

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Border Management Authority)</b>					
BID NUMBER:	<b>C044A2506RFQ00046</b>	CLOSING DATE:	<b>31 JULY 2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION OF CLEANING SERVICES AT OR TAMBO INTERNATIONAL AIRPORT FOR SIX (6) MONTHS PERIOD</b>				
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED THROUGH:</b>					
<b>SUBMISSION THROUGH ETENDER PORTAIL (E-SUBMISSION)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON		CONTACT PERSON	<b>NOLDAH GWATULE</b>		
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:scm.enquiries@bma.gov.za">scm.enquiries@bma.gov.za</a> <b>(NO QOUTE SHOULD BE SENT TO THIS EMAIL EXCEPT ENQUIRES)</b>	E-MAIL ADDRESS	<a href="mailto:noldah.gwatule@bma.gov.za">noldah.gwatule@bma.gov.za</a>		
<b>SUPPLIER INFORMATION</b>					
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO			<input type="checkbox"/> YES <input type="checkbox"/>		
<b>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.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022. THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p>

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE: .....

## NOTICES TO RESPONDENTS REGARDING THE COMPLETION OF FORMS

PLEASE NOTE THAT THIS CALL FOR BIDS IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the Bids forms be retyped or redrafted, but can be completed online without changing any words. Photocopies of the original Bids documentation may be used, but an original signature must appear on such photocopies.
3. The Respondent is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the Bids documents.
6. Each Bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the Respondent, the Bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any Bids other than that shown on the envelope. If this provision is not complied with, such Bids may be rejected as being invalid.
7. All Bids received in sealed envelopes with the relevant Bids numbers on the envelopes are kept unopened in safe custody until the closing time of the Bids. Where, however, a Bids is received open, it shall be sealed. If it is received without a Bids number on the envelope, it shall be opened, the Bid number ascertained, the envelope sealed and the Bid number written on the envelope.
8. A specific box is provided for the receipt of Bids, and no Bids found in any other box or elsewhere subsequent to the closing date and time of Bids will be considered.
9. No Bids sent through the post/courier will be considered if it is received after the closing date and time stipulated in the BIDS documentation, and proof of posting/couriering will not be accepted as proof of delivery.
10. No Bids submitted by telefax, telegraphic will be considered.
11. Bids documents must not be included in packages containing samples. Such Bids may be rejected as being invalid.
12. Any alteration made by the Respondent must be initialled. If not initialled the Respondent may be disqualified.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of Bids.
15. Where practical, prices will be made public at the time of opening Bids.

## **RIGHTS TO AWARD**

- Border Management Authority reserves the right to call for presentations from shortlisted suppliers or Reserves the Right to accept bids in Whole or In Part.”
- Not to make any award in this bid or accept any proposals submitted,
- Award the project to more than one (1) Respondent for the same activity
- Request further technical/functional information from any Respondent after the closing date,
- Verify information and documentation of the Respondent(s),
- Not to accept any of the bid document submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all Respondents prior to closing of the bid and post award, and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

## **PRICE NEGOTIATION**

- BMA reserves the right to negotiate with the shortlisted Respondents prior and/or post award. The terms and conditions for negotiations will be communicated to the shortlisted Respondents prior to invitation to negotiations. The negotiation terms and conditions may include presentations and/or site visits. This phase is meant to ensure the conditions of bid and projects will be implementable for the achievement of the project objectives.
- BMA supports the spirit of economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the BMA does not support any form of fronting.

## **REMUNERATION**

- The service provider will be remunerated in South African Rands, on a fixed price (Inclusive of VAT) for the service rendered.
- Payment will be made within 30 days of receipt of the approved invoice according to an agreed payment schedule.
- Payment will be against the key deliverables as set out in section 4 above, provided professional-level quality standards have been met. Disputes as to what constitutes a reasonable standard will be referred to an agreed provider of arbitration services.
- Disbursements must not exceed 10% of the total amount paid to the service provider and will be paid only if original receipts are provided against a list of expenses that are agreed in advance of the costs being incurred.

