



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENIC SERVICES FOR A DURATION OF THIRTY-SIX (36) MONTHS.

REFERENCE NUMBER: SCMU7-26/27-0002
NAME OF BIDDER

COMPULSORY PHYSICAL BRIEFING SESSION DATE: 14 AUGUST 2026 **TIME:** 10H00

CLOSING DATE: 02 SEPTEMBER 2026 **TIME:** 11H00

Bidding Procedure Enquiries:

Mr M. Gcolotela at Mbuyekezo.Gcolotela@eccogta.gov.za

Mr. T.C. Nchukana at Thembani.Ncontso@eccogta.gov.za.

Demand Management Telephone: 076 844 6394

Technical Enquiries: Mr. L. Ralushe

Email: Lazola.Ralushe@eccogta.gov.za

Tel: 079 507 9653

Tyamzashe Building
Phalo Avenue
Private Bag X0035
Bhisho
5605

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

BID NUMBER:	SCMU7-26/27-0002	CLOSING DATE:		CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENIC SERVICES FOR A DURATION OF THIRTY-SIX (36) MONTHS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT THE FOYER.

Main Entrance Foyer, Tyamzashe Building

Phalo Avenue

Bisho

5605

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Mr. M. Gcolotela and/ or Mr. T.C. Nchukana	CONTACT PERSON	Mr. L. Ralushe / Ms. Y. Melani
TELEPHONE NUMBER	076 844 6394	TELEPHONE NUMBER	079 507 9653 / 072 760 0665
E-MAIL ADDRESS	Mbuvekezo.Gcolotela@eccogta.gov.za Thembani.Nchukana@eccogta.gov.za	E-MAIL ADDRESS	Lazola.Ralushe@eccogta.gov.za Yolisa.melani@eccogta.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELL PHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	
☐ Yes ☐ No [IF YES ENCLOSE PROOF]		☐ 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.	

REFERENCE NUMBER: SCMU7-26/27-0002

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

REFERENCE NUMBER: SCMU7-26/27-0002

**PRICING SCHEDULE
(Professional Services)**

Name of bidder.....

Bid number: **SCMU7-26/27-0002**

Closing Time 11:00

Closing date.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)		
1.	The accompanying information must be used for the formulation of proposals.			
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)			
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE	
		R		
		R		
		R		
		R		
		R		
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT			
		R		Days
		R		Days
		R		Days
5.1	Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.			
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
				R
				R
				R
				R

TOTAL: R

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

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- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R
.....			R
.....			R
.....			R
TOTAL: R			
6. Period required for commencement with project after acceptance of bid			
7. Estimated man-days for completion of project			
8. Are the rates quoted firm for the full period of contract?			*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.			
			
			
			

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

EC: Cooperative Governance and Traditional Affairs
Tyamzashe Building
Phalo Avenue
Private Bag X0035
Bhisho
5605

Mr M. Gcolotela at:
Email: Mbuyekezo.Gcolotela@eccogta.gov.za
Tel: 076 844 6394

Or for technical information –

Mr. L. Ralushe at:
Email: Lazola.Ralushe@eccogta.gov.za
Tel: 079 507 9653

REFERENCE NUMBER: SCMU7-26/27-0002

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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....

.....

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

REFERENCE NUMBER: SCMU7-26/27-0002

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**

(delete whichever is not applicable for this tender).

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

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:

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

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:

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

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)
Women		8		
Youth		8		
Disabled		2		
Military		2		
		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM [Tick APPLICABLE BOX]

☐ Partnership/Joint Venture / Consortium

REFERENCE NUMBER: SCMU7-26/27-0002

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

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:	
	
	
	

GENERAL CONDITIONS OF CONTRACT

REFERENCE NUMBER: **SCMU7-26/27-0002**

1. Definitions

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 anything 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

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, contract disclose the contract, or any provision thereof, or any specification, documents plan, drawing, pattern, sample, or information furnished by or on and behalf of the purchaser in connection therewith, to any person other information; than a person employed by the supplier in the performance of the inspection. 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

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

- 7.1. Within thirty (30) days of receipt of the notification of contract award, security 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 analysed 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

- 10.1 Delivery of the goods shall be made by the supplier in accordance with and documents 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

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

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 Twenty-four (24) 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 fulfilment 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

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

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

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

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the 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 cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

- 23.1 The purchaser, without prejudice to any other remedy for breach of for default 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

When, after the date of bid, provisional payments are required, or antidumping 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

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the Majeure 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

The purchaser may at any time terminate the contract by giving written for insolvency 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 wilful 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

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.

