



**TWO (2) YEAR CONTRACT FOR THE RENDERING
OF CLEANING SERVICES AT MILITARY
ACADEMY**

SPSC / B / 023 / 2024

**FOR DEPARTMENT OF DEFENCE
SIMON'S TOWN PROCUREMENT SERVICE
CENTRE**

CLOSING DATE: 13 DECEMBER 2024

CLOSING TIME: 11H00

VALIDITY: 120 CALENDAR DAYS

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General Conditions of Contract
Special Conditions of Contract

CONTACT INFORMATION**Technical Information:**

Contact: Staff Sergeant N.N. Jantjies
Email Address: spsctechsection@gmail.com
Office Tel No: (021) 787 5144

Administrative Information:

Contact: Flight Sergeant Crous
Email Address: spsctechsection@gmail.com
Office Tel No: (021) 787 5034

Address for depositing of bid documents

Street: Simon's Town Procurement Service Centre
No. 2 Arsenal Road
Simon's Town
7995

BID SUBMISSIONS

Closing period of bid: Minimum 21 Calendar days

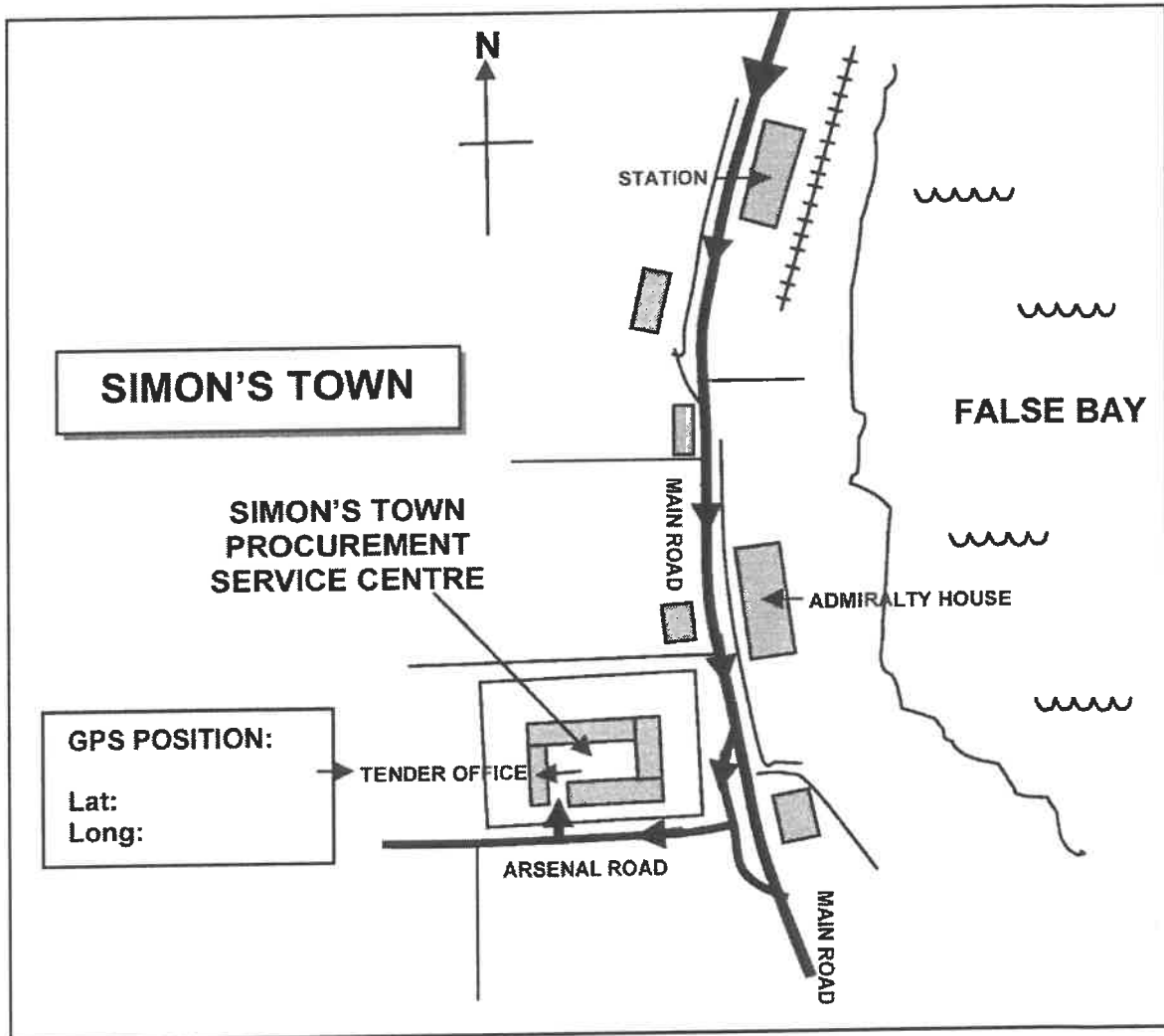
Validity of Bid: 120 Calendar days

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GPS CO-ORDINATES TO SPSC BID BOX:

S 34° 11. 530'
E 18° 25. 591'



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logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

BID EVALUATION INSTRUCTIONS

1. All entries are to be completed in any **non-erasable ink** of your choice preferably **Blue** or **Black** ink. Amendments, scratching out, use of Tippex and omission to any documents will Invalidate the bid.
2. Except where otherwise indicated, all questions must be completed.
3. **No** bids received by **email, facsimile** or similar medium will be considered. The original bid must be deposited at the entrance (green box) or handed in at the Bid receipt section at SPSC, 2 Arsenal Road, Simon's Town.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
5. All information regarding the evaluation process must be treated as confidential.
6. The **2 ENVELOPE** system will be utilized. Bidders are required to submit two separate, properly sealed envelopes, both clearly marked with the Company Name, Bid Number and Closing Date.
 - a. **Envelope 1:** Pricing Schedule (**Only Pricing Schedule**)
 - b. **Envelope 2:** SBD documents, Description and all other required documents.

NOTE THAT IF THE DOCUMENTS ARE SUBMITTED IN ONE ENVELOPE AND NOT IN TWO ENVELOPES AS INDICATED ABOVE, THIS OFFER WILL BE INVALIDATED

7. The bids will be evaluated according to the following criteria:
 - a. Mandatory Criteria and Administration Criteria (Phase 1, Stage 1)
 - b. Mandatory Technical evaluation (Phase 1, Stage 2)
 - c. Functionality Scoring (Phase 2)
 - d. Price and Specific Goals (Phase 3 & 4)
8. This requirement will be awarded using the 80/20 principal
9. No late bids will be accepted after the closing date and time.
10. The Simon's Town Procurement Service Centre reserves the right to award this Requirement as a case or per individual line.

