number of disability toilets(unisex) = 2
- Number of toilet rooms = 3
- Number of toilet cubicles = 13
- Number of urinals = 3
- Number of basins = 6
- Staircase to office on second floor x 1
- Lift x1

3. **OCCUPANTS/EMPLOYEES AND VISITORS**

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 31
- Visitors = 4000 p/m

4. **COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS**

Due to Covid19 restrictions: Treasury Instruction No. 5 of 2020/2021

- No briefing session will be held
- No site inspection will be held
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- No staff member will download bid documents for bidders
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Tender documents must be submitted to: **77 De Korte Street, Braamfontein, Johannesburg, 2001**, during Departmental working hours, 7:30 to 16:00, inside the tender boxes.



5. NUMBER OF CLEANERS

Two (2) cleaners required on site, one (1) female and one (1) male (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

SPRINGS LABOUR CENTRE

CLEANING SPECIFICATIONS:

TOTAL:		
Number of Disability toilets (Unisex)	2	1 in male room and 1 in female room
Number of Unisex toilets	1	Visitors toilet
Total number of toilet rooms	3	Including Disability and unisex toilet
Total number of cubicles	13	Including Disability and unisex toilet
Total number of urinals	3	
Total number of basins	6	
Total number of showers	0	

DESCRIPTION	QUANTITY REQUIRED	FREQUENCY	PROPOSED COMMENTS
STAFF REST ROOMS::			
Number of Disability toilets (Unisex)	2	N/A	1 in male room and 1 in female room
Number of Female toilets / cubicles	4	N/A	
Number of Female toilet rooms	1	N/A	
Number of Male toilets / cubicles	5	N/A	
Number of Male toilet rooms	1	N/A	
Number of urinals	3	N/A	
Number of basins	5	N/A	
Number of deep cleaning for urinals	2	Annually for staff urinals	1 deep cleaning per urinal
Number of deep cleaning for toilets	11	Annually for staff toilets	1 deep cleaning per toilet
Number of deep cleaning for basins (U-trap)	5	Annually for basins	1 deep cleaning per basin

VISITORS REST ROOMS:		Visitors only:		YES	NO
		Sharing with staff:		YES	NO
Number of female toilets / cubicles	1	N/A			
Number of female toilet rooms	1	N/A			
Number of male toilets / cubicles	1	N/A			
Number of male toilet rooms		N/A			
Number of urinals	1	N/A			
Number of basins	1	N/A			
Number of deep cleaning for urinals	1	Annually for visitors urinals			
Number of deep cleaning for toilets	2	Annually for visitor toilets			
Number of deep cleaning for basins (U-trap)	1	Annually for basins			

HYGIENE EQUIPMENT & MATERIAL:		All equipment replaced if broken	
Number of 200ml antibacterial foam soap dispensers	2	Refilled daily	1 for every 3 basins / 2 for every 5 basin in one room
Manual roll paper towel dispenser	2	Refilled daily	1 per room Including Disability and unisex toilet
Paper towel bins	2	Emptied and washed daily	1 per room Including Disability and unisex toilet
Number of white, lockable 3 roll toilet paper holder dispensers	13	Replaced if broken	1 per toilet / cubicle Including Disability and unisex toilet
Toilet Paper Number of staff on establishment: 31 Number of estimated visitors: 4 000 p/m		Refilled daily	Replenished daily when required

IZALLETTE ENGELBRECHT
DD: LCO SPRINGS

07/07/2021

GP05-2021\2022
SPECIFICATIONS

**RENDERING CLEANING SERVICES FOR A PERIOD OF THREE YEARS (36 MONTHS) AT
PROVINCIAL OFFICE**

1. **PHYSICAL ADDRESS:** 77 De Korte Street
Braamfontein
Johannesburg
2001

2. **SCOPE OF WORK**

To undertake cleaning services on the premises:

• Size of area to be cleaned	4 267m ²	• Lifts	5
• Number of floors with offices	4	• Lift lobbies	6
• Number of toilets (rooms)	8	• Stair ways inside building	2
Number of cubicles	25	• Computer server room	4
Number urinals	10	• Filing rooms	2
Number of basins	26		
• Toilets for people with a disability	2	• Walk-in filing cabinets	2
• Number showers	4	• Store rooms	3
• Number of kitchens	7	• Sliding filing cabinets	17
• Meeting / boardrooms	4	• Rooms for cleaners	1
• Training / Computer room	1	• Security room outside parking	1
• Reception	1	• 1 st floor balcony	1
• Waiting Areas	2		
• Parking area	70 bays		

3. **OCCUPANTS/EMPLOYEES AND VISITORS**

Approximate total number of occupants/employees and visitors at any given time:

- Employees = 604 (Provincial Office: 416 & Johannesburg LC: 188)
- Visitors = 400 per day (8000 per month) including visiting staff from other LC, meetings, training session, etc.

