

	REQUEST FOR QUOTATION	
	RFQ Number: Q23/279/ZG	Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

Description	Provision of Cleaning and Hygiene Services for Trustfeed WWW Office
Advert Date	08/08/2023
Closing Date and Time	16/08/2023 at 15:00 pm
Compulsory or Non-Compulsory Briefing Session	14/08/2023 at 10:00 am at Umngeni-uThukela Water Head Office
SCM Enquiries	Zama Gasa Tel: 033 341 1075 Email: Zamah.Gasa@umgeni.co.za
Technical Enquiries	Morapama Dlamini Tel: 033 341 1834 Email: Morapama.Dlamini@umgeni.co.za
Contents of RFQ	1. Invitation to quote 2. Bidders information 3. Terms and Conditions 4. Undertaking by Bidder 5. Terms of Reference/RFQ specifications 6. Price Schedule 7. Authority to Sign 8. Bidders disclosure [SBD 4] 9. Preference points claim form (SBD 6.1) 10. Briefing session certificate 11. Contract Form [SBD 7.1 or SBD 7.2]

Quotation Submission:	Tip-Offs Anonymous Hotline:
Quotations clearly marked, 'RFQ Number and description of the required goods/services' uMngeni-Uthukela Water (Head Office) Supply Chain Management Unit 310 Burger Street Pietermaritzburg 3201 Or by email to : scmquotes@umgeni.co.za using Quote number Q23/279/ZG as the email subject	Report unethical conduct at uMngeni-Uthukela Water on: Toll Free Number: 0800 864 463 Email: umgeniwater@whistleblowing.co.za Toll Free Fax: 0800 212 689 Postal: Freepost KZN665, Musgrave, 4062 SMS: 33490 Online: www.whistleblowing.co.za <i>Stop theft / fraud / dishonesty / bribery / blackmail / intimidation, and remain anonymous.</i>

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BIDDERS INFORMATION

Name of Bidder	
Company Registration number	
VAT registration number	
Contact Person	
Telephone number	
Cell number	
E-mail address	
Postal address	
Physical address	
uMngeni-Uthukela Vendor Number	
CSD Supplier number	

I certify that the information furnished on this form is true and correct. I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Representative
(Duly Authorised)

Signature

Date

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TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. Any alteration made by the bidder must be initialled.
2. Use of correcting fluid is prohibited
3. Bidders must be registered on the National Treasury's Central Suppliers Database.
4. Tenderers are required to submit a valid Tax clearance verification PIN or CSD MAAA number
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. The applicable preference point system for this tender is the 80/20 preference point system, Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder. Kindly refer to SBD 6.1 form for additional information.
7. Suppliers must complete the attached SBD 4 – Bidders disclosure, failure to complete these documents may result in the quotation being invalidated.
8. Quotations must be in accordance and comply with the terms of reference/specifications provided, unless otherwise stipulated.
9. The official uMngeni-Uthukela Water quotation form must be used to quote the offered price. Should the allocated price page be insufficient, the tenderer may supplement the price page with an additional pricing breakdown.
10. Price Declaration must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
11. The successful supplier may be required to fill in and sign a written Contract Form. (If applicable)
12. This document may contain confidential information that is the property of uMngeni-Uthukela Water.
13. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from uMngeni-Uthukela Water and the Bidder.
14. All Copyright and Intellectual Property herein vests with uMngeni-Uthukela Water and its Bidder.
15. Responses to this RFQ must be submitted by email scmquotes@umgeni.co.za or be deposited in tender box situated as indicated on the quotation request form marked appropriated as directed. (*The applicable submission method is reflected on the cover page*).
16. It is the responsibility of the bidder to ensure that its response reaches uMngeni-Uthukela Water on or before the closing date and time of the RFQ. Late and incomplete submissions will not be accepted.
17. No services must be rendered or goods delivered before an official uMngeni-Uthukela Water Purchase Order form has been received.
18. **uMngeni-Uthukela Water reserves the right to appoint more than one supplier/service provider and or to award the quote as whole or in part.**
19. A full copy of General Conditions of Contract (GCC) are available on the National Treasury website (<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>)