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MANDATORY AND ADMINISTRATION EVALUATION CRITERIA

Phase 1: Bidders will be evaluated as follows:

Phase 1 Stage 1 Mandatory Administration: Compliance to Mandatory Administration Evaluation Criteria, bidders that do not fully comply with the Mandatory Administration Evaluation Criteria will be eliminated / excluded and **will not proceed to Phase 1 Stage 2.**

S/NO	Criteria
	A
	Phase 1, Stage 1
	Phase 1, Stage 1, Mandatory Evaluation Criteria
1.	<u>Pricing Schedule:</u> All fields on this document must be fully completed. Attention must be given to page 1, Bidders to complete the address block or make use of a Company Stamp, Total Unit Cost and Total Cost must be completed. The bid must be submitted in the Two (2) Separate Envelope system as follows: Envelope 1: Pricing Schedule(Only Pricing Schedule) Envelope 2: SBD documents, Statement of work and all other required documents. Failure to submit this document as indicated by the closing date and time will invalidate this offer. Appendix A
2.	<u>SBD 4 - Bidders Disclosure:</u> This document must be fully completed. Failure to submit this document as indicated by the closing date and time will invalidate this offer. Appendix B
3.	<u>SBD 6.1 Preference Points Claim Form:</u> This document must be fully completed. Failure to submit this document as indicated by the closing date and time will forfeit your Specific Goals points. Appendix C
4.	<u>Compulsory Briefing Session Certificate:</u> Suppliers/Contractors are advised to send a technically knowledgeable representative to the Briefing Session. Failure to attend the compulsory Briefing Session and submit the completed and signed Briefing Session certificate by the closing date and time will invalidate your offer. Appendix D
5.	<u>Compulsory Site Viewing Certificate:</u> Suppliers/Contractors are advised to send a technically knowledgeable representative to the Site Viewing to do measurements. Failure to attend the compulsory Site Viewing Session and submit the completed and signed Site Viewing certificate by the closing date and time will invalidate your offer. Appendix E

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Phase 1: Bidders will be evaluated as follows:

Phase 1 Stage 1 Administration: Compliance to Administration Evaluation Criteria, bidders that do not fully comply with the Administration Evaluation Criteria may be required to submit omitted information. The Department of Defence reserves the right to request any info that will not interfere with the bid competitiveness.

S/NO	Criteria
	A
	Phase 1, Stage 1
	Phase 1, Stage 1, Administration Evaluation Criteria
6.	<u>SBD 1 / Invitation to Bid:</u> This document to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix F
7.	<u>Central Suppliers Database (CSD) Full Registration/Summary Report:</u> The CSD Full Registration/Summary Report should be submitted. The supplier should be: i. Tax Compliant on day of award. If not compliant, a grace period of 7 days will be given to update this status. ii. Successfully verified bank details iii. Physical Address Type iv. Suppliers should be registered for the commodity/service required for this bid. Failure to submit the CSD full Registration/Summary Report by the closing date and time may invalidate this offer. Appendix G
8.	<u>Certificate of Compliance by Sub-Contractor/s:</u> A certificate of compliance signed by the bidder and all sub - contractor/s (in the event of sub-contracting) to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix H
9.	<u>SPSC Indemnity Agreement Form:</u> This document to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix I
10.	<u>Written Agreement wrt Occupational Health and Safety Agreement (OHASA):</u> The OHASA agreement, signed amongst the DOD and bidder to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix J
11.	<u>SPSC Group Questionnaire:</u> This document to be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix K

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S/NO	Criteria
	A
	Phase 1, Stage 1
	Phase 1, Stage 1, Administration Evaluation Criteria
12.	<u>Defence Intelligence Questionnaire (D.I.)</u> The DI Vetting form to be completed in full. Failure to submit the DI Vetting form and required documentation as indicated, by the closing date and time may invalidate this offer. N.B. The short listed companies will be requested to submit Police Clearance for members entering SANDF property. Appendix L

MANDATORY TECHNICAL EVALUATION

1. **Phase 1 Stage 2:** Bidders must comply with User Requirement Specification. Bidders who do not will be invalidated/ excluded and will not proceed to Phase 2.

S/No	Criteria
	Phase 1 Stage 2
1.	<u>USER REQUIREMENT SPECIFICATION:</u> The bidder's compliance must be indicated with the word <u>comply/do not comply, agree/do not agree, yes or no</u>, or any other form of acceptance or non-acceptance on the statement of work, <u>each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc".</u> The most suitable supplier will be awarded in accordance with compliance to User Requirement Specification and fit for purpose A separate attached signed letterhead shall be used if space provided is inadequate for listing the deviations. It shall clearly list the relevant paragraphs and, in detail, the deviations from that stated/specified. This User Requirement Specification shall not be used for any purpose other than tendering or manufacturing. No alterations shall be allowed without the consent of the Simon's Town Procurement Service Centre Failure to comply will invalidate this offer. Appendix M

2. **Phase 2:** Only bidders that qualified on Phase 1 will be evaluated for Functionality (Phase 2). The bids will be adjudicated with a maximum total of 100 points.

All bidders who score less than **75%** will be excluded from the next phase of the evaluation.

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Functionality Criteria		Points
1.	Experience in Cleaning Service	
2.	Company Organigram based on the structure of the business showcasing what the hierarchy is and the workflow of the company.	
3.	Accredited with professional body	
4.	Executive summary providing methodology to achieve the end goal. Procedures & Processes to provide the Scope of Services	
5.	Proof of transport for all staff to be assigned to this contract	
6.	Regional foot print	

Ser No	Functionality Criterion	Parameters	Points	Instrument of Evidence
1.	Experience in Cleaning Service	2 – 5 References / Appointments		Appointment letters from previous related contract
		6 – 10 References / Appointments		Reference letters with contactable references
2.	Company Organigram based on the structure of the business showcasing what the hierarchy is and the workflow of the company.	A functional visual representation of the structure of the company		Profiles / CV's off all key staff assigned to this contract with certified proof of experience / qualifications
		Supervisors Minimum of two (2)		
		Cleaners Minimum of thirteen (13)		
3.	Accredited with professional body	No Registration or Accreditation with Audit Professional body		Registration or Accreditation with the Cleaning Association of South Africa (CASA)
		Registration or Accreditation with Audit Professional body		

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Ser No	Functionality Criterion	Parameters	Points	Instrument of Evidence
4.	Executive summary providing methodology to achieve the end goal. Procedures & Processes to provide the Scope of Services	Brief Proposal describing the firms procedures & processes for;		
		Products and Equipment to be used		Brief description or inventory list of cleaning products used daily for cleaning Inventory list of on hand cleaning equipment available for this contract
		System for tracking complaints from client and poor performing areas		Brief description on how the system / process is handled
		Action plan for absence,		Provide a brief action plan on how each of the parameters will be covered
		sick leave,		
		load shedding,		
		Industrial Action (strike)		

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5.	Proof of transport for all staff to be assigned to this contract	Proof of own bus / vehicle 16/10 seater		Provide a proof of vehicle In date license disk / vehicle registration document
		Proof of intention to rent vehicle		Provide letter of intent to rent vehicle in the event of being the successful bidder
		Proof of agreement with staff transportation company.		Provide letter of intent to utilize staff transportation company in the event of being the successful bidder
6.	Regional foot print	0km – 150km		Provide proof by means of municipality bill or Google maps to indicate distance from Military academy
		Outside Radius of 150km+		
7.	TOTAL POINTS		100	

3. The calculations for scoring would be as follows:

$$A \div B \times 100$$

Where

A= Total score of bid/proposal under consideration

B= Maximum possible score.

4. The qualifying bidder should obtain a **minimum** score of **75%**.

Phase 3 & 4: Only bidders who qualified on Phase 1 stage 1 & 2 will be evaluated on Phase 3 and 4 Price and Specific Goal Points

Phase 3	Price (Will be according to specific requirements)	80/
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Phase 4: Preferential points. (As per Preferential Procurement Regulations 2022)
In terms of Regulation 4(2); 5(2); and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purpose 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

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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).