4. **COMPULSORY SITE INSPECTION AND ISSUING OF DOCUMENTS**

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5. NUMBER OF CLEANERS

Eight (8) cleaners (3 male and 5 Females including the full time supervisor) are required on site, (5 days a week). Service provider must ensure that cleaners are continuously monitored on site.

Cleaner on leave should be replaced with temporary cleaner for duration of leave or sick leave at all times.

PROVINCIAL OFFICE

CLEANING SPECIFICATIONS:

TOTAL:		
Number of Disability toilets (Unisex)	2	1 In male room and 1 in female room
Number of Unisex toilets	0	
Total number of toilet rooms	8	
Total number of cubicles	25	Including 2 disability toilets
Total number of urinals	10	
Total number of basins	26	
Total number of showers	4	

DESCRIPTION	QUANTITY REQUIRED	FREQUENCY	PROPOSED COMMENTS
STAFF REST ROOMS::	(1st, 2nd and 3rd Floor)		
Number of Disability toilets (Unisex)	2	N/A	1 In male room and 1 in female room
Number of Female toilets / cubicles	15	N/A	
Number of Female toilet rooms	3	N/A	
Number of Male toilets / cubicles	6	N/A	
Number of Male toilet rooms	3	N/A	
Number of urinals	10	N/A	
Number of basins	22	N/A	
Total number of toilets for staff	25	N/A	Including disability toilets
Number of deep cleaning for urinals	10	Quarterly	
Number of deep cleaning for toilets	23	Quarterly	
Number of deep cleaning for basins (U-trap)	22	Quarterly	

VISITORS REST ROOMS:	Visitors only:	YES	X	NO	X
Ground Floor	Sharing with staff:	YES	X	NO	
Number of female toilets / cubicles	2	N/A			
Number of female toilet rooms	1	N/A			
Number of male toilets / cubicles	2	N/A			
Number of male toilet rooms	1	N/A			
Number of urinals	1	N/A			
Number of basins	4	N/A			
Total number of toilets for visitors sharing	4				
Number of deep cleaning for urinals	1	Quarterly			
Number of deep cleaning for toilets	4	Quarterly			
Number of deep cleaning for basins (U-trap)	4	Quarterly			

HYGIENE EQUIPMENT & MATERIAL:	All equipment replaced if broken		
Number of 200ml foam-soap dispensers	16	Refilled daily	1 for every 3 basins / 2 for every 5 basin in one room
Manual roll paper towel dispenser	8	Refilled daily	1 per room Including Disability and unisex toilet
Paper towel bins	8	Emptied and washed daily	1 per room Including Disability and unisex toilet
Number of white, lockable 3 roll toilet paper holder dispensers	25	Replaced if broken	1 per toilet / cubicle Including Disability and unisex toilet
Toilet Paper Number of staff on establishment: 604 Number of estimated visitors: 400.p/d		Refilled daily	Replenished daily when required.

6. WORKPLAN

The bidders must submit, together with the bid, a complete work plan in which, amongst others, the following should be indicated:

- 6.1 The number of cleaners that will be employed
- 6.2 The work method/plan that will be followed for the execution of the contract
- 6.3 The working hours proposed for the cleaning staff should be included in the work plan

A schedule of all duties to be carried out by the cleaning contractor, for the full contract period, should be included in the work plan, as requested above. The work plan document will form part of the Service Level Agreement between the Department of Employment and Labour and the appointed cleaning contractor. The Department of Employment and Labour will work strictly according to the work schedule and if tasks indicated on the work schedule are not performed on time that will constitute a breach of contract and penalties will be levied. Penalties will be negotiated and agreed on with the successful bidder at the beginning of the contract. No other duties will be performed by the cleaning staff.

7. COMPLIANCE WITH LABOUR LEGISLATION

Bidders must be registered with the Provident Fund's for employees, Insurance Liability, Unemployment Insurance Fund, Compensation Fund and South African Revenue Services. Bidders must also comply with any applicable determination or agreement, in terms of the Labour Relations Act 66 of 1995 Basic Conditions of Employment Act, 75 of 1997 and OHS Acts. Minimum wages should be adhered to and other benefits like bonuses, paid vacation and sick leave should also be provided. Bidders must have OHS compliance policy in place.

8. DEL OFFICIAL WORKING HOURS

The working hours of the Department of Employment and Labour are from 7:30 to 16:00- Monday to Friday, excluding public holidays. Provisioning should be made for overtime when needed - for instance strip and sealing of floors that should be done after hours. An arrangement should be made with the office for any work that needs to be done after hours. This should be made prior to the commencement of shift.