Applicable law

The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

30. Notices

30.1. 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.

30.2. 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.

31. Taxes and duties

31.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the

31.2 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.

31.3 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.

32. National Industrial Participation (NIP) Programme

The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

33. Prohibition of Restrictive practices

- 33.1 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).
- 33.2 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.
- 33.2.1 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.

BID ADVERT

The Eastern Cape Department of Cooperative Governance and Traditional Affairs (ECCOGTA) seeks to appoint a service provider to render cleaning and hygienic services for a duration of thirty-six (36) months.

Bids will be evaluated in terms of the Preferential Procurement Regulations of 2022 where the 80/20 preference point system shall be applied. Bidding documents will be available from/...../2026 from the Supply Chain Management Unit, Demand Management Office, Third Floor, Tyamzashe Building, Bhisho. Bidders will be required to send electronic mails for any enquiries related to the bid, for technicalities – Mr L. Ralushe on 079 507 9653 email: Lazola.Ralushe@eccogta.gov.za until the closing date.

Completed bid documents, enclosed in sealed envelopes, must be deposited into the **Tender Box** situated at the Main Entrance Foyer, Ground Floor, Tyamzashe Building, Bhisho on or before/...../2026 at 11:00, clearly marked: **SCMU7-26/27-0002: “Appointment of a service provider to render cleaning and hygienic services for a duration of thirty-six (36) months.”**

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- (a) The department reserves the right to negotiate the final terms and conditions of the contract with the successful bidder prior to awarding the contract.
- (b) Bids which are late or incomplete will not be accepted and use of correction fluid will render the bid non- responsive.
- (c) The documents must remain intact and supporting document must be attached at the back of the bid document.
- (d) Declaration pages must be fully completed and signed.
- (e) Prices must include VAT where bidder is registered as vat vendor.
- (f) Service providers bidding as a joint venture or consortium must submit an agreement signed by all parties.

STANDARD BID DOCUMENT CHECKLIST COMPLETED BY THE BIDDER

#	Requirement	Included in the published bid document?	To be returned by bidder.	Submitted by bidder. (tick Yes/No)	
				Yes	No
A.	Invitation to Bid (SBD1) fully completed	Yes	Yes		

REFERENCE NUMBER: SCMU7-26/27-0002

#	Requirement	Included in the published bid document?	To be returned by bidder.	Submitted by bidder. (tick Yes/No)	
				Yes	No
B.	Proof of registration on Centralised Supplier Database (If not registered on CSD, must do so before the evaluation and award of the tender).	No	Yes		
C.	Pricing Schedule (SBD 3.3) must be fully completed by the bidder.	Yes	Yes		
D.	Bidders Disclosure (SBD 4) must be fully completed by the bidder.	Yes	Yes		
E.	Preferential points Claim (6.1) must be fully completed by the bidder. Coupled with the portfolio supporting preference points claimed in a form of: i. A copy of the company registration document, ii. Proof in support of disability from a medically recognised body, and iii. Proof of membership as a military veteran from a recognised body.	Yes	Yes		
F.	JV / Consortium agreement, each party must be registered on the Central Supplier Database.	No	Yes		
G.	Reference Letters in a client's letterhead, signed	No	Yes		

TERMS OF REFERENCE

BID STRATEGY

APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENIC SERVICES FOR A DURATION OF THIRTY-SIX (36) MONTHS.

1. PURPOSE

The Eastern Cape Department of Cooperative Governance and Traditional Affairs (hereafter referred to as “ECCOGTA” or “the Department”) seeks to appoint a service provider on a thirty-six (36) months contract period to render cleaning and hygienic services in the Department.

This document details and incorporates, as far as possible, the scope of work for the potential bidder required by ECCOGTA.

This specification does not constitute an offer to do business with the Department but merely serves as an invitation to bidder(s) to submit proposals for the required services.

2. BACKGROUND

The acquiring of the cleaning services contract seeks to provide a clean and healthy working environment which is in line with the Occupational Health and Safety Act (OHSA).

3. DEFINITIONS

The table below defines terms and concepts.