TABLE 1: THE TENDERER IS TO PICK ONLY ONE SPECIFIC GOAL

	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)
LEVEL 1	51% owned by Black Women Military veterans or 51% owned by Black Youth or 51% owned by Black people with disability	10	20		
LEVEL 2	51% owned by Black Male Military veterans or 51% owed by people with disability or 51% owned by Black Women EME's	8	18		
LEVEL 3	51% owned by Women Military veterans or 51% owned by Black Male EME's or 51% owned by Black Women EME's or 51% owned by Black Women QSE's	6	16		

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	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)
LEVEL 4	51% owned by Male Military veterans or 51% owned by Youth or 51% owned by any other EME's or 51 owned by Black Male QSE's or 51% owned by Women QSE's	4	14		
LEVEL 5	51% owned by any other QSE's	2	12		
LEVEL 6	NOT APPLICABLE				
LEVEL 7	NOT APPLICABLE				
LEVEL 8	Non-compliant	0	0		

NOTE: Bidders Specific Goal Points claimed will be verified on CSD Report.

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

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

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SECTION A

MANDATORY & ADMINISTRATIVE EVALUATION CRITERIA



PRICING SCHEDULE

Pricing Schedule: All fields on this document must be fully completed.

Attention must be given to page 1, Bidders to complete the address block or make use of a Company Stamp, Total Unit Cost and Total Cost must be completed. The bid must be submitted in the Two (2) Envelope system as follows:

Envelope 1: Pricing Schedule (**Only Pricing Schedule**)

Envelope 2: SBD documents, User Requirement Specification and all other required documents.

NOTE: DOCUMENTS SUBMITTED IN ONE (1) ENVELOPE AND NOT IN TWO (2) ENVELOPES AS INDICATED ABOVE, WILL BE INVALIDATED

Failure to submit these document as indicated by the closing date and time will invalidate this offer.

Appendix A

Request for Bid : SPSC-B-023-2024

Author: Lizelle Crous
Date: 11/21/2024 13:34:19

PRICING SCHEDULE

Bid No: SPSC-B-023-2024
Document No: 0000554624
Description: TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY
Currency: ZAR
Closing Date: 2024/12/13 11:00:00
Status: Created
Validity Days:

Document Type: Request for Bid Open
Company Name: *please complete*
*Attention:
*Tel No:
*Fax No:
*Cell No:
*Email:

No.											
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required						
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	Per Hour	N/A						
Line Comment		Lead Time	Quantity Required	Quantity Available							
LABOUR RATE PER HOUR FOR A SUPERVISOR ACCORDING TO THE EMPLOYMENT & LABOUR NATIONAL MIN WAGE ACT AS GAZETTED YEAR ONE (1)		N/A	1	N/A							
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs		*									
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs		*									

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	Per Hour	N/A
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	LABOUR RATE PER HOUR FOR A SUPERVISOR ACCORDING TO THE EMPLOYMENT & LABOUR NATIONAL MIN WAGE ACT AS GAZETTED YEAR TWO (2)	N/A	1	N/A	N/A
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	Per Hour	N/A
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	LABOUR RATE PER HOUR FOR A CLEANER ACCORDING TO THE EMPLOYMENT & LABOUR NATIONAL MIN WAGE ACT AS GAZETTED YEAR ONE (1)	N/A	1	N/A	N/A
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	Per Hour	N/A
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	LABOUR RATE PER HOUR FOR A CLEANER ACCORDING TO THE EMPLOYMENT & LABOUR NATIONAL MIN WAGE ACT AS GAZETTED YEAR TWO (2)	N/A	1	N/A	N/A
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	per month	N/A
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	MONTHLY CLEANING FEE INCLUSIVE OF CLEANING MATERIAL AND SUNDRIES YEAR ONE (1) THE MONTHLY PRICE (UNIT PRICE) X 12 MONTHS = TOTAL PRICE FOR YEAR ONE (1)	N/A	12	N/A	N/A
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
35150522	TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY	MILITARY ACADEMY	Saldanha	per month	N/A
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	MONTHLY CLEANING FEE INCLUSIVE OF CLEANING MATERIAL AND SUNDRIES YEAR TWO (2) THE MONTHLY PRICE (UNIT PRICE) X 12 MONTHS = TOTAL PRICE FOR YEAR TWO (2)	N/A	12	N/A	N/A
	Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs				
	Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs				

Indicate Lead Time for all Items (Days)

The following conditions are hereby accepted:
"Standard Terms and Conditions" or "General Conditions of Contract" Available on Websites () or attached.
The awarding of the price quotation as determined by (Department of Defence).

The following is hereby certified:
This offer is correct and any mistakes will be at my risk.
I accept responsibility for the execution of all obligations entrusted upon me.
I did not participate in any collusive practices with any other supplier or any other person regarding this price quotation or any other price quotation.
I am duly authorized to sign the price quotation.
The offer is inclusive of value Added Tax

Name: *..... Capacity: *.....

Signature: *..... Date: *.....

Price Firm Y/N	Brand & Model	Grand Total Including Vat: *
Do You Accept Government Order Y/N	Delivery Period Firm Y/N	
Comply with Specification Y/N	If Not, Deviations	

Questionnaires

Questionnaires / Evaluation Criteria

THE 8020 QUESTIONNAIRE EVALUATION TEMPLATE V2

Questions

~~Level 1: 51% owned by Black Women Military veterans / 51% owned by Black youth / 51% owned by Black people with disability~~

~~Level 2: 51% owned by Black Male Military veterans / 51% owned by people with disability / 51% owned by Black Women EMEs~~

~~Level 3: 51% owned by Women Military veterans / 51% owned by Black Male EMEs / 51% owned by Black Women QSEs/51% owned by Women EMEs~~

Complete 8020 b.1

Options	
LEVEL1	☐
LEVEL2	☐
LEVEL3	☐
LEVEL4	☐
LEVEL5	☐
LEVEL6	☐

Level 4: 51% owned by Male Military veterans / 51% owned by youth / 51% owned by any other EMES/ 51% owned by Black Male QSEs / 51% owned by Women QSEs Level 5: 51% owned by any other QSEs	<table> <tr> <td data-bbox="1412 1108 1460 1601">F</td><td data-bbox="1412 1601 1460 2094">LEVEL7</td></tr> <tr> <td data-bbox="1348 1108 1412 1601">F</td><td data-bbox="1348 1601 1412 2094">LEVEL8</td></tr> <tr> <td data-bbox="1300 1108 1348 1601">F</td><td data-bbox="1300 1601 1348 2094">NON-COMPLIANT</td></tr> </table>	F	LEVEL7	F	LEVEL8	F	NON-COMPLIANT
F	LEVEL7						
F	LEVEL8						
F	NON-COMPLIANT						
Attachment Description	Attachment File Name						



SBD 4: BIDDERS DISCLOSURE

SBD 4 - Bidders Disclosure: This document must be fully completed. Failure to submit this document as indicated by the closing date and time **will invalidate this offer.**
Appendix B

Failure to submit the document as indicated by the closing date and time will invalidate this offer.

Appendix B

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state?

YES / NO

- 2.1.1 If so furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor / directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

- 2.2.1 If so, furnish particulars:

.....

.....

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

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium ² will not be construed as collusive bidding.