9. CLEANING MATERIAL AND EQUIPMENT

The contractor must supply SABS approved cleaning material and chemicals for the rendering of the service. A list of **SABS approved materials and Industrial equipment** must also be provided to the Department of Employment and Labour. Material Safety Data Sheet (MASDS) must be submitted before commencement of duties.



Cleaning material and equipment should include the following, but is not limited to:

- Good quality, refuse bags.
- 1 industrial vacuum cleaner
- 1 industrial buffing machine for the buffing of passage floors.
(Stripping and washing of carpets must be done after hours).
- Good Quality 2 ply toilet paper to be provided at all times.
- SABS approved Cleaning chemicals for cleaning of toilets, floors etc.
- Toilet brushes – 1 per cubicle
- Gloves for each cleaner
- Brooms
- 2 x 3-step stepladder
- Mops
- Mop trollies
- 1.5m feather dusters
- Non slip polish for floors
- Non-ammoniac stripper
- Warning signs for wet / slippery floors available for all cleaners 2 per cleaner
- Cleaning cloths
- Personal Protective Equipment (PPE)
- Antibacterial hand foam-soap – contractor to provide new hand foam-soap, where needed.
- Window, tile and mirror cleaning detergents
- IT equipment approved cleaning detergents
- Water cooler cleaning brushes
- JIK Bleach and sunlight liquid
- COVID-19 protective clothing to be provided by the Department based on reported cases.

10. DUTIES OF CLEANING STAFF

10.1 BUILDING ENTRANCE(S), FRONTLINE AND PASSAGE AREA WITH TILES:

Glass doors must be washed daily, before 7:30 am

Cleaning and disinfection of all areas in the workplaces must be conducted daily

Areas to be cleaned and disinfected include, but not limited to;

- Door handles, light switches, lift buttons, working surfaces, tables, railings, floors, walls, blinds, sinks, basins and toilets.

Polish (non-slip) tiled floors once a week

Tiled floors to be swept and mopped daily.

Floors to be stripped and sealed once a month

Floors to be buffed once a week

10.2 OFFICES, CUBICLES, BOARDROOM, MEETING ROOM AND STORE ROOMS WITH CARPETS

Passages and lobbies with carpets must be vacuumed daily

Offices, cubicles, boardroom, meeting room and store room must be vacuumed weekly.

Deep clean all carpets once every six months.

10.3 OFFICES, CUBICLES, BOARDROOM, MEETING ROOM AND STORE ROOMS WITH TILED FLOORS

Tiled floors must be swept/vacuumed and mopped daily.

Spillages must be attended to immediately.

Floors must be striped once a month.

Buffing to be done once a week

Dusting of plants once week

Refill of water coolers daily.

Service provider's responsibility to ensure that all water cooler bottles are cleaned weekly with their own provided water cooler bottle brushes. Bottles must be washed with dish wash liquid only and rinsed properly before it is refilled.

10.4 OFFICES:

10.4.1 WASTE AND WASTE PAPER BASKETS

Empty all baskets twice a day, in mornings and afternoons and return where found. Collect waste in plastic bags and place at the indicated collecting points. Waste paper must be placed in bags supplied by the waste paper company, separated from other garbage. Dustbins must be emptied twice a day and always kept clean.

10.4.2 FURNITURE AND EQUIPMENT

Dusting of filing rooms, cabinets, pedestals, filing cabinets, cupboards, bookcases, coffee tables, desks and other furniture, window sills, mirrors and notice boards every daily. Polish furniture with approved polish once a week. Office chairs vacuumed weekly. Stains on office furniture (chairs) must be cleaned after hours or over weekends. It must be communicated and arranged quarterly or when required with the office.

10.4.3 TELEPHONE INSTRUMENTS

Dust daily and wipe with damp cloth every second day.

10.4.4 COMPUTER EQUIPMENT, TELEVISIONS, VIDEO EQUIPMENT, FAX MACHINES, PHOTOCOPIER AND DVD PLAYERS

The items listed above must be cleaned on request, with the appropriate cleaning detergents, at least once a week, but always in the presence and with the consent of the occupant / manager.

10.4.5 DOORS

Must be dusted weekly on the in- and outside. Doorknobs and handles must be wiped daily with a damp cloth. If made of copper, chrome or brass, must be polished monthly.

10.4.6 BLINDS

Must be dusted daily

10.5 SERVER ROOMS

To be cleaned only on arrangement with the office and in the presence of an official of the department twice a month.

10.6 KITCHEN

The floors must be swept and moped twice a day.

All appliances in the kitchen must be kept clean at all times.