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UNDERTAKING BY BIDDER

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to uMngeni-Uthukela Water on the terms and conditions. In accordance with the specifications stipulated in the quotation documents (and which shall be taken as part of and be incorporated into this quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by uMngeni-Uthukela Water during the validity period indicated and calculated from the closing time of the quote;
 - (b) this quote and its acceptance shall be subject to the Public Finance Management Act, 1999, uMngeni-Uthukela Water's Supply Chain Management Policy and Procedures, the General and Special Conditions of Contract as may be applicable, with which I/we am fully acquainted;
 - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance, or fail to fulfil the contract when called upon to do so. uMngeni-Uthukela Water may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between uMngeni-Uthukela Water and I/us. I/we will then pay to uMngeni-Uthukela Water any additional expenses incurred for having either to accept any less favourable quote or, if fresh quote have to be invited, the additional expenditure incurred by the invitation of fresh quotes and by the subsequent acceptance of any less favourable quotes. uMngeni-Uthukela Water shall reserve the right to recover such additional expenditure by set-off against monies which may be due to me under this, or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss uMngeni-Uthukela Water may sustain by reason of my default;
 - (d) if my quote is accepted, the acceptance may be communicated to me by electronic mail, to the email address supplied in my quotation document;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my quote and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quote: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

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5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quote or any related quotations by completion of the Declaration of Interest Section.
7. **I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:**
 - (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the uMngeni-Uthukela Water, if requested to do so.
 - (2) If the information supplied is found to be incorrect and/or false then uMngeni-Uthukela Water, in addition to any remedies it may have, may: -
 - a) Recover from the contractor all costs, losses or damages incurred or sustained by UMngeni-Uthukela Water as a result of the award of the contract, and/or
 - b) Cancel the contract and claim any damages which uMngeni-Uthukela Water may suffer by having to make less favourable arrangements after such cancellation.

 Name of Representative
 (Duly Authorised)

 Signature

 Date

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TERMS OF REFERENCE

1. Background

1.1. To ensure there is provision of reliable general cleaning services of Trustfeed Wastewater Works (**Co-ordinates - 29deg23'10.6"S and 30deg31'25.0"E**) sites as per the Bill of Quantities and in compliance with Umgeni Water requirements and applicable legislation.

1.2. The service provider must clean the Trustfeed Wastewater Works premises on a daily basis to provide a clean, healthy and hygienic office environment. Appropriate detergents and chemicals must be used on a daily basis to kill germs, viruses and bacteria.

1.3. Employers objectives

1.3.1. To ensure reliable cleaning services

1.3.2. To comply with all applicable legislation

2. Description of goods/ services required

Provision of cleaning services, in compliance with Umgeni Water requirements and applicable legislation .This shall be undertaken as per the Bill of Quantity

3. Deliverables/Key Outcomes.

3.1. Extent of the services

Extent of Services	Key Deliverables
Staff	• Provision of permanent and trained staff • Provision of relief staff during absenteeism
Cleaning Services	• Cleaning as per requirements on cleaning schedule and Bill of Quantities
Deep Cleaning and Hygiene Services	• This service is to be subcontracted out to Competent service providers in the market
Waste Management	• Collecting of general waste • On site waste separation • onsite disposal
Ad-hoc/ other Services that can be outsourced	• Cleaning of high rise windows • Additional cleaners when required • Washing or dry cleaning of blinds • Cleaning of upholstery • Steam cleaning of carpets • Steam cleaning of upholstery
Health and Safety Requirements	• Provision of trained, competent staff including relief staff as identified in the Bill of Quantity

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	• Supply of SABS approved personal protective equipment for all employees • Annual submission of safety documents as per Umgeni Water requirement • Renewal of Letter of Good standing • Submission of monthly service report • Daily cleaning checklists 2in all areas • Submission of cleaning schedule • Annual medicals for all employees working on site (Lung function test, audiometric, medical fitness)
	• Safety documents as per Umgeni Water requirement (some examples, annual medicals for employees, risk assessment, safe work procedures, training certificates, disposal certificates, , personal protective equipment

3.2. Task and Activities

#	Tasks and Activities
1.	DUSTING AND CLEANING The under-mentioned should be dusted every day with a duster or a soft cloth (colour coded per area) which is recommended specifically for this purpose, and should be thoroughly cleaned and disinfected with the appropriate disinfecting chemicals daily: a) Contents of each room b) All surfaces and partitions c) All artwork and frames d) Wooden panels and partitions Stock items in storerooms should be dusted at least once a month and when requested by the site.
2.	BLINDS a) Dust blinds – once weekly. b) Clean and disinfect blinds – once monthly.
3.	DOORS a) Remove all dirty spots on wooden and aluminium doors – daily. b) Polish doorknobs with an approved metal polish where applicable – once weekly. c) Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required – once weekly or on request. d) Disinfect door handles and knobs on a daily basis. High traffic area doors should be disinfected on an hourly basis.

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4.	OUTDOORS CONCRETE SURFACES AND PAVING (<i>marble, ceramics, Terrace, tiles etc.</i>) a) Balconies, passages, footways and water canals should be swept with appropriate brooms and dirty spots removed – daily. b) Pick up all rubbish on paving – daily. c) Sweep paving with a hard broom – daily. d) Walkways should be washed and scrubbed with soap and water - once weekly
5.	RUBBISH REMOVAL a) Empty all waste bins in office, kitchen, bathrooms and general areas daily. b) All rubbish bins should be washed with an approved disinfectant. c) Sufficient rubbish bags need to be provided daily to outline the bins in the kitchens, bathrooms or where necessary. d) All rubbish bags will be removed from the containers with the rubbish intact and the containers will be outlined with new bags daily. e) Empty and wash all large bins outside conference rooms – three times a day or more, depending on activities. f) The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collecting points of rubbish bins provided for this purpose. g) Rubbish bags may not be dragged across floors or carpet tiles as the bags may be damaged. h) The contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated – daily. i) Leaves, paper and other debris falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the contractor, and put in an appropriate place on the premises.
6.	KITCHENS a) Kitchen floors to be washed and disinfected – daily and checked and cleaned/disinfected at least 3 times daily b) Counter tops to be washed and disinfected – daily c) Cupboards to be cleaned and washed inside once weekly to avoid infestation. d) Cupboard door handles must be cleaned and disinfected daily.
7.	INSIDE WALLS Remove all spots such as fingerprints on walls, paintwork, and electric switches and disinfect – daily.
8.	STAIRS a) Wipe banisters/rails with a damp cloth and disinfect – daily. b) Use polish on wooden banisters that will not scratch the surface, as required – once monthly c) Clean all visible pipes - daily.

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9.	FLOORS - Clean all floors in order to maintain a high gloss – daily. - Wash floors with an appropriate disinfectant – daily
10.	CARPETS (wall-to-wall and loose) - Vacuum work area carpets – every Monday, Wednesday and Friday. - Vacuum high traffic area carpets such as passages, meeting rooms, training rooms – daily. - Clean spots or stains on a daily basis and when requested. There should be guarded against the use of cleaning agents that could damage or discolour the carpets.
11.	KITCHENS - Kitchen floors to be washed and disinfected – daily and checked and cleaned/disinfected at least 3 times daily. - Counters tops to be washed and disinfected – daily. - Cupboards to be cleaned and washed inside once weekly to avoid infestation. - Cupboard door handles must be cleaned and disinfected daily.
12.	BATHROOMS - Bathroom floors to be washed and disinfected daily and checked hourly, and kept clean at all times. - Counter tops to be washed and disinfected daily, checked hourly and kept clean at all times. - Toilet pans, covers, urinals, basins, towel rails and taps are to be cleaned with approved disinfectant – daily, checked hourly and kept clean at all times, - An approved agent should be put in toilet pans to prevent deposits forming – once weekly. - Showers should be disinfected with an approved disinfectant daily, checked hourly and kept clean at all times. - All mirrors should be cleaned and polished daily, checked hourly and kept clean at all times. - Approved agents should be put in basins and urinals to prevent clogging – once weekly and when necessary. - Glazed and enamel surfaces should be washed with an approved liquid agent, no abrasives or scouring materials may be used. - Toilet papers to be provided, and be replaced regularly during the day. - Hygiene equipment should be cleaned daily and serviced hourly to replenish soaps, paper towels, air-fresheners etc.
13.	WINDOWS Windows must be washed and disinfected inside once a month and when necessary. The cleaning company must provide own safety harness when cleaning windows.

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14.	OTHER High traffic areas such as receptions, foyers, lobby, lifts and hallways must be prioritized, kept clean at all times and checked/cleaned and disinfected at least 3 times per day. All office areas must be disinfected/sprayed using the appropriate aerosol disinfectant spray to combat airborne germs, viruses and bacteria, daily and as and when requested. The service provider may be requested to clean and disinfect offices, workstations, meeting facilities, storerooms and common areas at any given time during working days.
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3.3. Cleaning Details

	Work Area	Number of rooms
Total square meters = 99.8m² (to be measured and confirmed by Service Providers onsite inspection)		
1.	Reception	0
2.	Foyer	0
3.	Offices	4
4.	Store rooms	1
5.	Training rooms	0
6.	Class rooms	0
7.	Kitchen	1
8.	Canteen	0
9.	Toilets	2
10.	Stairways	0
11.	Entrances	0
12.	Outside all entrances	0
13.	Smoking areas	0
14.	Parking areas	0
16.	Resource Room	0
17.	Passages	1

3.4. Use of reasonable skill and care

The provision of trained staff for general cleaning services and the handling of chemical substances. The training of all staff shall be completed as per the agreed dates by Umgeni Water.

3.5. Co-operation with other services providers

If there is a need for meetings or interaction with other institutions, the service provider is expected to act professionally and requests are to be done via Umgeni Water.

4. Brief

4.1. General Service Conditions

4.1.1. SECURITY IDENTIFICATION

The contractor must supply each employee with a photo identification card. The card must have the following information:

- The name of the firm (Contractor)
- Name of the employee
- Identity number of the employee
- Signature of the employee

The card must be worn to be visible at all times whilst on the premises. The contractor

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must have sufficient control over the permits to prevent any unauthorized use thereof. A list of names of all employees, who are to be employed on this contract, as well as their replacements, must be furnished beforehand.

4.1.2. FIRE EXTINGUISHERS

The contractor and his employees shall under no circumstances make use of fire hose reels or other fire extinguishers on the site in the activities attached to the rendering of the services.

4.1.3. WARNING SIGNS

Clearly readable warning notices or signs shall be exhibited where needed, where the rendering of the cleaning services may cause injuries to any person(s).

4.1.4. INFLAMMABLE AND POISONOUS SUBSTANCES

The contractor shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of Umgeni Water for the rendering of the services or any other purposes.

4.1.5. DAMAGE COMPENSATION

The contractor will be held responsible for any damage or thefts that may be caused, to the premises or contents, by him/her or his/her employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by Umgeni Water against the contractor.

4.1.6. COMPLIANCE WITH ACTS AND REGULATIONS

The contractor must comply with all the acts and regulations applicable to cleaning services.

4.1.7. TRAINING

Cleaning staff needs to be trained in every aspect relating to the handling of all equipment that they use with regards to this contract. The employer will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their "on site" staff members.

4.1.8. ABSENTEEISM

Should a staff member not be present at work a replacement is required on or before 10H00 same day.

4.1.9. GENERAL REQUIRMENTS

Tasks not specified in this document will be identified and mutually agreed between the Service Provider and Umgeni Water.

- All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise).
- All document deliverables must be in formats (hard copy and electronic) i.e. industry accepted standards (e.g., MS Word, MS Excel).
- A compulsory site inspection meeting will be held at the Umgeni Water office's as specified on the Umgeni Water Request for Proposal (RFP) document to brief the Service Providers on the scope and extent of work.

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- d. The Employer will be entering into a provision of Cleaning services, contract for a term of 18 months based on performance.
- e. Employees to wear uniforms and personal protective equipment as per site requirement for all cleaning
- f. Employees who wear unsuitable uniforms and personal protective equipment are not permitted to work on site.
- g. Untrained employees will not be permitted to work on site.
- h. The relief staff must be brought onto site for site induction, and orientation, prior to providing relief duties.
- i. The Employer to inspect and audit the performance as and when required.
- j. Umgeni Water has a right to request the removal/replacement of any defective equipment in consultation with the service provider.
- k. To report all maintenance problems to the Site management as specified in the site-specific scopes of work.
- l. To ensure that all Umgeni Water sites are kept clean and hygienic at all times.
- m. To provide safety data sheets to the **Site Representative** for all chemicals kept on site. The safety data sheets to comply with the requirements of the hazardous chemical substance regulation of the OHS Act 85 of 1993.
- n. Accidents/Incidents to be reported immediately to site.
- o. In addition to any statutory obligations, the successful supplier shall report all accidents/incidents to the site management before the end of shift regardless of the extent of damage to property or injury to an employee.
- p. If required by the site management, a detailed written report of the incident may be required. The site management has the right to investigate the cause and results of any incident regardless of the location. \

4.2. Cleaning - Equipment/ Consumables/ Detergents/ Personal Protective Equipment List

The service provider will be required to use environmentally friendly cleaning equipment, materials and chemicals, in line with the Green Building Council of South Africa (GBCSA). All equipment needs to be of an acceptable quality standard (SABS approved). An acceptable quality standard would be equipment of a brand name that is recognized within the cleaning and facilities management industry as being durable in construction and reliable in service.

4.2.1. We require proper cleaning cloths for various areas in colour codes as follows:

- a. **Red** for bathroom & Toilets purposes;
- b. **Green** Shower Floors and Walls;
- c. **Blue** for the general areas, office areas and workstations;
- d. **Yellow** for the kitchens

4.2.2. Sufficient and separate gloves, cloths and buckets should be provided for the cleaning of the bathrooms, kitchens and general areas. Umgeni Water will inspect the condition of the cleaning equipment that is needed (before the contract starts):

The bidder must supply the necessary environmentally friendly cleaning chemicals and consumables, including the following (to be specified in the tender pricing schedule):

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- a. Cleaning soaps, bleach or Domestos, Multipurpose C leaner, Handy Andy, furniture polish, tile cleaning detergents, glass cleaning detergents, toilet bowl cleaning chemicals, basin cleaning chemicals, or other surfaces cleaning detergents.
- b. Disinfecting and sanitizing chemicals and detergents (70% to 90% alcohol)

4.3. Equipment list as per below but not limited to:

Equipment/ Consumables/ Detergents List (Equipment list as per below but not limited to:	• Dishwashing liquid • All-purpose cleaning detergent • Germ gel • Rosy • Deo blocks • Floor stripper • Floor polish • Carpet shampoos • Handy handy • Furniture polish • Lint free dusters • Dish swabs • Buffing pads and brushes • Refuse bags • Dishwashing scourers • Dish cloths • Different colour Buckets • Safety signs • Extension ladders • Extension cord • Wet and Dry vacuum cleaner • Long and short feather duster • Long and short window squeegees • Light and heavy brooms • Mops • Detergent baskets • Industrial mop trolleys • Sweeper mops • Toilet brush and holders • Dust pan and hand brush • Industrial polisher/ shiner
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4.4. Access to land / buildings / sites

Compulsory SHEQ site inductions will be conducted prior to commencement of the contract. All cleaning staff to adhere to Umgeni Water's security and access control procedures. A week's notification is required for SHEQ inductions to be conducted.

4.4.1. Site working hours

Working Days - Monday – Friday: 8 hours per day

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4.4.2. Format of communications

- a. Communications will be conducted telephonically, via e-mails, reports and meetings.
- b. All checklists to be signed off by the employer on a monthly basis.
- c. A cleaning schedule as per site-specific requirement to be compiled.
- d. A monthly report as per site specific requirement to be compiled

Refer to report format below:

CLEANING, HEALTH AND HYGIENE SERVICES MONTHLY REPORT
Site Name:
1. Observations ▪ Condition of premises ▪ Condition of employer equipment ▪ Condition of storage areas ▪ Incidents ▪ Adequacy , sufficiency and usage of cleaning material provided by the employer
2. Staff ▪ Staff complement ▪ Staff attendance registers ▪ Training ▪ Relief ▪ Condition of uniforms and Personal Protective Equipment ▪ Man-hours worked for the month
3. Site inspections ▪ Submission of Monthly inspection checklists ▪ Recommendations ▪ Changes to cleaning schedule ▪ Submission of daily ablution hygiene checklists
4. Feedback of Customer complaints
5. Incidents/ Accidents

4.5. Key personnel

- 4.5.1. The service provider must supply Umgani Water representative with the names and contact details of responsible management and supervisors. The appointed service provider is to ascertain that it has the qualified key personnel to undertake the required work.

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Worksite	No. of Cleaners	Working hours
Trustfeed WWW	1	8 hours a day

4.6. Management meetings

- 4.6.1. Quarterly meetings to be held with site management.
- 4.6.2. A minimum of 1 site inspections to conducted per month.
- 4.6.3. If there is a crisis or unresolved issues, either party can request for additional meetings.

4.7. Property provided for the Service provider's use

- 4.7.1. Chemical, material and equipment storage area will be provided on sites.
- 4.7.2. Good housekeeping to be maintained in all storage areas at all times.
- 4.7.3. Other reasonable use of site property/ facility will be discussed with site management.

4.8. General Safety

- 4.8.1. In compliance with Occupational health and Safety Act 85 of 1993, the service provider shall conduct annual audiometric, lung function and general medical screenings for its entire staff working within Umgeni Water sites as per Bill of Quantities. Documented evidence of such screening must be provided. The cost of the requested medicals should be included in the tender price.
- 4.8.2. Where anomalies are found, monitoring programme for employees needs be implemented to manage the health risk.
- 4.8.3. Basic training as per the Bill of Quantities must be complied with and training certificates to be submitted
- 4.8.4. The service provider must operate in accordance with the requirements of the appropriate laws with specific attention being drawn to the OHS Act, COID Act, NEMA , Waste management Act , ,and must ensure that they comply with the above Acts and Regulations.
- 4.8.5. Caution boards must be displayed for safety reasons
- 4.8.6. Suitable and adequate personal Protective Equipment and uniforms must be issued to each employee both permanent and relief in accordance with requirements of each particular site e.g. safety shoes must be worn on all sites, and in compliance with the OHS Act.

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- 4.8.7.** Both permanent and relief employees must be provided with uniforms to cater for all weather conditions and be presentable at all times.
- 4.8.8.** Service Provider to maintain records of issue of protective equipment as well as training on safe and correct use.
- 4.8.9.** Uniforms and personal protective equipment must be inspected by the Supervisor Monthly and records must be maintained.
- 4.8.10.** Defective uniforms and personal protective equipment are to be replaced immediately.
- 4.8.11.** Where applicable, table below identifies personal protective equipment requirements, which must be SABS approved at all times for the duration of contract.
- 4.8.12.** Sharing of Personal Protective Equipment is not permitted for health and hygiene reason
- 4.8.13.** Equipment to be used must comply with the rules and regulations of Occupational Health and Safety Act (Act 85 of 1993)
- 4.8.14.** To provide updated SDS of chemicals used on site as outlined by the Hazardous Chemical Substances Regulations under the OHS Act.(16 point format)
- 4.8.15.** To ensure that all chemical containers supplied are labelled properly stored and locked away in a designated storage area.
- 4.8.16.** To provide drip trays for decanting of chemicals, where applicable
- 4.8.17.** Where a ladder is used, make sure a second person is available to secure the ladder for the duration of the task. The cleaners must be trained in the use of ladders
- 4.8.18.** Routine servicing and provision of service records for all electrical cleaning equipment required.
- 4.8.19.** All staff both permanent and relief staff to undergo site specific induction prior to commencement of work
- 4.8.20.** Valid Letter of good standing to be forwarded to each site before expiry date.
- 4.8.21.** Any Section 24 incidents of the OHS Act, which involves cleaning staff, must be reported to Department of Labour.
- 4.8.22.** A contractor's SHE file to be submitted 7 days after award of tender.

4.9. In addition to the uniform, the cleaning service provider must supply the following personal

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protective equipment (PPE) to its staff, to carry out cleaning and disinfection services:

Table below identifies site personal protective equipment requirements that must be SABS approved, but not limited to the following: Uniform , Safety Shoes, Gumboots, hard hat, Full length PVC Apron, Ear Protection, Mask for dust, Sun hats, Safety Glasses etc.

Cleaning details

Item No	Activity	Frequency	Number of areas
1	Sweep all floors	Daily	8
2	Vacuum carpets	Daily	0
3	Dust all surfaces	Daily	5
4	Mop floors	Daily	8
5	Spot clean soiled carpets	Daily	0
6	Waste removal and waste separation	Daily	1
7	Replenishment of soap	Daily	3
8	Replenishment of Toilet Paper Rolls	Daily	2
9	Damp wipe pot plant holders	Daily	0
10	Entrance mats dusted/ vacuum	Daily	2
11	Doors, frames, handles (with appropriate chemical cleaner or polish)	Daily	4
12	Damp wipe , dust and disinfect desks, cabinets, counters, telephones window sills, Fax machines, photocopier machines, computers, printers (excluding key boards), dusting of picture frames	Daily	4
13	Clean and wash dishes	Daily	1
14	Clean outside fridge	Daily	1
15	Vacuum all upholstered furniture	Daily	0
16	Spot cleaning of inside walls	Daily	1
17	Making and serving of tea	0	0
18	Making and refilling of water and juices	Daily	0
19	Setting up of meeting rooms	Daily	0
20	Washing of crockery after meetings	Daily	0
21	Clean ashtrays in smoking areas	Daily	0
22	Sweep car park area in front , behind and side main building	Daily	0
23	Sweep and mop class room and walkway	Daily	0

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Item No	Activity	Frequency	Number of areas
24	Clean Kitchen appliances including microwaves	2x per day	1

5. Contract term

The anticipated Contract term will be for a period of eighteen (18) months

6. Other information

- We require the services to be delivered at at Trustfeed WWW office.
- Payment will be monthly on invoice.

7. Mandatory documentation/requirements

- Bargaining Council Contract Cleaning Industry (BCCCI) registration certificate
- Bidder registered on CSD
- Valid letter of good standing for Workman's Compensation (COID)

8. Pricing

- The bidder shall provide the price proposal as detailed in SBD 3.1
- The bidders's price must be fully inclusive, and each item must be clearly specified.
- All additional costs must be clearly specified and included in the total quotation price, (e.g. transport, labour, etc.).
- All prices must be VAT inclusive.
- The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the quotation.

9. Evaluation Process

The RFQ will be evaluated using a two (02) stage evaluation approach:

9.1. First stage: Mandatory/ Administrative Requirements

- Bidder completed all RFQ Forms
- Bidder registered on National Treasury CSD
- SBD 4 – Bidders disclosure
- Bidder attended compulsory briefing session
- Any other mandatory required

9.2. Second Stage: Price and Preference goals

- Subsequent to the evaluation of mandatory/ administrative requirements, the second stage of evaluation of the bids will be in respect of price and preferential procurement only.
- Tenderer is tax compliant
- In compliance with the Preferential Procurement Regulations 2022, the 80/20 preference point system is applicable: points for this bid shall be awarded for:
 - Price; and (80) and Preference as defined in SBD 6.1 (20)
- The Preference Goals that have been identified for this bid is stipulated in SBD 6.1

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5. Preferential goals and applicable points for this tender in terms of Preferential Procurement Regulations 2022, are indicated in the table below:

	Description	80/20	Evidence to be provided
HDI	A co-op owned by black people	10	• ID Document • CIPC • CSD report • BBBEE Affidavit
RDP	Located within uMshwathi Municipality	10	• Municipal Account/Bill • Lease Agreement • CSD report • Proof of address
Total points for preferential goals		20	

6. Failure on the part of a bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed by the bidder.
7. UW reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by UW.
8. UW reserves the right to conduct negotiations with the qualifying bidder/s regarding any terms and conditions, including price(s), of a proposed contract where applicable UW reserves the right not to accept the lowest financial offer or any offer.