Term / Acronym	Definition
Department or ECCOGTA	The Eastern Cape Department of Cooperative Governance and Traditional Affairs and its directorates
Contract or Purchase Agreement	The agreement to be entered into for services between the Department and the Bidder who submits the proposal accepted by the Department.
SCM	Supply Chain Management
Bidder	The person or firm submitting the proposal and/or the person or firm awarded the contract
Bid	This Bid, including any amendments or other addenda hereto.
Service Level Agreement (SLA)	is a contract between the successful service provider and CoGTA that defines the level of service expected.

Term / Acronym	Definition
VAT	Value Added Tax

4. SUPPLY CHAIN MANAGEMENT LEGISLATIVE FRAMEWORK OF THE BID

4.1. Tax Legislation

- 4.1.1. The tax matters of the successful bidder must be in order, or satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 4.1.2. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 4.1.3. Bidders are required to be registered on the Central Supplier Database, and the Department shall verify the bidder's tax compliance status through the Central Supplier Database.
- 4.1.4. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.

4.2. Procurement Legislation

ECCOGTA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and Preferential Procurement Regulations of 2022.

4.3. Local Economic Development Procurement Framework

In its procurement processes, ECCOGTA employs contents of the Framework of Local Economic Development (LED) in line with Paragraph 2 of the Eastern Cape Provincial Treasury Instruction Note No. 7 of 2016/17, with the purpose of ensuring maximum retention of Provincial fiscal spend. This is aligned to the purpose of the LED Framework which is to provide a platform for state institutions to promote LED through their procurement processes. In so doing ensuring that at least 60% of their procurement is spent on products produced and

supplied by suppliers in the Eastern Cape Province including SMMEs/ Qualifying Small Enterprises (QSEs).

5. TIMELINE OF THE BID PROCESS

The period of validity is 120 days, from date of tender closure. The project timeframes of this bid are set out below:

Activity	Due Date
Compulsory Physical Briefing Session	at 10:00
Bid closing date	02 SEPTEMBER 2026at 11:00

All dates and times in this bid are South African standard time.

6. CONTACT AND COMMUNICATION

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Mr M. Gcolotela	CONTACT PERSON	Ms Y. Melani
TELEPHONE NUMBER	076 844 6394	TELEPHONE NUMBER	079 507 9653
E-MAIL ADDRESS	Demand@eccogta.gov.za Mbuyekezo.gcolotela@eccogta.gov.za	E-MAIL ADDRESS	Yolisa.Melani@eccogta.gov.za Lazola.Ralushe@eccogta.gov.za

- 6.1. Any communication by the Bidder(s) with an official or a person acting in an advisory capacity for ECCOGTA in respect of this tender is not allowed between the closing date and the award of the bid.
- 6.2. Whilst all due care has been taken in connection with the preparation of this bid, ECCOGTA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. ECCOGTA, its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 6.3. If Bidder(s) finds, or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by ECCOGTA (other than minor

clerical matters), the Bidder(s) must promptly notify ECCOGTA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford ECCOGTA an opportunity to consider what corrective action is necessary (if any).

- 6.4. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by ECCOGTA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 6.5. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

7. LATE BIDS

Bids submitted after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

8. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

9. FRONTING

- 9.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 9.2. The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate

the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies ECCOGTA may have against the Bidder / contractor concerned.

10. SUPPLIER DUE DILIGENCE

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

11. SUBMISSION OF PROPOSALS

11.1 Proposals must be deposited in the tender box situated at the **Department's main entrance foyer at Tyamzashe Building, Phalo Avenue, Bisho** or couriered to the aforesaid address and must be received not later than.....
Bidders will have access to the tender opening register.

11.2 Completed bid documents must be submitted in a sealed envelope (one envelope), clearly marked: **"Appointment of a service provider to render cleaning and hygienic services for a duration of thirty-six (36) months."**. **"Tender Number" and the Bidder's Name."**

11.3 Bid documents will only be considered if received by ECCOGTA on or before the closing date and time, regardless of the method used to send or deliver such documents to ECCOGTA.

11.4 It is the responsibility of the bidders to ensure that their bids are received on or before the closing date and time regardless of the method used.

12. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of thirty-six (36) months.

13. SCOPE OF WORK

The service provider will be responsible to provide cleaning and hygienic services as detailed under work plan.

