

SASSA: 07-22-CS-HO

INVITATION TO BID

SASSA: 07-22-CS-HO: APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND SANITATION SERVICES FOR SASSA HEAD OFFICE

A NON-COMPULSORY BRIEFING SESSION: Bidders are invited to a non-compulsory virtual information session as per the advert to be held on 12 July 2022, through Microsoft teams at 10:00. Bidders to register from the date of an advert and at least a day before briefing session as per the advert by providing company name, contact details and at least one representative to enable SASSA to provide bidders with a link. Details must be sent to email address: RamasekiwaT@sassa.gov.za

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA Head Office
Ground Floor
501 Prodinsa Building
(Cnr. Steve Biko and Pretorius)
Arcadia
0083

PUBLICATION DATE: 07 July 2022
CLOSING DATE : 29 July 2022
TIME : 11:00

TECHNICAL ENQUIRIES : Mr Katlego Karabo Molosiwa
EMAIL ADDRESS : KatlegoMo@sassa.gov.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT PERSON : Mr Ramasekiwa Tshokwe
CONTACT NUMBER : 012 400 2413
EMAIL ADDRESS : RamasekiwaT@sassa.gov.za

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Northern Cape Region

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



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 07-22-CS-HO	CLOSING DATE:	29 July 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND SANITATION SERVICES FOR SASSA HEAD OFFICE FOR A PERIOD OF 3 YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA HEAD OFFICE, GROUND FLOOR; 501 PRODINSA BUILDING, CNR. STEVE BIKO AND PRETORIUS, ARCADIA, 0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Ramasekiwa Tshokwe		CONTACT PERSON	Mr MKKR Molosiwa	
TELEPHONE NUMBER	012 400 2413		TELEPHONE NUMBER	012-400-2017	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	RamasekiwaT@sassa.gov.za		E-MAIL ADDRESS	KatlegoMo@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.			
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
2. TAX COMPLIANCE REQUIREMENTS			
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.			
2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.			
2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .			
2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.			
2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.			
2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."			
SIGNATURE OF BIDDER:		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

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

DATE:

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number SASSA: 07-22-CS-HO
Closing Time 11:00	Closing date...29 July 2022.....

OFFER TO BE VALID FOR...90 DAYS FROM THE CLOSING DATE OF BID.

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

- | | | |
|---|--|-----------------------------------|
| - | Required by: | |
| - | At: |
..... |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery |
*Delivery: Firm/not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**

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

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

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

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

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

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

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

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

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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

STANDARD BIDDING DOCUMENT (SBD) 4

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS
---	--

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)...**SOUTH AFRICAN SOCIAL SECURITY AGENCY**.... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number... **SASSA: 07-22-CS-HO** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

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.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of 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 (NIP) Programme** 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.

Bidders Initials



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR THE
PROVISION OF CLEANING AND SANITATION
SERVICES FOR SASSA HEAD OFFICE FOR A
PERIOD OF THREE (03) YEARS**

Bidders Initials

TERMS OF REFERENCE FOR THE PROVISION OF CLEANING AND SANITATION SERVICES FOR SASSA HEAD OFFICE

1. OBJECTIVE

- 1.1 The main objective is to procure the cleaning and sanitation services for SASSA Head Office for a period of three (3) years.

NB: Details on the square meters and floor plan for Head Office are on **Head Office Annexure D**.

TOTAL SQUARE METRES FOR HEAD OFFICE

Office	Overall Square Meters for all floors	Total Number of Staff	Total Number of walk-ins
SASSA Head Office	9756 m ²	+/- 408	+/- 30 people per day

Please note there is a possibility of scope variation and relocation of SASSA Head Office, within a 30KM radius from the current SASSA Head Office premises.

The appointed service provider will be notified of the variations and relocation as and when they happen, to adjust the pricing accordingly.

2. BACKGROUND

- 2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.
- 2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

Bidders Initials

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Bidders Initials

1. DEFINITIONS

- | | | |
|------|----------------|--|
| 1.1 | BBBEE | - Broad Based Black Economic Employment |
| 1.2 | CSD | - Central Supplier Database |
| 1.3 | COIDA | - Compensation of Injuries and Diseases Act |
| 1.4 | CV | - Curriculum Vitae |
| 1.5 | CIPC | - Companies and Intellectual Property Commission |
| 1.6 | EME | - Exempted Micro Enterprise |
| 1.7 | M ² | - Square Meters |
| 1.8 | NCCA | - National Contract Cleaners Association |
| 1.9 | SABS | - South African Bureau of Standards |
| 1.10 | SANAS | - South African National Accreditation System |
| 1.11 | SASSA | - South African Social Security Agency |
| 1.12 | SBD | - Standard Bidding Documents |
| 1.13 | TOR | - Terms of Reference |
| 1.14 | UIF | - Unemployed Insurance Fund |
| 1.15 | QSE | - Qualifying Small Enterprise |

Bidders Initials

2. SCOPE OF WORK ON CLEANING AND SANITATION SERVICES

2.1 PART A – Office Cleaning Services Requirements

STANDARD CLEANING ACTIVITIES

FLOOR MAINTENANCE:

RESILIENT FLOORS:

- | | |
|--------------------|---------------|
| ○ Sweep. | Daily |
| ○ damp mop | Daily |
| ○ Machine burnish. | When required |

STONE FLOORS (CERAMIC TILES):

- | | |
|------------------|-------------------------|
| ○ Sweep. | Daily |
| ○ Damp Mop. | Daily and when required |
| ○ Machine Buff. | When required |
| ○ Machine scrub. | When required |

RUGS AND CARPETING:

- | | |
|----------------------------|-------|
| ○ Vacuum clean thoroughly: | |
| - heavy traffic areas. | Daily |
| - medium traffic areas. | Daily |
| - light traffic areas. | Daily |

DUSTING:

- | | |
|---|--------|
| ○ Dust all surface (low level). | Daily |
| ○ Dust all high ledges and fittings. | Weekly |
| ○ Dust all surfaces (wall, cabinet, etc.) | Weekly |
| ○ Dust all window ledges. | Daily |
| ○ Dust telephones. | Daily |
| ○ Clean and disinfect telephones. | Daily |

WASTE DISPOSAL:

- | | |
|--|-------------------------|
| ○ Provide refuse bags for the bins | Daily and when required |
| ○ Empty and clean all waste receptacles. | Twice a day |
| Remove all waste to specified areas. | Daily |
| ○ Remove all waste papers. | Daily |
| ○ Wipe clean the waste bins under the workstations | Daily and when required |
| ○ Wipe clean the waste bins in kitchens | Daily and when required |
| ○ Wipe clean the waste bind in pause areas | Daily and when required |

WALLS AND PAINTWORK:

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

Bidders Initials

GLASS AND METAL WORK:

- Spot clean glass doors. Daily

ENTRANCE AND RECEPTION:

- Sweep entrance steps and entrance. Daily
- Clean doormats and wells. Daily
- Wash steps. Daily
- Clean Front and Back Courtyards Weekly
- Cleaning of forecourt around the Building Weekly

TOILETS AND REST ROOMS:

Normal usage toilets and rest rooms

- Provide toilet brushes for all toilets Once off and when required
- Provide Anti-splash urinal screen (slash guards) for male urinals Monthly
- Maintain floors according to types. Daily
- Deep clean normal usage toilets Quarterly
- Damp mop floors with disinfectant. Four (04) X a day
- Empty and clean all waste receptacles. Daily
- Empty and clean sanitary bins. Weekly
- Empty and clean nappy bins Weekly
- Clean and sanitize all bowls, basins, urinals, showers and baths (where applicable). Four (04) X a day
- Clean all mirrors. Daily
- Clean all metal fittings. Daily
- Spot clean walls, doors, partitions and lockers where applicable. Daily
- Replenish consumables i.e. (toilets papers, Soap, seat sanitizers and towel cabinets. Daily and as and when required)
- Beneficiary toilets Hourly

LIFTS AND LIFT FOYERS:

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

STAIRCASES:

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

Bidders Initials

WINDOW CLEANING:

- | | |
|---|------------------------------|
| ○ Clean interior and faces of all accessible windows. | Quarterly (only on weekends) |
| ○ External Windows in the ground floor (only on weekends) | Quarterly |
| ○ Clean partition glass. | Weekly |

BLINDS:

- | | |
|------------------------------------|--------------|
| ○ Dust. | Twice a week |
| ○ Ensure that blinds are in place. | Daily |
| ○ Wipe Using the blind cleaner | Weekly |

NB: The service provider will be held accountable for the blinds damaged by the cleaners

STOREROOMS:

- | | |
|---|---------------------------------|
| ○ Scrub the floor. | Twice a month and when required |
| ○ Dust all areas | Twice a month and when required |
| ○ Remove all unwanted papers and other items. | Twice a month and when required |

WALKWAY/BUILDING SURROUNDINGS:

- | | |
|---|--------|
| ○ Pick up litter and remove to agreed area. | Daily |
| ○ Sweep. | Weekly |
| ○ Clean and sweep the courtyard area in front of Building | Weekly |

REFUSE AREA:

- | | |
|--|-------------------------------|
| ○ Operate compactor. | When required (If applicable) |
| ○ Maintain compactor / refuse area in a clean and hygienic condition. | When required (If applicable) |
| ○ Sweep and keep the refuse area tidy (maintain refuse area in a clean hygienic condition) | Daily |

DINING / PAUSE AREA:

- | | |
|--|------------------|
| ○ Maintain and clean floors according to type. | Daily |
| ○ Dust all vertical and horizontal surfaces to a height of 2.5m. | Daily |
| ○ Damp wipe furniture. | Two (02) X a Day |
| ○ Empty and clean receptacles. | Twice a day |

Bidders Initials

- Collect dirty dishes and wash them in the kitchen. As and when required
- (Only for cellular offices and Boardrooms)

KITCHENS:

- Maintain and clean floors (inside and outside). Daily
- Wash all the dishes in the kitchen including Lunch boxes in the kitchen. Four (04) X a day and when Required
- Disinfect microwaves, Water coolers, Fridge door Handles and Kitchen taps. Four (04) X a day and when Required
- Clean the fridges. Fortnightly and when required
- Clean the water cooler bottles. Fortnightly and when required
- Defrost and Deep Clean fridges Quarterly
- Clean the microwaves. Daily
- Clean and re-fill water boilers. Daily

NB: Dishwashing material (Kitchen Detergents) **MUST NOT BE INCLUDED IN THE BID PROPOSAL** (dishwashing liquid, multi-surface cleaner, bleach, dishwashing cloths, scourers).

BOARDROOMS:

- Maintain and clean floors. Daily
- Dust all boardroom tables and chairs. Daily
- Collect dirty dishes and wash them in the kitchen As and when required

OFFICES

In addition to the standard cleaning activities for offices

- Collect dirty dishes and wash them in the kitchen As and when required
- Wash water jugs and glasses and re-fill water jugs Daily

WATER COOLERS:

- Clean and re-fill water coolers Daily
- Disinfect water coolers Four (04) X Daily

SERVICE TIMES:

- Day cleaning - Monday to Friday from 06h30 to 14h30.
- Night cleaning is not allowed.
- Cleaning assistant who will be stationed at the Executive Office/floor will be required to work flexible hours amounting to a total of 8 hours a day.

MISCELLANEOUS:

- Polish/disinfect desks and office furniture. Daily
- Wash vinyl covered furniture. Monthly
- Vacuum cloth covered furniture. Monthly

Bidders Initials

- | | |
|--|---------------|
| ○ Removal of empty boxes | When required |
| ○ Dry cleaning of the bathroom towels (CEO's and Minister's Offices) | When required |
| ○ Disinfection of affected areas after a reported Covid 19 positive case | When Required |

QUARTERLY CLEANING EXERCISES

- | | |
|---|---|
| ○ Carpet cleaning (deep cleaning)
For the beneficiaries waiting area weekends) | Quarterly (only on weekends)
Monthly (only on |
| ○ Clean interior part of windows | Quarterly (only on weekends) |
| ○ Clean exterior part of windows on ground floor | Quarterly (only on weekends) |
| ○ Deep Cleaning of Couches (95) | Six monthly (only on weekends) |
| (Numbers may increase or decrease) | |
| ○ Pest & Rodents Control
(Follow up exercises after 6 weeks of each exercise) | Quarterly (only on weekends) |
| ○ Deep cleaning of chairs (1312)
(Number may increase or decrease) | Six monthly (only on weekends) |
| ○ Deep toilet, foyer, kitchen floors, pause area floors cleaning (stripping)
(Clean, wash and machine scrub) | Quarterly (only on weekends) |
| ○ Pressure cleaning courtyards (Front and back)
Deep cleaning of the stair case (stripping) | Quarterly |

DISINFECTION OF COMMON AREAS

- | | |
|---|-------------------|
| ○ Disinfection of common areas
(ie. Microwaves, fridges, water coolers, bathroom doors, entrance doors, kitchen door handles). | Four (04) X a day |
|---|-------------------|

DAILY CLEANING DISINFECTING CHEMICALS

- Sanitizing and disinfecting objects, surfaces and workstations using the basic minimum requirements:
 - Germ guard
 - Disinfectant containing **0.5% sodium hypochloride;**

After a confirmation of a Positive Case

- Surface sanitizer with a minimum of **75% alcohol content.**
- Germ guard

(In compliance to the World Health Organization and Department of Health minimum requirements)

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EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

2.2 **PART B – SANITARY EQUIPMENT & CONSUMABLES REQUIREMENTS**

2.2.1 **The service provider must install and maintain the following sanitary equipment and consumables required:**

- Toilet Paper Holders and Refills;
Toilet Paper Quality must comply with SANS 1887 Part 2
- Sensor & Battery Operated Hand Towels and Refills
Hand Towel Quality must comply with SANS 1887 Part 2
- Foam Seat Spray Dispensers (Foam) and Refills;
- Sanitizer Drip Master for Urinals;
- Sanitizer Drip Master for ladies bathrooms (toilets buckets);
- Sensor & Battery operated Sanitary Waste Bins and Removal Service (weekly);
- Sensor & Battery Operated Hand Soap Dispenser (Foam) and Refills;
- Hand Towel Waste Bins and Removal Service;
- Auto Flush Units for Urinals (Battery Operated);
- Air Freshener Dispensers (Digital & Battery Operated) and Refills.
- Baby changing Facilities (Changing table, sanitizing wipes (lockable sanitizing wipes dispenser and nappy bin) – maintenance, refills and removal service, **female beneficiary bathrooms** only.
- Automated Hand Sanitizer dispensers (**X 60 hand sanitizer dispensers**) for liquids and Refills (Battery Operated)
 - All entrance doors;
 - Next to all central photocopying machines;
 - Boardrooms entrances;
 - Beneficiary waiting area.
 - **Quantity (X 60 hand sanitizer dispensers)**

2.2.2 **OTHER AIR FRESHENERS**

- Air Fresheners (Digital) for Reception area;
- Air Fresheners (Digital) for corridor– Customer Care (beneficiary waiting area)

2.2.3 **BATTERY SPECIFICATIONS**

- Extended-life Alkaline batteries

N.B: The service provider will be expected to properly monitor the usage of the above mentioned and ensure that **THERE IS NO SHORTAGE OF BATTERIES AT ALL TIMES.** Extra box of batteries must always be kept in the storeroom for emergencies.

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2.3 PART C - GENERAL CLEANING EQUIPMENT REQUIRED

2.3.1 Industrial Heavy duty carpet cleaner (wet and dry);

2.3.2 Industrial vacuum cleaners (less noise).

2.3.3 Specifications for the Industrial Vacuum Cleaners

- Wet and dry vacuum cleaner with max power – 2400 (w);
- Sound level - very low;
- Wet and dry nozzle – 360mm.

NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and must be functional at all times.

2.3.4 Equipment for the deep cleaning exercises:

- Six (06) Disc stripping machine or Rotaries (For deep cleaning exercises);
- Four (04) Carpet blowers for drying the carpet during the carpet cleaning exercise;
- Seven (07) Carpet suction machines;
- Mop trolleys;
- Extendable brooms;
- And all other necessary equipment.

2.3.5 Number of cleaners during deep cleaning activities should be in line with number of cleaners on a daily basis (i.e. 22 in total).

2.3.6 Additional Chemicals

- Carpet perfume (liquid)
- Carpet freshener (powder)

2.4 Specifications for the Baby Changing Facilities

2.4.1 Changing Table

- Wall mounted horizontally;
- Foldable design and compliant with safety standards;
- Large deep bed with adjustable safety belt;
- Dimensions when open (86.2 X 55.7 48.3cm);
- Dimensions when closed (86.2 X 12.0 X 55.7cm);
- Weight 11 kg;
- Sanitizing wipes to be replenished as and when required;
- Lockable baby wipe dispenser.

2.4.2 Nappy Bin

- 16 Litre Capacity;
- Bin lid;
- White colour;

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- Plastic;
- Dimensions 23 X 23 X 49.5cm;
- Weight 2.01 kg;
- Refill packs.

2.4.3 Every worker must have the following:

- Latex gloves;
- Broom;
- Mop trolley;
- Scrubbing brushes;
- Buckets;
- Furniture polish;
- Multipurpose cleaner;
- Toilet cleaner;
- Disinfectant soap;
- Dusters;
- Scourers;
- Micro fibre blind cleaner;
- Surface sanitizer;
- Face masks
- Goggles;
- And all other necessary cleaning material

2.5 Every worker must be clothed in full uniform and name tags depicting the name of the cleaner.

2.6 Strict adherence to the Colour Coding Guide in the provision of Cleaning and Sanitation Services in SASSA Head Office as follows:

- **RED** - most often used in high-sanitary (high risk of spreading infection) applications or in restroom cleaning, such as with toilets and urinals;
- **YELLOW** - for sinks, counters and washroom surfaces; also used for speciality cleaning (such as service counters, mirrors, and metal works);
- **BLUE** - in lower risk areas of a building, such as desktops, ledges, walls & tiles, window cleaning and high and low dusting;
- **GREEN** - used in food processing and food serving areas, such as kitchens & canteens, pause areas.

3. RESPONSIBILITIES

3.1 The Service Provider will:

3.1.1 Conduct business in a courteous and professional manner.

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- 3.1.2 Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, etc. SASSA will monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 3.1.3 Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- 3.1.4 Ensure that at least 60% of cleaning staff compliment to have 1 (one) year of cleaning experience in an office environment.
- 3.1.5 Comply with all SASSA policies, procedures and regulations.
- 3.1.6 Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 3.1.7 Not use equipment, utensils or chemicals that may damage fittings, persons or any other contents in offices. SASSA has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 3.1.8 Not use any poisonous or highly inflammable substances without the written consent of SASSA.
- 3.1.9 Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and Terms of Reference.
- 3.1.10 Maintain cleaning equipment in good order so as to comply with the SASSA's Occupational Health and Safety Standards (a copy will be available on request).
- 3.1.11 Re-fill, empty, and clean machines and equipment only at such places as indicated/designated.
- 3.1.12 Ensure that SASSA is informed of any removal and replacement of staff.
- 3.1.13 For security reasons, SASSA reserves the right to screen all persons working under this contract.
- 3.1.14 The project manager of the appointed cleaning company must attend the following meetings organized by SASSA:
 - Occupational Health and Safety (OHS) meetings;
 - Ad-hoc meetings organized as and when necessary;
 - Progress review meetings to be held on a monthly basis;
 - Site service and compliance monitoring on a weekly basis;
 - Attend any other emergency meetings.

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3.1.15 The supervisor must draw up timetables and work schedules on a daily basis, and will be expected to rotate staff allocations between the bathrooms and floors accordingly.

3.1.16 **Disaster Management, Urgent Services & Emergencies:** In the event of flooding or any other incident, which may occur requiring cleaning and sanitation services which are not specified in this bid document, the cleaning and sanitation service must be undertaken by the appointed service provider, in line with the applicable SCM Procedures as and when required.

3.2 SASSA will:

3.2.1 Manage the contract in a professional manner.

3.2.2 Monitor the service provider if he/she pays the cleaners in line with the Sectoral Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance. This will be done through inspections conducted by the Department of Labour.

3.2.3 **Require the service provider to warrant that the remuneration (costs of labour) structure on its financial proposal for its employees is the actual remuneration that it will pay to its employees during the subsistence of the services subject to the necessary and other applicable annual adjustments.**

3.2.4 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.

3.2.5 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

3.2.6 Provide a storage facility for equipment and materials where possible.

3.2.7 If necessary request the withdrawal of a staff member/cleaner if he/she poses a threat or anything to SASSA employees or because of continuous poor performance.

3.2.8 SASSA will not be held liable for any injuries or death incurred by the Service Provider staff whilst on duty on the SASSA premises.

4. EVALUATION METHOD

4.1 The bid will be evaluated in accordance with 80/20 preference point system.

4.2 The evaluation will be conducted in two (02) stages as follows:

4.2.1 Stage One: 04 Phases:

4.2.1.1 Phase 1: Pre-Qualification;

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- 4.2.1.2 Phase 2: Special Conditions;
- 4.2.1.3 Phase 3: Administrative Compliance;
- 4.2.1.4 Phase 4: Functionality Evaluation.

4.2.2 Stage two: 01 Phase:

- 4.2.2.1 Phase 1: Price and BBBEE Status Level Contributor.

5. Stage One: Phase 1: PRE QUALIFICATION

- 5.1 Only bidders with a minimum B-BBEE status level contributor of **Level 1(one) to 2 (two)** are eligible to submit their proposals.
- 5.2 Bidders are required to submit proof of B-BBEE status level of contributor. Proof includes:
 - Bidders other than EMEs
 - (i) Valid BBBEE Certificate issued by Verification agencies accredited by SANAS; or
 - Bidders who qualify as EMEs or QSEs
 - (i) Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths; or
 - (ii) B-BBEE certificate issued by the Companies and Intellectual Property Commission.
- 5.3 A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for this bid.
- 5.4 **Failure to meet the above requirements will invalidate your bid.**

6. Stage One: Phase 2 - Special Conditions:

6.1 The bidder's requirements:

- 6.1.1 The bidder is required to have an experience of providing cleaning and sanitation services of a minimum capacity of a **10 000m²** office space per building (**ie. office park building/office complex**).
- 6.1.2 A minimum of **One (1) Reference letter** is required from the bidder's clients confirming the square meters for office space building of **10 000m²** and above that they have previously cleaned and nature of services provided. The reference letter must be in the letterhead of the client indicating the following:
 - Dated and signed letter from the bidder's clients (**signature date must not be older than 3 months**);
 - Name of the client/organisation;
 - Contract period;
 - Name and contact details of Cleaning and Sanitation Contract Manager;
 - Specify services provided (Cleaning and Sanitation, etc.);
 - Square meters of office space building (10 000 m²).

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***NB. If the above stated information is not included in the letter, bidders will be disqualified.**

6.1.3 A letter of commitment from the service provider to provide for the following **(Complete Annexure F)**:

6.1.3.1 A **Project Manager** is required to have a minimum of 3 (three) years' Project Management experience/skills in the cleaning and sanitation services industry.

6.1.3.2 A **Supervisor** is required to have a minimum of 3 (three) years' supervisory experience/skills in the cleaning and sanitation services industry.

6.1.3.3 **60% of cleaning staff compliment** to have 1 (one) year of cleaning experience in an office environment.

***NB failure to comply with the above requirements will disqualify the bid.**

7. Stage One: Phase 3 - ADMINISTRATIVE COMPLIANCE:

Administrative Compliance

Bidders must submit the following:

- Tax Compliance Status Pin
- Proof of registration with Central Supplier Database.
- Fully completed and signed Standard Bidding Documents.
- COIDA (Valid/Current Letter of Good Standing from Department of Labour)
- UIF (Valid/Current Certificate of Compliance from the Department of Labour)
- Letter of registration to the National Contract Cleaners Association (NCCA) or any other Employers' Associations of the Contract Cleaning Sector.
- Letter confirming that only SABS approved cleaning and sanitation equipment, material and equipment will be used to clean the building **(Refer to Part A, B and C of Terms of Reference).(Complete Annexure G)**
- Valid Public Liability Insurance confirmation/proof **(R 5 000 000.00 minimum cover)**

NB: Failure to submit the above documents may invalidate the bid

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8. Stage One: Phase 4 – Technical Proposal (Functionality)

8.1 EVALUATION CRITERIA for functionality are listed below:

Values: 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent

Phase One – Functionality Criteria	
	100
1. Experience in the provision of cleaning and sanitation services (NB: To be assessed on the basis of the listed experience on the provided <u>Table of Experience – Annexure A and/or proposal and must be supported by reference letter/s from the bidders clients</u>):	(15)
1.1 Number of years of experience will be allocated values as follows:	
(i) 0 to 1 year – 1	
(ii) Above 1 year to 3 years – 2	
(iii) Above 3 years to 4 years – 3	
(iv) Above 4 years to 5 years – 4	
(v) above 5 years – 5	
	(35)
2. Project Implementation Plan. The Project Implementation Plan must include, but not limited to the following:	15
2.1 Activities during Pre-Project Implementation Phase;	
2.2 Activities during Project Implementation and Close-Out Phases (indicate how the services will be executed, in terms of outputs, time lines and training plan)	20
	(25)
3. Maintenance plan for the following:	10
3.1 Cleaning and sanitation equipment;	10
3.2 Ensuring adequate supply of all cleaning and sanitation consumables.	05
3.3 Ensuring adequate supply of hand sanitizers in the building and regular disinfection of surfaces or common areas.	
	(10)
4. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism).	(15)
5. Emergency Response Procedures	
5.1 Occupational Health & Safety Plan (Must include but not limited to the following)	(3)
➤ Commitment to train (2) two cleaners as First Aiders	(3)
➤ Procedures for Injury On Duty for cleaners on site	(3)
➤ Transportation for cleaners to hospital in – emergencies	(3)
➤ Contact person when the cleaners are injured	(3)
➤ Provide First Aid Box on the premises	

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

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9. Stage Two: Phase 1 – Price and B-BBEE Status Level of contribution

Phase Two - Price and Preference	100
Price	80
BBBEE Status Level of Contribution	20

Points awarded for B-BBEE Status Level of Contribution

- In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS) or tenders who qualify as Exempted Micro Enterprise (EME's) to submit a sworn affidavit signed by the EME representative and attested by a commissioner of oaths or BBBEE certificate issued by CIPC.

NB: Failure to submit will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

10. BID CONDITIONS

- 10.1 Bidders must submit their bid proposals in line with the bid specifications and the attached annexures.
- 10.2 In order to evaluate and adjudicate bids effectively, it is imperative that bidders comply with all conditions pertaining to this bid and to complete all the mandatory response fields for the individual items specified.

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10.3 Appointment of the service provider is subject to positive Security Screening results.

10.4 **SASSA** reserves the right:

10.4.1 Not to award or cancel this Bid at any time and will not be bound to accept the lowest or any bid.

10.4.2 To negotiate price with the successful bidder.

10.4.3 To carry out site visits, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidders, whether before or after adjudication of the bid and without notification.

10.4.4 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidders have been notified of their status as such.

10.4.5 To award a bid based on which bidder is offering the best value for money, even if such bid is not the lowest priced bid.

10.4.6 To verify the authenticity of reference letters.

10.5 The Labour costs for the cleaning staff (Supervisor and cleaners) must not be below the approved Sectoral Wage Determination as determined by the Department of Labour, which is applicable at a time of submitting a Bid Proposal.

10.6 Bidder (s) will be disqualified if found to have misrepresented information on the bid documents.

10.7 **INFORMATION / NON-COMPULSORY VIRTUAL BRIEFING SESSION** - Bidders will be required to attend / Non-Compulsory Virtual briefing session, as per SASSA's invitation to bid.

***NB: Non-compliance with the above mentioned Bid Conditions may invalidate the bid for all the item(s) concerned.**

11. PROJECT CO-ORDINATION ARRANGEMENTS

The General Support Services Unit, based at SASSA Head Office will be responsible for the coordination of this project. The physical address is as follows:

Head Office
501 Prodinsa Building
Pretorious Street
Arcadia
0183

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12. PROJECT PERIOD

The project will commence after signing the contract. The service provider will be expected to provide cleaning and sanitation services for a period of Three (03) years.

13. ENQUIRIES

13.1 *All enquiries may be directed to:*
Supply Chain Management

- | | |
|------------------|--------------------------|
| • Name & Surname | Mr Ramasekiwa Tshokwe |
| • E-mail Address | RamasekiwaT@sassa.gov.za |
| • Contact | (012) 400 2413 |

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ANNEXURE A – TABLE OF EXPERIENCE

NB: SASSA has the right to confirm the details captured in this table. Any misrepresentation of information will result in disqualifying the bid proposal.

TABLE OF EXPERIENCE CURRENT AND PAST CONTRACTS (CLIENT BASE)					
A list of current and past contracts of cleaning and sanitation services provided in office space buildings which are 10 000m² and above, which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full. Failure to complete the table correctly may invalidate the bid.					
Indicate all the current and past contracts in the table below executed in office space buildings of 10 000m² and above. ONLY those relevant to the cleaning and sanitation services required in the bid specifications. Only the relevant experience will be considered for bid evaluation purposes.					
Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2016 to 31 March 2019	Nature of services provided (cleaning, sanitation)	Project Manager and telephone numbers of your client	Square Meters of Project Site	Total Cost of the Contract

ANNEXURE B - CHECKLIST FOR REQUIRED DOCUMENTATION

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

According to SASSA Requirements: - Each floor must have a dedicated cleaner. The number of cleaners required is twenty one (21). - There must be one (1) full time Supervisor, - The total number of cleaners required is twenty two (22) cleaners including supervisor. - There must be a Project Manager (Part time), however he/she must always be available as and when required to attend to contract related matters.	
Personnel for the Project	Response
Project Manager available Part Time Manager	Yes / No _____
Supervisor available Full Time (offered for this service)	Yes / No _____
Number of cleaners offered for providing the service Full Time cleaners	Indicate the number _____
Training Indicate the training that will be provided as well as where and when training will be given - On duty Training - Any other Training	Specify training courses / programmes (categorize in line with bullets 1 & 2) Yes / No _____
Equipment Equipment and chemicals to be used for cleaning services. Sanitary equipment and consumables must also be listed according to the bid specifications.	List the equipment and chemicals which will be used.

Bidders Initials

	yes / No _____
Project Implementation Plan	
Did you attach a detailed Project Implementation Plan	Yes / No _____
REQUIRED DOCUMENTATION	
Bidders must submit the following:	Failure to attach these documents will invalidate the bid
➤ Tax Compliance Status Pin ➤ Proof of registration with Central Supplier Database ➤ Fully completed and signed Standard Bidding Documents ➤ COIDA (Valid/Current Letter of Good Standing from Department of Labour) ➤ UIF (Valid/Current Certificate of Compliance from the Department of Labour) ➤ Letter of registration to the National Contract Cleaners Association (NCCA) or any other Employers' Associations of the Contract Cleaning Sector. ➤ Letter confirming that only SABS approved cleaning and sanitation equipment, material and equipment will be used to clean the building (Refer to Part A, B and C of Terms of Reference).(Complete Annexure G) ➤ Valid Public Liability Insurance confirmation/proof (R 5 000 000.00 minimum cover) ➤ Annexure A - TABLE OF EXPERIENCE ➤ Dated and signed letter of commitment from the service provider (Annexure F): ➤ One (1) Reference letter from the bidder's current and past clients confirming the square meters for office space building of 10 000m² and above that they have previously cleaned and nature of services provided. Dated and signed letter from the bidder's clients (signature date must not be older than 3 months) (Annexure A)	Yes / No _____ Yes / No _____

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• Company' Plans in place, in relation to the service (e.g. Occupational Health & Safety Plan)	Yes/ No _____
Price Structure ○ Is the bid price fixed for the duration of the contract? ○ Is your price structure in relation to staff costs in line with the Sectoral Determination 1: Contract Cleaning Sector?	Yes / No _____ Yes / No _____ If no, specify reasons _____ _____ _____
○ Did you complete all necessary SBD forms and in line with the Terms of Reference?	Yes / No _____
Compliance with labour legislation Do you comply with all applicable legislation to the Contract Cleaning Industry	Yes / No _____

Bidders Initials

ANNEXURE – C - PRICE STRUCTURE TEMPLATE

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

- The Head Office Bid price proposal must be based on **ALL OF THE TERMS OF REFERENCE AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the Terms of Reference) **will not be accepted.**
- The Labour costs for the cleaning staff (**Supervisor and cleaners**) must not be below the approved Sectoral Wage Determination as determined by the Department of Labour, which is applicable at a time of submitting a Bid Proposal.

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE WILL BE ACCEPTED

SASSA Head Office

All prices must include VAT		
LABOUR COSTS:		
Project Manager (Only part time costs)		Part Time
Basic Salary		R.....
Provident Fund		R.....
Sick leave		R.....
SDL		R.....
Leave		R.....
COIDA		R.....
UIF		R.....
CCA		R.....
Any Other Allowances		R.....
		Total monthly cost for the Project Manager
		R.....

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

		Overall cost for all Project Manager's Sunday overtime sessions. R.....	
TOTAL COST FOR PROJECT MANAGER'S OVERTIME WORK (Aligned to the Terms of Reference) R.....			
OVERTIME COSTS (In line with the Basic Conditions of Employment Act)			
SUPERVISOR			
<u>Saturday</u> Number of sessions (refer to Terms of Reference for overtime cleaning activities) Overtime x ½		Cost for Supervisor per overtime session (Per day). R..... Total cost for all Supervisor's Saturday overtime sessions (Per day). R.....	
<u>Sunday</u> Number of sessions (refer to Terms of Reference for overtime cleaning activities) Overtime Double		Cost for Supervisor per overtime session Per day). R..... Total cost for all Supervisor's Sunday overtime sessions (Per day). R.....	