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

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1: PREFERENCE POINTS CLAIM FORM

SBD 6.1 -Preference Points Claim Form: This document must be fully completed. Failure to submit this document as indicated by the closing date and time **will forfeit your Specific Goals points.** Appendix C

Failure to complete the document as indicated by the closing date and time will forfeit your Specific Goals points.

Appendix C

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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

THE TENDERER IS TO PICK ONLY ONE SPECIFIC GOAL

Status Level	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)
Level 1	51% owned by Black Women Military veterans or 51% owned by Black Youth or 51% owned by Black people with disability	10	20		
Level 2	51% owned by Black Male Military veterans or 51% owned by people with disability or 51% owned by Black Women EME's	8	18		

Level 3	51% owned by Women Military veterans or 51% owned by Black Male EMEs or 51% owned by Women EMEs or 51% owned by Black Women QSEs	6	16		
Level 4	51% owned by Male Military veterans or 51% owned by Youth or 51% owned by any other EMEs or 51% owned by Black Male QSEs or 51% owned by Women QSEs	4	14		
Level 5	51% owned by any other QSEs		12		
Level 6	Not Applicable				
Level 7	Not Applicable				
Level 8	Non-compliant	0	0		

NOTE: Bidders are to submit Sworn Affidavit to substantiate the preference points claimed. Sworn Affidavit must be signed by legally recognized Commissioner of Oath.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

NOTE: The Department of Defence reserves the right to verify the truthfulness of the claims (par 4.6 iii).

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



COMPULSORY BRIEFING SESSION

Compulsory Briefing Session certificates: Suppliers/Contractors are advised to send a technically knowledgeable representative to the briefing session. Failure to attend the Compulsory Briefing Session and submit the completed and signed Briefing Session Certificates by the closing date and time **will invalidate this offer. Appendix D**

Failure to attend the Compulsory Briefing Session and submit the completed and signed Briefing Session Certificate by the closing date and time will invalidate this offer.

Appendix D



logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

BRIEFING SESSION CERTIFICATE

Briefing Session Date: 02 December 2024

Briefing Session Time: 11H00

Venue: Military Academy, Frans Erasmus Drive, Military Base Saldanha, Joe Modise Hall

Bid Number: SPSC / B / 023 / 2024

Closing Date: 13 December 2024

Closing Time: 11H00

Validity Period: 120 Calendar Days

The Information Briefing Session is compulsory and the signed and stamped certificate must be submitted as appendix D as part of the Bid document.

It is hereby confirmed that:

(Name of Company Representative)

Of

(Legal Name of Company)

Attended the official Briefing Session and cognisance has been taken of the information as per the presentation, bid document, the brochure / hand-out and all relevant documentation.

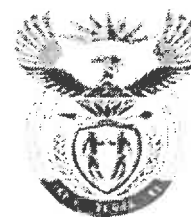
Signature of Company Representative

**Simon's Town Procurement Service centre
Representative**

Official Date Stamp

The time as stipulated in the Bid Document for the Briefing Session and latecomers will under no circumstances be permitted to attend.

Failure to attend the Briefing Session and provide this completed certificate with the Bid Document by the closing date and time will invalidate your Bid.



COMPULSORY SITE VIEWING

Compulsory Site Viewing Certificates: Suppliers/Contractors are advised to send a technically knowledgeable representative to the briefing session. Failure to attend the Compulsory Briefing Session and submit the completed and signed Briefing Session Certificates by the closing date and time **will invalidate this offer. Appendix E**

Failure to attend the Compulsory Site Viewing and submit the completed and signed Site Viewing Certificate by the closing date and time will invalidate this offer.

Appendix E



logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

SITE VIEWING CERTIFICATE

Site Viewing Date: 02 December 2024

Site Viewing Time: 12H00

Venue: Military Academy, Frans Erasmus Drive, Military Base Saldanha.

Bid Number: SPSC / B / 023 / 2024

Closing Date: 13 December 2024

Closing Time: 11H00

Validity Period: 120 Calendar Days

The Site Viewing Session is compulsory and the signed and stamped certificate must be submitted as appendix E as part of the Bid document.

It is hereby confirmed that:

(Name of Company Representative)

Of

(Legal Name of Company)

Attended the official Site Viewing Session and cognisance has been taken of the information as per the presentation, bid document, the brochure / hand-out and all relevant documentation.

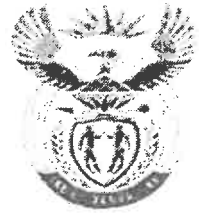
Signature of Company Representative

**Simon's Town Procurement Service centre
Representative**

Official Date Stamp

The Briefing and Site Viewing is compulsory as stipulated in the Bid Document, latecomers will under no circumstances be permitted to attend.

Failure to attend the Site Viewing Session and provide this completed certificate with the Bid Document by the closing date and time will invalidate your Bid.



SBD 1: INVITATION TO BID

SBD 1 / Invitation to Bid: This document to be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this offer.**

Failure to submit this document as indicated by the closing date and time may invalidate this offer.

Appendix F

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER: SPSC-B-023-2024		CLOSING DATE: 13 December 2024		CLOSING TIME: 11H00	
DESCRIPTION		TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DOCUMENTS TO BE DEPOSITED AT THE ENTRANCE (GREEN BOX) SIMON'S TOWN PROCUREMENT SERVICE CENTRE, NO: 2 ARSENAL ROAD, SIMON'S TOWN OR HANDED IN AT THE BID RECEPTION SECTION, NO: 2 ARSENAL ROAD, SIMON'S TOWN (DIRECTIONS TO THE ABOVE ADDRESS AVAILABE WITH THE BID DOCUMENTS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON		FLIGHT SERGEANT CROUS		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
TELEPHONE NUMBER		021 787 5034		CONTACT PERSON	
FACSIMILE NUMBER				SSGT N.N. JANTJIES	
E-MAIL ADDRESS		spscbidinvitation@dod.mil.za		TELEPHONE NUMBER	
				021 787 5144	
				FACSIMILE NUMBER	
				E-MAIL ADDRESS	
				spsctechnical@dod.mil.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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:

.....



CENTRAL SUPPLIER DATA BASE (CSD) FULL REGISTRATION / SUMMARY REPORT

Central Suppliers Database (CSD) Registration/Summary Report: The CSD Full Registration / Summary Report should be submitted. The supplier should be:

- i. Tax Compliant on day of award. If not compliant, a grace period of 7 days will be given to update this status.
- ii. Successfully verified bank details
- iii. Physical Address type
- iv. Suppliers should be registered for the commodity/service required for this bid

Failure to submit the CSD Full Registration / Summary Report by the closing date and time **may invalidate this offer. Appendix G**

Failure to submit the CSD Full Registration / Summary Report by the closing date and time may invalidate this offer.

Appendix G



CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR/S

Certificate of Compliance by Sub-Contractor/s: A certificate of compliance signed by the bidder and all sub - contractor/s (in the event of sub-contracting) to be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this offer.** Appendix H

Failure to submit this document as indicated by the closing date and time may invalidate this offer.

Appendix H

CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR / SUPPLIER

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID (IN THE ORIGINAL FORMAT) BY THE BIDDER

CONTRACTORS NAME: _____

SUB-CONTRACTORS NAME: _____
(Delete whichever is not applicable)

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that _____ will submit quotations/bids to

Supply the item(s)/service(s) listed in Bid no: _____

Section(s) _____

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid.

I/we, the Sub-contractor(s) am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes.