13.1. WORKPLAN: GUIDELINES FOR THE SCOPE OF WORK

GENERAL CLEANING REQUIREMENTS OF ALL THE AREAS INCLUDE:

13.1.1. Stairs and stairwells

13.1.2. Toilets and washrooms,

13.1.3. Lifts

- 13.1.4. Passages
- 13.1.5. Windows
- 13.1.6. Foyers and entrance halls
- 13.1.7. Fumigation and pest control of all buildings specified in this document
- 13.1.8. Deep cleaning of carpets for all offices
- 13.1.9. Supply SABS approved cleaning materials and two-ply toilet paper
- 13.1.10. Deep cleaning of all toilets, floors, the walls, lifts and stone tiles around the lifts, on a weekly basis.
- 13.1.11. Cleaning of floors including glass doors in all the main entrances of the ECCOGTA.
- 13.1.12. Clean all the balconies
- 13.1.13. Clean all the small rooms next to toilets.
- 13.1.14. Ensure that the cleaning of passages is prioritised and is done daily before 08:00
- 13.1.15. Remove and service sanitary bins.

13.2. **HYGIENE SERVICES - SUPPLY OF SANITARY BINS AND REMOVAL OF SANITARY WASTE**

- 13.2.1. Provision of sanitary bins to all female toilets
- 13.2.2. Removal of sanitary contents and incineration on fortnightly basis
- 13.2.3. Replacement of sanitary packets and new bin liners weekly
- 13.2.4. Replacement of antibacterial powder or any other disinfectant on weekly basis

NOTE: The suitable service provider to do this service must be approved to remove and dispose such kind of waste.

13.3. **RESTROOMS AND WASHROOMS**

13.3.1. **Daily**

- Clean and sanitise with disinfectant all bowls, basins vanities and urinals.
- Scrub, clean and disinfect floors.
- Report to the relevant official any water leaks, malfunctions or defects including faulty tap washers, flush valves, cisterns, faulty lights and obvious damage to building fabric immediately you become aware.

- Hourly monitoring for toilets and passages
- Signing of monitoring register in the toilets to record cleaning intervals.
- Replace toilets papers when necessary.

13.3.2. **Every second Week**

- Place 500 ml of approved drain cleaner liquid or granules into each urinal outlet in strict accordance with the manufacturer's instructions. This is to be done on Friday after hours.
- Refill hand soap
- Supply air fresheners
- Empty and clean sanitary bins.

13.4. **STAIRS AND LIFTS**

13.4.1. **Every Second Day**

- Clean and maintain corridor, step according to finish. Vacuum clean trappers' mats and clean mat recesses.
- Clean and blow out lift door grooves.
- Polish and clean lift mirrors.
- Wipe light switches.
- Dust light fittings.

13.5. **FOYERS AND ENTRANCES**

13.5.1. **Daily**

- Scrub tiled floor.
- Wipe/Dust & clean reception furniture.
- Wipe Skirting on passages
- Dust picture/mirror frames.

SIZE OF BUILDINGS IN SQUARE METERS

BUILDING	SQUARE METERS
Tyamzashe	4202
Disaster Management	970
House of Traditional Leaders	348

Phalo House	1277
Global Life	80
Bhisho Business Village	695
Palm Square (East London)	1090

PROSPECTIVE BIDDERS MUST RENDER CLEANING AND HYGIENIC SERVICES IN THE UNDER MENTIONED AREAS:

Table 1 – LAYOUT OF RESTROOMS

Floor	Toilets	Hand Dryers	Air Freshener Units	Soap Dispenser	Sanitary Bins	Urinal basins
MAIN BUILDING (TYAMZASHE)						
Ground Floor						
Male	1	1	1	1	-	2
Female	5	5	5	5	5	-
Disabled	1	1	1	1	1	-
1st Floor						
Male	1	1	1	1	-	1
Female	1	1	1	1	2	-
1st Floor						
Male	1	1	1	1	1	1
Female	1	1	1	1	2	-
2nd Floor						
Male	10	10	10	10	-	4
Female	4	4	4	4	8	-
3rd Floor						
Male	4	4	4	4	-	4
Female	4	4	4	4	8	
4th Floor						
Male	2	2	2	2	-	2
Female	2	2	2	2	4	

PHALO HOUSE						
Ground Floor						
Male	6	6	6	6	-	-
Female	6	6	6	6	6	-
First Floor						
Male	4	4	4	4	-	4
Female	4	4	4	4	8	-

