



(“The IDT”)

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND SANITATION SERVICES FOR A PERIOD OF 24 MONTHS AT THE INDEPENDENT DEVELOPMENT TRUST

BID NUMBER: IDTFAC062021

1. PURPOSE

The main purpose for this bid is to procure cleaning and sanitation services for the Independent Development Trust situated at the Glenwood Office Park, Block B, Cnr Oberon and Sprite Streets for a period of 24 months.

2. BACKGROUND

2.1 The Independent Development Trust (IDT) is situated at Glenwood office Park, Block B, Cnr Oberon and Sprite Street, Faerie Glen, Pretoria and has a staff complement of 109 employees. The IDT intends to ensure compliance with the Occupational Health and Safety Act (Act No. 85 of 1993) hence the need to appoint a service provider who will provide the IDT with cleaning and sanitation services for a period of 24 months.

2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the employer is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

3. SCOPE OF WORK ON CLEANING AND SANITATION SERVICES

3.1 The appointed service provider will be required to provide cleaning and sanitation services to the IDT.

3.2 The service provider will be expected to provide the required services as described in the parts listed below: -

PART A – Office Cleaning Services Requirements

PART B – Consumables

initiate:

4. MANDATORY RETURNABLE DOCUMENTS

4.1 Proof of registration in accordance with all statutory requirements of the cleaning industry. The following must be submitted:

4.1.1 CSD number (CSD Report)

4.1.2 Tax Compliance Pin for verification;

4.1.3 UIF,

4.1.4 PAYE,

4.1.5 COIDA certificate (Letter of good standing from Department of Labour).

4.1.6 Provide a copy of Occupational health and safety policy.

4.1.7 NCCA, BEECA or any other proof of registration with the cleaning associations

4.1.8 Provident Fund registration e.g. NBC etc.

4.1.9 Fully completed and signed SBD Forms (**SBD 1, SBD 4, SBD 6.1, SBD 8 and SBD 9**)

4.1.10 Detailed company profile in relation to cleaning and sanitation services.

4.2 Staff members to be dedicated to the project should be clearly defined in the bid document.

4.2.1 Supervisor (1);

4.2.2 Staff members (6).

4.3 Indicate training programmes that will be provided to staff for the operation of the equipment, usage of chemicals and precautions taken in terms of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993). A training plan covering the duration of the contract must be attached to the bid proposal.

4.4 The Occupational Health and Safety Policy of the bidder and the plan for this project must be attached to the bid proposal.

4.5 A contingency plan to be implemented during industrial actions, and also when the service provider's staff members working in the IDT Building are on leave etc, must be attached to the bid proposal.

4.6 List of equipment to be used. Indicate the cleaning chemicals that will be used. Also confirm in writing that only SABS approved cleaning material will be used in IDT premises.

initiate:

- 4.7 Project Implementation Plan and Schedule. This should outline how the cleaning and sanitation services will be provided according to the bid specifications.
- 4.8 Price Structure – price proposals must strictly be prepared in line with the **PART C – Price Structure Template**. Failure to comply with this requirement shall invalidate the bid.

5. RESPONSIBILITIES

5.1 The Service Provider must:

- 5.1.1. Conduct business in a courteous and professional manner.
- 5.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc. IDT shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 5.1.4. Manage the internal disputes among his/her staff in such a way that IDT is not affected by those disputes.
- 5.1.5. Ensure that all staff working under this contract is in good health.
- 5.1.6. Comply with IDT security and emergency policies, procedures and regulations.
- 5.1.7. Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 5.1.8. Not use equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. IDT has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 5.1.9. Ensure that the detergents used are labeled with a relevant material safety data sheet
INLINE WITH THE HAZARDOUS CHEMICALS SUBSTANCE REGULATION,
ANNEXURE 8
- 5.1.10. Do not use any poisonous or highly flammable substances.
- 5.1.11. Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of IDT;
- 5.1.12. Maintain cleaning equipment in good order so as to comply with the IDT's Occupational Health and Safety Standards (a copy will be available on request).

initiate:

- 5.1.13. Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- 5.1.14. Ensure that all staff working under this contract is adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to IDT. IDT reserves the right to order the immediate removal of a staff member who is poorly performing.
- 5.1.15. Provide all staff working under this contract with uniforms which shall state the name of the service provider and that can be clearly distinguished from other service providers, IDT staff, etc. and specific personal protective equipment. IDT reserves the right to order the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.
- 5.1.16. Ensure that IDT is informed of any removal and replacement of staff. For security reasons, IDT reserves the right to vet all persons working under this contract.
- 5.1.17. Ensure and enforce that its entire staff working at the **IDT Building** work a minimum of 8 hours per day.
- 5.1.18. Day to day monitoring and evaluation of cleaning and sanitary services.