Basin, taps and splash-back must be kept clean at all times

10.7 TOILETS AND REST ROOMS ON THE PREMISES

The floors must be swept with proper equipment that control dust and washed with water and detergent. Wash toilet seat, trough and toilet bowl with water and detergent. Wash both sides of seat and wipe dry. Wash basins to clean water pools. Provide sufficient toilet paper for toilets, hand paper towels and hand foam-soap daily. The toilet paper holder must be lockable. Toilets must be cleaned 2 times a day, 7H30, and 14H30. When there are meetings or training then toilets must be cleaned more than 2 times. A daily roster must be placed behind every door and must be signed by the cleaner and responsible Department of Employment and Labour official after every cleaning session. **The toilets and urinals must be cleaned before 07H30 in the mornings.** Rosters will be removed weekly by Department of Employment and Labour's official and kept on file for monitoring purposes.

Antibacterial hand foam-soap to be provided by the cleaning contract.

All mirrors must be wiped and cleaned daily.

Wall tiles must be wiped and cleaned once a week.

10.8 LIGHTING

All fluorescent lights and light shades must be dusted once a week.

10.9 STAIRWAYS AND RAILING

Stairways must be swept daily and washed every second day, surrounding walls and hand railings must be washed when dirty. Handrails must be wiped daily with a damp cloth and polished twice a month. Monitor stairs on a regular basis.

10.10 LIFTS

Lifts lobbies must be cleaned daily. Dust bins outside lifts to be emptied 3 times per day, 7h00, 11h00 and 14h00. Also check for cleanliness inside lifts.

10.11 WINDOWS AND WINDOW SILLS

Window sills must be cleaned daily. Aluminum, copper and chromed window latches and sliding surfaces must be polished once a week. **Windows must be washed inside on a quarterly basis.**

10.12 PARKING AND BASEMENT AREA

Parking and basement areas must be swept daily and cleaned once a week.

10.13 WALLS

Walls must be dusted when and where necessary with a soft duster that will not damage the paint surfaces.

10.14 BABY CHANGING ROOM

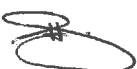
N/A.

10.15 STORE ROOMS:

Store rooms must be cleaned once a month.

11. SECURITY IDENTIFICATION

- 11.1** The Service Provider must supply the employees with a photo identification card or their uniforms must have the Companies' badge and name on it. The employees should at all times be identifiable.
- 11.2** The card must be worn so as to be visible at all times whilst on the premises of the Department. A list of names of all employees, who are to be employed on this contract, as well as their replacements, must be furnished beforehand.
- 11.3** Management members of the cleaning company will be subjected to a security clearance process.
- 12.** In order to ensure the quality of services rendered and to exercise control over the employees of the contractor. Department of Employment and Labour management must monitor the execution of the services in terms of the contract.
- 13.** Bidders must complete the enclosed questionnaire in all respects and submit it with their bid.
- 14.** The contract price is valid for the full 3 months' contract period except if stated otherwise in the submitted bid documentation. **Prize is firm subject to Sectorial Determination.**



SPECIAL BID CONDITIONS

RENDERING OF CLEANING SERVICES FOR A PERIOD OF THIRTY-SIX MONTHS (36 MONTHS)

PERIOD: THIRTY-SIX MONTHS (36 MONTHS)

VALIDITY: 120 Days from closing date of advert

A. CONDITIONS OF BID

1. INFRASTRUCTURE

1.1 Bidders must furnish the following information per annexure regarding their company as part of the bid:

1.1.1 Number of staff currently employed, divided into -

1.1.1.1 Management personnel;

1.1.1.2 Supervisors; and

1.1.1.3 Cleaners. Full time..... Part time:

1.1.2 Address of Head Office.

1.1.3 Addresses of regional offices/branches

1.1.4 Date from when the company commenced to render cleaning services.

1.1.5 Details of current and completed cleaning contracts over the past five years, e.g. names of clients, contract period and value, and the names and telephone numbers of the persons with who contact can be made for reference purposes.

1.1.6 Annual turnover, financial statements, bank statement and/or a letter from the financial institution as proof of the financial capability of the company and also the **projected expenditure plan** on how the company will manage the project for the 3 months' period.

1.1.7 Names, postal address and telephone number(s) of bankers and the name of the contact person where financial enquiries may be answered.

1.1.8 Name, address and telephone number of auditor(s) and the name the contact person where financial enquiries may be answered.

1.1.9 The amount the firm is insured for against public liability and the name and address of the relevant insurance company as well as the policy number.

1.1.9 The name, identity numbers and street addresses of all partners must be indicated where persons, who are a partnership or a company comprising a partnership, tender.

2. SUPERVISION

Bidders must give the assurance that all workers will be under proper supervision. Any liaison in regard to daily needs will be through the supervisor and not directly with the workers.

3. COMPLIANCE WITH ACTS AND REGULATIONS

The contractor must comply with all acts and regulations applicable to cleaning services.