DISASTER MANAGEMENT CENTRE						
Male	2	2	2	2	-	2
Female	2	2	2	2	2	-
BHISHO BUSINESS VILLAGE UNIT 11						
Male	1	1	1	1	-	-
Female	1	1	1	1	1	-
HOUSE OF TRADITIONAL LEADERS						
First Floor 2 Male 2 Female	4	4	4	4	-	4
Ground Floor 2 Female 2 Male	4	4	4	4	4	-
GLOBAL LIFE						
Male	2	-	-	-	1	-
Female	2	-	-	-	1	-
PALM SQUARE						
Ground Floor Male	4	4	4	4	-	2
Female	4	4	4	4	2	-
1st Floor Male	4	4	4	4	-	2
Female	4	4	4	4	2	-

Table 2 - CLEANING MATERIAL AND EQUIPMENT REQUIRED

NO.	DESCRIPTION
1.	DISINFECTANTS FOR USE IN TOILETS AND URINALS Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compounds shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with SABS 459.
2.	CLEANING AGENTS Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard SABS 825.
3.	TOILET SEAT DISPENSERS Toilet seat wipes (Not any form of liquid) with dispenser in each Women Compartment of the lady's toilets.
4.	TOILET PAPERS 8 bales per week * 2-ply tissue paper * Minimum 350 sheets per roll * Minimum roll length: 35 metres * Sheet size: minimum 100mm x 100mm * Minimum 15 GSM per ply (combined ≥ 30 GSM) * Adequate wet and dry strength (must not tear easily when wet) * Made from minimum 70% virgin pulp (or specify requirement) * White, embossed finish * Pack size: 48 rolls per bale * Must comply with relevant SANS standards
5.	DEO BLOCKS AND AIR FRESHENERS To be available in all urinal basins and comply with the SABS.
6.	FLOOR FINISHES Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water-based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions.

	Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.
7.	WALL TILES All wall tiles in toilets and kitchens to be cleaned with cleaning agent.
8.	AIR FRESHNERS Refill Air freshener (aerosol) in each toilet and set to dispense every 10 minutes.

PARTICULARS OF CLEANING FREQUENCY TO BE ADHERED TO BY THE CONTRACTOR

A	FLOOR SURFACE	
	Cleaning required	Frequency
1	Vinyl	
	(a) Clean and seal	Initially
	(b) Sweep	Daily
	(c) Burnish	Weekly
	(d) Strip and re-coat	Initially
2	Terrazzo/ Concrete	
	(a) Sweep	Daily
	(b) Damp mop (with squeegee)	Daily
	(c) Scrub	As necessary
	(d) Buff	As necessary
	(e) Brush edges	Two times weekly, or more frequently if necessary
	(f) Stain removal	As necessary but not less than once a month
	(g) Shampoo and steam clean	As and when required but at least once per year
3	STOREROOMS/ARCHIVES	
	As for floor surfaces	Weekly
B	1 TOILETS AND WASHROOMS	
	a) As for vinyl surfaces	once a day
	b) Disinfectant	Daily Ensure cleanliness at all times
	c) Clean and sanitize basins, bowls and urinals	Twice daily
	d) Clean mirrors	Daily
	e) Hand Basins to be cleaned with ammoniated liquid cleaner	Daily
	f) Toilet Paper	Check two times daily and replenish when necessary
	g) Toilet soap(liquid)	Check daily and replenish when necessary
	h) Air Freshener	Check daily and replenish when necessary

		i) Toilet seat wipes	Check daily and replenish when necessary
		j) Sanitor sanitary system	Check daily and replenish when necessary
C	1.	HYGIENE SERVICES	
		a) Sanitary waste removal	Only for Female Toilets every second week
F	1.	FOYER AND ENTRANCE HALLS	
		a) Sweep all entrance steps, clean doormats	Daily
		b) Clean walls	Weekly
		c) Damp mop step and entrance lobbies	Daily
		d) Clean floors and vacuum carpets/mats	Daily
		e) Clean glass door at entrances.	Daily
G	1.	LIFTS	
		Clean/sweep interior and door tracks	Daily
		Clean exterior doors	Weekly
H	1.	STAIRS AND STAIRWELLS	
		Dust balustrades and fitting	Daily
		Sweep stairs, landings, treads and risers	Daily
		Wash	Weekly
I	1.	PEST CONTROL / FUMIGATION	Twice a year
		a) Fumigation of offices, passages, storerooms, kitchens, basement and guard houses	
		b) Bait Box Tamperproof	Twice a year
		c) Fleas Treatment	Twice a year
		d) Rodent, mouse, and cockroach treatment	Twice a year and as when a need arises.