The successful service provider will be subject to performance review. **INCLUDE IN CONTRACT**

The successful service provider will sign a confidentiality agreement regarding the protection of IDT information that is not in the public domain.

The successful service provider will be subjected to signing of the Service Level Agreement (SLA) with the IDT.

The shortlisted service providers may be required to conduct presentation regarding the proposal.

The service provider must comply with the provision of Occupational Health and Safety Act (OHSA) and Compensation of Injury and Disease Act (COIDA).

NB: The onus is upon service provider to familiarize themselves with the project sites as well as the extent of the service to be rendered.
The IDT building has a total of 6000m².

initiate:

5.2 IDT shall:

- 5.2.1 Manage the contract in a professional manner.
- 5.2.2 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 5.2.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 5.2.4 Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.
- 5.2.5 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 5.2.6 Provide a storage facility for equipment and materials where possible.
- 5.2.7 If necessary request the withdrawal of a staff member/cleaner who poses a threat to IDT employees.

6. EVALUATION OF THE TENDER

The evaluation process will comprise of the following phases:

Phase 1: Mandatory and Administrative Requirements;

Phase 2: Functionality Evaluation;

Phase 3: Pricing and B-BBEE Evaluation.

The following rating values for evaluation will be used:

- a. Each panel member will rate each individual criterion on the score sheets as indicated for each criterion.
- b. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the scores for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- c. The service providers that meet the required minimum score will be evaluated further on price and B-BBEE.

initiate:

- d. The panel responsible for scoring the respective bids will evaluate and score all bids based on the functionality requirements.
- e. Service providers will not rate themselves, but need to ensure that all information is supplied as required. The IDT panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

6.1 Phase 1: Administrative Requirements

The following documents should be submitted together with the proposal; *failure to submit the following will invalidate your bid*:

- 6.1.1 Service provider's acceptance of terms of reference, (ToR) by initialing on each page;
- 6.1.2 Service provider's acceptance of terms and conditions of the bid, by initialing on each page of the General Conditions of Contract (GCC);
- 6.1.3 The original tender document must be submitted.

initiate:

6.2 Phase 2: Functionality Evaluation

Bids will be evaluated for functionality in this stage, based on achieving a minimum score of seventy percent (70 points).

The IDT panel members will individually evaluate the responses received against the following criteria as set out below:

PHASE 2: PROPOSAL						
Ratings:						
CRITERIA						WEIGHTS
1.	Experience					
a.	The experience in the industry to be included in the company profile					20
	1-3 years	4 years	5 years	6 years	7 years & above.	
	4	8	12	16	20	
b.	The contract that was held should be three (3) months and above to be considered as a contract, reference letters to be provided as evidence.					15
	Three to Five months contracts	Six to Twelve months contracts	Thirteen to Twenty Four months contracts	Twenty Five months to Thirty Five contracts	Thirty Six Months and above contracts	
	3	6	9	12	15	
2.	Knowledge & Capacity					10
	Knowledge in the cleaning and sanitation industry - include CV of Project Manager.					
	3 year	4 years	5 years	6 years	7 years & above.	
	2	4	6	8	10	
3.	Contingency Plan Company's Policies and Plans in place, in relation to the service interruptions (e.g. Occupational Health & Safety) 1. Absent from work due to illness, injury, maternity, Industrial Action and annual leave; 2. Replacement of faulty equipment; 3. Replenishment of chemicals; 4. Replenishment of sanitation material;					15

initiate:

	5. Availability of Uniform and PPE					
	1	2	3	4	5	
	3	3	3	3	3	
4.	Project Implementation Plan					30
	The Project Implementation Plan must include, but not limited to the following: 1. Activities during Pre-Project Implementation Phase 2. Activities during Project Implementation Phase 3. Tools for the execution of tasks (e.g. daily schedules) 4. Maintenance of Equipment and ensuring adequate supply of all material 5. Monitoring of the Project					
	1	2	3	4	5	
	6	6	6	6	6	
	CRITERIA					WEIGHTS
5.	Training Plan					10
	Provide valid certificates on the courses attended by the supervisor and cleaners on the following: 1. First Aid Training and COVID19 protocols; (1 point each) 2. Supervisory Training; 3. Training on the operation of equipment; (provide attendance register) 4. Training on use of chemicals; (provide attendance register) 5. Health and Safety representative					
	1	2	3	4	5	
	2	2	2	2	2	
TOTAL SCORE						100
MINIMUM THRESH OLD SCORE						70

Any proposal not meeting a minimum score of 70 points on functional proposal will be disqualified and will not be considered for the next Phase.

initiate:

Phase 3: Price and B-BBEE

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

7. BID AWARD & CONTRACT CONDITIONS

- 7.1 Bidders must submit their bid proposals in line with the bid specifications. Failure to comply shall invalidate the bid.
- 7.2 The appointed bidder may be subjected to security clearance.
- 7.3 The contract shall be concluded between IDT and the successful service provider.
- 7.4 Service Provider must comply with safety regulations at all times during operations.
- 7.5 **The walkabout session is compulsory; failure to attend shall invalidate the bid.**

8. CONTRACT ADMINISTRATION

- 8.1 The successful bidder must advise the Supply Chain Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 8.2 Full particulars of such circumstances as well as the period of delay must be furnished.
- 8.3 The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

9. PROJECT EXECUTION PLAN

NB: MUST BE COMPLETED BY ALL BIDDERS. FAILURE TO COMPLY WILL INVALIDATE THE BID. THE INFORMATION PROVIDED SHALL ALSO BE USED DURING THE EVALUATION PROCESS.

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATIONS.

initiate:

According to IDT Requirements: - The total number of cleaners required is 7 (1 Supervisor and 6 Cleaners) - There must be a full time Supervisor. - There must be a Project Manager (not full time), however he/she must always be available as and when required to attend to contract related matters.	
Personnel for the Project	Response
Project Manager available Part Time Manager	Yes / No _____
Supervisors available Full Time (offered for this service)	Yes / No _____
Number of cleaners offered for providing the service Full Time cleaners	Indicate the number (including a supervisor) _____
Training Indicate the training that will be provided as well as where and when training will be given. - On duty Training - Any other Training	Specify training courses / programmes (categorize in line with bullets 1 & 2)
Project Implementation Plan Did you attach a detailed project implementation plan?	Yes / No _____
Prices - Is the bid price firm for the duration of the contract? - Did you complete all necessary SBD forms and in line with the bid specifications?	Yes / No _____ Yes / No _____
Compliance with labour legislation Do you comply with any applicable wage order/determination agreement, in terms of the Labour Relations Act or Wage Act?	Yes / No _____

initiate:

Price Structure Is your price structure in relation to staff costs and in line with the Sectoral Determination 1: Contract Cleaning Sector?	Yes / No _____
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10. CURRENT AND PAST CONTRACTS

Indicate all the current and past contracts in the table below and **ONLY** those relevant to the cleaning and sanitation services required in the bid specifications. Only the relevant experience shall be considered for bid evaluation purposes.

A list of current and past contracts which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full.

initiate:

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)	Are you the Sole Service Provider (are you the only provider for cleaning and sanitation services?) Yes/No	Contact persons and telephone numbers of your client	Square Meters of Project Site

NB: IDT reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspections

10.2 EQUIPMENT REQUIRED

10.2.1 A Worker Shall Be Allocated the Following Work Tools

- Broom;
- Mop trolley;
- Scrubbing brushes;
- Buckets;
- Steel wool;
- Furniture polish;
- Multipurpose cleaner;
- Toilet cleaner;
- Disinfectant soap;
- Dusters;
- Scourers;

10.3 EQUIPMENT REQUIRED

- Industrial Heavy duty carpet cleaner (wet and dry);
- 4 x Industrial vacuum cleaner (less noise, minimum 45dB) per floor. **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and all vacuum cleaners must be functional at all times.**
- Disc stripping machine and Buffing machine;

Every worker must be clothed in full uniform, depicting the name of the company.