4. INSURANCE

The contractor must arrange the necessary insurance policy for public liability with a reputable insurance company and submit documentary proof that such policy is in effect. Proof of monthly insurance payment must also be attached to the monthly invoice submitted to the Department of Employment and Labour. Public liability in the name of the contractor as well as the State for an amount of at least R250 000 must be arranged.

B. CONTRACT CONDITIONS

1. ROUTINE ACTIVITIES IN OFFICES

Cleaners should report for duty at 07:00 on a daily basis to resume daily duties.
Cleaning work should under no circumstances disrupt the routine activities of the State.

2. WORKMANSHIP AND MATERIAL

All work must be of a high standard and executed to the satisfaction of the Department. All material must be SABS approved

3. FIRE EXTINGUISHERS

The contractor and his employees shall under no circumstances make use of firehose reels or other fire extinguishers on the site in the activities attached to the rendering of the service.

4. TOILET CISTERNS AND DRESSING ROOMS

The tending of toilets and dressing rooms shall, as far as possible, be at times agreed upon or when necessary.

5. UNACCEPTABLE CLEANING AGENTS

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

6. MACHINES AND EQUIPMENT

The contractor shall re-fill, empty or clean his machines and equipment only at such places as indicated.

7. WARNING SIGNS

Clearly readable warning notices or signs shall be exhibited where needed, where the rendering of the cleaning service may cause injuries to any person(s).

8. INFLAMMABLE AND POISONOUS SUBSTANCES

The contractor shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the Department for the rendering of the service or any other purposes.

9. LIABILITY

The contractor indemnifies the State herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the contractor or any other person, that may result from or be related to, the execution of this contract.

10. DAMAGE COMPENSATION

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

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

11. ARBITRATION

Parties to this agreement confirm that it has been agreed that no dispute forthcoming from this agreement will be laid before the court. Any dispute arising in respect of any matter in connection with this agreement, or the validity or meaning or execution thereof must be settled through arbitration in accordance with the procedures and ways stipulated hereunder:

- 11.1 Within 10 days after agreement could not be reached a party will have the right, by notice to the other, to demand that the dispute be referred for arbitration in terms of this clause.
- 11.2 The parties involved must agree mutually as to who will act as arbiter.
- 11.3 The arbiter must notify the parties in advance, regarding the remuneration for his services.
- 11.4 Each party must submit a full written view of his case to the arbiter within 30 days of the notification per paragraph 4.1 in which all evidence, affidavits, facts, submissions of expert evidence, etc. on which his case rests and he must serve a copy on the other party.
- 11.5 Within 14 days after receipt of the copy of the other party's case - view, any party may reply thereto and submit a supplementary piece to the arbiter and serve a copy on the other party.
- 11.6 The arbiter must then consider the dispute and decide on the evidence before him without the appearance of any of the parties or any legal representatives before him.
- 11.7 The arbiter may make any decision or allocation which in his discretion is fair and appropriate.
- 11.8 The arbiter must take the intention of the parties into consideration and make his decision in accordance with the South African Law. He is not strictly bound to the rules of the law but should let himself be guided by principles of justice and fairness.
- 11.9 The findings of the arbiter may include an order which instruct the unsuccessful party to pay the remuneration of the arbiter as well as the expenses of the successful party.
- 11.10 This clause holds the irrevocable consent of the parties to the arbitration and no party shall have the right to withdraw from it or claim that he is not bound by this clause.

- 11.11 If a party withdraws from the arbitration it will be accepted that he consents to the arbiter's findings against him.

12. CONDITIONS IN RESPECT OF THE PERSONNEL OF THE CONTRACTOR

- 12.1 The personnel of the contractor will have access to all areas, subject to other stipulations in this contract, to render the service. If the service is not rendered in that specific area at a given time, access to that area is forbidden.
- 12.2 Each member of the contractor's personnel must submit a trade health certificate at the start of the cleaning service and it must be revised annually at the request of the contract person.
- 12.3 Without prejudice to the contractor's responsibility to select his personnel before employment, the State will at all times have the right to point out staff members of the contractor who is considered a safety, health or security risk or undesirable in which case the contractor will be requested not to utilize such person(s) any longer to honor his obligations in terms of this agreement.
- 12.3.1 In such a case the contractor will immediately comply with the request and the contractor will not (as a result of such a request) be entitled to bring a claim for loss or damage against the State and the contractor indemnifies the State against any claim from the employee concerned.

13. UNSPECIFIED SERVICES

Should any unspecified services be required by the occupant of the building and payment must be made for such services, authorization in the form of an official order must be obtained in advance.