Sub-Contractor's Contact Person: _____

Address of Sub-Contractor: _____

Telephone No: _____

Fax No: _____

SIGNATURE OF SUB-CONTRACTOR

WITNESSES:

1. _____ Date: _____

2. _____ Date: _____



SPSC INDEMNITY AGREEMENT FORM

SPSC Indemnity Agreement Form: This document to be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this offer. Appendix I**

Failure to submit this document as indicated by the closing date and time may invalidate this offer. Appendix I



logistics division

Department:
Defence
REPUBLIC OF SOUTH AFRICA

RELEASE OF INDEMNITY AGREEMENT FROM BIDDER: _____

IN RESPECT OF SPSC / B / 023/ 2024

INDEMNITY

1. I agree that the Department of Defence, its agents, Officers, employees, volunteers and representatives (hereafter referred to as "DOD") are indemnified from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, illness, injuries or disability of any such person(s), or the damage to the property of mine or any other person(s) that may result from or be related to the execution of this contract.

2. The DOD and its employees will not be held responsible for any claim or injury to my personnel or the personnel of my sub-contractors, if and when applicable, whilst on DOD property or in the execution of their tasks on DOD property.

DAMAGE COMPENSATION

3. I will be held liable for any damage or theft that may be caused, to the premises or content by me or my employees or be due to our neglect whether in the normal execution of our duties or otherwise and a claim for indemnification can accordingly be imposed by the DOD against me.

4. In the case of damages to premises or content resulting from the work done, I undertake to rectify the damage immediately to the satisfaction of the DOD. If I fail to act immediately after notification, the DOD will rectify the damage at will and the cost thereof will be recovered from any monies outstanding to me.

WAIVER

5. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of right, power or privilege.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily and that this agreement is binding to myself. I accept that the DOD may reject the offer and/or act against me if I contravene this agreement.

Full Name and Signature of Bidder's Duly Authorised Representative

Date _____

Witness 1: _____ Witness 2: _____

Date: _____



Isigaba le Bhophanatho: Umqungu wezokuVulwa: Kqirwa ye Tshireletso: Idolobha lezokhululekile: Department of Defence: Inkundiso yaseTshirane
Isigaba le Bhophanatho: Umqungu wezokuVulwa: Kqirwa ye Tshireletso: Idolobha lezokhululekile: Department of Defence: Inkundiso yaseTshirane





WRITTEN AGREEMENT WRT OCCUPATIONAL HEALTH AND SAFETY AGREEMENT (OHASA)

Written Agreement wrt Occupational Health and Safety Agreement (OHASA): The signed OHASA agreement amongst the DOD, bidder and sub – contractor/s (in the event of sub-contracting) to be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this offer. Appendix J**

Failure to submit this document as indicated by the closing date and time may invalidate this offer.

Appendix J



WRITTEN AGREEMENT TO COMPLETE AN OCCUPATIONAL HEALTH AND SAFETY AGREEMENT FOR THE COMPLETION OF A CONTRACT ENTERED INTO BETWEEN

THE DEPARTMENT OF DEFENCE AND _____

_____(Herein after referred to as the contractor)

AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993 AS AMENDED

WORKMAN COMPENSATION NUMBER: _____

1, I, (full names) _____

(Identity Number _____) being fully authorised to represent the Contractor, do hereby confirm that the supplier is an employer on its own right with duties as prescribed in the Occupational Health and Safety Act 85 of 1993 as amended and agree to ensure that all work will be performed or plant and machinery will be used in accordance with the provision of the said Act.

2. I hereby confirm that I will ensure that all our employees or Subcontractors workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workmen are working with or on Department of Defence (DOD) property for the duration of the contract period.

3. I furthermore confirm that we and / or our Subcontractor(s) are in possession of a valid "Certificate of good standing" issued by the Workman Compensation Commissioner.

4. I furthermore confirm and agree that I and / or our Subcontractor(s) will sign a written agreement on occupational health and safety responsibilities for completion of a contract entered into between the Department of Defence **within 10 days** of the award of the contract should we be successful bidder. I acknowledge that should I fail to sign the OHAS agreement within this period; the contract will be terminated with immediate effect with no recourse on my behalf.

Signed By Contractors Authorised Representative

Full Name of Contractors Authorised Representative

Witnesses 1. _____

2. _____

Signed and entered into at _____ On _____ 2024



SPSC GROUP QUESTIONNAIRE

SPSC Group Questionnaire: This document to be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this offer.**

Appendix K

Failure to submit this document as indicated by the closing date and time may invalidate this offer.

Appendix K

SIMON'S TOWN PROCUREMENT SERVICE CENTRE

CLOSING DATE OF BID: 13 DECEMBER 2024
CLOSING TIME OF BID: 11H00

BID NUMBER: SPSC-B-023-2024
VALIDITY: 120 CALENDAR DAYS

GROUP QUESTIONNAIRE

Circle applicable response and delete not applicable response.

Service required for **TWO (2) YEAR CONTRACT FOR THE RENDERING OF CLEANING SERVICES AT MILITARY ACADEMY**

1. Do you confirm compliance to 120 calendar day's validity period? **YES / NO**
If not, state reason/s: _____
2. Is your price firm for the validity period of 120 calendar days? **YES / NO**
If not, state reason/s: _____
3. Do you accept Government Orders? **YES / NO**
4. Lead Time/Delivery period required by supplier after receipt of order: days, weeks or months

5. Indicate the Brand Offered: _____

Copies of General Bid Conditions and General Conditions of Contract are available from the National Treasury Website (www.treasury.gov.za)

6. Do you confirm compliance to the Special Conditions of Contract, General Bid Conditions and General Conditions of Contract **YES / NO**
7. Do you confirm that you may sign a SBD 7.1 or SBD 7.2 on award, **YES / NO**

General Information

8. Bid Documents: have you made/kept a copy of completed Bid documents for reference purposes: **YES / NO**

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

ADMINISTRATION

Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)

NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE ADMINISTRATION INSTRUCTION

I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE REQUIREMENTS

WITNESS 1: _____ DATE: _____

WITNESS 2: _____ DATE: _____

BIDDER NAME: _____

SIGNATURE: _____ DATE: _____

Capacity under which this bid is signed _____



DEFENCE INTELLIGENCE QUESTIONNAIRE (D.I.)

Defence Intelligence Questionnaire (D.I.) The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation as indicated by the closing date and time **may invalidate this offer.**

N.B. The short listed companies will be requested to submit Police Clearance for all personnel entering SANDF Property.

Failure to submit the DI Vetting form and required documentation as indicated by the closing date and time may invalidate this offer.

Appendix L

DEPARTMENT OF DEFENCE INTELLIGENCE (DI) VETTING

TO DI SEC INSTR/01/2014

QUESTIONNAIRE:

MAIN CONTRACTOR

Company Name:

Company Registration Number:

DOD Supplier Code (if already registered with the DOD):

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

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Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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Company Physical Address:

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Company Postal Address:

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Company Core Business:

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SECTION B

SUB CONTRACTORS DETAILS

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

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Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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Sub Contractors Company Physical Address:

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Sub Contractors Company Postal Address:

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Sub Contractors Company Core Business:

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SECTION C

MAIN CONTRACTOR

1. When did the company begin with its operations?
Answer:
2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.
Answer:
3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.
Answer:
4. Who are the shareholders of the company and what percentage of shares do they each possess?
Answer:
.....
.....
5. List the services that will be rendered by the company to the SANDF?
Answer:
.....
.....
6. Which DOD installations/unit and specific area/section does the company required access to?
Answer:
.....
.....
7. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer:
.....
.....

8. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer:
.....
.....

9. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer:
.....
.....

10. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer:
.....
.....

11. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer:
.....
.....

12. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer:
.....
.....

13. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer:

.....

.....

.....

.....

14. What is the track record and achievements of the company? Provide details.

Answer:

.....

.....

.....

15. Is the company under investigation by any government security agency? If yes, provide details.

Answer:

.....

.....

.....

.....

.....

16. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer:
.....
.....

Compiled by:

Name:

Identification Number:

Position in Company:

Signature:

Date:

NB: Important; The following documentation is Mandatory and is to be included in the DI vetting declaration

- *The profiles of the Director(s) of the Main Contractor and Sub- Contractors as well as their RSA Identification and passport documents.*
- *The current Financial Statement(s) of the company.*
- *The current and valid SARS Tax Clearance Certificate.*
- *The current and valid SARS Personal Tax Clearance Certificate and or IRP6 of all Directors, Shareholders and Members (Sub-Contractor/s included).*
- *The registration number and attach a certified copy of the registration certificate with the Company and Intellectual Property Commission (CIPC).*
- *Central Data Base registration report with MAAA and Unique number.*
- *Name list and RSA IDs of all personnel entering DOD premises.*
- *Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation).*
- *Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans).*



SECTION B

TECHNICAL



USER REQUIREMENT SPECIFICATION

USER REQUIREMENT SPECIFICATION: The bidder's compliance must be indicated with the word **comply/do not comply, agree/do not agree, yes or no**, or any other form of acceptance or non-acceptance on the statement of work, **each paragraph and sub-paragraph must be acknowledged**. **No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc"**. The most suitable supplier will be awarded in accordance with compliance to User Requirement Specification and fit for purpose

A separate attached signed letterhead shall be used if space provided is inadequate for listing the deviations. It shall clearly list the relevant paragraphs and, in detail, the deviations from that stated/specified.

This User Requirement Specification shall not be used for any purpose other than tendering or manufacturing. No alterations shall be allowed without the consent of the Simon's Town Procurement Service Centre

Failure to comply will invalidate this offer. Appendix M

Failure to submit this document as indicated by the closing date and time will invalidate this offer

Appendix M

**RENDERING OF CLEANING SERVICES AT THE MESS BUILDINGS, MAIN BUILDINGS
(OFFICES AND LECTURE ROOMS), STUDENT AND STAFF ACCOMMODATION, QUARTER
MASTER SECTION AND TRANSPORT SECTION AT THE MILITARY ACADEMY, SALDANHA**

USER REQUIREMENTS SPECIFICATION: COMBINED CLUB MESS BUILDINGS	COMPLY: Y DO NOT COMPLY: N
1. <u>GENERAL</u> a. Square meter of area to be cleaned i. <u>Combined Club</u> (1) Dining Hall: 556 m² (2) Kitchen Toilets: 9,4 m²	
ii. <u>Main Accommodation Buildings: Job Maseko, Beyers Naude</u> (1) Entrance Hall, Staircase and Landings: 75 m² iii. <u>Main Accommodation Buildings: Job Maseko, Beyers Naude (Ground Floor)</u> (1) Laundry/Iron room: 31,7 m² (2) Tea Kitchens: 7.1 m² (3) Passage: 100 m² (4) Toilets: 17.50 m² (5) Group Lounge: 66 m² (6) Courtyard: 50 m² iv. <u>Main Accommodation Buildings: Job Maseko, Beyers Naude (1st Floor)</u> (1) Passage: 110 m² (2) Tea Kitchen: 15 m² (3) TV Lounges (X2): 60 m² (4) Bathroom/Toilet: 27 m² (5) Store: 10,50 m² v. <u>Main Accommodation Buildings: Job Maseko, Beyers Naude (2nd Floor)</u> (1) Passage: 110 m² (2) Tea Kitchen: 10,50 m²	

(3) Store Rooms: 60 m²

(4) Bathroom/Toilet: 27 m²

b. Occupants, Employees and Visitors

i. Living-in Members: 280

ii. Visitors: **Maximum** 20 per week

2. REQUIREMENTS

- a. Maintain all toilet roll holders and ensure that all holders always are in a high serviceable standard.
- b. Provide (by contractor) she-bin facilities in all ladies toilets. To be serviced by the contractor twice a month but more frequent if the need arises.
- c. Replace soap in the dispensers when empty. All dispensers must have soap at all times.,
- d. Paper towels (jumbo rolls) supplied by contractor in all bathrooms. All dispensers must have jumbo rolls at all times.
- e. All urinals must be cleaned on a regular basis with approved disinfectant and odour repellent to ensure a clean and odour free bathroom.

3. TASK DESCRIPTION

- a. Main Accommodation Buildings: Job Maseko, Beyers Naude, Kgoshi Sekhukhune.
- i. Sweep and wash floors in public areas as required.
- ii. Clean blinds weekly in all public areas. Use mild soap water and a cloth. Rinse with clean water.
- iii. Clean dirty spots from glass, walls and any other surface areas as required.
- iv. Keep windowsills dust free.
- v. Keep floor skirting, banisters dust free.
- vi. Sweep floors in public areas, passages and stairs as required.
- vii. Wash dirty spots from walls as required.

b. Main Accommodation Buildings: Bathrooms, Showers and Toilets:	
i. Supply single ply toilet paper in anti-theft roll holders (as described in para 2.a.) as required. There must be enough to last until the next day.	
ii. Supply liquid soap and dispensers in all toilets as discussed in para 2.c.	
iii. Supply paper towel (jumbo roll) roll in all toilets.	
iv. Wash and disinfect toilet pans, seat covers, urinal bases, towel rails and taps daily.	
v. Place approved agents in basins, urinals (p-mat) and toilets to prevent clogging.	
vi. Wash tiles in toilets, showers and baths weekly with approved detergent.	
vii. Clean and polish mirrors as required.	
viii. Remove dirt spots as required.	
ix. Wash floors as required with approved detergent for public bathrooms.	
c. Main Accommodation Building Kitchens:	
i. Wash kitchen tiles in the working area as required.	
ii. Wash and clean cupboards weekly.	
iii. Wash and clean basins and taps daily.	
d. Waste Bins:	
i. Empty all waste bins daily.	
ii. Rubbish removed from these containers must be placed in other suitable containers or bags and may not be dragged across floors or carpets tiles.	
iii. The rubbish dump site and container behind the kitchen indicated by the facilities manager must be kept clean at all times. All rubbish must be emptied here.	
iv. Ensure that all waste bins are empty or stored in a secure area to avoid stray /wild animals from spilling refuse.	

**USER REQUIREMENT SPECIFICATION: MAIN HQ BUILDING,
OFFICES, LECTURE ROOMS AND HALLS**

1. GENERAL

a. Square meter of area to be cleaned

- i. Computer Centre: 365 m²
- ii. Library: 450 m²
- iii. Lecture Rooms: 1780 m²
- iv. Media Centre: 144 m²
- v. Offices: 1796 m²

b. Occupants, Employees and Visitors

- i. Students: 280
- ii. Other Employees: 100
- iii. Visitors: <150

2. Requirements

- a. Maintain all toilet rolls holders and ensure that all holders always are in a high serviceable standard.
- b. Provide (by contractor) she-bin facilities in all ladies toilets. To be serviced by the contractor twice a month, but more frequent if the need arises.
- c. Replace soap in the dispensers when empty. All dispensers must have soap at all times.
- d. Paper towels (jumbo roll) supplied by contractor in all bathrooms. Paper towels must be available at all times.
- e. Place approved agents in basins, urinals and toilets to prevent clogging and bad odours.