14. MINIMUM REQUIREMENTS

14.1 Experience in the Cleaning Services Industry

14.1.1. Bidders must submit proof of experience in rendering cleaning services as follows:

- (a) A minimum of **three (3) completed contracts** in the cleaning services industry.
- (b) Each contract must have had a minimum uninterrupted duration of two (2) years.
- (c) The contracts must have been **awarded within the past five (5) years**.

14.1.2. Supporting Documents:

- (a) **Letters of reference** must be submitted for each contract, and each must:

- Be on the **client's official letterhead**;
- Include contactable details – (telephone numbers of preferable fixed landlines, email address and contact person)
- Be signed by an authorised representative of the client.
- Clearly indicate the value of the contract
- Clearly indicate the duration of the contract (start and end dates)

NB: Award letters and purchase orders will not be accepted as proof of experience.

14.2 Provide a valid proof of disposal certificate from waste (SHE BINS) removal company. (if another institution certificate is submitted, provide a valid signed agreement by both parties to support the arrangement).

14.3 Provide proof of financial viability in any form of the following:

A three-month bank statement with a favourable minimum balance of R300 000.00

Or

An overdraft facility with a minimum available balance of R300 000.00 or an agreement from a financial institution confirming guaranteed available balance of R300 000.00 in any form of credit.

OR

Latest Audited Financial Statements not older than 2024/25 Financial Year to those that are compelled to have audited financial statements / OR Independently reviewed Financial Statements where the bidder is not compelled with a positive net asset position of equal or more than R300 000.00

14.4 Prospective bidders must submit valid copies of accreditation by the relevant body in the cleaning industry.

NB: Non submission of the aforementioned documents will lead to disqualification of the bid.

15. SUPPORT, MONITORING AND REPORTING

- 15.1. The Project Management Steering Committee shall be established for monitoring of the project.
- 15.2. It is expected that the service provider will work closely with the end user (Project Manager) of the Department.

16. SECURITY IDENTIFICATION OF EMPLOYEES

- 16.1 The bidder must supply each employee with an identification card. The card must contain the following information:
 - 16.1.1. The name of the firm (contractor) with contact numbers
 - 16.1.2. Name of employee
 - 16.1.3. Signature of the employee
- 16.2 The card must be worn to always be visible whilst on the premises of the Department. The bidder must have sufficient control over the permits to prevent any unauthorized use thereof. A list of names of all employees who are to be employed on this contract must be furnished in writing to the Chief Director: Human Resource Management & Development at least a week before the commencement of this contract. It is the responsibility of the prospective bidder to immediately notify this department in writing if there are any replacements, prior to such taking place.
- 16.3 At no time may the bidder or his / her affiliates give any information with regard to any Government activities to the public or news media.
- 16.4 To ensure the quality of service rendered and to exercise control over the employees of the bidder, it is expected of the contractor to have a supervisor present on the premises during the execution of the service referred to in the agreements.
- 16.5 The bidder must appoint at least 15 Cleaners including the Supervisor.

17. METHODOLOGY

Prospective bidders must submit together with their bid proposal a complete detailed work plan on how the project will be executed in line with the outlined plan and the terms of reference clear time frames. The work plan should detail exactly how the project will be carried out taking into consideration the scope of work and it must address the following items:

- 17.1. How duties will be carried out, managed, and monitored for compliance in terms of the scope of work.

17.2. Control procedures and mechanisms put in place to monitor performance.

18. EVALUATION AND SELECTION CRITERIA

The bid will be evaluated in three (3) stages as follows:

Preliminary Evaluation / Administrative Requirements (Gate 1)	Functional / Technical Evaluation Criteria (Gate 2)	Price and Preference Points Evaluation (Gate 3)
Bidders must submit all documents as outlined in paragraph 18.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 2.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 3.	Bidder(s) will be evaluated out of 100 points. Gate 3 will only apply to bidder(s) who have met the threshold of 70 points.

18.1. GATE 1- PRELIMINARY EVALUATION - ADMINISTRATIVE COMPLIANCE

Without limiting the generality of CoGTA's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for failure to comply with any of the requirements scheduled on the table.