OVERTIME COSTS FOR CLEANERS (In line with the Basic Conditions of Employment Act)		
<u>Saturday</u>		
Number of sessions (refer to Terms of Reference for overtime cleaning activities) 	Cost per cleaner per overtime session. R.....	
Overtime x ½	Total cost per cleaner for all Saturday overtime sessions (Per day). R.....	
<u>Sunday</u>		
Number of sessions (refer to Terms of Reference for overtime cleaning activities) 	Cost per cleaner per overtime session (Per day). R.....	
Overtime Double	Total cost per cleaner for all Sunday overtime sessions. R.....	
TOTAL COST FOR ALL CLEANERS OVERTIME WORK (Aligned to the Terms of Reference) R.....		
TOTAL COST FOR OVERTIME (COMBINED – Project Manager, Supervisor and Cleaners) R.....		

CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFER TO PART A, B & C FOR SERVICES REQUIRED)	
Description of the cleaning chemicals/requisites <u>(Attach a table reflecting individual units to be utilized per month and the cost of each unit)</u>	Total Cost of units to be utilized per month R..... Total Cost p/month R.....
Description of sanitary consumables to be used and sanitary equipment to be installed	Cost p/unit x number of units R..... Total Cost p/month R.....
Dry cleaning of bathroom towels) (Office of the CEO & Minister) Face Towel Hand Towel Bath Towel	Cost p/unit x number of units R..... Total Cost p/item R.....
Pest & Rodents Control & follow up exercise after 6 weeks	Cost p/quarter x square meters R..... x 4 quarters R.....
Deep Cleaning of Couches	Cost p/couch p/term x number of couches R..... x 2 terms (6 MONTHLY) R.....
Deep Cleaning of Chairs	Cost p/chair p/term x number of chairs R..... x 2 terms (6 MONTHLY) R.....
Deep Cleaning of Carpet	Cost p/quarter x square meters R.....

	X 4 quarters R.....
Deep Cleaning of Windows	Cost p/quarter x floor R..... X 4 quarters R.....
Deep Toilet & Foyer Cleaning	Cost p/quarter x floor R..... X 4 quarters R.....
Deep Cleaning of the Stairs	Cost per floor (stairs) area (300sqm) R..... As and when requested
Overheads	Total Cost p/month R.....
TOTAL COST	R.....
Total Bid Price (All Costs Included)	
Total Bid Price p/month: R.....	
Total Bid Price for the 1 st Year: R.....	
TOTAL BID PRICE FOR THE FIRST 12 MONTHS (1st Year) – to be carried over to the SBD 3.1 Form	
DISASTER MANAGEMENT & EMERGENCIES (AS PER Section 4.1.16)	
N.B. For the services listed below, the service provider must only claim for the work done. The invoice must reflect this accordingly. Proof of request for emergency services must be attached to the main invoice for the affected months). *Other types of emergencies – The service provider will submit a quotation. Specify the cost per service as requested below	
Pest & Rodents Control	Cost p/square meter R.....
Deep Cleaning of Couches	Cost p/couch R.....

Deep Cleaning of Chairs	Cost p/chair R.....
Deep Cleaning of Carpet	Cost p/square meter R.....
Flooding	Cost p/square meter R.....
Deep Cleaning of Toilets	Cost p/square meter R.....
Deep Cleaning of Foyer	Cost p/square meter R.....
Washing of interior windows	Cost p/square meter R.....
Deep Cleaning of the Stairs	Cost per floor (stairs) area (300sqm) R..... As and when requested
Disinfection after a Positive Covid-19 case	Cost p/square meter R.....

***NB: PRICE AND PRICE ADJUSTMENTS (ANNEXURE C)**

- All prices charged must be **inclusive of VAT**.
- The bid proposal must clearly indicate the total price for the first year of the contract.
- Price adjustments will be done annually in line with the following:
 - Consumer Price Index approved by STATSSA after the anniversary of the contract, on the cost of services rendered;
 - Sectoral Determination as promulgated by the Department of Labour for the labour costs.

ANNEXURE – D FLOOR PLANS AND SQUARE METERS FOR THE SASSA HEAD OFFICE

MAIN BUILDING

a) GROUND FLOOR

Offices:	6 x Offices
Open plan Workstations:	48 Workstations
Kitchens:	1x 6 m ²
Ablution Facilities:	1x Male (2 water closets, 2 urinals and 2 hand wash basins) 1x Female (2 water closets, 2 hand wash basins)
Reception Area:	225 m ²
Registry:	1 x 50 m ²
Store room	1x Shelves
Carpeted Area:	459 m ²
Front Entrance Foyer	80 m ²
Back Entrance Foyer	200 m ²

Total Square meters for the ground floor = 789 m²

b) FIRST FLOOR

Offices:	7 x Offices
Open plan Workstations:	50 Workstations
Kitchens:	2x 3 m ²
Ablution Facilities:	1x Male (2 water closets, 2 urinals and 2 hand wash basins) 1x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Carpeted Area:	511 m ²

Total Square meters for the first floor = 564 m²

c) SECOND FLOOR

Offices:	9 x Offices
Open Plan Workstations:	39 Workstations
Kitchens:	2 x 3 m ²
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Carpeted Area:	511 m ²

Total Square meters for the second floor = 564^{m2}

d) THIRD FLOOR

Offices:	8 x Offices
Open Plan Workstations:	49 Workstations
Kitchens:	2 x 3 ^{m2}
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms
Pause Area:	1 x Pause area
Storerooms:	4 x Storerooms
Carpeted Area:	475 ^{m2}

Total Square meters for the third floor = 528^{m2}

e) FOURTH FLOOR

Offices:	10 x Offices
Open Plan Workstations:	55 Workstations
Kitchens:	2 x 3 ^{m2}
Bathrooms:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Ablution Facilities:	2 x Boardrooms
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Carpeted Area:	511 ^{m2}

Total Square meters for the fourth floor = 564^{m2}

f) FIFTH FLOOR

Offices:	14 x Offices
Open Plan Workstations:	60 Workstations
Kitchens:	2 x 3 ^{m2}
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms (used as workstations)
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Carpeted Area:	511 ^{m2}

