



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

### SUPPLY CHAIN MANAGEMENT Request for Quotation(s) (RFQ)/ Proposals

#### REQUEST FOR THE QUOTATION.

Dear Sir or Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/ service to the Department of Agriculture, Land Reform and Rural Development (DALRRD).

| Item # | Description                                   | Qty |
|--------|-----------------------------------------------|-----|
|        | In accordance with the attached Specification | 01  |

**Closing Date: 08 July 2022**

**Closing Time: 10h00**

Please submit your quotation on your company official letter head and clearly indicate your Lead Time, Validity Period of your quotation and the total amount including vat.

**The quotation must be emailed to [DRudolph@dalrrd.gov.za](mailto:DRudolph@dalrrd.gov.za) on or before the closing date and time. For your bid to be compliant please ensure that you comply with all the mandatory requirements (Section 5 of the terms of reference) and Fully completed Standard Bidding Documents.**

**TERMS AND CONDITIONS:** If the Supplier fails to deliver any or all goods or to perform services within the specified period in the Order/Contract, the purchaser may as a penalty deduct from the Order/Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.

Endorsed By

**Mr. Dominic Fundisi**  
**(A) Deputy Director: Supply Chain Management**  
**For: Demand and Acquisition Management**  
**Date: 04 July 2022**  
**013754 8034/8037/8060**



Department of Agriculture, Land Reform and Rural Development: Departement van Landbou, Grondhervorming en Landelike Ontwikkeling: Muhasho wa zwa Vhu- llimi, Mbuedzedzo ya Mavu na Mveledziso ya Mahayani: uMnyango Wezolimo, Izinguquko Kwezomhlaba Nokuthuthukiswa Kwezindawo Zasemakhaya: Ndzawulo ya Vurimi, Antswiso wa Misava na Nhluvukiso wa Matikoxikaya: Litiko Letekulima, Tingucuko Kutemhlaba Nekutfutukiswa Kwetindzawo Tasemaphandleni: UmNyango wezokuLima, ukuBuyiselwa kweNarha nokuThuthukiswa kweNdawo zemaKhaya: Kgoro ya Temo, Peakanyoleswaya Naga le Tihabollo ya Dinaga: magae: Lefapha la Temothuo, Kaboboljha ya Naha le Tihabollo ya Dibaka tsa Mahae: Lefapha la Temothuo, Pusetso dinaga le Tihabollo ya Metsemagae: ISebe lezoLimo, uBuyekezo lwemiHlaba noPhuhliso lamaPhandle

## PART A INVITATION TO BID

|                                                                                                                                                                      |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                     |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| BID NUMBER:                                                                                                                                                          | 22/23                                                                                                                            | CLOSING DATE:                                                                          | 08/07/2022                                                                            | CLOSING TIME:                                                                                                                                                                        | 10:00                        |
| DESCRIPTION                                                                                                                                                          | Appointment of a service provider to render hygiene and cleaning services at MPSSC block D and E for a period of six (06) months |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                    |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX<br>SITUATED AT (STREET ADDRESS)                                                                               |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| Email to <a href="mailto:DRudolph@dalrrd.gov.za">DRudolph@dalrrd.gov.za</a>                                                                                          |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| 0137548034/37/60                                                                                                                                                     |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| <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                                                                                                                                              |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
|                                                                                                                                                                      |                                                                                                                                  | TCS PIN:                                                                               |                                                                                       | OR                                                                                                                                                                                   | CSD No:                      |
| B-BBEE STATUS LEVEL VERIFICATION<br>CERTIFICATE<br>(TICK APPLICABLE BOX)                                                                                             |                                                                                                                                  | <input type="checkbox"/> Yes                                                           | B-BBEE STATUS<br>LEVEL SWORN<br>AFFIDAVIT                                             |                                                                                                                                                                                      | <input type="checkbox"/> Yes |
|                                                                                                                                                                      |                                                                                                                                  | <input type="checkbox"/> No                                                            |                                                                                       |                                                                                                                                                                                      | <input type="checkbox"/> No  |
| IF YES, WHO WAS THE CERTIFICATE<br>ISSUED BY?                                                                                                                        |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| AN ACCOUNTING OFFICER AS<br>CONTEMPLATED IN THE CLOSE<br>CORPORATION ACT (CCA) AND NAME<br>THE APPLICABLE IN THE TICK BOX                                            |                                                                                                                                  | <input type="checkbox"/>                                                               | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION<br>ACT (CCA)           |                                                                                                                                                                                      |                              |
|                                                                                                                                                                      |                                                                                                                                  | <input type="checkbox"/>                                                               | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN<br>ACCREDITATION SYSTEM (SANAS) |                                                                                                                                                                                      |                              |
|                                                                                                                                                                      |                                                                                                                                  | <input type="checkbox"/>                                                               | A REGISTERED AUDITOR                                                                  |                                                                                                                                                                                      |                              |
|                                                                                                                                                                      |                                                                                                                                  | NAME:                                                                                  |                                                                                       |                                                                                                                                                                                      |                              |
| <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<br>REPRESENTATIVE IN SOUTH AFRICA<br>FOR THE GOODS /SERVICES /WORKS<br>OFFERED?                                                               |                                                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] |                                                                                       | ARE YOU A FOREIGN<br>BASED SUPPLIER FOR<br>THE GOODS /SERVICES<br>/WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ANSWER PART B:3<br>BELOW ] |                              |
| SIGNATURE OF BIDDER                                                                                                                                                  |                                                                                                                                  | .....                                                                                  |                                                                                       | DATE                                                                                                                                                                                 |                              |
| CAPACITY UNDER WHICH THIS BID IS<br>SIGNED (Attach proof of authority to sign<br>this bid; e.g. resolution of directors, etc.)                                       |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                        |                                                                                                                                  |                                                                                        |                                                                                       | TOTAL BID PRICE (ALL<br>INCLUSIVE)                                                                                                                                                   |                              |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                                                                                                                      |                                                                                                                                  | TECHNICAL INFORMATION MAY BE DIRECTED TO:                                              |                                                                                       |                                                                                                                                                                                      |                              |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                                                            |                                                                                                                                  |                                                                                        |                                                                                       | CONTACT PERSON                                                                                                                                                                       |                              |
| CONTACT PERSON                                                                                                                                                       |                                                                                                                                  |                                                                                        |                                                                                       | TELEPHONE NUMBER                                                                                                                                                                     |                              |
| TELEPHONE NUMBER                                                                                                                                                     |                                                                                                                                  |                                                                                        |                                                                                       | FACSIMILE NUMBER                                                                                                                                                                     |                              |
| FACSIMILE NUMBER                                                                                                                                                     |                                                                                                                                  |                                                                                        |                                                                                       | E-MAIL ADDRESS                                                                                                                                                                       |                              |
| E-MAIL ADDRESS                                                                                                                                                       |                                                                                                                                  |                                                                                        |                                                                                       |                                                                                                                                                                                      |                              |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                     |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                           |                                                          |
| 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 ONLINE                                                                                                                                                                                                                                                      |                                                          |
| 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |                                                          |
| 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.                                |                                                          |
| 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.                                                                                        |                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                               |                                                          |
| 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                                                                                                                                     |                                                          |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.                                                                                                                                    |                                                          |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.                                                                                                                                                                                                                                                                                    |                                                          |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.                                                                                                                                                                                                     |                                                          |
| 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                                                                                                                                   |                                                          |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                |                                                          |
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                                                                                                                                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>                                                                                                       |                                                          |

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

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....

QUOTE NO.: 22/23/

CLOSING TIME 08/07/2022 AT 10:00

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

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u> |
|---------|-------------|---------------------------------------------------------------|
|---------|-------------|---------------------------------------------------------------|

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

|  |        |  |
|--|--------|--|
|  | R----- |  |
|  | R----- |  |
|  | R----- |  |
|  | R----- |  |
|  | R----- |  |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|  |        |      |
|--|--------|------|
|  | R----- |      |
|  | R----- | days |
|  | R----- | days |
|  | R----- | days |
|  | R----- | day  |

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE   | QUANTITY | AMOUNT |
|---------------------------------------|--------|----------|--------|
| .....                                 | R..... | .....    | .....  |
| .....                                 | R..... | .....    | .....  |
| .....                                 | R..... | .....    | .....  |
| .....                                 | R..... | .....    | .....  |
| TOTAL:                                |        |          | R..... |
| Bid No.:                              |        |          | .....  |

Name of Bidder: .....

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

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL:                                |       |          | R..... |

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

.....

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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

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Any enquiries regarding bidding procedures may be  
directed to the – (INSERT NAME AND ADDRESS OF  
DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

## 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? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

- 2.2.1 If so, furnish particulars:

.....  
 .....

- 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:

.....  
 .....

---

<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.

### 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 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

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<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.

## 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 ..... preference point system shall be applicable;

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     |
|----------------------------------------------------------|------------|
| <b>PRICE</b>                                             |            |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                |            |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

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) | certificate issued by an authorized body or person; | B-BBEE | Status | level        |
| 2) | prescribed by the B-BBEE Codes of Good Practice;    | A      | sworn  | affidavit as |
| 3) | prescribed in terms of the B-BBEE Act;              | Any    | other  | requirement  |
- (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**

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

Where

**Ps** = Points scored for price of bid under consideration

$P_t$  = 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 last 51% owned by:    | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| 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** .....

.....

.....

## SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item  | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Item                            | Item                           |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).                                                                                                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                |

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

**<sup>3</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.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



# **agriculture, land reform & rural development**

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

**PROVINCIAL SHARED SERVICE CENTRE: MPUMALANGA**  
**DIRECTORATE: FINANCE AND SUPPLY CHAIN MANAGEMENT SERVICES**  
Private Bag X11305, Nelspruit, 1200; Tel: 013 754 8000 Web: [www.dalrrd.gov.za](http://www.dalrrd.gov.za)

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – MPUMALANGA PROVINCIAL SHARED SERVICE CENTRE FOR A PERIOD OF 36 MONTHS.**

### **PHYSICAL ADDRESS:**

**BLOCK E, 17 VAN RENSBURG STREET  
BATELEUR OFFICE PARK  
NELSPRUIT  
1200**

**&**

**BLOCK D, 18 NEL STREET  
BATELEUR OFFICE PARK  
NELSPRUIT  
1200**

### **1. BACKGROUND**

The current cleaning and hygiene services contract will come to an end on 02<sup>nd</sup> July 2022. The procurement process for a new contract must therefore be started to ensure commencement of a new contract with effect from 3<sup>rd</sup> July 2022 for a period of 36 Months.

### **2. OBJECTIVES**

The objective of the terms of reference is to appoint a suitable Service Provider that will render cleaning and hygiene services in the Department of Agriculture, Land Reform and Rural Development for the Mpumalanga Provincial Shared Service Centre for a period of thirty six (36) months.

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**3. STAFFING REQUIREMENTS**

- Staff required:
  - Working Supervisor 02
  - Cleaners 08

**3.1 Breakdown of staffing requirements per building**

- Block D- 1 Working Supervisor and 3 Cleaners
- Block E- 1 Working Supervisor and 5 Cleaners

**4. TABLE OF QUANTITIES**

**Cleaning services**

| No | Description:             | Quantities:                                                                                                                                                                         | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Size of the building(±)  | Block D, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Floors and Block E 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> floors with surrounding areas | Overall approximate size is 3999 m <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2  | Cleaners required:       | 02- Supervisor<br>08- Cleaners                                                                                                                                                      | Total of 02 working-supervisors and 08 cleaners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3  | Number of floors         | 07                                                                                                                                                                                  | Plus surrounding areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4  | Number-of closed offices | 130                                                                                                                                                                                 | Total no of offices is 83 at Block E<br>7 <sup>th</sup> floor has 26 offices (885m <sup>2</sup> )<br>6 <sup>th</sup> floor has 25 offices (883m <sup>2</sup> )<br>5 <sup>th</sup> floor has 31 offices (870.30m <sup>2</sup> )<br>Total no of offices is 47 at Block D and<br>1 <sup>th</sup> floor has 4 offices (286.30m <sup>2</sup> )<br>2 <sup>nd</sup> floor has 15 offices (358m <sup>2</sup> )<br>3 <sup>rd</sup> floor has 13 offices (358m <sup>2</sup> )<br>4 <sup>th</sup> floor has 15 offices (354m <sup>2</sup> ) |
| 5  | Number of boardrooms     | 07                                                                                                                                                                                  | <b>Block E</b><br>7 <sup>th</sup> floor has 2 boardrooms 1 big & 1 small<br>6 floor has 1 boardroom medium size<br>5 <sup>th</sup> floor has 1 big boardroom<br><b>Block D</b><br>4 <sup>th</sup> floor has 1 small boardroom<br>3 <sup>rd</sup> floor has 1 small boardroom                                                                                                                                                                                                                                                     |
| 6  | Server room              | 01                                                                                                                                                                                  | At Block E. 6 <sup>th</sup> floor (These area require minimal cleaning under supervision)                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7  | Store/ Strong rooms      | 11                                                                                                                                                                                  | Included in the overall size                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8  | Number of toilets        | 07 Males<br>07 Females<br>03 Disabled<br>01 Unisex                                                                                                                                  | NB: The total number of toilets is 18 and there are 31 toilet cubicles, 10 urinals and 31 hand wash basins.                                                                                                                                                                                                                                                                                                                                                                                                                      |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – MPUMALANGA PROVINCIAL SHARED SERVICE CENTRE FOR A PERIOD OF 36 MONTHS.**

|    |                                     |    |                                                                                                                  |
|----|-------------------------------------|----|------------------------------------------------------------------------------------------------------------------|
| 9  | Kitchens                            | 07 | One in each floor                                                                                                |
| 10 | Eating areas                        | 03 | For Block E only 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> floors                                    |
| 11 | Passages (07) and lift lobbies (07) | 14 | Counted as one passage per floor and one lobby per floor regardless of size.                                     |
| 12 | Filing and archive Rooms            | 04 | <b>Block E</b><br>1 at 6 <sup>th</sup> floor medium size<br><b>Block D</b><br>3 at 1st floor 1 small and 2 large |
| 13 | Patch Rooms                         | 07 | At Block E. (These area require minimal cleaning under supervision)                                              |
| 14 | Balcony                             | 20 | 12 at Block E and 8 at Block D                                                                                   |

**Hygiene Services**

|                                                         |                  |    |                                    |
|---------------------------------------------------------|------------------|----|------------------------------------|
| Sanitary bins/she-bins( cubicles)                       | disposal Women   | 17 | Supply, installation & Maintenance |
| Sanitary bins/she-bins( cubicles)                       | disposal disable | 03 | Supply, installation & Maintenance |
| Sanitary bins/she-bins( cubicles)                       | disposal unisex  | 01 | Supply, installation & Maintenance |
| Sanitary hygiene bag dispenser                          |                  | 21 | Supply, installation & Maintenance |
| Surface sanitizer holders (sanitizer flushable)         | wipes            | 31 | Supply, installation & Maintenance |
| Hand wash liquid soap dispenser                         |                  | 21 | Supply, installation & Maintenance |
| Automatic air freshener dispenser                       |                  | 18 | Supply, installation & Maintenance |
| Automatic paper towel dispenser                         |                  | 18 | Supply, installation & Maintenance |
| Paper towel bins                                        |                  | 18 | Supply, installation & Maintenance |
| Toilet paper holder (lockable holder/canister)          | 3                | 31 | Supply, Installation & Maintenance |
| Urinals Drip Sanitizer Dispenser /Auto janitor dispense |                  | 14 | Supply, installation & Maintenance |
| Auto Sanitizer                                          |                  | 31 | Supply, installation & Maintenance |
| Toilet brush set                                        |                  | 31 | Supply and Replacement             |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – MPUMALANGA PROVINCIAL SHARED SERVICE CENTRE FOR A PERIOD OF 36 MONTHS.**

**4. SCOPE OF WORK**

| <b>CLEANING SERVICE TASK DESCRIPTION</b>                                                                                                                 | <b>FREQUENCY</b>                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>A. CLOSED OFFICES (130), BOARDROOM (07) ,</b>                                                                                                         |                                  |
| <u>Laminated flooring :</u>                                                                                                                              |                                  |
| • Sweep floor with a micro fiber dust mop and clean with laminate floor cleaner in a spray (Only spray the micro fiber mop not directly to the floor).   | *Daily                           |
| • Remove stain with laminated floor stain remover                                                                                                        | *Daily                           |
| Dust/ wipe down all horizontal / vertical surfaces with a damp cloth e.g. walls, picture frames, glass, directory/ notice boards, artificial plants etc. | *Daily                           |
| Spot clean marks from walls, door handles, doors, window handles paint work and light switches                                                           | *Daily                           |
| Deep cleaning of carpets and upholstered furniture                                                                                                       | *Bi- annually and when necessary |
| Dust furniture and fittings with a dry cloth                                                                                                             | *Daily                           |
| Dust computers with a dry cloth ( computer cloth)                                                                                                        | *Daily                           |
| Wipe all telephones with a damp cloth with a suitably diluted disinfectant                                                                               | *Daily                           |
| Empty dust bins and waste paper baskets                                                                                                                  | *Twice Daily                     |
| Wash bins if necessary and replace plastic inners                                                                                                        | *Weekly                          |
| Apply liquid metal polish, to brass/steel door handles, window stays and window fasteners.                                                               | *Monthly                         |
| Microwave /fridges and water coolers must be washed with water and detergent                                                                             | *Daily                           |
| Dust of blinds with a feather dust                                                                                                                       | *Bi-monthly                      |
| Clean water jugs and drinking water glasses with dish washing detergent & refill with water                                                              | *Daily and upon request          |
| <b>B.CLEANING OF SERVER ROOM (01) AND PATCH ROOMS (07)</b>                                                                                               |                                  |
| Server room requires minimum cleaning and must be cleaned under supervision.<br>Sweeping, and dusting                                                    | *Monthly                         |
| <b>C.STORE/STRONG ROOM (11)</b>                                                                                                                          |                                  |
| Store/strong room requires minimum cleaning and must be cleaned under supervision (Sweeping, mopping and dusting)                                        | *Monthly                         |

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| <b>D. KITCHENS (07)</b>                                                                                         |                              |
|-----------------------------------------------------------------------------------------------------------------|------------------------------|
| <u>Ceramic tiles</u>                                                                                            |                              |
| • Sweep with a dust control mop                                                                                 | *Daily                       |
| • Clean with a damp mop                                                                                         | *Daily                       |
| Kitchen sink, cupboards must be cleaned with water and detergent                                                | *Daily                       |
| Microwave ovens and fridge must be washed with water and detergent                                              | *Daily                       |
| Fridge must be defrosted and washed with water and detergent                                                    | *Quarterly                   |
| Clean water cooler, water jugs and drinking glasses with dish washing liquid and refill with fresh water.       | *Daily                       |
| Cutlery and crockery used must be cleaned                                                                       | *Daily                       |
| Empty and clean dust bins                                                                                       | *Daily                       |
| Zink must be cleaned with water and detergent                                                                   | *Daily                       |
| Wash bins if necessary and replace plastic inners                                                               | *Daily                       |
| <b>E. CLEANING OF ENTRANCE FOYERS (07) PASSAGES (07); Balcony (20) AND LIFT LOBBIES(07)</b>                     |                              |
| <u>Carpets entrance Foyer (07)</u>                                                                              |                              |
| • Spot brush and clean carpets                                                                                  | *Daily                       |
| • Vacuum thoroughly                                                                                             | *Daily                       |
| <u>Carpets (07 Passages):</u>                                                                                   |                              |
| • Spot brush and clean carpets                                                                                  | *Daily                       |
| • Vacuum thoroughly                                                                                             | *Daily                       |
| <u>Ceramic tiles Lift Lobbies (07)</u>                                                                          |                              |
| • Sweep with a control mop                                                                                      | *Daily                       |
| • Clean with a damp mop                                                                                         | *Daily                       |
| <u>Ceramic tiles balconies (20)</u>                                                                             |                              |
| • Sweep with a control mop                                                                                      | *Weekly / when a need arises |
| • Clean with a damp mop                                                                                         |                              |
| Pick up, clean all waste and dispose of all litter.                                                             | *Daily                       |
| Glass doors at the entrances and passages must be cleaned with a window cleaner.                                | *Daily & when necessary      |
| Spot clean all glass; windows, doors, door knobs and metal work and dust all accessible ledges to height of 2m. | *Daily                       |

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|                                                                                                                                                                                                                   |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Dust/ wipe down all horizontal / vertical surfaces with a damp cloth, e.g. walls, handrails/ banisters, directory boards, skirting, etc.                                                                          | *Daily         |
| <b>F. TOILET CLEANING</b>                                                                                                                                                                                         |                |
| (07 Female toilets with 17 cubicles; 07 Male toilets with 10 cubicles; 01 Unisex toilet with 1 cubicle and 03 Disable toilets with 3 cubicles ( Total number of cubicles is 31) 10 urinals & 31 hand wash basins) |                |
| <u>Ceramic tiles</u>                                                                                                                                                                                              |                |
| • Sweep with a dust control mop                                                                                                                                                                                   | * Daily        |
| • Clean with a damp mop                                                                                                                                                                                           | *Daily         |
| Wipe down all horizontal / vertical surfaces with a damp cloth, doors, mirrors, pipes, etc.                                                                                                                       | *Daily         |
| Wash hand-wash basins, toilet pans, wall urinals, wall mounted items with suitably diluted disinfectant.                                                                                                          | *Twice Daily   |
| Sterilize toilet pots                                                                                                                                                                                             | *Once a week   |
| Sterilize urinal bottle trap                                                                                                                                                                                      | *Twice a week  |
| Sterilize hand wash basin                                                                                                                                                                                         | * Twice a week |
| Empty dust bins                                                                                                                                                                                                   | * Daily        |
| Wash bins if necessary and replace plastic inners                                                                                                                                                                 | *Daily         |
| <b>G. WINDOW CLEANING</b>                                                                                                                                                                                         |                |
| • Clean accessible interior faces of all windows with a window cleaner.                                                                                                                                           | *Weekly        |
| • Dust windows                                                                                                                                                                                                    | *Bi-weekly     |
| • Washing of windows internally (window glasses)                                                                                                                                                                  | *Quarterly     |

**HYGIENE TASK DESCRIPTIONS**

| <b>TASK DESCRIPTION</b>                                                                         | <b>FREQUENCY</b> |
|-------------------------------------------------------------------------------------------------|------------------|
| <b>A. SANITARY DISPOSAL BINS (SHE- BINS) FOR (WOMAN CUBICLES) &amp; DISABILITY TOILETS (20)</b> |                  |
| Sanitary waste must be removed and not stay within the Departmental premises                    | * weekly         |
| Cleaning of bins with disinfectant cleaner and replacement of inner disposal Plastic bags.      |                  |
| • Must have self-closing tight lids with trap doors with non-touch opening Closing mechanism    |                  |
| • One (1) bin per female cubicle                                                                |                  |
| • Sanitary bag dispensers must be replaced free of charge in the event                          | *Weekly          |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT – MPUMALANGA PROVINCIAL SHARED SERVICE CENTRE FOR A PERIOD OF 36 MONTHS.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--|
| Of mechanical malfunctioning or factory fault                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |  |
| <b>B. SANITARY HYGIENE BAGS FOR SANITARY TOWEL(20)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |  |
| Supply and replacement of plastic bags with a string (31 plastics) <ul style="list-style-type: none"><li>Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li></ul> <p>The approximated quantities of sanitary towels bags are as follows:</p> <p>* 21 bags of 31 plastic Monthly (600 individual plastics)</p> <p>* 756 bags of plastics for 36 Months</p>                                                                                                              | *Twice Weekly   |  |
| <b>C.SURFACE SEAT SANITIZER (FOAM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |  |
| Refill/replenished the sanitizer wipes <ul style="list-style-type: none"><li>Surface sanitizer dispenser must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li></ul> <p>The approximated quantities of seat sanitizers are as follows:</p> <p>* 31 X 250ml weekly per cubicle</p> <p>* 124 sanitizers per month</p> <p>*4464 over 36 months</p>                                                                                                                                                   | * Weekly        |  |
| <b>D. HAND WASH LIQUID SOAP AND DISPENSER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |  |
| Hand wash liquid must be replenished (400ml) <ul style="list-style-type: none"><li>Hand wash liquid soap must be drip free and not harsh/irritable to the skin (non –ammoniated)</li><li>Soap dispensers must have a reliable, user friendly pump mechanism</li><li>Soap dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li></ul> <p>The approximated quantities of hand wash liquid are as follows:</p> <p>* 41 X 400ml bi- Monthly per dispenser</p> <p>* 1476 over 36 Months</p> | • Twice Monthly |  |
| Paper towels must be replaced <ul style="list-style-type: none"><li>Paper towels must be manufactured from a soft, good quality paper tissue</li><li>Paper towels bins must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li><li>Electronic paper towel dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li></ul>                                                                                                                          |                 |  |
| <b>F.AUTOMATIC AIR FRESHENER (17)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |  |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <p>Air freshener must be refilled and must spray at intervals of 15 minutes</p> <ul style="list-style-type: none"> <li>Automatic air freshener dispenser must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li> </ul>                                                                                                                                                                                                                                                                                           | <p>*when need arise</p>                          |
| <b>G. TOILET PAPER HOLDER (30) AND TOILET PAPER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |
| <ul style="list-style-type: none"> <li>Toilet paper holders must be replaced free of charge in the event of mechanical malfunctioning or factory fault.</li> </ul> <p>Supply &amp; replenishment of 2 –Ply toilet paper rolls (350 sheets)<br/>Toilet paper must be manufactured from a soft, good quality paper tissue(SANS Approved)</p> <p>The approximated quantities of toilet papers are as follows:</p> <p>*92 per day<br/>*460 per week<br/>*1840 per month<br/>*66240 for 36 months</p>                                                          | <p>*Daily<br/>* Replenish when a need arises</p> |
| <b>H. AUTO JANITOR SANITIZER DISPENSER AND DRIP MASTER FOR URINALS, MALE AND FEMALE CUBICLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                  |
| <p>Refill and replenish auto Janitor and drip master sanitizer (400ml)</p> <ul style="list-style-type: none"> <li>The liquid sanitizer and must not be harsh/ irritable to the skin (non-ammoniated).</li> <li>Must be of colour but stain free</li> </ul> <p>Auto Janitor must be replaced free of charge in the event of mechanical malfunctioning or factory fault</p> <p>The approximated quantities of auto janitor liquid are as follows:</p> <p>* 41 sanitizer (400ml) per week<br/>* 164 sanitizer (400ml) per month<br/>* 5904 for 36 Months</p> | <p>*weekly</p>                                   |

**DISINFECTION OF OFFICES AND ABLUTION FACILITIES**

- Sanitising dispenser at each office entrance –mounted and preferably non-touch. Like the soap dispensers in the toilets
- Cloth masks – one per staff depending on the relevant building. Note that Treasury has set limits on the price of these
- 5l sanitiser per floor per building per week. This can be discussed –we will use this for top up. Alternatively we can say top up sanitiser at all points weekly?

| # | TASK DESCRIPTION | FREQUENCY |
|---|------------------|-----------|
|---|------------------|-----------|

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|    |                                                                                                                                                                                                                                                                        |                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. | Areas to be disinfected<br><br>Tables, railings, floors, walls, ceilings blinds, sinks, basins, toilets, window seals, kitchens etc.                                                                                                                                   | Hourly                               |
| 2. | Disinfectant Solution used: <ul style="list-style-type: none"> <li>• 70% ethyl alcohol to disinfect small areas</li> <li>• Sodium hypochlorite (bleach) at 0.5% (equivalent to 5000 ppm) for disinfecting larger spaces</li> <li>• Chlorine releasing agent</li> </ul> | N/A                                  |
| 3. | Protective equipment used by cleaners: <ul style="list-style-type: none"> <li>• Water proof, impermeable disposable gloves;</li> <li>• A respirator, minimum of a FFP2;</li> <li>• Eye protection, either goggles or face shield for sprayers and mixers;</li> </ul>   | When utilising disinfectant solution |
| 4. | Material Safety Data Sheets (MSDS) provided                                                                                                                                                                                                                            | For all chemicals to be utilised     |
| 5. | Signed comprehensive work report based on the service rendered.                                                                                                                                                                                                        | Monthly                              |

**NB: All dispensers should be lockable to prevent theft. The Service Provider must install all dispensers with the costs included in the monthly payments. All dispenser batteries must be of high quality and durability. The batteries must be inspected regularly and replaced accordingly. Upon termination of the contract the Service Provider must remove all equipment from the premises without causing any damages to the property. The service provider will be held liable for any damages and payment may be withheld.**

## **5. MANDATORY REQUIREMENTS**

**Failure to comply with the following requirements and to submit the following documents with the proposal will disqualify the bidder's proposal.**

- 5.1. Compliance with all Tax Clearance requirements. Attach Valid Tax Clearance Certificate/ Compliance tax Pin issued by the South African Revenue Services (SARS). Where Consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate Valid Tax Clearance Certificate.
- 5.2. Bidders are required to be registered on the Central Supplier Database (CSD) and the Department of Land Reform & Rural Development (DARLLD) shall verify the Bidder's tax compliance status through CSD
- 5.3. Valid **letter for tender purposes** or **certificate of compliance** for Unemployment Insurance Fund obtainable from the Department of Labour.

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- 5.4. Compensation for Occupational Injuries Disease Act 1993 (COIDA) or valid **letter of good standing** obtainable from the Department of Labour.
- 5.5. Letter of Resolution authorizing a person to sign the bid documents.
- (a) In the case of a **ONE PERSON CONCERN** submitting a tender, this shall be clearly stated on the company letter head.
  - (b) In the case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.
  - (c) In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.
  - (d) In the case of **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.
  - (e) In the case of **JOINT VENTURE** submitting a tender, must include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- 5.6. The Service Provider must submit the existing cover for Public Liability insurance policy from a reputable insurance company **or** submit documentary proof/ letter of intent/Quotation from registered insurers. The cover should be of the minimum value of R1 000 000 Million for the duration of the contract.
- 5.7. If the bidder intends to make use of a subcontractor for sanitary waste removal management, the bidder must:
- 5.7.1 Submit a valid letter of intent/ Quotation from the registered sanitary waste removal management entity that it is going to subcontract for this purpose,
  - 5.7.2 Submit a Valid Tax Clearance Certificate for the entity and a valid sanitary waste removal certificate issued by the relevant authority in respect of the entity.
  - 5.7.3 The name and other particulars of such entity must also be specified on the SBD 6.1 form.

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- 5.8. Where the bidder is not going to subcontract sanitary waste removal management, the bidder must submit a valid sanitary waste removal certificate issued in the name of the bidder by the relevant authority.
- 5.9. In case a bidder is entering into a joint venture, a joint venture agreement must be attached.
- 5.10. Fully complete all SBD forms.
- 5.11. Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners must not be less than the minimum wage rates and Basic Condition of Employment as prescribed by the Department of Labour.

**6. Quotation Evaluation Process**

**6.1. Evaluation in terms of 80/20 Preference Points System**

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

**6.2. Calculating of points for B-BBEE status level of contribution**

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b><u>B-BBEE Status Level of Contributor</u></b> | <b><u>Number of Points</u></b> |
|--------------------------------------------------|--------------------------------|
| <b>1</b>                                         | <b>20</b>                      |
| <b>2</b>                                         | <b>18</b>                      |
| <b>3</b>                                         | <b>14</b>                      |
| <b>4</b>                                         | <b>12</b>                      |
| <b>5</b>                                         | <b>8</b>                       |
| <b>6</b>                                         | <b>6</b>                       |
| <b>7</b>                                         | <b>4</b>                       |
| <b>8</b>                                         | <b>2</b>                       |
| <b>Non-compliant contributor</b>                 | <b>0</b>                       |

- 6.3. Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date and time of the bid in order to

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claim the B-BBEE status level point. The points scored by a bidder in respect of B-BBEE contribution will be added to the points for price.

- 6.4. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor; accounting officer (as contemplated in section 60 94) of the Close Corporation act, 1994 (Act no. 69 of 1984) or an accredited verification agency or a sworn affidavit will be considered for preference points. A trust, Consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status level verification Certificate for every tender.

**7. FORMAT AND SUBMISSION OF BIDS**

- 7.1 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered.
- 7.2 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive it is imperative to comply with all conditions pertaining to mandatory requirements.
- 7.3 Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 7.4 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the Services on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 7.5 DALRRD is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and DALRRD may reject any bid. DALRRD reserves the right to appoint more than one bidder whose bid most successfully conforms to the Criteria and the Requirements in accordance with the terms and conditions described in the RFP.
- 7.6 After careful consideration and thorough examination of the proposals, DALRRD shall select the successful Bidder whose proposal most closely satisfies the criteria and the requirements. The lowest price (management fee) offered will not necessarily be a decisive factor in choosing between Proposals.
- 7.7 Bidders which have not been selected shall be informed accordingly in writing and through publication of the successful bidder in the same media that was used to advertise the bid.

**8. BUILDING INSPECTION**

Bidders are welcomed to conduct their own Site Inspection at **17 Van Rensburg Street; Bateleur Office Park Nelspruit Block D & E.**

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**Prior arrangements can be made with the following official:**

**Mr Bkekumusa Zwane**

**Tel: 013 – 754 8064/8000**

**9. HEALTH AND SAFETY**

The DALRRD may appoint Health and Safety Inspector to verify the standard and quality of product utilised for general health and safety issues. The service provider will have to cooperate with the health inspector.

**10. SUB-CONTRACTING**

The successful bidder is expected to inform the Department of the sub-contracting arrangements and access to the sub-contracted entities for purposes of quality, compliance check, security and tax issues.

**11. SECURITY AND CONFIDENTIALITY OF INFORMATION**

The successful Bidders must undertake to disclose information relating to the contract only in terms of the SLA and only to the parties stipulated in the SLA, both during the contract period and subsequently. Information may only be disclosed to outside sources with the prior, written approval from the DALRRD

**12. TERMS AND CONDITIONS OF THE PROPOSAL**

12.1 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.

12.2 The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation will result in disqualifications.

12.3 In cases where company, partnership or close corporation commences business for the first time or either don't have capital; the following particulars must be furnished:

12.3.1 Full particulars of a registered, reputable financial institute/ company that will assist with the commencement of project e.g. buying material and equipment.

12.3.2 Service Provider must give the assurance that all workers will be under proper supervision. Any liaison in regard to the daily needs will be through the supervisor and not directly with workers. Supervisor must ensure that cleaning materials are available at all times and that it should be replaced as required.

12.3.3. All Acts and Regulations relating to cleaning and hygiene services must be adhered to by the Service Provider. All equipment and material must comply with

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- South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality
- 12.4 Appointed service provider must ensure compliance to wage labour rates as per the Department of Labour's regulation
- 12.5 The Department reserves the right to conduct tests and analysis on the cleaning and hygiene detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS.
- 12.6 No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.
- 12.7 Any short coming in these terms of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- 12.8 Should the service provider not comply with any of the conditions contained in this terms of reference during the contract period the DARLLD may cancel the contract within one month notice.
- 12.9 The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- 12.10 Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider/ Company.
- 12.11 Ensure that the Department is informed of any removal and replacement of personnel for security reasons.
- 12.12 Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month.
- 12.13 In case where the Department decides to move to another office or close some of the offices information will be communicated prior and the Service Provider will need to make provision.
- 12.14 All cleaning equipment and detergents should be **provided by the bidder**.
- 12.15 The pricing must be fixed for the duration of the contract. (Only the wage increment adjustments will be accepted based on a Sectoral wage determination formula, refer to the **Pricing Schedule SBD 3.3**).
- 12.16 All equipment to be supplied must be durable and SANS approved.

**13. THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT SHALL:**

- 13.1 Conduct business in a courteous and professional manner with the Service Provider.
- 13.2 Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 13.3 Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.

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13.4 The DALRRD will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These terms and Conditions will also form part of the service level agreement.

13.5 Not take responsibility of the safe guiding of the cleaning equipment and detergents.

**14. SERVICE LEVEL AGREEMENT**

14.1 The Department of Agriculture, Land Reform and Rural Development and the appointed Service Provider will sign a Service Level Agreement upon appointment. Such Service Level Agreement will amongst others include the following:

- a. Period of Agreement;
- b. Project objectives and scope;
- c. Staffing; cleaning materials and cleaning equipment
- d. Maintenance plan;
- e. Method of Communication;
- f. Reporting relationship;
- g. Deliverables and terms of deliverables;
- h. Uncompleted work;
- i. Disputes; and financial penalties and termination of contract
- j. Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department;
- k. No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the Department, except where duly authorized to do so in writing by the Department;
- l. Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in the Department;
- m. The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the Department;
- n. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance; and
- o. Note that the department reserves the right to award the bid to more than one service provider.

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**13. CONTACT PERSONS:**

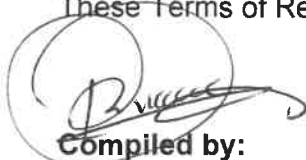
| Query             | Contact Person      | Contact Details                |
|-------------------|---------------------|--------------------------------|
| Technical         | Mr. Bhekumusa Zwane | (013) 754 8065<br>071 683 5277 |
|                   | Mr Xolani Mashaba   | (017) 754 8065                 |
| SCM Related       | Mr. Rolph Ngobeni   | (013) 754 8061                 |
| Quotation Related | Mr.D Rudolph        | 013 -754 8034/37/60            |

**14. PUBLICATION**

The bid will be published in the Government Tender Bulletin and Departmental website and will remain open for a period of 21 working days.

**15. APPROVAL**

These Terms of Reference have been checked and approved as follows:



Compiled by:  
Admin Clerk: Assets & Facilities  
Mr. B.N. Zwane



Endorsed/ not endorsed  
(A)Deputy Director: SCM  
Mr. D.V Fundisi

04/07/2022