Table 1: Documents that must be submitted for preliminary evaluation

Document that must be submitted	Non-submission will result in disqualification	
	YES / NO	REQUIRED EVIDENCE
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document
Registration on Central Supplier Database (CSD)	NO	Bidders must be registered as a service provider on the Central Supplier Database (CSD) and on LOGIS. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor/supplier number. Submit proof of registration. Tax matters will be verified at the time of adjudication, and an award will not be made to the bidder whose tax matters with SARS are not in order.

Document that must be submitted	Non-submission will result in disqualification	
	YES / NO	REQUIRED EVIDENCE
		In the event where CSD cannot confirm the bidders tax status, Tax pin will be requested from the service provider for confirmation on SARS e-filing.
Pricing Schedule (SBD 3.3)	YES	Attach your items pricing schedule
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES	Complete and sign the supplied pro forma document.
Supported by relevant portfolio of evidence in support of preference points claimed on SBD 6.1.	NO	A copy of the company registration document, Proof in support of disability from a medically recognised body and proof of membership from a recognised body (military veteran). NB: Non-submission will lead to forfeiture of the relevant preference points.
Consortium /Joint ventures agreement	YES	In the event of consortium /joint ventures, a signed agreement by all parties must be submitted with the bid proposal.

Only Bidders that have met the Administrative Requirement in (Gate 1) will be evaluated in Gate 2 (technical/ functionality evaluation).

18.2. GATE 2: EVALUATION CRITERIA FOR FUNCTIONALITY, OUT OF 100 POINTS

Criteria	Sub criteria	Max score	Evidence required
Experience in the Cleaning Services Industry	- Service providers submitted four or more reference letters will score 30. - Service providers submitted three reference letters will score 25.	30	Provide proof in a form of a verifiable reference letters from a satisfied client for a contract with a duration of two (2) years awarded within the past five (5) years in the cleaning service in a client's letter head with contactable details (telephone numbers of

Criteria	Sub criteria	Max score	Evidence required
			preferable fixed landlines, email address and a contact person).
A step-by-step methodology	- Fully detailed methodology aligned to the terms of reference with clear time frames will score 20. - Unclear methodology without clear time frames will score 0.	20	Detailed project implementation plan with clear time frames.
Financial Viability	Proof of financial viability	30	Financial viability as specified on the minimum requirements under paragraph 14.3.
Location	- Service providers operating in the Eastern Cape will score 20. - Service providers operating outside Eastern Cape or did not submit proof of operations will score 12.	20	Provide proof of locality in a form of: - Municipal bill / Utility bill in the bidder's name or - Letter by the Councillor or - A valid lease agreement signed by both parties (Lessor and Lessee) in the bidder's name accompanied by utility bill of the landlord.
Total		100	
Minimum qualifying score		70	

NB: Bidders who did not meet the minimum qualifying score of 70 points will not be considered for the next valuation stage.

18.3. Gate 3: Price and Preferential Points Evaluation (80+20) = 100 points

Only Bidders that have met the requirements of Gate 2 will be evaluated in Gate 3. In terms of regulation 4 of the Preferential Procurement Regulations 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific goals (maximum 20 points)

18.3.1. Stage 1 – Price Evaluation (80 Points)

This following formula will be used to calculate the points for price:

Criteria	Points
Price Evaluation: $Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$	80

Where: Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

Prices shall be firm and accommodate all the necessary logistics for the duration of the training and up to the award of the certificates of competency.

18.3.2. Stage 2 – Specific Goals (20 Points)

A maximum of 20 points may be allocated to a bidder for in accordance with the table below:

Specific Goals	Number of Preference Points
Women	8
Youth	8
Disability	2
Military Veteran	2
Points Scored	20

Preference points will be allocated to bidders on submission of the following set of documentation or evidence in support of preference claimed on disability and military veterans:

- Company registration document.
- A proof in support of disability from a medical recognised body;
- A proof of membership with a recognised military veteran body.

A completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) must be submitted.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. CoGTA will accept agreements signed by both parties as acceptable proof of the existence of a joint venture and/or consortium arrangement.

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. Points scored will be rounded off to two decimals.

19. PRICE STRUCTURE

The price structure must be in line with the rates from the department of labour.

20. SPECIAL CONDITIONS OF THIS BID

- 20.1. The quotation price is to be in South African currency and must include value-added tax, where applicable and must include disbursements.
- 20.2. COGTA reserves the right not to accept any of the submitted bid proposals. The lowest, or only bid proposal, will not necessarily be accepted.
- 20.3. COGTA will not be liable to reimburse any costs incurred by the contractor during the tender process.
- 20.4. Penalties will be applied in respect of late completion of work defined in the final contract provided that the delay is attributed on the part of the service provider.
- 20.5. The service provider:
 - 20.5.1. Undertakes to act as an independent contractor in respect of the work.

- 20.5.2. Shall, within 30 (thirty) days from the date of commencement of the services, provide valid proof of registration and good standing with the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA).
- 20.5.3. Shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out all its obligations in accordance with professional standards.
- 20.5.4. Shall, in all professional matters, act as a faithful adviser to the COGTA.
- 20.5.5. Shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.
- 20.5.6. Shall, whenever so required by the representative, furnish the representative with particulars in writing regarding the Service Provider's arrangement for the execution of the work. Should the parties be of the opinion that the proposal submitted by the Service Provider does not ensure, inter alia, the completion of the work within a stipulated time for completion, the representative shall have the right to request that the proposal be amended to his/her satisfaction.
- 20.5.7. Shall attend meetings with officials whenever required to do so.
- 20.5.8. Shall not have the power or authority to enter into any contracts or otherwise to bind or incur any liability on behalf of COGTA.
- 20.6. All documents, database or any other material in any format prepared by the service provider in relation to the work shall be delivered to COGTA immediately upon the COGTA' request.
- 20.7. The Service Provider shall not attempt to recruit employees of the department during the execution of the contract or any part thereof.
- 20.8. The department will confirm the procurement only through an official order addressed to the successful service provider.
- 20.9. The department undertakes to pay the service provider within (30) days from the date of receipt of the correct invoice.
- 20.10. The department shall not enter into a contract where a company has directors, partners, or employees who are employed by the state.
- 20.11. All the submitted documents must be completed in full and signed.
- 20.12. All service providers enlisted by National Treasury in the restricted service provider's register will not be considered.

NB: Failure to comply with the above requirements may lead to disqualification.

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21. COGTA reserves the right:

- 21.1. To award this tender to a bidder that did not score the highest total number of points, in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- 21.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 21.3. To accept part of a tender rather than the whole tender.
- 21.4. To correct any mistakes at any stage of the tender that may have been in the bid documents or occurred at any stage of the tender process.
- 21.5. To cancel and/or terminate the tender process at any stage, including after the closing date and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified, of their status as such.

22. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

COGTA reserves its right to disqualify any bidder who either itself or any of whose members or Directors:

- 22.1. Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- 22.2. Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- 22.3. Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of COGTA's officers, directors, employees, advisors or other representatives;
- 22.4. Makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- 22.5. Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- 22.6. Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- 22.7. Has in the past engaged in any matter referred to above; or
- 22.8. Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

23. PREPARATION COST

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing COGTA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

24. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, COGTA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the

bidder indemnifies and holds COGTA harmless from any and all such costs which COGTA may incur and for any damages or losses COGTA may suffer.

25. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

26. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. COGTA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

27. TAX COMPLIANCE

27.1. No tender shall be awarded to a bidder who is not tax compliant. COGTA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to COGTA, or whose verification against the Central Supplier Database (CSD) proves non-compliant.

27.2. Bidders must note that in addition to being tax compliant at the time of award of the contract, which will be verified with SARS or the CSD, it is incumbent upon the successful bidder/s to ensure that they are at all times tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department/Public Entity from issuing orders when goods/services are required. In such instances, the Department/Public Entity reserves the right to procure outside of the contract. Furthermore, if the Department/Public Entity is prevented from obtaining the relevant goods/services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable

28. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. COGTA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

29. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with COGTA's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by COGTA remain proprietary to COGTA and must be promptly returned to COGTA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure COGTA's written approval prior to the release of any information that pertains to:

- 29.1. the potential work or activities to which this bid relates; or
- 29.2. the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

30. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this tender, COGTA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.


BID USER

17 JULY 2026
DATE



CHAIRPERSON: BID SPECIFICATION COMMITTEE

17 JULY 2026
DATE

RECOMMENDED / ~~NOT RECOMMENDED~~


DIRECTOR: SUPPLY CHAIN MANAGEMENT
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

17 JULY 2026
DATE

RECOMMENDED / ~~NOT RECOMMENDED~~



CHIEF FINANCIAL OFFICER
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

27/07/2026

DATE

 APPROVED / NOT APPROVED



HEAD OF DEPARTMENT
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

29/07/2026

DATE

REFERENCE NUMBER: SCMU7-26/27-0002