14. PAYMENTS

Payment will be made monthly on submission of an invoice and proof of monthly insurance payment for the services rendered. The invoice must indicate for which month's services payment is claimed and must reflect the order number. Invoices cannot be certified as correct before the work has been properly performed, that is certification can only take place after the last working day of the month during which the service was rendered. Payment will be made within 30 days after receipt of the correct invoice. **N.B. Payments to the employees of the contractor are not the responsibility of the Department; the contractor should not rely on the department to pay its employees.**

15. BREACH OF CONTRACT

If the service is interrupted or temporarily delayed as a result of labour disputes, civil revolt, a local or national disaster, or any other cause above the control of the contractor, the parties must mutually agree on methods to continue with essential services.

16. TERMINATION AND/OR WITHDRAWAL

- 16.1 In cases of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of services, the stipulations of the National Treasury's General Conditions of Contract (Practice note dated July 2012) note number 26 will be applicable.
- 16.2 The State reserves the right to withdraw any part(s) of the premises or the premises as a whole from the service, with three months' written notification to the contractor. Should a part of the premises be withdrawn from the contract, the contract amount will be adjusted pro-rata from date of withdrawal. The contractor will be entitled to payment up to the date of withdrawal but will not be entitled to any compensation or damages as a result of the withdrawal or termination.

- 16.3 Should the premises or part(s) of the premises where the service is rendered be damaged or destroyed by force majeure (*vis major*) the State will, in its discretion, determine which part(s) of the premises cannot or should not be put to further use for the original utilization and in respect of the unusable part(s) of the premises the parties will no longer be bound by the stipulations of this agreement and no claim for indemnification in the favour of the one party against the other shall result therefrom. In respect of the remaining part(s) of the premises that will still be used, the stipulations of this agreement will remain in force, but the contract amount will be reduced with a relevant sum as mutually agreed to, as of the date of such change. When the damaged premises have been repaired, the State can request the contractor to resume the cleaning service with one month written notification in which case the stipulations of the contract in respect of the rendering of the service and the contract price will be applicable.

C. LEGISLATIONS REQUIREMENTS

It is compulsory/mandatory for Bidders to comply with the following Labour Legislation:

- a. To adhere to all the prescribed conditions as per: Basic Conditions of Employment Act 75 of 1997;
- b. To adhere to all the prescribed conditions as per Labour Relations Act, 1995
- c. Bidders must comply with Compensation Fund, as per Compensation for Occupational Injuries and Diseases Act of 1993.
- d. Bidders must comply with the Unemployment Insurance Fund as per, Unemployment Insurance Contributions Act, No. 4 of 2002. **(Provide/Attach Proof)**
- e. Bidders must provide their Tax Status, as per SARS Act of 1997 and must be tax compliant. **The Department will verify this information by printing a new CSD report before Bids are evaluated.**
- f. Failure to comply with the above will invalidate the bid.

GUIDELINE OF CLEANING POST-COVID-19 IN THE WORKPLACE:

INTRODUCTION:

- Previously presented “Guidelines on routine and deep cleaning in the workplace”. (https://www.nioh.ac.za/wp-content/uploads/2020/07/Guidance-on-routine-deep-cleaning_1-July-Fin.pdf)
- Another good recourse together with NIOH website: Chief Inspector, Mr. Tibor Szana’s talk on 17 June 2020, hosted by South African Institute of Occupational Safety and Health (SAIOSH); <https://www.saiosoh.co.za/>) (<https://www.youtube.com/watch?v=R8BoQe554ps>)

DEFINITIONS:

- **Clean:** Water, detergent (soap) and mechanical friction to reduce pathogen load, organic matter and dirt. Detergent does not kill pathogens.
- **Disinfect:** Type of decontamination using disinfectants to kill – 100% of pathogens. Easily deactivated by organic matter and dirt.
- **Clean first:** (To reduce pathogen load, organic matter and dirt), then disinfect (to kill remaining pathogens).
- **Sanitize:** Lowering the number of pathogens to a safe level by either cleaning or “lower level” disinfection.
- **Sterilize:** Type of decontamination using heat and steam often via autoclaving.
- **Decontaminate:** Includes pre-cleaning followed by sanitizing, sterilizing or disinfecting.



DIFFERENCE BETWEEN CLEANING AND DISINFECTING:

CLEANING:

- Detergent (soap and water)
- Removes organic matter and dirt
- Removes pathogens by mechanical friction

DISINFECTING:

- Disinfectant (bleach / ethanol/bio-site/hypo-chloride).
- Inactivated by organic matter and dirt
- Inactivates / kills pathogens

APPROVED DISINFECTANTS:

- National Regulator for Compulsory Specifications (NRCS)-approved list (South Africa):
<https://www.nrccs.org.za/siteimags/CMM/LOA/Disinfectant/Registration%20Database%20Chemical%20Disinfectants%202009-2020.pdf>
- EPA-approved N-list (USA):
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Department of Trade and Industry list of active ingredients in approved disinfectants:
"Government Gazette, 20 October 2017, No 41186 Department of Trade and Industry No 1119 Annexure D."pp. p112-114, 2017.