10.4 MEETINGS

10.4.1 The project manager of the appointed cleaning company must attend the following meetings organized by IDT:

10.4.1.1 Occupational Health and Safety (OHS) meetings;

10.4.1.2 Ad-hoc meetings organized as and when necessary;

10.4.1.3 Progress review meetings to be held on a monthly basis.

10.5 The supervisor must draw up timetables and work schedules on a daily basis.

10.6 Disaster management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider at the request of the IDT.

11. PRICE

11.1 **All prices charged should be inclusive of VAT.** The bid proposal should clearly indicate the total price for the first year of service.

11.2 **If the bid price is not firm, IDT will consider only price adjustments as per the CPI after the anniversary of the contract.**

12. PRICE ADJUSTMENTS

12.1 Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once – off price adjustment on the 13th month will be accepted based on the average CPI % as issued by STATS SA.

13. RESPONSE FIELDS

13.1 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to this bid and to complete all the mandatory response fields and item questionnaires for the individual items.

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

14. PROJECT PERIOD

initiate:

The project will commence after signing the contract. The service provider will be expected to provide cleaning and sanitation services for a period of 24 months.

15. SUBMISSION OF PROPOSALS

15.1 Any proposal submitted by electronic means such as email, **will not be accepted** for consideration.

15.2 The proposals must be submitted by **12h00 on 02 July 2021**.

The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Bid No: **IDTFAC062021**

Description: **CLEANING AND SANITATION SERVICES**

Compulsory Site visit: **18 / 19 and 22 June 2021**

Bid Closing Date and Time: **02 July 2021 @ 12:00PM**

***(Please confirm attendance to Ms. Junior Motsepe at (juniorm@idt.org.za) by 12:00pm on or before 17 June 2021.**

15.3 **All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:**

IDT Building (Block B)

Glenwood Office Park

Cnr Oberon and Sprite Street

Faerie Glen

0043

GP Co-ordinates: 25°46'54.3"S
 28°17'24.3"E

NB: Please note late submissions of the Bid proposal will not be considered for evaluation.

15.4 The Independent Development Trust reserves the right not to appoint a service provider and/or to withdraw this advert at any time prior to the appointment of a service provider.

initiate:

16. COMMUNICATION

- 16.1 Any questions are to be submitted by email not later than **five business days** before the closing date of the Bid. Questions received after this date will not be entertained by IDT.
- 16.2 After the closing date, only Supply Chain Management (SCM) Unit will communicate with service providers for, among others, where bid clarity is sought, to obtain information or to extend the validity period.
- 16.3 Enquiries of a technical nature should be directed to:

Ms. Linda Stoffels
HR Project Administrator
Tel: 012 – 845 2083
E-mail: Lindab@idt.org.za

and

Ms. Mahali Moloi
Admin Assistant
Tel: 012 – 845 2011
E-mail: mahalim@idt.org.za

- 16.4 Enquiries related to the registration and submission of proposals must be directed to Supply Chain Management:

Ms. Junior Motsepe
Admin Officer: SCM
Tel: 012 – 845 2109
E-mail: juniorm@idt.org.za

initiate:

PART A

Office Cleaning Services Requirements

STANDARD CLEANING ACTIVITIES FOR THE IDT MAIN BUILDING

1. FLOOR MAINTENANCE:

1.1 Entrances to the building

- | | |
|--|--------------|
| ○ Sweep or damp mop all entrances steps. | Daily |
| ○ Clean door mats and well | Daily |
| ○ Clean all walls | Daily |
| ○ Machine burnish. | As necessary |

1.2 Stone Floors (ceramic tiles):

- | | |
|------------------|--------------|
| ○ Sweep. | Daily |
| ○ Damp Mop. | Daily |
| ○ Machine Buff. | As Necessary |
| ○ Machine scrub. | As Necessary |

1.3 Rugs and Carpeting:

- | | |
|----------------------------|----------------------|
| ○ Vacuum clean thoroughly: | |
| - Heavy traffic areas. | Continuously |
| - Medium traffic areas. | Alternative Days |
| - Light traffic areas. | Twice per week |
| - Carpet Wash | After every 6 months |

initiate:

2. DUSTING OFFICES:

- Dust all horizontal surfaces Daily
- Dust all high ledges and fittings. Weekly
- Dust all surfaces (wall, cabinet, etc.) Weekly
- Dust all window ledges. Daily
- Dust telephones. Daily
- Clean and disinfect telephones. Daily
- Vacuum carpets Weekly

3. WASTE DISPOSAL:

- Provide refuse bags for the bins Daily and when required
- Empty and clean all waste receptacles. Twice per day
- Remove all waste to specified areas. Twice per day
- Remove all waste papers. Twice per day