3. Task Description

a. Offices

- i. Dustbins cleaned in all offices once a day
- ii. Sweep floors as required.
- iii. Vacuum carpets on request.

- iv. Dust inside all offices every second week, or on request, from the ceiling to the floor, on all furniture, cupboards, racks and other fixtures or equipment that may be in the office.
- v. Dirty spots on walls must be cleaned as required.
- vi. Polish all wooden furniture with an approved polish once a month in all offices.
- vii. Clean vinyl vertical blinds once a month. Use mild soap water and a cloth. Rinse with clean water.
- viii. Clean glass panelled bookcases with a clean damp cloth as required.
- ix. Wash floors every week and clean dirty spots on the floor as required.

b. Toilets

- i. Supply single ply toilet paper in anti-theft roll holders daily. There must be enough to last until the next day.
- ii. Supply liquid soap in all facilities as required.
- iii. Supply paper towel roll (jumbo roll) in all toilets.
- iv. Empty rubbish bins daily.
- v. Wash and disinfect toilet pans, seat covers, urinal bases, towel rails and taps daily.
- vi. Place approved agents in basins, urinals (p-mat) and toilets to prevent clogging.
- vii. Wash tiles in toilets and showers as required with approved detergent.
- viii. Clean and polish mirrors daily.
- ix. Remove dirt spots on floors and tiles as required.
- x. Wash floors as required with approved detergent for public bathrooms.

c. Hallways and passages.

- i. Sweep daily.
- ii. Dust once every week, or on request, from the ceiling to the floor, on all furniture, cupboards, racks and other

fixtures or equipment that may be in the hallways and passages.

d. Kitchens and Scullery

- i. Wash kitchen tiles in the working area as required.
- ii. Wash and clean cupboards as required.
- iii. Wash and clean basins and taps daily.
- iv. Wash cups twice daily and clean sink with approved disinfectant. (Kitchen of Commandant only)

e. Library

- i. Empty all dustbins daily.
- ii. Dust books and shelves with a dust cloth monthly. Take note to insure products used will not damage books in any way.
- iii. Clean furniture with a dust cloth, do not use polish or any other oil based substance. Dirty spots must be cleaned with a damp cloth as required.
- iv. Vacuum carpets on request.
- v. Dust once a month, or on request, from the ceiling to the floor, on all furniture, cupboards, racks and other fixtures or equipment that may be in the Archive. Take note to not damage any books or papers stored in the Archive.
- vi. Empty paper recycle bins as required.
- vii. Clean glass panels with a clean damp cloth once as required.
- viii. Clean vertical blinds once a month. Use mild soap water and a cloth. Rinse with clean water.

f. Computer information centres (CIS)

- i. Wash and polish floor as required.
- ii. Wipe tables with a damp cloth daily.
- iii. Clean computer screens with an alcohol based cleaner on request.
- iv. Cleaning will be done under supervision and on request.

v. Clean vertical blinds once a as required. Use mild soap water and a cloth. Rinse with clean water.	
vi. Sweep floor daily.	
g. Lecture Rooms	
i. Clean all tables daily with clean cloth.	
ii. Clean white boards as required.	
iii. Clean vertical blinds once a month. Use mild soap water and a cloth. Rinse with clean water.	
iv. Dust inside all classrooms every second week, or on request, from the ceiling to the floor, on all furniture, cupboards, racks and other fixtures or equipment that may be in the lecture rooms.	
h. Parking areas and loading zones:	
i. Keep area clean and remove all rubbish daily and place in green rubbish bins.	
ii. Place all rubbish in rubbish dumpster behind the kitchen.	
i. Waste Bins:	
i. Empty all waste bins daily.	
ii. Rubbish removed from these containers must be placed in other suitable containers or bags and may not be dragged across floors, carpets or tiles. All rubbish must be taken to the municipal bins for collection. The area surrounding the bins must be kept clean at all times.	
iii. All green dustbins must be emptied in the dumpster behind the kitchen.	
USER REQUIREMENT SPECIFICATION:	
GENERAL ADMINISTRATION, CONDITIONS AND MINIMUM PERSONNEL AND EQUIPMENT REQUIREMENTS	
1. All equipment provided and needed by the contractor to be able to successfully complete the task must be in place on commencement of the contract. All equipment must comply with current OHS regulations.	
2. Control sheets will be used for every cleaning area and must be signed and dated after every cleaning. It must be forwarded weekly to the Military Academy Service Coordinator.	
3. Daily control checks wrt the amount of personnel on site, the availability of chemicals and the condition and totals of specified	

equipment, will be conducted on a daily basis by a member of the Facilities Section. These control sheets will be countersigned by a supervisor of the contractor to ensure authenticity, and documentation will be tabled at the required monthly meeting.

4. TV, kitchen and recreational facilities may not be used by the employees of the contractor.

5. The contractor is to provide the Facilities Section of the Military Academy with a cleaning schedule, quarterly.

6. Contractor management must be available for a monthly meeting to discuss problems, dissatisfactions, etc.

7. Contractors must have ID cards with a colour photo and the name of the employee clearly displayed. These cards must be supplied by the contractor. These cards must be worn by all contractor personnel at all times.

8. A copy of all contractor personnel ID's and appointment letters, which will be working on site, must be forwarded to the Facilities Section at the Military Academy.

9. **Contractor Facilities**

a. Office number 5 of the Laundry Building will be utilized as the Supervisors office, cloakroom, kitchen and tearoom

b. Office number 6 will be used for the storage of equipment and chemicals.

c. Contractor is to safeguard the equipment stored in room 5 and 6 and is not the responsibility of the Military Academy to secure the office.

d. The storage and management of chemicals in the store room must be according to the OHS Act.

e. Personnel of the Military Academy may inspect the office and store room of the contractor without prior notice to ensure safety, and availability of material and equipment used.

f. All office furniture needed by the contractor must be supplied by the contractor.

g. The contractor must ensure that employees are informed and aware of the rules and regulations of the Department of Defence and Military Veterans, as well as those of the Military Academy.

h. No employee of the contractor is allowed to be present in areas that are out of bounds to personnel whose names do not

appear on entrance control cards, unless permission is granted for cleaning purposes.

- i. No foodstuffs are allowed to be removed from the premises of the Military Academy.

10. Guidelines for minimum equipment required.

- a. These guidelines are a minimum requirement only. The contractor is not limited to these requirements. If more equipment is needed to do the service, that equipment must be in place. This list is the minimum equipment that must be on site at all times. The contractor is free to use any additional equipment required to provide the services as indicated.
- b. Double Bucket cleaning trolleys, with buckets. (One per building, two in main HQ building)
- c. An industrial polisher must be on site at all times, more if required.
- d. A Minimum of five (5) vacuum cleaners on site, more if required.
- e. Waste trolley for transportation of general and recyclable waste inside the buildings.
- f. Wet floor notice boards. (As many as required to ensure a safe environment)
- g. All OHS required personal protective clothing and equipment.
- h. Any other equipment required to provide the service on a high standard.