IF APPROVED DISINFECTANTS ARE UNAVAILABLE:

- Use 70-90% alcohol (e.g. ethanol or isopropyl alcohol)
- Use chlorine solution (sodium/calcium hypo-chloride aka bleach)
 - 0.1% (1000ppm) for general environmental disinfection
 - 0.5% (5000ppm) for blood and bodily fluid spills
- Hydrogen peroxide at $\geq 0.5\%$
- Contact time for above disinfectants: 1 minute
- Contact time: Time for disinfectant to be in contact with surface in order to kill pathogen.
- Type of disinfectant will be determined by type of surface to be cleaned (contact manufacture if unsure).

DIFFERENCE BETWEEN REGULAR, DAY-TO-DAY ROUTINE CLEANING AND DEEP CLEANING:

REGULAR, DAY-TO-DAY ROUTINE CLEANING:

- **Before COVID:**
Regular routine day-to-day cleaning with detergent only (no disinfection; except for health care settings).
- **During COVID:**
 - Day-to-day cleaning with detergent
 - At least once a day but frequency will increase if:
 - Workplace operates in shifts (clean between shifts).
 - Equipment is shared (clean between uses).
 - Disinfect only when there is likelihood of contamination
 - High volume of workers, customers or visitors that are likely to touch surfaces (high-touch surfaces of entry and exit points e.g. door knobs, lift buttons, receptionist desks, etc.).

DEEP CLEANING:

- Conducted every time COVID-19 case suspected / identified
- Cleaning always followed by disinfection of all affected areas (high-touch and low-touch surfaces in affected areas)
- Follows incident-based risk assessment

WORKFLOW OF DEEP CLEANING:

ROUTINE CLEANING:

Disinfect high-touch surfaces only if there is potential for contamination.

- Cleaning
- Detergent (soap and water)
- Removes organic matter and dirt
- Removes pathogens by mechanical friction

DEEP CLEANING:

Cleaning and disinfection of high-touch and low-touch surfaces in affected / contaminated area, identified by risk assessment.

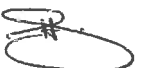
- Disinfecting
- Disinfectant (bleach / ethanol/bio-site/hydrogen peroxide)
- Inactivated by organic matter and dirt
- Inactivates / kills pathogens

FOGGING AS A DEEP CLEANING METHOD NOT RECOMMENDED:

- Deep cleaning does not mean fogging (spraying, demisting, etc.)
- The National Department of Health (NDoH), WHO, CDC, EPA etc. do not recommend fogging:
 - Disinfectant inactivated by organic matter (cleaning still required).
 - May miss surfaces shielded by objects/ folded fabric, etc.
 - Increased inhalation exposure of disinfectant to workers and community.
- The NDoH and WHO recommend deep cleaning via wiping disinfectant on contaminated surfaces with a cloth / wipe (high- and low-touched, as identified by a risk assessment) after thorough cleaning.

CLEANING STAFF REQUIREMENTS:

- Service Provider should train their staff on Cleaning Post COVID-19 in the workplace.
- Service Provider must attach a certificate that proves training of staff in compliance to the post COVID-19 in the workplace was done.
- Cleaning staff must be supplied with the correct PPE equipment to perform their duties.



THE BID WILL BE EVALUATED IN TWO STAGES, AS FOLLOWS:**STAGE 1 – ELIGIBILITY CRITERIA**

IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE AND PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA.

FOR PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 70% OF TOTAL POINTS. PROFILE MUST HAVE TRACEABLE REFERENCES (PROJECT NAME, VALUE OF THE PROJECT, CONTACT PERSON, BUSINESS CONTACT NUMBER, FAX NUMBER, CELL PHONE NUMBER AND EMAIL ADDRESS).

NB: (BIDDERS MUST SCORE 70/100 POINTS OR MORE IN ORDER TO QUALIFY TO MOVE TO THE SECOND PHASE OF EVALUATION)