4. WALLS AND PAINTWORK:

- Spot clean all low surface, i.e. glass, walls, doors and light switches. Daily

5. GLASS AND METAL WORK:

- Spot clean glass doors. Daily

6. TOILETS AND REST ROOMS:

- Clean and sanitize all fixtures wash basins Daily
- Chrome fitting and dispensers Daily
- Clean and sanitize all toilets, toilets seats, Urinals and basins Daily
- Clean and polish all bright metal surfaces Daily
- Sweep and wet mop floors with disinfectant cleaners Daily
- Empty all waste containers/ disposals replace liners as needed
- Empty and sanitize internal receptacles Daily

initiate:

- Damp clean and disinfect wall, partitions and ledges Daily
- Sills, containers, door frames/handles Daily
- Damp clean and disinfect doors, doorframes and showers Daily
- Provide toilet brushes for all toilets Once off and when required
- Clean all mirrors
- Replenish consumables i.e. Quality double ply toilet roll, soap and towel cabinet Daily

7. LIFTS AND LIFT FOYERS:

- Completely clean interior of all lifts including indicator boards. Daily
- Clean lift door tracks. Daily
- Clean the mirror in the Lift Daily

8. STAIRCASES:

- Dust and sanitize handrails and fittings. Daily
- Maintain landings, treads and risers according to finish. Daily
- Clean fire escape. 2 x Weekly

9. WINDOW CLEANING:

- Clean partition glass. Weekly
- Clean inside windows Quarterly

10. BLINDS:

- Dust. Twice a week
- Ensure that blinds are in place. Daily

NB: The service provider shall at all times alert the IDT Project Manager of blinds that are lose / falling off / require repairs.

initiate:

11. PARKING (INSIDE AND OUTSIDE AREAS – AT IDT BUILDING ONLY):

- Pick up litter and remove to agreed area. Daily
- Sweep parking areas. Weekly

13. STOREROOMS:

- Scrub the floor. Twice a month and when required
- Dust all areas Twice a month and when required
- Clean and organize papers and other items. Twice a month and when required

13. CANTEEN/PAUSE AREAS:

- Cleaning of canteen/pause area. Daily
- Cleaning canteen/pause equipment. Quarterly

14. WALKWAY / BUILDING SURROUNDINGS:

- Pick up litter and remove to agreed area. Daily
- Sweep. Weekly

15. REFUSE AREA:

- Maintain refuse area in a clean and hygienic condition. At all times
- Sweep and keep the refuse area tidy Daily
(maintain refuse area in a clean hygienic condition)

initiate:

16. BOARDROOMS:

- Maintain and clean floors according to type Daily
- Dust all vertical and horizontal surfaces to a height of 2.5m. Daily
- Damp wipe furniture. Daily
- Empty and clean receptacles. Twice a day
- Collect dirty dishes and wash them in the kitchen. As and when required
- Dust all boardroom tables and chairs Daily

17. KITCHENS:

- Maintain and clean floors (inside and outside). Daily
- Assist Office attended with washing of dishes, replenishing of kitchen consumables As and when required

18. OFFICES:

18.1 In addition to the standard cleaning activities

- Collect dirty dishes and wash them in the kitchen Daily
- Wash water jugs and glasses and re-fill water jugs Daily
- Prepare and arrange for water, water jugs, glasses, tea, cups, saucers etc, for meetings / training As and when required

19. SERVICE TIMES:

- Day cleaning - Monday to Friday from 07h00 to 15h30 or as practical in the environment.
- Carpet wash, deep cleaning services to be rendered on weekends and/or public holidays
- **Night cleaning shall not be allowed.**

initiate:

20. MISCELLANEOUS:

- | | |
|-------------------------------------|---------------|
| ○ Polish desk and office furniture. | Fortnightly |
| ○ Wash vinyl covered furniture. | Monthly |
| ○ Vacuum cloth covered furniture. | Monthly |
| ○ Removal of empty boxes | When required |

21. QUARTERLY CLEANING EXERCISES:

- | | |
|-------------------------------|-----------|
| ○ Floor stripping and sealing | Quarterly |
|-------------------------------|-----------|

22. EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

initiate:

PART B

Consumables Requirements (for IDT)