## **THE EVALUATION WILL BE EVALUATED AS FOLLOWS:**

### **Administrative Compliance**

Suppliers must ensure that the following documents are attached, signed, and completed:

- (i) SBD 1: Invitation to quote/bid
- (ii) SBD3: Pricing Schedule
- (iii) SBD 4 form: Bidders Disclosure
- (iv) SBD 6.1 form: Preference Points claim form in terms of the Preferential Procurement Regulation 2022; (Note to tenderers: the tenderer must indicate how they claim for each preference point system).

### AUTHORITY TO SIGN

**Bid/Quotation no: C044A2506RFQ00046**

Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader

Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

RESOLUTION OF THE DIRECTORS OF THE COMPANY etc. RESOLVED that \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, is authorised to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for: any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business.

Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

*(sole member still must sign this resolution)*

Signature of members:

Name	Signature	Date
1. _____	_____	_____.
2. _____	_____	_____.
3. _____	_____	_____.
4. _____	_____	_____.
5. _____	_____	_____.
6. _____	_____	_____.

Specimen signature of the appointed Signatory: \_\_\_\_\_  (Please sign)

**Failure to complete, sign and date the above certificate or provide the certificate(s) in the form of a resolution shall result in the tender being considered non-responsive and rejected.**

**SBD 3.1**

**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: <b>C044A2506RFQ00046</b>
Closing Time: <b>11:00</b>	Closing date: <b>31/07/2024</b>

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

ITEM NO.	Description	Quantity	Price	Total price(excl vat)
<b>1.</b>	<b>Supply Of Work Force</b>		<b>Price Per Month</b>	<b>Total price (6 Months)</b>
	Staff	3		
	Supervisor	1		
<b>2.</b>	<b>Supply Of Equipment</b>		<b>Once-off</b>	
	Small brooms with scoops	4		
	Normal inside broom	4		
	Trolley Mops with buckets	4		
	Micro fibre broom/mops	4		
<b>3.</b>	<b>Supply Of Cleaning Materials</b>		<b>Price Per Month</b>	<b>Total price (6 Months)</b>
	Fibre cloth	10 per month		
	Hand wash	5L x3 per month		
	Furniture Polish	400ml X 2per month		
	Pine Gel	5L X 2 per month		
	Thick Bleach	5L X 2 per month		
	Dish Washer	5L X2 per month		
	Window Cleaner	750ml X2 per month		
	Heavy Duty Refuse Bags	20 X 5 per month		
	Bin bags	20 X 5 per month		
	Rubber gloves Yellow	8 pairs per month		
	Disinfectant	5L X3 per month		
	Floor Wax Liquid Polish	5L X5 per month		
	Paper hand towels 2ply	Pack of 2000 x 5 boxes per month		
<b>SUB-TOTAL</b>				
<b>VAT AT 15%</b>				
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>				

**The total cost amount must cover all costs associated with the service**

**I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.**

<b>Signature of the duly authorised representative</b>		<b>Date:</b>
--	--	--------------

- 
- 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 .....
  - firm \*Delivery: Firm/not
  - 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

## SBD 4

### BIDDER’S DISCLOSURE

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder’s declaration**

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

<b>YES</b>	
<b>NO</b>	

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

Full Name	Identity Number	Name of State institution

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

<b>YES</b>	
<b>NO</b>	

2.2.1 If so, furnish particulars:

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

.....  
.....

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

YES	
NO	

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (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;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other

<sup>2</sup> 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.

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

***Every question must be answered individually on this form, whether a relationship is present or not: Failure to do so will invalidate your tender/bid***

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

<b>80/20</b>	or	<b>90/10</b>	
$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$			

Where

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

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company is owned / director/s / shareholders by people who are Black. <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	10	
The company is owned / director/s / shareholders by people who are black women. <ul style="list-style-type: none"> <li>• 100% company owned by people who are black women = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are black women = <b>3 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are black women = <b>1points</b></li> </ul> 0% company owned by people who are black women = <b>0 points</b>	7	
An EME or QSE which is at least 51% owned by black people	3	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

- 1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... 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 time of 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);
- Authority to sign;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
(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 goods and/or works 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 .....