KEY ASPECTS OF ELIGIBILITY	BASICS FOR POINTS ALLOCATION	RATING/SCORE	MAX POINTS
METHODOLOGY	-Provide details of your company structure as well as profile of key personnel (Organogram) (5) - Provide detailed plan on how the service /scope/tasks will be executed and Organizational Capacity (15)	Good	13-20
	Acceptable (In terms of the above)	Fair	6-12
	Lack the appropriate level of experience	Poor	0-5
EXPERIENCE	-Display appropriate, applicable and relevant experience on previous similar assignments. (5) - Provide details on which you undertook cleaning contract (s) (Reference letters or Service level agreements or Purchase Orders. 0-1years=5 marks;2-5 years=10 marks;6 and more years=15 marks (15)	Good	13-20
	Acceptable(in terms of the above)	Fair	06-12
	Lack the appropriate, applicable and relevant experience in terms of the above	Poor	0-5
LOCALITY	Provide proof of business address within Gauteng (Municipal letter or Lease agreement or CSD report indicating business address (10)	Good	5 - 10
FINANCIAL CAPACITY	Provide proof of financial capacity: A three months' company bank statement not older than 3 months Or -Provide at least the latest two years audited company financial statement (Under letter head of the auditing company) Or Bank rating letter/good standing (20)		
	-Acceptable (Positive financial standing)	Good	10 -20
	-Lack of financial capacity	Poor	0 - 2
RESOURCES AND EQUIPMENT	-Provide detailed list of appropriate resources and equipment available to execute the required services. (Attach branded pictures of vehicles/registration certificates) (10) -Pictures of equipment used to render service (10) -Pictures of cleaning staff wearing a company uniform. (10)	Good	19-30
	Acceptable in terms of the above	Fair	13-18
	Did not provide satisfactory solutions to the set criteria dealing with key issues in terms of the above	Poor	0-10
TOTAL POINTS		100	

STAGE 2- 80/20 PREFERENCE POINTS SYSTEM**Calculation of points for B-BBEE status level of contributor**

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates (SANAS APPROVED) /sworn affidavit or certified copies under the Commission of Oath thereof together with their bids, to substantiate their BBBEE rating claims. If copies are not certified by the Commissioner of Oath, BBBEE certificate/sworn affidavit will not be considered.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

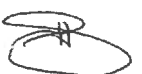
OTHER CONDITIONS:

1. Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour.
2. If there is tie between the bidders, SCM Practice Notes; Circulars and Regulations will be applied to determine the successful bidder.
3. Bids should be held valid for a period of **120 Days from closing date of advert**
4. The successful bidder will be required to sign a Service Level Agreement (SLA) and a contract.
5. **Prospective bidders must be registered on CSD and must have a corresponding commodity with the advertised Bid; if the relevant commodity is not registered on CSD the bid will be disqualified.**
6. Bidders must attach a valid letter of good standing from COID and certificate for compliance from UIF. Failure to attach will invalidate the bid.
7. Please note that any enquiries must be directed via e-mail as there will be no compulsory site inspection and briefing session
8. **Closing date and time of this bid is the 22 October 2021 @ 11h00am.**
 - No bid document will be accepted after the specified date and time.

9. **ENQUIRIES**

Specification related: Mr. S Mthethwa via Email: SIPHOM.MTHETHWA@LABOUR.gov.za

SCM (Criteria related): Mr. S Hariparsad via Email: Shashi.hariparsad@labour.gov.za



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GP05-2021\2022	CLOSING DATE:	22\10\2021	CLOSING TIME:	11:00AM
DESCRIPTION	RENDERING OF CLEANING SERVICES FOR A PERIOD OF 36 MONTHS AT: PRETORIA L/C, NIGEL L/C, RANDBURG L/C, VANDERBIJLPARK L/C, SPRINGS L/C AND GAUTENG PROVINCIAL OFFICE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GAUTENG PROVINCIAL OFFICE					
77 DE KORTE STREET					
BRAAMFONTEIN					
2001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SHASHI HARIPARSAD		CONTACT PERSON	SIPHO MTHETHWA	
TELEPHONE NUMBER	072 187 8206		TELEPHONE NUMBER	066 304 4062	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	shashi.hariparsad@labour.gov.za		E-MAIL ADDRESS	SIPHO.MTHETHWA@LABOUR.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 ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

PRICING SCHEDULE
(General Services)

NAME OF BIDDER: BID NO.: **GP05-2021/2022**

CLOSING TIME: **11:00AM**

CLOSING DATE: **22/10/2021**

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	1. Required by:	
-	At:	
	2. Bidders are required to indicate a total price based on the total contract period and including all expenses inclusive of all applicable taxes for the service.	R.....
	3. Does offer comply with specification?	*YES/NO
		TOTAL: R.....
	4. Period required for commencement with project after acceptance of bid	
	5. Are the rates quoted firm for the full period of contract?	*YES/NO

PRICING SCHEDULE BREAKDOWN AS FOLLOWS:

YEAR 1:	
YEAR 2:	
YEAR 3:	
GRAND TOTAL INCLUDING VAT:	

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

[illegible]

YES/NO

[illegible]

YES/NO

.....

.....

.....

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the B-BBE status level of
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies
the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

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

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.isp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5

of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

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

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Signature

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Date

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Position

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Name of Bidder

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