11. Personnel requirement

- a. These guidelines are minimum requirements only. If more personnel/equipment are required to comply with contract specification, the contractor is to provide additional personnel and equipment in order to comply.
- b. Two supervisors must be on site at the Military Academy at all times.
- c. Minimum of 13 cleaners must be on site at all times.
- d. Working Hours are as follow:
 - i. Monday – Friday: 08:00 – 15:00,
 - ii. Weekends and Public Holidays: 08:00 – 12:000 (1 x Supervisor and 2 x Cleaners [only dining hall and lounge]).

- iii. The User/Client reserve the right to amend working hours and number of staff with timeous and due consultation of Contractor.

12. Contact Information

**For any information regarding the area or requirements please contact the Contract Manager of the Military Academy,
Tel: 022 702 3101
Fax: 022 702 3060**

**or the Facilities Manager at the Military Academy
Tel: 022 702 3013
Fax: 022 702 3060**



SECTION C

FUNCTIONALITY



EXPERIENCE IN CLEANING SERVICE

Experience in Cleaning Service: The bidder to submit a functional visual representation of the structure of the company showcasing what the hierarchy is and the workflow of the company.

- Appointment letters from previous related contract
- Reference letters with contactable references

Functionality Criteria

Appendix N



COMPANY ORGANIGRAM

Company Organigram: The bidder to submit a functional visual representation of the structure of the company showcasing what the hierarch is and the workflow of the company.

- Profiles / CV's off all key staff assigned to this contract with certified proof of experience / qualifications

Functionality Criteria

Appendix O



ACCREDITATION WITH PROFFESIONAL BODY

Accreditation with Professional Body: The bidder to submit:

- Registration or Accreditation with the Cleaning Association of South Africa (CASA)

Functionality Criteria
Appendix P



Executive summary providing methodology to achieve the end goal, Procedures & Processes to provide the Scope of Services

Executive summary providing methodology to achieve the end goal, Procedures & Processes to provide the Scope of Services: The bidder to submit:

- Brief description or inventory list of cleaning products used daily for cleaning
- Inventory list of on hand cleaning equipment available for this contract
- Brief description on how the system / process is handled
- Provide a brief action plan on how each of the parameters will be covered

Functionality Criteria

Appendix Q



Proof of transport for all staff to be assigned to this contract

Proof of transport for all staff to be assigned to this contract: The bidder to submit:

- Provide a proof of vehicle In date license disk / vehicle registration document (own vehicle)
- Provide letter of intent to rent vehicle in the event of being the successful bidder
- Provide letter of intent to utilize staff transportation company in the event of being the successful bidder

Functionality Criteria Appendix R



Regional foot print

Regional Foot Print: The bidder to submit:

- Provide proof by means of municipality bill or Google maps to indicate distance from Military academy

Functionality Criteria Appendix S



GENERAL CONDITIONS OF CONTRACT & SPECIAL CONDITION OF CONTRACT

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

**25. Force
Majeure**

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

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

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

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

Js General Conditions of Contract (revised July 2010)

DEPARTMENT OF DEFENCE SPECIAL CONDITIONS OF CONTRACT (SCCs)

TABLE OF CLAUSES

1. Changed Requirement
2. Co-ordinated activities
3. Contractor's Personnel
4. Tax Legislation
5. Value Added Tax
6. Damage Compensation
7. Waiver
8. Severability
9. Sub-contracting
10. Duration of Contract
11. Pricing structure
12. Equipment and Consumables
13. Payment of Invoices

SPECIAL CONDITIONS OF CONTRACT

1. CHANGED REQUIREMENT

1.1 If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing on the contract.

2. CO-ORDINATED ACTIVITIES

2.1 Whilst on Department of Defence premises, personnel of the contractor will have access to areas as indicated on the user specification for cleaning, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.

2.2. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

3. CONTRACTOR' PERSONNEL

3.1. **Identification.** To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the contractor:

- a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times.
- b. Personnel will wear identifiable uniforms whilst on duty.
- c. The appointment bidder must employ only South African citizens with valid identity documents, which will be verified prior the commencement of the contract.
- d. All employees Police Clearance will be vetted before commencement of the contract.

3.2. **Attitude towards Safety, Health, Security and Service Delivery.** Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested no to utilize such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.

3.3. **Name List.** The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence. The contractor to submit Police Clearance for all personnel who will be entering Department of Defence premises. The official at the

institution or on the premises where the service is to be provided, will arrange for entry permits for the contractor. Any changes to the personnel must be communicated to the designated official without delay.

3.4. **Personnel on site.** The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be made for temporary or stand-in personnel for cases where personnel are on leave or sick leave. The contractor to ensure that Police Clearance for stand-in personnel is also handed in.

4. TAX LEGISLATION

4.1. Bidder(s) must be compliant when submitting a proposal and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act. Act 89 of 1991.

4.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with SARS to meet the bidder's tax obligations.

4.3 Bidder's are required to be registered on the CSD and the Department of Defence shall verify the bidder's tax compliance status through CSD.

4.4 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the CSD and their tax compliance status will be verified through CSD.

4.5 It is expected from the successful bidder stays tax compliant throughout the assigned contract period.

5. VALUE ADDED TAX

5.1 All bid prices must be inclusive of 15% Value-Added Tax.

6. DAMAGE COMPENSATION

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

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

6.3 In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.

6.4 The Department of Defence and its employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

7. WAIVER

7.1. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power privilege.

8. SEVERABILITY

8.1. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

9. SUB-CONTRACTING

9.1 In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:

- a. **Prior Approval.** Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
- b. **Payment.** The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.

10. DURATION OF CONTRACT

10.1. The duration of the contract will be thirty six (36) months. The contract will come into effect from the date of the signing of the SBD 7.2 or as indicated on the Government Order start date.

11. PRICING STRUCTURE

11.1 Prices submitted for this bid must be completed in accordance with the Intenda pricing Schedule attached.

11.2 Bidder to ensure that prices for labour rate per hour is in accordance to the latest minimum wage as prescribed by the Department of Employment and Labour.

11.3 Bidder to ensure correct calculation of prices for year one (1), year two (2) and year three (3). No price increase will be considered after the award of the bid to the successful bidder. Staff and consumable cost to be fixed for the thirty six (36) months contract period.

12. EQUIPMENT AND CONSUMABLES

12.1 Successful bidder to provide own equipment and consumables for the duration of this contract.

12.2 Inspection will be done daily on wrt to the amount of personnel on site, the availability of chemicals and the condition and total of specified equipment.

12.3 Successful bidder to ensure that all equipment used for cleaning tasks adhere to OHS standards.

12.4 The successful bidder to ensure that the minimum requirement for equipment is available to render a high standard service for the duration of this contract. This is just minimum requirement and the successful bidder is free to use additional equipment;

- a. Double Bucket cleaning trolleys, with buckets (one per building) and two in the main HQ building.
- b. Industrial Polisher
- c. Minimum of five (5) vacuum cleaners
- d. Waste trolley for transportation of general and recyclable waste inside the building.
- e. Wet floor notice board
- f. Any other equipment required to provide the service on a high service.
- g. All personnel to wear protective clothing at all times.

13. PAYMENT OF INVOICES

13.1. All invoices must be submitted to Simon's Town procurement Service Centre payment office or emailed to spscorderpayment@dod.mil.za