WITNESSES
1 .....
2. ....

DATE .....

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....**MIKE MASIAPATO** in my capacity as.....**COMMISSIONER..**  
accept your bid under reference number **RFQ C044A2506RFQ00046** dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD
			30 DAYS

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

....

2. ....

## GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

## **3. General**

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

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

- a. 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.
- b. 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.

- c. 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.
- d. 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:
  - 7.4 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
  - 7.5 a cashier's or certified cheque
  - 7.6 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.

11.2 Upon appointment by the Head of Department the service provider will be required to have a Professional Indemnity insurance of a minimum cover of R160 million.

## **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 cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## 22 Penalties

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:
- 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;
  - if the Supplier fails to perform any other obligation(s) under the contract; or
  - 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:
- the name and address of the supplier and / or person restricted by the purchaser;
  - the date of commencement of the restriction
  - the period of restriction; and
  - the reasons for the restriction.
- 23.6.1 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer

required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## 25 Force 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;

- i. 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
- ii. 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.

**SPECIFIC CONDITIONS OF CONTRACT****1. SERVICE REQUIREMENTS**

The successful supplier will be responsible to execute the following:

**OR TAMBO INTERANATIONAL AIRPORT- 1132.70 M<sup>2</sup>**

1.1 The successful bidder must provide <b>four cleaners</b> and cleaners must comprise of <b>two females and two males, one of them as a supervisor.</b>
1.2 The successful bidder must provide uniform for his or her cleaners. These will include reflective jackets aligned to port of entry requirement e.g. access to airside. Name tags indicating the company name and name of the staff member must be worn . The successful service provider must pay for their own access cards when required.
1.3 The successful bidder will enter into a contractual agreement with BMA for a period of <b>six months</b> from the date of appointment. A service Level Agreement shall be signed with the preferred supplier, upon appointment and acceptance thereof.
1.4 The quotation must contain monthly rates of information per cleaner.
1.5 The quotation should have budget breakdown which is inclusive of salaries and any other related expense that will be incurred by the contractor for the period of the contract.
1.6 The service provider must comply with Sectoral Determination 1 and amendments: Contract Cleaning Sector. Service provider must remunerate his/her employees the minimum wages as prescribed by the legislation in line with the industry wages.
1.7 Failure to pay the employees the minimum wage as prescribed in the legislation on a monthly basis will lead to the contract to be cancelled with immediate effect.
1.8 The contractor must be able to replace any absenteeism before 08h00 at no additional cost to the Authority.
1.9 The service provider whose price is not market related will be disqualified.
1.10 The Entity reserve the right to conduct an inspection to an off-site facility for waste disposal.
1.11 <b>The service is required for eight (08) hours per day per cleaner Monday to Sunday including public holidays when required. Times: from 06h30 to 15h00.</b>
1.12 The contractor must remunerate his/her employees the minimum wages as prescribed by the Department of Labour and pay them on time.
1.13 The contractor must comply with Occupational Health and Safety Act (OHSA) and Compensation for Occupational Injuries and Diseases Act 13o of 1993( <b>COIDA</b> ) (Please attach the certificate issued by the Department of labour)
1.14 The contractor must provide his/her employees with Personal Protective Equipment (PPE)
1.16 The service provider must be an active registered member of the National Contract Cleaners Association(NCCA) AND Registration with BCCCI and provide a valid certificate.
1.17 The contractor's employees shall be legible for security vetting
1.18 The contractor's employees must be the citizens of South Africa
1.19 Proof of registration in good standing with UIF.

## 2. DELIVERABLES

TYPE OF AREA	SERVICE LEVEL	FREQUENC Y
2.1 Floors – Ceramic/porcelain	Sweep with broom	Twice Daily

tiles	Mop with clean water and appropriate tile cleaning detergent	Once daily
	Scrub with appropriate tile stripper and industrial scrubbing machine	Once daily
2.3 Food service aid	<p>Perform preparations for meetings or workshops by setting up drinking water; hot water, tea/coffee in advance before the start of every meeting or workshop. BMA will provide groceries and crockery.</p> <p>The boardroom shall be cleaned after every meeting or workshop and replenishment of drinking water, hot water, and tea/coffee.</p> <p>Prepare hot water and wash cups and cutlery for the officials twice a day at 09h00 and 14h00. The Authority will provide urns, flasks, and kettles.</p>	When required
2.4 Floors – carpets	Sweep carpets with carpet broom	Twice daily
	Vacuum carpets floors with industrial vacuum cleaner.	Once per week
	Wash marks on the carpets	Once per week
2.6 Glass doors, glass windows, glass partitions	Clean glass areas with appropriate cleaning detergent and shine them	Twice per week
2.7 Counter tops cubicles	Damp clean and shine counter tops with appropriate cleaning detergent	Twice per week
2.8 Dustbins in cubicles	Empty dustbin	Twice per day
	Damp clean the dustbin with appropriate cleaning detergent	Once per day
	Wash and disinfect dustbin inside and outside with appropriate cleaning detergent	Once per day
	Replenish plastic bag inside the dustbin	Once per day
2.9 Walls, doors, door handles, light switches, window frames	Spot clean with a damp cloth with appropriate cleaning detergent and wipe clean it	Once per week
2.10 Cleaning of offices and boardrooms	Polishing of furniture	Once per week
	Wash and disinfect dustbin inside and outside with appropriate cleaning detergent	Once per week
	Emptying of bins	Twice per day
	Replenish plastic bag inside the dustbin	Once per day

2.11 Telephone instruments	Wipe, damp clean telephone instruments	Once per day
	Disinfect telephones with appropriate cleaning detergent.	Once per day
2.12 Most touched areas and equipment's	Lift buttons Door handles, Disinfects with appropriate disinfectants	Once per day
2.13 Furniture	Dust all and damp clean furniture	Once per day
	Dust all surfaces (including cabinets and computers) with damp cloth with appropriate cleaning detergent	Once per day
2.14 Kitchens – over and above standard cleaning	Wash crockery, cutlery and glassware, microwaves, fridges (no personal crockery, cutlery and glassware, containers such as Tupperware etc should be washed)	Twice per day
	Wash and wipe-shine interior and exterior of cupboards	Once per day
	Organize cupboards inside	Once per day
	Wash dish towels	Once per day
	Clean and disinfect the sink	Twice per day and/or when necessary
	Damp clean the fridge outside and wipe-shine it	Twice per day and/or when necessary
	Clean fridge inside with appropriate cleaning detergent	Once per week
	Clean stove and oven with appropriate cleaning detergent	Once per day
	Clean microwave oven with appropriate cleaning detergent	Once per day
2.15 Store rooms	Sweep the floor	Once per week
	Dust all interior areas	Once per week
	Remove all unwanted items	Once per week
	Inventory and labelling: Create an inventory of what's in the storeroom. Label shelves, bins and containers.	Once per week

	<p>Color-Coded Bins Use different coloured bins to group similar items.</p>	
<p>2.16 Bathrooms/rest rooms</p>	<p>Close restroom and place signage Dust all ceilings, corners, walls, light fixtures and vents. Pick up trash and debris from floors, remove trash can liner and wipe down trash can with a disinfectant product. Flush and back-flush commodes and urinals Remove debris and urinals screens. Apply a disinfectant solution to the interior and exterior surfaces of all urinals and toilets. Clean and disinfect sinks, faucets, counters, mirrors, dispensers and partitions.</p> <p>Wipe down all surfaces with a clean cloth or paper towel. Replace trash can liner, urinal screens and paper products Sweep and mop floors with a disinfectant solution</p> <p>Remove signage and open rest rooms</p> <p>keep cleaning register/time sheet behind the door</p> <p>Clean SHE bins(sanitary bins) to be placed in ablution facilities on removal of used SHE bins. sanitary bins are to be cleaned and sterilized in an off-site facility provided for by the successful service provider.</p>	<p>Twice per day and /or when necessary</p>
<p>2.17 Laboratory/aux rooms</p>	<p>Dust all surfaces( including cabinets and computers) with damp cloth with appropriate cleaning detergent. Sweep the floor Empty dustbin</p> <p>Damp clean the dustbin with appropriate cleaning detergent . Wash and disinfect dustbin inside and outside with appropriate cleaning detergent Replenish plastic bag inside the dustbin Wash windows</p>	<p>Once per day</p>
<p>2.18 Clinic</p>	<p>Lobby/Offices: Dust furniture, desks, chairs and tables Spot clean desktops Clean and sanitize telephones Vacuum waiting room furniture and carpeted floors Wash lobby floors daily</p> <p>Exam rooms:</p>	<p>Twice per day</p>

	<p>Dust furniture, desk, and cabinets Wipe clean countertops and cabinet faces Empty trash cans Clean fingerprints and smudges on interior glass windows</p> <p>Restrooms: Wash and disinfect fixtures ,sinks, urinals, toilet bowls, and seats. Clean mirrors and faucets Scrub and disinfect floors Refill soap dispensers and paper towels.</p> <p>Break Room/Kitchen: Damp clean and sanitize tabletops, seats and countertops. Empty wastebaskets Clean and sanitize water coolers</p>	
<p>2.20 Isolation and interview area</p>	<p>Clean and disinfect with appropriate disinfectants</p>	<p>Twice per day</p>
<p>2.21 Area where affected suspected ill traveller was kept</p>	<p>Safety First: Wear appropriate personal protective equipment (PPE), including gloves, mask, and gown. Ensure proper ventilation in the area. Remove Contaminated Items: Dispose of any disposable items (tissues, masks, etc.) in a sealed bag. Remove linens, towels, and bedding for laundering or disposal.</p> <p>Surface Cleaning: Clean all surfaces with an appropriate disinfectant. Focus on high-touch areas like doorknobs, light switches, and countertops. Use disposable wipes or cloths that can be discarded afterward.</p> <p>Floor Cleaning: Mop the floor with a disinfectant solution. Pay attention to corners and edges.</p> <p>Waste Disposal: Double-bag all waste (including PPE) and label it as contaminated. Follow local guidelines for disposal.</p> <p>Ventilation: Open windows and doors to allow fresh air circulation.</p>	<p>Twice per day</p>
<p>2.22 Static thermal scanners</p>	<p>Turn Off and Unplug: Turn off the thermal scanner and unplug it if applicable.</p>	<p>Twice per day</p>

	<p>Use a Cleaning Solution: Spray the cleaning solution onto a microfiber cloth (not directly onto the scanner).</p> <p>Wipe Gently: Gently wipe the scanner’s surface, including the lens and any touchscreens.</p>	
2.24 Workstations	Clean and disinfect	Twice per day
2.25 Verandas/entrances	Sweep and Tidy	Twice per day
2.26 Waste disposal	Waste disposal to the nearest authorized dumping site	Once per week
2.27 Deep cleaning	<p>Ablution Facilities (Floor, Walls and Doors): Properly clean all surface with approved disinfectant-walls, doors, door handles, light switches and mirrors. Clean and disinfect all wash basins, urinals and toilet bowls Clean and wash dustbins with disinfectant(in and outside) Toilets: Descale and remove algae, bacteria and uric encrustations from all areas. Clean and disinfect both internal and external surfaces(clean entire unit) Urinals: Descale and remove algae, bacteria and uric acid encrustation from the unit or fitment Remove drain traps where possible and clean/disinfect and clear way all waste surrounding inside the trap Clean and disinfect both internal and external surfaces of the unit Wash Basins: Remove all scale deposit and algae/fungi from surfaces Clean and disinfect both internal and external surfaces or fixtures Clear overflows and waste pipes of accumulated waste deposits Clean and disinfect all taps, plugs, chains, outlets, channels and gullies including the showers</p>	Once per month
2.28 Sanitary bins	<p>Sanitary bins to be cleaned off-site Take out waste and dispose of in terms of prescribed health and safety requirements Wash and disinfect bins inside and outside Spray with approved antiseptic spray Replace waste plastic bags</p>	Twice per day

### **3. THE SERVICE PROVIDER SHALL PROVIDE ALL CLEANING EQUIPMENT AND CLEANING MATERIALS:**

3.1 The contractor must provide x2 vacuum cleaners (Industrial) and charge the Entity on a monthly basis for hiring. If the vacuums are broken, it must be replaced urgently by the Contractor.

**3.2 The contractor must provide their own Cleaning Equipment of which must be charged once-off (If the equipment breaks, it must be replaced by the Contractor).**

3.2.1 Small brooms with scoops x 4

3.2.2 Normal inside broom x 4

3.2.3 Trolley Mops with buckets x 4

3.2.4 Micro fibre broom/mops x 4

**3.3 The Contractor will also provide cleaning materials to be used by the cleaners on a monthly basis and once off**

3.3.1 Fibre cloth X10 per month

3.3.2 Hand wash 5L x3 per month

3.3.3 Furniture Polish 400ml X 2per month

3.3.4 Pine Gel 5L X 2 per month

3.3.5.Thick Bleach 5L X 2 per month

3.3.6 Dish Washer 5L X2 per month

3.3.7 Window Cleaner 750ml X2 per month

3.3.8 Heavy Duty Refuse Bags 20 X 5 per month

3.3.9 Bin bags 20 X 5 per month

3.3.10 Rubber gloves Yellow 8 pairs per month

3.3.11 Disinfectant 5L X3 per month

3.3.12 Floor Wax Liquid Polish 5L X5 per month

3.3.13 Paper hand towels 2ply pack of 2000x 5 boxes per month

### **4. EXPECTED OUTCOMES AND DELIVERABLES**

The project will be implemented as follows:

4.1 The contractor will be responsible for ensuring that their service meet the quality standards of Border Management Authority.

4.2 The contractor will be responsible for ensuring cleanliness of all BMA offices at OR Tambo Airport

4.3 The contractor should have strong project management skills to ensure that the project stays on schedule, meets quality standards, and stays within budget.

4.4 The contractor should have a customer-focused approach when attending to our project.

4.5 The Border Management Authority reserves the right to conduct a security check or clearance on any or all prospective service providers.

### **5. INVENTORY CONTROL**

The service provider shall provide lists as follows.

5.1 Indicate and quantify all consumables as and when required, to be supplied per month.

5.2 Indicate and quantify all equipment required for the project.

5.3 Indicate and quantity all required dispensers.

5.4 The service provider shall provide a bathroom and cleaning services checklists.

5.5 All the required supplies indicated above must be of South African Bureau of Standard (SABS) and BMA reserve the right to verify the supplies.

## **6. THE BORDER MANAGEMENT AUTHORITY'S MANAGEMENT OF THE SERVICE PROVIDER**

6.1 The successful service provider will be reporting to BMA through the project coordinator.

6.2 The service provider will be required to sign a Non-Disclosure Agreement, which agreement will remain in force after the termination of the Service Level Agreement.

6.3 The service provider will further be required to sign a confidentiality agreement.

6.4 Invoice must be accompanied by signed job card/delivery note and time sheets.

## **7. RULES OF BIDDING, RFP SUBMISSION REQUIREMENTS AND EVALUATION RULES OF BIDDING**

7.1 The Border Management Authority reserves to itself the right to only appoint and enter into a contractual agreement with one entity or multiple entities for the services required, which entity or entities could be an independent contractor or independent contractors or a company or companies. The appointed entity or entities will be held fully accountable for the delivery against the full terms of the contractual agreement with the BMA.

7.2 The Border Management Authority reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should the contract between the BMA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which appointment was terminated.

7.3 The person or persons proposed for professional work shall remain on the team unless permission is granted by the Border Management Authority to change the individual or individuals. Such permission will only be granted in exceptional circumstances.

7.4 No data derived from the provision of the services under the contract may be used for any purposes except were authorized in writing to do so.

7.5 The costs of preparing proposals and negotiating the contract shall be borne by the service provider and such costs are not reimbursable. The Border Management Authority is not bound to accept any of the proposals submitted and reserved the right to negotiate price(s) with the preferred service provider. The service provider may request clarification on these Terms of Reference only during the advertised period. The Border Management Authority will not accept any late submissions.

7.6 All proposals must be submitted to BMA through e-mail before 11h00. Late proposals will not be accepted.

## **8. OTHER REQUIREMENTS**

8.1 The service provider must be able to commence immediately with the contract after the award has been confirmed and service level agreement signed.

8.2 The service provider must pay his/her employees at least a minimum monthly basic wage, as prescribed by Department of Labour or cleaners bargaining council

8.3 The service provider must be able to demonstrate that his or her company or business entity is compliant with the necessary statutory requirements, e.g. Employment Equity Act.

8.4 All staff members assigned to the project including management shall be subjected to a security clearance. The results of the security clearance will be filed on site and available for review after every three months.

## **9. CLEANING PERSONNEL**

It is the responsibility of the service provider to ensure that the cleaning personnel in his/her service and especially those deployed for the rendering of this service, always meet the following requirements:

9.1 Practice good hygiene

9.2 Cleaners must be able to communicate, read and write in English.

9.3 Cleaners may not be younger than 18 years of age.

9.4 Cleaners must have a good grounding in their post descriptions and duties.

## **10. SUPERVISORS AND CLEANING PERSONNEL**

10.1 All cleaning personnel must, always, present a dedicated attitude/approach to their work, which attitude/approach shall imply, inter alia, that there shall not be unnecessary arguments with visitors/staff or discourteous behaviour towards visitors/staff.

10.2 All cleaning personnel must be physically healthy and medically fit for the execution of their duties.

10.3 All cleaning staff must sign an undertaking in declaration to refrain from any act which might be to the detriment to the Border Management Authority image.

10.4 Cleaning personnel is prohibited from reading documents or records in offices or unnecessary handling thereof.

10.5 No information concerning Entity activities may be furnished to the public or news media by the contractor and his/her employees.

10.6 The cleaning personnel of the service provider must possess security clearance of a minimum of confidential level issued by an institution recognized in Government.

## **11. UNIFORMS**

The service provider undertakes to ensure that each member of his/her cleaning personnel will always, when on duty, be fully equipped in respect of:

11.1 A uniform (corporate clothing) neat and clearly identifiable, which will include matching raincoats and overcoats.

11.2 A clear identification card with the member's photo, always worn conspicuously on his/her person room.

11.3 All registers and time sheets required for this project shall be on the service provider's cost.

## **12. ROSTER OF DUTY**

Purpose:

12.1 The purpose of the roster/duty list will be to serve as proof, at all reasonable times that all

personnel should be on duty per shift, are indeed on duty. Drawing up a roster/duty list: daily, weekly, or monthly roster of all cleaning personnel on duty must be drawn up by the contractor and kept in the port commander's office where such service is rendered.

12.2 Any change to the roster shall be crossed out by a single line, initialed, dated and noted in the occurrence book.

### **13. TIME SHEET**

Purpose:

13.1 The purpose of a time sheet is to ensure that all cleaning personnel on duty are familiar with the duties as required for the contract. The contractor must have available at the site a comprehensive time sheet per each ablution facilities.

13.2 The time sheets will be checked by the. Supervisor from time to time as part of quality checks.

### **14. LOST ARTICLES**

14.1 Lost articles or articles found at the site and for which ownership cannot be established must be handed in to the Border Management Authority Port Commander or Facilities manager.

### **15. DAMAGES TO THE STATE PROPERTY AND ASSETS (AND STOLEN ASSETS)**

15.1 The staff of the contracted cleaning services company must be able to follow the basic procedures immediately when damage or loss to the state property or assets is detected.