Total Square meters for the fifth floor = 564 m²

g) SIXTH FLOOR

Offices:	11 x Offices
Open Plan Workstations:	52 Workstations
Kitchens:	2 x 3m ²
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms (used as registry office)
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Board room	1x Office size
Carpeted Area:	511m ²

Total Square meters for the sixth floor = 564 m²

h) SEVENTH FLOOR

Offices:	10 x Offices
Open Plan Workstations:	40 Workstations
Kitchens:	2 x 3m ²
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Boardrooms:	2 x Boardrooms
Pause Area:	1 x Pause area
Storerooms:	3 x Storerooms
Carpeted Area:	533m ²

Total Square meters for the seventh floor = 586 m²

i) EIGHTH FLOOR

Offices	12 x Offices
Kitchens	2x3m ²
Ablution	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins)
Store rooms	Not identified
Board rooms	1x Board room
Carpeted Area:	489m ²

Total Square meters for the eighth floor = 542 m²

j) NINTH FLOOR

Offices:	15 x Offices
Kitchens:	2 x 3 ^{m2}
Ablution Facilities:	1 x Male (2 water closets, 2 urinals and 2 hand wash basins) 1 x Female (3 water closets, 2 hand wash basins) Additional: (2 water closets, 2 hand wash basins, 2 showers)
Boardrooms:	2 x Boardrooms
Meeting room:	1 x Meeting room
Storerooms:	2 x Storerooms
Carpeted Area:	433 ^{m2}

Total Square meters for the ninth floor = 452^{m2}

PODIUM BUILDING

The carpeted area in the whole of the Podium is: 880^{m2}

GROUND FLOOR

Offices:	2 x Offices
Training Rooms	3 x Training rooms
Resource Centre:	1 x Resource centre
Ablution Facilities:	1 x Female (2 water closets, 2 hand wash basins) 1 x Male (1 water closets, 2 hand wash basins, 1 urinal) 1 x Unisex (2 water closets, 1 hand wash basin)
Patio:	1
Security Control Room:	1 Security control room

Total Square meters for the ground floor Podium = 449^{m2}

FIRST FLOOR

Offices:	6 x Offices
Open plan workstations:	18 Workstations
Bathroom:	1 x Female (2 water closets, 2 hand wash basins) 1 x Male (1 water closets, 2 hand wash basins)

Total Square meters for the first floor Podium = 449^{m2}

SECOND FLOOR

Recreational Area:	1
Bathroom:	1 x Female (1 water closet, 1 hand wash basin) 1 x Male (1 water closet, 1 hand wash basin)
Kitchen:	1 x 5 m ²
Patio:	1

Total Square meters for the second floor Podium = 150 m²

PENCARDIA II BUILDING

THIRD FLOOR

Training rooms	3 x Training rooms
Pause Area	1 x Pause Area
Offices	7 x Offices
Board room	1 x Board room
Kitchen	1 x Kitchen
Bathroom:	1 x Female (3 water closets/toilets, 2 hand wash basins, 1 Toilet for the disabled with a hand wash basin. 1 x Male (3 urinals, 3 water closets, 2 hand wash basins, 1 toilet for the disabled with a hand wash basin.
Carpeted Area:	880m ²

Total Square meters for Pencardia II third floor = 1242 m²

FOURTH FLOOR

Pause Area	2 x Pause Areas
Offices	2 x Offices
Board room	1 x Board room
Kitchen	1 x Kitchen
Reception area	1 x Open plan 1x reception counter
Call Centre Rooms	3x Open plan 22 Work stations
Waiting area	1x Open plan
Bathroom:	1 x Female (water closets/toilets 2 x Hand wash basins 1 x Toilet for the disabled with a hand Wash basin 1 x Male (3 urinals, 3 water closets, 2 Hand wash basins) 1 x toilet for the disabled with a hand Wash basin.
Carpeted Area:	531m ²

Total Square meters for Pencardia II fourth floor = 1163 m²

BASEMENT

FIRST BASEMENT

Storeroom: 234 m²

Archive Room: 234 m²

Trash Room: 14.4 m²

SECOND BASEMENT

First Storeroom: 27 m²

Second Storeroom: 42 m²

THIRD BASEMENT

Storeroom: 12m²

TOTAL SQUARE METRES FOR HEAD OFFICE

Office	Overall Square Meters for all floors	Total Number of Staff	Total Number of walk-ins
SASSA Head Office	9756 m ²	+/- 408	+/- 30 people per day

***NB: Please note there is a possibility of scope variation and relocation of SASSA Head Office, within a 30KM radius from the current SASSA Head Office premises.**

The appointed service provider will be notified of the variations and relocation as and when they happen, to adjust the pricing accordingly.

Cleaners Floor Allocations

Cleaners	Floors	SQM
1	Prodinsa - Ground Floor	789m ²
	Front entrance foyer	80 m ²
	Back entrance foyer	200 m ²
1	Prodinsa - 1 st Floor	564m ²
1	Prodinsa - 2 nd Floor	564m ²
1	Prodinsa - 3 rd Floor	528m ²
1	Prodinsa - 4 th Floor	564m ²
1	Prodinsa - 5 th Floor	564m ²
1	Prodinsa - 6 th Floor	511m ²
1	Prodinsa - 7 th Floor	586m ²
1	Prodinsa - 8 th Floor	542m ²
1	Prodinsa - 9 th Floor	452m ²
1	Podium Ground Floor	449m ²
1	Podium 1 st Floor	599m ²
1	Pen-Cardia 2, 3 rd Floor	
1	Pen-Cardia 2, 3 rd Floor	1242m ²
1	Pen-Cardia 2, 4 th Floor	
1	Pen-Cardia 2, 4 th Floor	1163m ²
5	Bathrooms only (Prodinsa, Podium & PenCardia)	
	Staircase	300m ²