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

- a) Toilet Papers 2 ply x 15 bails (plus / minus)
- b) Multifold box hand towels 36 (plus / minus)

ADDITIONAL

N.B: The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that **THERE IS NO SHORTAGE AT ALL TIMES.**

initiate:

PRICE STRUCTURE TEMPLATE

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

- The IDT Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED BY THE IDT

All prices must include VAT		
LABOUR COSTS:		
Project Manager (only a part time Project Manager required)		Part Time
Basic Salary		R.....
Provident Fund		R.....
Sick leave		R.....
Leave		R.....
COIDA		R.....
UIF		R.....
Any Other Allowances (please specify and indicate cost)		R.....
		R.....
		R.....
		Total monthly cost for the Project Manager
		R.....

initiate:

Supervisor (Only a full time Supervisor required) Basic Salary Provident Fund Sick leave Leave COIDA UIF Any Other Allowances (please specify and indicate cost)	Full Time R..... R..... R..... R..... R..... R..... R..... R..... R..... Total monthly cost for Supervisor R.....	
Cleaner (Indicate number of full time cleaners) Number of Cleaners Basic Salary Provident Fund Sick leave Leave COIDA UIF Any Other Allowances (please specify and indicate cost)	Full Time R..... R..... R..... R..... R..... R..... R..... R..... R..... R.....	

initiate:

	Total monthly cost <u>per</u> Cleaner R..... Total cost <u>for number</u> of Cleaners offered per month (monthly cost per cleaner X total number of cleaners) R.....	
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**CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT
(REFER TO PART A & B FOR SERVICES REQUIRED)**

Description of the cleaning chemicals/requisites	Cost p/unit x number of units R..... Total Cost p/month R.....
Description of sanitary consumables to be used and sanitary equipment to be installed	Cost p/unit x number of units R..... Total Cost p/month R.....
Overheads	Total Cost p/month R.....
TOTAL COST FOR CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT	R.....

Total Bid Price (All Costs Included)

Total Bid Price p/month: R.....

Total Bid Price for the 24 Months: R.....

TOTAL BID PRICE FOR 24 MONTHS–

initiate:

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST (IDT)

BID NUMBER: **IDTFAC062021**CLOSING DATE: **02 JULY 2021**

CLOSING TIME: 12:00

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND SANITATION SERVICES FOR A PERIOD OF 24 MONTHS AT THE INDEPENDENT DEVELOPMENT TRUST**

The successful bidder will be required to fill in and sign a written Contract Form

BID DOCUMENTS MAY BE:

DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

The IDT Tender Box at The Independent Development Trust, Cnr Oberon & Sprite Street, Faerie Glen, Pretoria

The bid box is open from 8:30am to 17:00, 5 days a week, Monday to Friday on normal working days.

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

EMAIL ADDRESS

FACSIMILE NUMBER CODE NUMBER.....

initiate:

VAT REGISTRATION NUMBER

HAS A COPY OF A TAX CLEARANCE CERTIFICATE **WITH A TAX COMPLIANT PIN** BEEN SUBMITTED? YES / NO

ARE YOU THE ACCREDITED REPRESENTATIVE?

IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES /NO
(IF YES ENCLOSE PROOF)

ARE YOU SUBMITTING THIS TENDER BID AS A JOINT VENTURE WITH ANOTHER COMPANY: YES /NO

IF YES, PLEASE PROVIDE NAME OF THE OTHER JOINT VENTURE_____

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

initiate:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

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

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

initiate:

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....
Name of state institution at which you or the person connected to the bidder is employed:

.....
Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

initiate:

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1If so, furnish particulars:
.....
.....
.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

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

.....
Signature

.....
Position

.....
Date

.....
Name of bidder

initiate:

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

- (c) Price; and
- (d) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

initiate:

required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

initiate:

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

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

initiate:

7.1.1 If yes, indicate:

i) What percentage of the contract will be

ii) Subcontracted.....%

iii) The name of the sub-contractor.....

iv) The B-BBEE status level of the sub-contractor.....

v) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

initiate:

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

initiate:

WITNESSES

- 1.
- 2.

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

DATE:
ADDRESS
.....
.....

initiate:

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES
(SBD 8)**

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters? in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

initiate:

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

initiate:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number
and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

initiate:

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications
9. and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. 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.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

initiate:

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Name of Bidder: _____

Signature: _____

Position: _____

Date: _____

Js914w 2

initiate: