



**ENQUIRIES:** Mr B Magudulela/ Mr B Ngcobo

**BID NOS:** SS-KZN 5/2/2 (852) 2L

**The Managing Director**

**Dear Sir / Madam**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWA-ZULU NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

1. BID NO: SS-KZN 5/2/2 (852) 2L
2. Closing Date: **11 April 2023 at 11h00**
3. **Compulsory briefing session: 29 March 2023 at 11h00 for the Directorate: Land Claims Commission situated at 200 Church Street, Pietermaritzburg**
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 2, SBD 3.3, SBD 4, SBD 6.1, SBD 8, SBD 9, terms of reference/specification, entity forms, as well as any other conditions accompanying this request are applicable. Proof of delegation of authority to sign the Bid document must be included in your proposal.
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. Submit the central supplier database summary report and the Tax compliance status pin or (valid tax clearance certificate).
7. Please contact on **Bongani Ngcobo on 033 341 2600** for any technical queries related to the project.
8. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Faxed or emailed copies will not be accepted. Use of correctional fluid is strictly prohibited on the document.
9. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project. Provision must be made for this compulsory meeting.
10. Please ensure that your bid reaches this office before closing time.
11. When submitting your bid the following information must appear on the sealed envelope:  
Name and address of the bidder  
Bid number  
Closing date
12. All bids are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Rural Development & Land Reform, Private Bag X9132, Pietermaritzburg, 3200
13. The Department of Agriculture, Land Reform and Rural Development is bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC  
FOR DIRECTOR –GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND  
RURAL DEVELOPMENT**

**DATE:** 22/03/2023

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**

|             |                                                                                                                                                                                                                                                                                                                |                             |               |       |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|-------|
| BID NUMBER: | SS-KZN 5/2/2 (852) 2L                                                                                                                                                                                                                                                                                          | CLOSING DATE: 11 April 2023 | CLOSING TIME: | 11H00 |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWA-ZULU NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS |                             |               |       |

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (270 Jabu Ndlovu Street.)**

**1<sup>st</sup> Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO |                                  | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |                              |
|------------------------------------------------|----------------------------------|-----------------------------------------|------------------------------|
| CONTACT PERSON                                 | Bongani Magudulela               | CONTACT PERSON                          | Bongani Ngcobo               |
| TELEPHONE NUMBER                               | 033 264 9500                     | TELEPHONE NUMBER                        | 033 341 2600                 |
| FACSIMILE NUMBER                               |                                  | FACSIMILE NUMBER                        |                              |
| E-MAIL ADDRESS                                 | Bongani.Magudulela@dalrrd.gov.za | E-MAIL ADDRESS                          | Bongani.Ngcobo@dalrrd.gov.za |

**SUPPLIER INFORMATION**

|                                              |                                                                                  |        |                                                                                                                          |
|----------------------------------------------|----------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------|
| NAME OF BIDDER                               |                                                                                  |        |                                                                                                                          |
| POSTAL ADDRESS                               |                                                                                  |        |                                                                                                                          |
| STREET ADDRESS                               |                                                                                  |        |                                                                                                                          |
| TELEPHONE NUMBER                             | CODE                                                                             | NUMBER |                                                                                                                          |
| CELLPHONE NUMBER                             |                                                                                  |        |                                                                                                                          |
| FACSIMILE NUMBER                             | CODE                                                                             | NUMBER |                                                                                                                          |
| E-MAIL ADDRESS                               |                                                                                  |        |                                                                                                                          |
| VAT REGISTRATION NUMBER                      |                                                                                  |        |                                                                                                                          |
| SUPPLIER COMPLIANCE STATUS                   | TAX COMPLIANCE SYSTEM PIN:                                                       | OR     | CENTRAL SUPPLIER DATABASE No: MAAA                                                                                       |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |        | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br>[TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|                                                                                               |                                                                                    |                                                                          |                                                                                                      |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                          |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                                   |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                         |
| <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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                              |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                         |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                                   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                             |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                          |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



TAX CLEARANCE

TCC 001

**Application for a Tax Clearance Certificate****Purpose**Select the applicable option ..... Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

**Particulars of applicant**Name/Legal name  
(Initials & Surname  
or registered name)Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address

**Particulars of tender** (If applicable)

Tender number

Estimated Tender  
amount

R

Expected duration  
of the tender

year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started

Date finalised

Principal

Contact person

Telephone number

Amount

**Audit**Are you currently aware of any Audit investigation against you/the company?  
If "YES" provide details

YES

NO

**Appointment of representative/agent (Power of Attorney)**I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct

SARS the applicable Tax Clearance Certificate on my/our behalf.

to apply to and receive from

Signature of representative/agent

Date

Name of  
representative/  
agent**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/  
Public Officer**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER A STANDARD CLEANING, HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

SBD 3.3

**PRICING SCHEDULE**

**(Professional Services)**

NAME OF SERVICE PROVIDER: ..... Bid NO.: SS-KZN 5/2/2 (852) 2L

CLOSING DATE & TIME: .....

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

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

**TOTAL PRICE**

**R.....**

**Bid offer must remain valid for the period of 90 days after the closing date.**

**N.B**

- **Monthly costs of cleaners must be inclusive of all hidden costs. (Overtime, leave payments, sick leave, UIF, public holiday, bonus, COIDA, skills development levy & provident fund)**
- **All cleaning equipment and detergents must be provided by the bidder.**
- **Pricing must be fixed for the duration of the project. Only the wage increment based on a department of labour sectoral wage determination will be considered**

# A. LABOUR RATES

| DESCRIPTION                                                    | ALL MONTHLY COST | QUANTITY REQUIRED | CONTRACT DURATION | TOTAL COST FOR THE PROJECT FOR DURATION 36 MONTHS |
|----------------------------------------------------------------|------------------|-------------------|-------------------|---------------------------------------------------|
| WORKING SUPERVISOR/CLEANER                                     | R.....           | 1                 | 36 MONTHS         | R.....                                            |
| PROFIT, OVERHEADS AND OTHER RELATED COSTS (WORKING SUPERVISOR) | R.....           | 1                 | 36 MONTHS         | R.....                                            |
| GENERAL CLEANERS                                               | R.....           | 3                 | 36 MONTHS         | R.....                                            |
| PROFIT, OVERHEADS AND OTHER RELATED COSTS (GENERAL CLEANER)    | R.....           | 3                 | 36 MONTHS         | R.....                                            |
| SUBTOTAL COST (EXCL VAT)                                       |                  |                   |                   | R.....                                            |
| VAT @ 15%                                                      |                  |                   |                   | R.....                                            |
| TOTAL COST (INCL VAT)                                          |                  |                   |                   | R.....                                            |

DSE | SBD 3.3 2

Bid Initials .....

Bid's Signature.....

Date:.....

8

| <u>PRICE BREAKDOWN</u>      | <u>CLEANERS</u> | <u>SUPERVISOR</u> |
|-----------------------------|-----------------|-------------------|
| Basic salary per cleaner    | R               | R                 |
| Leave pay                   | R               | R                 |
| Sick leave                  | R               | R                 |
| UIF                         | R               | R                 |
| Public Holiday              | R               | R                 |
| Levy Workmen compensation   | R               | R                 |
| COIDA                       | R               | R                 |
| Skills development levy     | R               | R                 |
| Total cost                  | R               | R                 |
| <u>Overtime- rate only:</u> |                 |                   |
| Weekday                     | R               | R                 |
| Saturday                    | R               | R                 |
| Sunday / Public Holidays    | R               | R                 |

9

Bid Initials .....  
 Bid's Signature .....  
 Date: .....

**B. CLEANING EQUIPMENT, MACHINERY, CLEANING DETERGENTS**

| DESCRIPTION              | ALL INCLUSIVE MONTHLY COST | CONTRACT DURATION | TOTAL COST FOR THE PROJECT DURATION 36 MONTHS |
|--------------------------|----------------------------|-------------------|-----------------------------------------------|
| EQUIPMENTS AND MACHINERY | R.....                     | 36 MONTHS         | R.....                                        |
| CLEANING DETERGENTS      | R.....                     | 36 MONTHS         | R.....                                        |
| SUBTOTAL COST (EXCL VAT) |                            |                   | R.....                                        |
| VAT @ 15%                |                            |                   | R.....                                        |
| TOTAL COST (INCL VAT)    |                            |                   | R.....                                        |

Bid Initials .....  
 Bid's Signature.....  
 Date:.....

**C. HYGIENE SERVICE**

| HYGIENE SERVICE TASK DESCRIPTION                                                | QUANTITY OF CONSUMABLES PER MONTH | MONTHLY COST        | CONTRACT DURATION | TOTAL COST FOR THE PROJECT DURATION 36 MONTHS |
|---------------------------------------------------------------------------------|-----------------------------------|---------------------|-------------------|-----------------------------------------------|
| Supply and installation of new SHE bin (See item I of the scope of work)        | 9 UNITS (ONCE OFF)                |                     | 36 MONTHS         | R.....                                        |
| Supply and replenishment of Bin Liner bags (Clear)                              | 150 PER MONTH                     | R.....<br>Per month | 36 MONTHS         | R.....                                        |
| Supply and replenishment of refuse plastic bag (Black)                          | 160 PER MONTH                     | R.....<br>Per month | 36 MONTHS         | R.....                                        |
| Supply and installation of sanitary hygiene plastic bag dispensers              | 9 UNITS (ONCE OFF)                |                     | 36 MONTHS         | R.....                                        |
| Supply of sanitary hygiene plastic bag                                          | 18 X 50 PER PACKET PER MONTH      | R.....<br>Per month | 36 MONTHS         | R.....                                        |
| Supply and installation of seat wipe dispensers in both female and male toilets | 15 UNITS (ONCE OFF)               |                     | 36 MONTHS         | R.....                                        |
| Supply of tissue seat wipes                                                     | 15 X 100 SEAT WIPES PER MONTH     | R.....<br>Per month | 36 MONTHS         | R.....                                        |
| Supply and installation of                                                      | 15 UNITS (ONCE OFF)               |                     | 36 MONTHS         | R.....                                        |

Bid Initials .....  
 Bid's Signature .....  
 Date: .....

|                                                                                                                                |                                        |                     |           |        |  |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|-----------|--------|--|
| metal lockable toilet paper holders in both female and male toilets                                                            | OFF)                                   |                     |           |        |  |
| 2 PLY TOILET PAPER ROLLS                                                                                                       | 25 BALES PER MONTH (48 ROLLS PER BALE) | R.....<br>Per month | 36 MONTHS | R..... |  |
| Supply and installation of hand paper dispenser                                                                                | 10 UNIT (ONCE OFF)                     |                     | 36 MONTHS | R..... |  |
| Replacement of paper towels                                                                                                    | 20 ROLLS PER MONTH                     | R.....<br>Per month | 36 MONTHS | R..... |  |
| Supply of paper towel bin                                                                                                      | 10 UNITS (ONCE OFF)                    |                     | 36 MONTHS | R..... |  |
| Supply and installation of wall mounted hand wash foam plastic dispenser in both female and male toilets and the kitchen       | 10 UNITS (ONCE OFF)                    |                     | 36 MONTHS | R..... |  |
| Supply of hand wash foam                                                                                                       | 10 X 1L PER MONTH                      | R.....<br>Per month | 36 MONTHS | R..... |  |
| Supply one (1) foot-pedal COVID 19 waste bin (PPE bin), ten (10L) capacity in entrance, the waste must have self-closing tight | 5 UNITS (10L)                          | R.....              | 36 MONTHS | R..... |  |

Bid Initials .....  
 Bid's Signature.....  
 Date:.....

|                                                                                                                                     |                          |                     |           |        |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|-----------|--------|
| Provide four (04) red plastic bags for COVID-19 bin per month                                                                       | 20 PER MONTH             | R.....              | 36 MONTHS | R..... |
| Provide constant removal of COVID 19 waste bin disposal items in line with Health Care waste protocols and clean and sterilize bins | 4 PER MONTH              | R.....              | 36 MONTHS | R..... |
| Supply and installation of automatic air freshener dispenser                                                                        | 5 UNITS                  | R.....<br>Per month | 36 MONTHS | R..... |
| Supply & replenishment of automatic Air Freshener                                                                                   | 5 x 200ML PER MONTH      | R.....<br>Per month | 36 MONTHS | R..... |
| Supply liquid furniture non wax and non water based aerosol                                                                         | 4 x 175ML CANS PER MONTH | R.....<br>Per month | 36 MONTHS | R..... |
| Supply dishwashing liquid                                                                                                           | 8 LITRES PER MONTH       | R.....<br>Per month | 36 MONTHS | R..... |
| Supply hand sanitiser (70% alcohol based SABS / SANS approved)                                                                      | 1 x 5LITRE PER MONTH     | R.....<br>Per month | 36 MONTHS | R..... |

Bid Initials .....  
 Bid's Signature.....  
 Date:.....

|                                                                      |                             |                     |           |        |
|----------------------------------------------------------------------|-----------------------------|---------------------|-----------|--------|
| Supply 2-Ply Facial Tissues<br>White 180 Tissues (205mm x<br>190 mm) | N/A                         | R.....<br>Per month | 36 MONTHS | R..... |
| Supply Toilet Bowl Cleaner<br>Compound                               | 4 x 5LITRE PER<br>MONTH     | R.....<br>Per month | 36 MONTHS | R..... |
| Supply Anti-Septicum<br>disinfectant                                 | 1 X 5LITRE PER<br>MONTH     | R.....<br>Per month | 36 MONTHS | R..... |
| Supply Carpet Cleaning<br>Shampoo                                    | 1 X 20 LITRE PER<br>QUARTER | R.....<br>Per month | 36 MONTHS | R..... |
| Supply Window Cleaner                                                | 1 x 5LITRE PER<br>MONTH     | R.....<br>Per month | 36 MONTHS | R..... |
| SUB TOTAL COST (EXCL VAT)                                            |                             |                     |           | R..... |
| VAT @ 15 %                                                           |                             |                     |           | R..... |
| TOTAL COST FOR THE<br>PROJECT (INC VAT)                              |                             |                     |           | R..... |

Bid Initials .....  
 Bid's Signature.....  
 Date:.....

#### D. PEST CONTROL AND FUMIGATION SERVICES

| DESCRIPTION                          | QUANTITY                      | COST PER QUANTITY | CONTRACT DURATION | TOTAL COST FOR THE PROJECT DURATION 36 MONTHS |
|--------------------------------------|-------------------------------|-------------------|-------------------|-----------------------------------------------|
| Pest control & Fumigation services   | Quarterly<br>4 times per year | R.....            | 36 MONTHS         | R.....                                        |
| VAT @ 15 %                           |                               |                   |                   | R.....                                        |
| TOTAL COST FOR THE PROJECT (INC VAT) |                               |                   |                   | R.....                                        |
|                                      |                               |                   |                   |                                               |

#### E. CARPET AND BLINDS CLEANING

| DESCRIPTION                          | QUANTITY                      | COST PER QUANTITY | CONTRACT DURATION | TOTAL COST FOR THE PROJECT DURATION FOR 36 MONTHS |
|--------------------------------------|-------------------------------|-------------------|-------------------|---------------------------------------------------|
| Carpet & Blinds cleaning services    | Quarterly<br>4 times per year | R.....            | 36 MONTHS         | R.....                                            |
| VAT @ 15 %                           |                               |                   |                   | R.....                                            |
| TOTAL COST FOR THE PROJECT (INC VAT) |                               |                   |                   | R.....                                            |
|                                      |                               |                   |                   |                                                   |

**F. DECONTAMINATION SERVICES**

| DESCRIPTION                                                                                                                              | QUANTITY                                 | COST PER QUANTITY | CONTRACT DURATION | TOTAL COST FOR THE PROJECT DURATION FOR 36 MONTHS |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------|-------------------|---------------------------------------------------|
| Decontamination Services<br>NB: To be included in the total contract amount but will only be payable if or when the service is conducted | 3 times Annually /<br>9 times in 3 years | R.....            | 36 MONTHS         | R.....                                            |
| VAT @ 15 %                                                                                                                               |                                          |                   |                   | R.....                                            |
| TOTAL COST FOR THE PROJECT (INC VAT)                                                                                                     |                                          |                   |                   | R.....                                            |
|                                                                                                                                          |                                          |                   |                   |                                                   |

16

Bid Initials .....  
 Bid's Signature.....  
 Date:.....

**SUMMARY OF THE TOTAL COST**

| DESCRIPTION                                                                                                              | TOTAL COST INCLUDING VAT                      |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| A. TOTAL COST FOR LABOUR<br>RATES INCLUDING VAT                                                                          | R.....                                        |
| B. CLEANING EQUIPMENT,<br>MACHINERY, CLEANING<br>DETERGENTS, INCLUDING VAT                                               | R.....                                        |
| C. HYGIENE SERVICE<br>INCLUDING VAT                                                                                      | R.....                                        |
| D. PEST CONTROL, FUMIGATION<br>AND DECONTAMINATION<br>SERVICES INCLUDING VAT                                             | R.....                                        |
| E. CARPET & BLINDS CLEANING                                                                                              | R.....                                        |
| F. DECONTAMINATION SERVICES<br>INCLUDING VAT                                                                             | R.....                                        |
| NB: TO BE INCLUDED IN THE<br>TOTAL CONTRACT AMOUNT BUT<br>WILL ONLY BE PAYABLE IF OR<br>WHEN THE SERVICE IS<br>CONDUCTED |                                               |
| TOTAL BID PRICE                                                                                                          | R.....<br>(Should reflect on SBD 3.3 as well) |

Bid Initials .....  
Bid's Signature.....  
Date:.....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
    - the bidder is employed by the state; and/or
    - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
    - 2.1 Full Name of bidder or his or her representative: .....
    - 2.2 Identity Number: .....
    - 2.3 Position occupied in the Company (director, shareholder etc): .....
    - 2.4 Company Registration Number: .....
    - 2.5 Tax Reference Number: .....
    - 2.6 VAT Registration Number: .....
- \* "State" means –
- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
  - (b) any municipality or municipal entity;
  - (c) provincial legislature;
  - (d) national Assembly or the national Council of provinces; or
  - (e) Parliament.
- 2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....  
Name of state institution to which the person is connected: .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

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

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with the  
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars. **YES / NO**  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
the bidder and any person employed by the state who  
may be involved with the evaluation and or adjudication of  
this bid?

2.10.1 If so, furnish particulars. **YES / NO**  
.....  
.....  
.....

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

2.11.1 If so, furnish particulars:

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

### DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

**COMPETITIVE BID PROCESS (ABOVE R 1 MILLION UP TO R 50M)**

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who has a disability – **attach doctor's letter confirming the disability**
  - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Specific goal: **Locality –**
    - (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
    - (b) a valid lease agreement from the lessor **or**
    - (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.
- 1.8 Local content – specific goal: the SBD 6.2 must be fully completed and signed

## 2. DEFINITIONS

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

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

| The specific goals allocated points in terms of this tender                                                                                                                                                                       | Number of points allocated (80/20 system) | Percentage ownership equity (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|
| I. Who had no franchise in national elections before the 1983 and 1993 Constitution                                                                                                                                               | 8                                         |                                                               |                                                                           |
| II. Who is female                                                                                                                                                                                                                 | 5                                         |                                                               |                                                                           |
| III. Who has a disability                                                                                                                                                                                                         | 2                                         |                                                               |                                                                           |
| IV. Specific goal: Youth                                                                                                                                                                                                          | 2                                         |                                                               |                                                                           |
| V. Specific goal: Locality<br><br>(Promotion of South African owned enterprises <u>or</u> promotion of enterprises located in a specific province <u>or</u> promotion of enterprises located in a specific district) (select one) | 3                                         |                                                               |                                                                           |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety

- ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

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

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

25

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                             | No                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><b>(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).</b>                                                                                                                    | 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><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:                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                                                                | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                |

26

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**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

Js914w 2

BAS

☐

LOGIS

☐

Office

| System User Only             |                             |
|------------------------------|-----------------------------|
| Captured By:                 | <input type="text"/>        |
| Captured Date:               | <input type="text"/>        |
| Authorised By:               | <input type="text"/>        |
| Date Authorised:             | <input type="text"/>        |
| Safety Web Verification      |                             |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**The Director General: Department of Agriculture, Land Reform and Rural Development**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

| Company / Personal Details |                      |
|----------------------------|----------------------|
| Registered Name            | <input type="text"/> |
| Trading Name               | <input type="text"/> |
| Tax number                 | <input type="text"/> |
| Vat Number                 | <input type="text"/> |
| Title                      | <input type="text"/> |
| Initials                   | <input type="text"/> |
| First Name                 | <input type="text"/> |
| Surname                    | <input type="text"/> |

| Address Detail          |                      |
|-------------------------|----------------------|
| Postal Address Line 1   | <input type="text"/> |
| Postal Address Line 2   | <input type="text"/> |
| Physical Address Line 1 | <input type="text"/> |
| Physical Address Line 2 | <input type="text"/> |
| Postal Code             | <input type="text"/> |

| New Detail                                        |                                                                         |                                                      |                      |
|---------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------|----------------------|
| <input type="checkbox"/> New Supplier Information |                                                                         | <input type="checkbox"/> Update Supplier Information |                      |
| Supplier Type                                     | <input type="checkbox"/> Individual <input type="checkbox"/> Department | Department Number                                    | <input type="text"/> |
|                                                   | <input type="checkbox"/> Company <input type="checkbox"/> Trust         |                                                      |                      |
|                                                   | <input type="checkbox"/> CC <input type="checkbox"/> Other              | Other Specify                                        | <input type="text"/> |
|                                                   | <input type="checkbox"/> Partnership                                    |                                                      |                      |

### Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name

Account Number

Branch Name

Branch Number

Account Type

☐

Cheque Account

☐

Savings Account

☐

Transmission Account

☐

Bond Account

☐

Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

\* Please include CC/CK where applicable

Practise Number

When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.

#### Bank stamp

It is hereby confirmed that this details have been verified against the following screens

**ABSA**-CIF screen

**FNB**-Hogans system on the CIS4

**STD** Bank-Look-up-screen

**Nedbank**- Banking Platform under the Client Details Tab

### Contact Details

|                |           |                  |           |
|----------------|-----------|------------------|-----------|
| Business       | Area Code | Telephone Number | Extension |
|                |           |                  |           |
| Home           | Area Code | Telephone Number | Extension |
|                |           |                  |           |
| Fax            | Area Code | Telephone Number |           |
|                |           |                  |           |
| Cell           |           |                  |           |
|                |           |                  |           |
|                | Cell Code | Cell Number      |           |
| E-mail Address |           |                  |           |

| Contact Person    | Supplier details | Departmental sender details |
|-------------------|------------------|-----------------------------|
| Signature         |                  |                             |
| Print Name        |                  |                             |
| Rank              |                  |                             |
| Date (dd/mm/yyyy) |                  |                             |

Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:



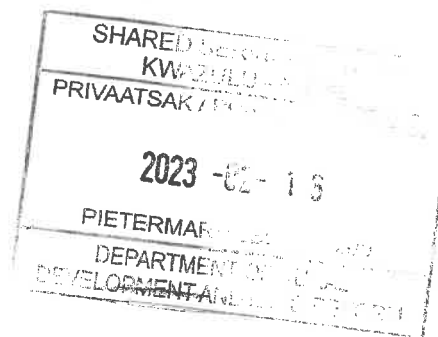
**agriculture, land reform  
& rural development**

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

**TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING,  
HYGIENE, PEST CONTROL, FUMIGATION AND DECONTAMINATION SERVICES  
FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL  
DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-  
NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**PHYSICAL ADDRESS:**

**200 CHURCH STREET  
PIETERMARITZBURG  
3200**



**1. OBJECTIVES**

The objective of the specification is to appoint a suitable Service Provider that will render cleaning, hygiene, pest control, fumigation and decontamination services for the Department of Agriculture, Land Reform and Rural Development: Land Claims Commission (200 Church Street), KwaZulu-Natal for a period of thirty-six (36) months.

**2. STAFFING REQUIREMENTS**

Cleaning Staff required:

|                           |          |                 |
|---------------------------|----------|-----------------|
| <b>Working Supervisor</b> | <b>:</b> | <b>1</b>        |
| <b>General Cleaners</b>   | <b>:</b> | <b>3</b>        |
| <b><u>Total</u></b>       | <b>:</b> | <b><u>4</u></b> |

Initials:

MD 34

### 3. TABLE OF QUANTITIES

| No. | Description:             | Quantities:                           | Comments                                                                                                                        |
|-----|--------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1   | Size (±)                 | <b>6 Floors</b>                       | Approx. 2430 sq. meters                                                                                                         |
| 2   | Cleaners required:       | <b><u>Four (4):</u></b>               | <b>1 x Working Supervisor</b><br><b>3 x General Cleaners</b>                                                                    |
| 3   | Number of floors         | <b>6</b>                              | Ground floor, 1 <sup>st</sup> floor, 2 <sup>nd</sup> floor, 3 <sup>rd</sup> floor, 5 <sup>th</sup> floor, 7 <sup>th</sup> floor |
| 4   | Number-of closed offices | <b>77</b>                             |                                                                                                                                 |
| 5   | Boardrooms               | <b>2</b>                              | Carpeted                                                                                                                        |
| 6   | Number of toilets        | <b>Ladies x 3</b><br><b>Gents x 2</b> | Ladies = 9 cubicles<br>Gents = 6 cubicles                                                                                       |
| 7   | Kitchens                 | <b>5</b>                              | Tiled                                                                                                                           |
| 8   | Entrance                 | <b>01</b>                             | Main entrance                                                                                                                   |
| 9   | Passages                 | <b>5</b>                              |                                                                                                                                 |
| 15  | Urinals                  | <b>4</b>                              | Men                                                                                                                             |
| 16  | Hand wash basins         | <b>10</b>                             | Ladies toilet x 6<br>Gents toilet x 4                                                                                           |

#### 4. SCOPE OF WORK

| <b><u>TASK DESCRIPTION</u></b>                                                                          | <b><u>FREQUENCY</u></b>                                            |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>A. OFFICES, BOARDROOMS/ MEETING ROOMS/ BASEMENT</b>                                                  |                                                                    |
| Cleaning floor according to the type                                                                    | <b>Daily</b>                                                       |
| Stripping tiled floors                                                                                  | <b>Quarterly</b>                                                   |
| Dust/ wipe down all horizontal / vertical surfaces with a damp cloth + 70 % alcohol-based disinfectant. | <b>Daily</b>                                                       |
| Dust desks and computers with a damp cloth                                                              | <b>Daily</b>                                                       |
| Wipe all telephones with a damp cloth with a suitably diluted disinfectant.                             | <b>Daily</b>                                                       |
| Polish all wooden furniture                                                                             | <b>Daily</b>                                                       |
| Steam clean and vacuum upholstered chairs                                                               | <b>Quarterly</b>                                                   |
| Dust the records in the Registry Office                                                                 | <b>Monthly and when required</b>                                   |
| Clean directory boards                                                                                  | <b>Daily</b>                                                       |
| Clean white boards                                                                                      | <b>When necessary</b>                                              |
| Empty dust bins, wastepaper baskets, wash and replace plastic liners.                                   | <b>Twice Daily and when required</b>                               |
| Clean picture frames and glass                                                                          | <b>Daily</b>                                                       |
| Clean water bottles and drinking glasses with dish washing liquid and refill with fresh water           | <b>Daily</b>                                                       |
| Clean material partitions inside offices                                                                | <b>Weekly and when required</b>                                    |
| Washing of carpets and upholstered furniture.                                                           | <b>Quarterly or when required.<br/>(Maximum four times a year)</b> |
| Damp wash vinyl covered furniture                                                                       | <b>Weekly</b>                                                      |

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS

|                                                                                                                                                                                |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Spot clean marks from walls, doors, paint work and light switches                                                                                                              | <b>Monthly</b>                         |
| Clean door handles, window stays, window fasteners and light switches                                                                                                          | <b>Daily</b>                           |
| Apply liquid metal polish, to brass door handles, window stays and window fasteners,                                                                                           | <b>Monthly</b>                         |
| Vacuum carpets                                                                                                                                                                 | <b>Twice a week and when required</b>  |
| <b>B. CLEANING OF ENTRANCES, FOYERS, CORRIDORS, PASSAGES, AND FIRE ESCAPES.</b>                                                                                                |                                        |
| Clean floor according to type                                                                                                                                                  | <b>Daily</b>                           |
| Scrubbing, cleaning and polishing of passages and staircases                                                                                                                   | <b>Quarterly</b>                       |
| Pick up, clean all waste receptacles and dispose of all litter.                                                                                                                | <b>Daily</b>                           |
| Glass doors at the entrances must be cleaned with a damp cloth using 70 % alcohol-based disinfectant.                                                                          | <b>Daily</b>                           |
| Spot clean all glass; windows and window seals, doors, doorknobs and metal work and dust all accessible ledges                                                                 | <b>Daily</b>                           |
| Clean skirting                                                                                                                                                                 | <b>Weekly</b>                          |
| <b>C. TOILET CLEANING</b>                                                                                                                                                      |                                        |
| Cleaning of toilets (closet pans, urinals, wash bins and mirror) with SABS/ SANS toilet cleaning soap + 70% alcohol- based disinfectant.<br>Supply plastic to line toilet bins | <b>Twice per day and when required</b> |
| Washing of toilet floors, walls, doors and pipes                                                                                                                               | <b>Daily and when required</b>         |

|                                                                                                                                                  |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>D. PARKING BAYS</b>                                                                                                                           |                                       |
| Clean Parking Bay areas (6 bays located in the basement)                                                                                         | <b>Weekly and when required</b>       |
| <b>E. WINDOWS, CURTAINS, BLINDS, PARTITIONING AND DRAINS</b>                                                                                     |                                       |
| Clean both faces of glass                                                                                                                        | <b>Weekly</b>                         |
| Clean blinds (to be steam cleaned without being removed)                                                                                         | <b>Quarterly</b>                      |
| <b>F. KITCHEN</b>                                                                                                                                |                                       |
| Kitchen and pause area floor, cupboards must be cleaned with water and + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents. | <b>Daily</b>                          |
| Supply the paper towel in kitchen                                                                                                                | <b>Twice a week and when required</b> |
| Wash bin with + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents and line it with plastic                                  | <b>Daily and when required</b>        |
| Replenish paper towel                                                                                                                            | <b>Daily and when required</b>        |
| Clean and refill urn                                                                                                                             | <b>Daily</b>                          |
| Microwave ovens must be cleaned with water and + 70% alcohol based disinfectant SABS/ SANS approved soap and detergents                          | <b>Daily</b>                          |
| Fridge must be defrosted and washed with water and +/- 70% alcohol based disinfectant SABS/ SANS approved soap and detergents                    | <b>Monthly</b>                        |
| Cutlery and crockery used during meetings must be cleaned                                                                                        | <b>Daily or when required</b>         |

| <b>G. RUBBISH/ PAPER WASTE BINS</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Separate paper waste from general waste and use designated /labeled bins.<br>Wash the waste bins and the refuse area                                                                                                                                                                                                                                                                                                                                  | <b>Weekly</b>             |
| <b>H. COVID 19 WASTE BIN</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |
| Supply five (5) foot pedal COVID 19 waste bin (PPE bin), ten (10L) capacity placed on the entrance, the waste must have self-closing tight Lid.                                                                                                                                                                                                                                                                                                       | <b>5 unit (Once off)</b>  |
| Replace clear plastic bags<br>Provide 20 hazardous waste plastic per month                                                                                                                                                                                                                                                                                                                                                                            | <b>Weekly</b>             |
| Provide constant removal of disposal items in line with Health Care waste protocols and clean and sterilize bins.                                                                                                                                                                                                                                                                                                                                     | <b>Weekly</b>             |
| <b>I. SANITARY DISPOSAL SHE BINS</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |
| <ul style="list-style-type: none"> <li>Supply and installation of new SHE bins in all ladies' toilets, 23 liters</li> <li>- Cleaning the interior of the She bins with disinfectant which is SABS/ SANS approved.</li> <li>- Must have self-closing tight lids with trap doors with non-touch opening and closing mechanism</li> <li>- In the event of mechanical malfunctioning or factory fault, the bin will be replaced free of charge</li> </ul> | <b>9 units (Once off)</b> |
| Sanitary waste must be removed and not stay on the Departmental premises                                                                                                                                                                                                                                                                                                                                                                              | <b>Weekly</b>             |
| Disposal bins must be replaced with the clean disinfected inner plastic bags. <ul style="list-style-type: none"> <li>One (1) bin per female cubicle</li> </ul>                                                                                                                                                                                                                                                                                        | <b>Weekly</b>             |

|                                                                                                                                                                                                                                                                                                                                                                          |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>J. SANITARY HYGIENE PLASTIC BAGS</b>                                                                                                                                                                                                                                                                                                                                  |                                                  |
| Supply and installation of sanitary hygiene plastic bag dispensers per female toilet cubicle Height: 310 mm, Depth: 60 mm, Width: 160 mm                                                                                                                                                                                                                                 | <b>9 Units (once off)</b>                        |
| Supply and installation of sanitary hygiene plastic bag (90mm size)                                                                                                                                                                                                                                                                                                      | <b>Weekly</b>                                    |
| Sanitary bag dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.                                                                                                                                                                                                                                                      | <b>When required</b>                             |
| <b>K. SEAT WIPES</b>                                                                                                                                                                                                                                                                                                                                                     |                                                  |
| Supply and installation of seat wipe dispensers in both female and male toilets                                                                                                                                                                                                                                                                                          | <b>15 Units (once off)</b>                       |
| Seat wipes must be SABS/ SANS approved and must be replaced and must be manufactured from non-woven linen tissue and must contain bactericides and disinfectants <ul style="list-style-type: none"> <li>- It must be non-ammoniated and non-harsh to the skin</li> <li>- <b>15 x 100 per pack toilet seat wipes per month must be supplied to the Office.</b></li> </ul> | <b>Weekly (ensure availability at all times)</b> |
| Seat wipe dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault.                                                                                                                                                                                                                                                         | <b>When required</b>                             |
| <b>L. TOILET PAPER HOLDERS AND ROLLS</b>                                                                                                                                                                                                                                                                                                                                 |                                                  |
| Supply and installation of toilet paper holders in both female and male toilets                                                                                                                                                                                                                                                                                          | <b>15 Units (once off)</b>                       |
| <b>NB: All toilet roll holders should be lockable to prevent theft.</b>                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>2 ply</b> Toilet roll must be replenished                                                                                                                                                                                                                                                                                                                             | <b>Twice a day/when required</b>                 |
| Toilet paper roll must be manufactured from a soft paper, must be of good quality and acceptable standards of SANS.                                                                                                                                                                                                                                                      |                                                  |
| Toilet paper holder must be replaced free of charge in the event of mechanical malfunctioning or factory fault.                                                                                                                                                                                                                                                          | <b>When required</b>                             |

### M. HAND WASH LIQUID SOAP AND SANITISER DISPENSER

|                                                                                                                                                                                                                                                                          |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Supply and installation of 10 wall mounted hand foam soap automatic dispenser.<br><ul style="list-style-type: none"> <li>- 5 hand foam soap dispensers: (three(3) in female toilet and two (2) in male toilets</li> <li>- 5 Liquid soap dispenser in kitchens</li> </ul> | <b>10 Units (once off)</b>           |
| <b>NB: All soap dispenser's holders should be lockable to prevent theft.</b>                                                                                                                                                                                             |                                      |
| Hand wash foam soap must be replenished                                                                                                                                                                                                                                  | <b>Weekly and when required</b>      |
| Hand wash foam soap must be drip free and not harsh/irritable to the skin non-ammoniated, antibacterial & non-fragrance. foam soap, SABS/SANS approved.                                                                                                                  | <b>Weekly and when required</b>      |
| Dispensers must be replaced free of charge in the event of mechanical malfunctioning or factory fault                                                                                                                                                                    | <b>When required</b>                 |
| Urinals should be cleaned twice daily with antiseptic soap and water. Do not place mothball in urinals, urinal mats be used.                                                                                                                                             | <b>Twice a day and when required</b> |

### N. HAND PAPER TOWEL AND DISPENSER

|                                                                                                                   |                                |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Supply and installation of hand paper towel dispenser in toilet and kitchen                                       | <b>10 Units (once off)</b>     |
| Replenish with good quality SABS approved paper towels (20 rolls) per month                                       | <b>Daily and when required</b> |
| Paper towel dispenser must be replaced free of charge in the event of mechanical malfunctioning or factory fault. | <b>When required</b>           |

### O. AUTOMATIC AIR FRESHNER

|                                                                                                  |                                 |
|--------------------------------------------------------------------------------------------------|---------------------------------|
| Supply and installation of air freshener dispenser in both female and male toilets and corridors | <b>5 Units (once off)</b>       |
| Air freshener must be refilled and must spray at intervals of 30 minutes (5 x 200ml per month)   | <b>Weekly and when required</b> |

| <b>P. PEST CONTROL / FUMIGATION</b>                                                                                                                                                                                                                                                        |                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Provide full complement of pest control for inside and outside, fumigation, gel, sprays and tablets to eradicate rodents, cockroaches, fish moths, ants and bees.<br><b>Service provider to submit Material Safety Data sheet for the Chemicals to be used before the contract starts.</b> | <b>Quarterly basis (Maximum four times a year)</b>                    |
| <b>Q. CARPET AND BLINDS CLEANING</b>                                                                                                                                                                                                                                                       |                                                                       |
| Provide full complement of carpet deep cleaning and blinds cleaning within office environment.                                                                                                                                                                                             | <b>Quarterly basis (Maximum four times a year)</b>                    |
| <b>R. DECONTAMINATION SERVICES / SANITISING</b>                                                                                                                                                                                                                                            |                                                                       |
| Provide full complement of decontamination in all offices, boardroom, passages and veranda<br><b>NB: To be included in the total contract amount but will only be payable if or when the service is conducted</b>                                                                          | <b>3 x annually<br/>(9 times in 3 years)<br/>As and when required</b> |

**NB:**

- Swabs to be used must be colour coded for each function to be done
- All dispenser unit batteries must be of high quality & durability and should be inspected regularly

**The appointed Service Provider will be responsible for the provision of the following:**

- All the required cleaning materials and equipment to meet the above prescribed cleaning activities. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.
- Service provider must ensure that all cleaning equipment/s are functional for the duration of the contract.

- Service provider must provide the department with material datasheet which will be verified by OHS
- Cleaner must be provided with two caution sign boards to ensure awareness on oncoming traffic when performing duties on floors.
- The Service Provider to comply with the Occupational Health and Safety Act which requires that the employer have duties concerning the provision and use of personal protective equipment (PPE) at work. Protective Personal Equipment will protect the user against health and safety risks at work, for the safety of persons in connection with use of plant and machinery, protection of person's hazards to health and safety arising out of or in connection with activities of persons at work.
- The Service Provider must provide in terms of uniform / personal protective equipment (PPE) i.e. safety footwear, masks, gloves, eye protection, high-visibility clothing, safety harnesses and respiratory protective equipment (RPE).

**N.B.: Bidders must indicate cleaner's wages in the pricing schedule (SBD 3.3). The wages of the cleaner should not be less than the minimum wage rates as prescribed by the Department of Labour Sectoral determination 1: Contract cleaning sector, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula.**

**All toilet roll canisters and soap dispensers must be lockable to prevent theft. The Service Provider must install all SHE bins, automatic air freshener units, paper towel dispenser and soap dispensers' units. Upon termination of the contract the Service Provider must remove such equipment from the premises and restore the building to its original condition/colour (holes must be filled and painted).**

## 5. MANDATORY REQUIREMENTS

**NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.**

- a. A company resolution authorizing a person to sign the bid documents.
- b. A valid letter for tender purposes **or** letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993. (Cleaning services as the nature of business)
- c. Public Liability Insurance (Proof of quotation obtainable from any insurance companies or any other relevant proof). Minimum amount of R500 000.000
- d. 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. Only the wage adjustments will be accepted based on a Sectoral wage determination formula.
- e. Registration with the bargaining council for cleaning and hygiene services (Attach proof / certificate)
- f. There will be a briefing session and attendance thereof is compulsory.
- g. Medical / COVID-19 and Sanitary waste: The bidder must submit a valid certificate as a proof of registration or licence issued to the bidder by the National Department of Environment, Forestry and Fisheries in terms of Section 49 (1) of the National Environmental Management Work (Act 59/2008) for disposal of sanitary bin content/waste, signed quotation for all items. If the bidder is not accredited to provide this service (sanitary waste disposal) the bidder must outsource the service and provide a signed quotation from an entity registered with the National Department of Environmental, Forestry and Fisheries (The letter of intent will not be accepted).
- h. The appointed bidder will be required to provide Pest control and Fumigation service, as per the schedule. If the bidder is not registered to provide the service, the service should be outsourced to an accredited and registered Pest Control operator. The bidder must submit a signed quotation from the sourced compliant service provider for this bid or a valid copy of the registration certificate containing

a P-number as a Pest Control Operator (PCO) for structural or fumigation as issued by the Department of Agriculture, Land Reform and Rural Development. Should you have any pest control operator database queries, contact the technical advisor: RupertH@dalrrd.gov.za (012 319 7187). The certificate must indicate a P-number for compliance.

## 6. EVALUATION CRITERIA

Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and information provided.

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

Functionality will be evaluated based on supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

This bid shall be evaluated in two stages. On the first stage, bids will be evaluated on functionality whereas on the second stage evaluation, evaluation will be done in accordance with 80/20 preference points system as stipulated below.

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

The applicable values that will be utilized when scoring each criterion ranges from: **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent**

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS

| EVALUATION CRITERIA              | GUIDELINES FOR CRITERIA APPLICATION                                                                                                                                                                                                                                | WEIGHT |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>1. ABILITY AND CAPABILITY</b> | Company experience: experience of the company in a cleaning and hygiene industry (Reference letter from client-company that the company is managing or has previously managed must be attached)<br><b>NB: Proof should include value and duration of projects.</b> | 25     |
|                                  | Cleaning Company Supervisor to be utilized in the execution of the contract please attach personnel CVs entailing skills, experience in cleaning, hygiene and training certificates.                                                                               | 15     |
|                                  | Cleaning Company Supervisor's cleaning, hygiene and first aid certificates                                                                                                                                                                                         | 10     |
|                                  | Training and skills development plan (Please attach a detailed plan/ programme that the personnel will receive prior commencement of work and for the duration of the contract)<br>One day onsite training session per month of cleaning staff member              | 15     |
|                                  | Bidder's Protective clothing and SHEQ (Safety Health Equipment) in line with the Occupational Health Safety Act (attach uniform pictures with Company Logo and other related protective clothing) and COVID 19 Personal Protective Equipment requirement           | 15     |

**TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>2. METHODOLOGY</b>                                | Detailed broad methodologies that cover the proposed scope of work including task descriptions and how such tasks will be performed on daily basis; proposed work schedule/ duty sheet with clear milestones and timeframes for each task to be completed. Flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plan and COVID 19 Plan | 20         |
| <b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>100</b> |

**NB: THE EVALUATION SCORING WILL BE DONE INLINE WITH THE EVALUATION GUIDELINE**

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS

| Scoring Criterion                                         | 1<br>Poor                                                            | 2<br>Average                                                            | 3<br>Good                                                                                                                                                                    | 4<br>Very Good                                                                                                                                                                                             | 5<br>Excellent                                                                                                                                                                                                                  |
|-----------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Firms experience in cleaning and/or hygiene               | Less than 12 months of experience                                    | 1-2 years of experience                                                 | Combined projects 2-3 years of experience with                                                                                                                               | Combined projects 3-4 years of experience                                                                                                                                                                  | Combined projects More than 4 years of experience                                                                                                                                                                               |
| Supervisor's experience in cleaning and hygiene.          | Supervisors with less than 1 year experience in cleaning and hygiene | Supervisors with 1-2 years' experience in cleaning and hygiene          | Supervisors with over 2-3 years' experience in cleaning and hygiene                                                                                                          | Supervisors with over 3-4 years' experience in cleaning and hygiene                                                                                                                                        | Supervisors with over 4 years' experience in cleaning and hygiene                                                                                                                                                               |
| Supervisor's cleaning, hygiene and first aid certificates | Supervisor with no certificates                                      | Supervisor with cleaning certificate only                               | Supervisor with cleaning certificate and Level 1 First Aid certificate                                                                                                       | Supervisor with cleaning certificate with Level 2 First Aid certificate                                                                                                                                    | Supervisor with cleaning certificate and Level 3 First Aid certificate                                                                                                                                                          |
| Training and skills development plan for all employees.   | No plan at all or irrelevant                                         | Training and skills development plan covering:<br>-OHS/SHE or First Aid | Training and skills development plan covering all of the below:<br>-First aid and<br>-OHS /SHE<br>-Cleaning Certificate or training proof<br>- Level 1 First Aid Certificate | Training and skills plan covering all areas under rate-3 and also Chemical Hazardous Training and / or housekeeping<br>-Cleaning Certificate or training proof<br>kills<br>- Level 2 First Aid Certificate | Training and skills programme covering all items on rating 4 including the following:<br>-Interpersonal skills, and or<br>- communication skills.<br>-Cleaning Certificate or training proof<br>- Level 3 First Aid Certificate |
| Bidder's Protective clothing and                          | No uniform pictures at all or, inadequate                            | Bidders providing pictures of                                           | Bidders providing                                                                                                                                                            | -Uniform with Company Logo                                                                                                                                                                                 | First aid kit (attach pictures of contents)                                                                                                                                                                                     |

|                                       |                                          |                                                                           |                                                                                                                                   |                                                                                                              |                                                                     |
|---------------------------------------|------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>SHE (Safety Health Equipments)</b> | <b>uniform or inappropriate pictures</b> | <b>all of the below:</b><br>-Uniform;<br>-Safety boots;<br>-Safety gloves | <b>pictures of all of the below:</b><br>-Uniform;<br>-Safety boots;<br>-Safety gloves;<br>-Protective masks<br>-Cautionary boards | <b>-Cleaning and Hygiene equipment and chemicals/products additional to items under rating 3</b>             | <b>additional to items under rating 4</b>                           |
| <b>Methodology</b>                    | <b>No information or irrelevant</b>      | <b>Information covering only the scope of work</b>                        | <b>Work schedule attached in line with scope of work.</b>                                                                         | <b>Flexibility plan in relation to both cleaning and hygiene included additional to items under rating 3</b> | <b>Contingency plan attached additional to items under rating 4</b> |

**NB: The following scoring criterion will be used during evaluation of proposals.**

## **7. BID SCORING AND EVALUATION CRITERIA**

Bidders who fail to achieve a minimum of 60 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System).

### **Second Stage - Evaluation in terms of 80/20 Preference Points System**

Bids that achieve the minimum qualifying score for functionality of 60 points out of 100 points will be evaluated further in accordance with the 80/20 preference points system.

### Calculation of points for price

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

### Calculating of points for Specific Goals status level of contribution

## 8. GENERAL CONDITIONS

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

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

8.2 To be completed by the organ of state:

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

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

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

### 8.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

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

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

8.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach a certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor's letter confirming the disability**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Specific goal: **Locality** –
  - (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
  - (b) a valid lease agreement from the lessor **or**
  - (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.

## 9. POINTS AWARDED FOR SPECIFIC GOALS

- a. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

| The specific goals allocated points in terms of this tender                                                                                                                                                                       | Number of points allocated (80/20 system) | Percentage ownership equity (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|
| I. Who had no franchise in national elections before the 1983 and 1993 Constitution                                                                                                                                               | 8                                         |                                                               |                                                                           |
| II. Who is female                                                                                                                                                                                                                 | 5                                         |                                                               |                                                                           |
| III. Who has a disability                                                                                                                                                                                                         | 2                                         |                                                               |                                                                           |
| IV. Specific goal: Youth                                                                                                                                                                                                          | 2                                         |                                                               |                                                                           |
| V. Specific goal: Locality<br><br>(Promotion of South African owned enterprises <u>or</u> promotion of enterprises located in a specific province <u>or</u> promotion of enterprises located in a specific district) (select one) | 3                                         |                                                               |                                                                           |

## 10. TERMS AND CONDITIONS OF THE PROPOSAL

- 10.1 Awarding of the bid will be subject to the Service Provider's expressing acceptance of the DALRRD Supply Chain Management general contract conditions.
- 10.2 Appointed service provider must ensure compliance to wage labour rates as per the department of labour 's regulation.
- 10.3 The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this quotation will result in disqualifications

10.4 In cases where company, partnerships of close corporation commences business for the first time or either do not have capital; the following must be furnished:

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

10.4.2 Service Provider must give the assurance that all workers will be under proper supervision. Any liaison regarding the daily needs will be through the supervisor and not directly workers. Supervisor must ensure that cleaning materials are always available and that it should be replaced as required.

10.4.3 The Service Provider must arrange the insurance policy with a reputable insurance company **OR** submit documentary proof/letter of intent/Quotation. Premiums must be paid monthly after the award for the duration of the project. Failure to comply the Department will reserve the right to pay the premiums and to deduct such payments from money owed by the contractor.

10.4.4 All Acts and Regulations relating to cleaning services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.

10.5 The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SANS.

10.6 No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.

10.7 Proof of quotations or any other documents is required for Public Liability Insurance for bidding process; however, proof of registration or contract/agreement must be submitted by the successful bidder within the period of seven working days after the award. The Department reserves the

right to cancel the contract if these required documents are not submitted within the specified time.

10.8 In a case where a bidder does not have registered employees under his/her entity a letter to tender must be attached to avoid disqualification (obtainable from Department of Labour), however proof of registration **must** be submitted by the successful bidder within a period of seven working days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.

10.9 Any short coming in this term 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.

10.10 Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DALRRD may cancel the contract within one-month notice.

10.11 The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.

10.12 Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.

10.13 Ensure that the Department is informed of any removal and replacement of personnel for security reasons.

10.14 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.

10.15 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.

10.16 All cleaning equipment and detergents should be provided by the bidder.

## 11 THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT SHALL:

- 11.1 Conduct business in a courteous and professional manner with the Service Provider.
- 11.2 Not accept responsibility/liable of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 11.3 Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- 11.4 The DALRRD will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification and Terms and Conditions will also form part of the service level agreement.

## 12 SERVICE LEVEL AGREEMENT

- 12.1 The Department of Agriculture, Land Reform and Rural Development and Service Provider will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will amongst others include the following:
  - Period of Agreement;
  - Project objectives and scope;
  - Staffing;
  - Maintenance plan;
  - Method of Communication;
  - Reporting relationship;
  - Deliverables and terms of deliverables;
  - Uncompleted work;
  - Disputes; and financial penalties and termination of contract.
- 12.2 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;
- 12.3 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;

- 12.4 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;
- 12.5 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;
- 12.6 The department reserves the right to terminate the contract if there is clear evidence of non-performance; and
- 12.7 Note that the department reserves the right to award the bid to more than one service provider.

### 13 PUBLICATION

- Departmental Website
- EPortal
- Twenty calendar Days (21 days)

### 14 BRIEFING SESSION

There will be a compulsory site briefing/ site inspection, and attendance thereof is compulsory. Compulsory Briefing session will be held at 200 Church Street, Pietermaritzburg.

### 15 ENQUIRIES:

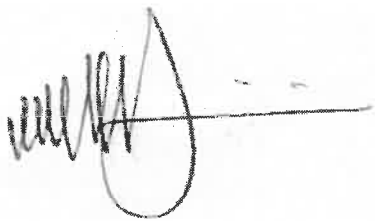
| Query     | Name               | Contact Details                                                                                        |
|-----------|--------------------|--------------------------------------------------------------------------------------------------------|
| Technical | Bongani Ngcobo     | 0033 341 2600<br><a href="mailto:bongani.ngcobo@dalrrd.gov.za">bongani.ngcobo@dalrrd.gov.za</a>        |
| SCM       | Bongani Magudulela | 033 264 9500<br><a href="mailto:Bongani.Magudulela@dalrrd.gov.za">Bongani.Magudulela@dalrrd.gov.za</a> |

TERMS OF REFERENCE FOR THE RENDERING OF STANDARD CLEANING, HYGIENE, PEST CONTROL FUMIGATION AND DECONTAMINATION SERVICES FOR THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT IN THE LAND CLAIMS COMMISSION DIRECTORATE, KWAZULU-NATAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS

## 16 APPROVAL

Terms of Reference have been approved as follows:

Approved/ Not Approved



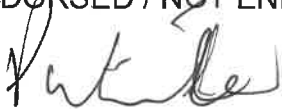
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**Mr. MD Dlamini**  
**BSEC : Chairperson**  
**Date: 15-02-2023**

## 17 ENDORSEMENT

Terms of Reference have been endorsed as follows:

ENDORSED / NOT ENDORSED



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**MS P MULLER**  
**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**DATE: 20/02/2023**