15.2 The supervisors must have the ability to investigate and furnish the respective report (i.e. incident report) to the Entity.

15.3 Such detected damage or loss to property or assets including the stolen assets must be reported to the Border Management Authority Port Commander immediately.

15.4 The service provider will be held liable for any damage or loss suffered by the Border Management Authority, because of the service provider's own or his/her employees' negligence or deliberate intent.

### **16. AUDITING OF SERVICE**

16.1 Audit of service shall be done by the service provider on at least a monthly basis whereby the service provider will complete the monthly inspection form, for testing the quality of services and such form to be attached to the monthly report, which will be submitted to the Port Commander.

16.2 The Border Management Authority reserves the right to check the service rendered by the contractor at any time, to ensure that the services are rendered in accordance with the conditions of the contract.

16.3 The Border Management Authority reserves the right to require from the service provider that any of his/her employees be replaced, in which case the employee must leave the site forthwith. the Border Management Authority will not be held responsible for any damage or claims, which may arise because of this and is indemnified against any such claims and legal expenses.

16.4 The Entity representative will have the right to check daily whether sufficient personnel are available at the site in terms of the conditions of Service Level Agreement.

16.5 All personnel shortages must be noted down in the occurrence book. Should security officer/s not be present at work a replacement is required within 2 hours of the commencement of that shift. If a replacement is not viable the number of absentees shall be deducted from the monthly invoice.

## **17. INDEMNITY**

The Border Management Authority is indemnified against liability, compensation, or legal expenses in respect of the following cases:

17.1 Loss of life or injuries which may be sustained by the cleaning personnel during the execution of their duties.

17.2 Damage to or destruction of any equipment or property of the service provider during the execution of their duties.

17.3 Any claims and legal costs which may ensue from the failure by, or acts committed by the cleaning personnel against third persons.

17.4 The service provider shall be notified in writing the Border Management Authority of the particulars of each claim he is liable for, take out sufficient insurance against any claims, costs, loss and/or damage ensuring from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

## **18. PRO RATA DECREASE OF PAYMENT**

18.1 If, at any time, the service is not rendered in accordance with the conditions of contract or the specification, e.g. insufficient cleaning personnel provided or the Border Management Authority is not satisfied that the service was of satisfactory standard, therefore led to any loss to the Border Management Authority, the Border Management Authority reserves the right to claim payment from the service provider for such loss.

18.2 Similarly, no departure from or breach of, failure to comply with any of the conditions, shall be deemed to be a condonation, waiving or ratification of such departure, breach of failure to comply, unless such condonation, waiving or non fulfilment has been agreed to in writing, through the Border Management Authority

## **19. AMENDMENT AND/OR TERMINATION OF SERVICE**

19.1 Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the Border Management Authority.

19.2 Should the service provider alienate his rights and liabilities in terms of this contract, the service provider must notify the Border Management Authority immediately in writing so that the necessary steps for the cession of the contract can be taken.

## **20. DELIVERY PERIOD**

20.1 List of cleaning personnel to be employed must be provided within 30 days after being awarded the contract. In order to ensure the quality of services rendered and to exercise control over the employees of the service provider, it is expected of the service provider to have a supervisor present once/ twice a week on the premises during the execution of the services referred to. The supervisor must always be available on his/her mobile provided by the service provider.

## **21. EXPECTED OUTCOMES AND DELIVERABLES**

The project will be implemented as follows:

- The contractor will be responsible for ensuring that their service meet the quality standards of Border Management Authority;
- The contractor will be responsible for ensuring cleanliness of all BMA offices.
- The contractor should have strong project management skills to ensure that the project stays on schedule, meets quality standards, and stays within budget.
- The contractor should have a customer-focused approach when attending to our project.
- The Border Management Authority reserves the right to conduct a security check or clearance on any or all prospective service providers.

## **22. CONFIDENTIALITY OF INFORMATION**

All information shared during this bidding process and implementation of this project should the service provider be appointed, remains the property of BMA, and should be kept with the highest confidentiality and cannot be used or shared for any other purpose.