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SBD 3.1 PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

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

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

Name of bidder _____	RFQ number _____
Closing Time _____	Closing date _____

OFFER TO BE VALID FOR _____ CALENDER DAYS FROM THE CLOSING DATE OF QUOTE.

Pricing Schedule – Bill of Quantities

Item no.	DESCRIPTION	UNIT MEASURE	UNIT PRICE	TOTAL FOR 18 MONTHS
1.	Cost of Required Cleaner	Monthly		
2.	Cost of Required Consumables (including cleaning consumables, cleaning equipment, personal protective equipment)	Monthly		
3.	Deep cleaning and Hygiene Services	Monthly		
4.	Provision and Servicing of Hygiene Equipment	Monthly		
SUB TOTAL				
VAT @ 15%				
GRAND TOTAL (price SA Rands with all applicable taxes included)				
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (business name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/clauses contained in the said documents.				
Signature of duly authorized representative			_____	DATE: _____

ADHOC SERVICES	Cost of Adhoc services
----------------	------------------------

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Provision for Health and Safety File	R 10 000
Provision for Trainings	R 15 000
Adhoc Services	R 50 000

Required by _____

Delivered to: _____

Brand and model _____

Country of origin _____

Does the offer comply with the specification(s)? YES/NO

If not to specification, indicate deviation(s) _____

Period required for delivery _____

Delivery: Firm/not firm

Delivery basis _____

Note:

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

All applicable taxes” includes value added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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AUTHORITY TO SIGN

RFQ NO: _____

Description: _____

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

Company Name: _____

Registration Number: _____

Resolution Of The Directors Of The Company etc. resolved that _____, in his/her capacity as _____, is authorized to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for:

Any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business. Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.

(Sole member still must sign this resolution)

Signature of members:

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

NB: FAILURE TO COMPLETE, SIGN AND DATE THE RESOLUTION AS OUTLINED ABOVE WILL RESULT IN THE TENDERER RENDERED INCOMPLETE AND WILL BE DISQUALIFIED/ ALTERNATIVELY THE TENDERER MAY ATTACH A SIGNED COMPANY RESOLUTION ON A COMPANY LETTERHEAD

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SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

2.3.1 If so, furnish particulars:

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for 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

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

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from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature

Date

Position

Name of bidder

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

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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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = 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:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

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

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4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A Co-op Owned by Black people	10	
Located within uMshwathi Municipality	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm _____

4.4. Company registration number:

TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

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- 4.5. 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:	_____

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OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Q23/279/ZG: Provision of cleaning and Hygiene Services for Trustfeed WWW Office

THIS IS TO CERTIFY THAT (NAME)

ON BEHALF OF

ATTENDED THE COMPULSORY BRIEFING SESSION AT **UMGENI WATER** AS FOLLOWS: _

TIME: 10h00

DATE: 14/08/2023

VENUE: Umgani Head Office

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

TENDERER'S SIGNATURE /REPRESENTATIVE

DATE: _____

UMGENI WATER SCM REPRESENTATIVE
(PRINT NAME)

SIGNATURE

SIGNATURE

UMNGENI-UTHUKELA WATER'S STAMP

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SBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to uMngeni-Uthukela Water in accordance with the requirements and task directives / proposals specifications stipulated in above mentioned RFQ Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF TENDERER _____

DATE _____

WITNESSES	
1.	_____
2.	_____
DATE: _____	

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CONTRACT FORM - RENDERING OF SERVICES (SBD 7.2)

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	
PRICE (ALL APPLICABLE TAXES INCLUDED)	
CONTRACT TERM / COMPLETION DATE	
TOTAL PREFERENCE POINTS CLAIMED	
POINTS CLAIMED FOR A CO-OP OWNED BY BLACK PEOPLE	
POINTS CLAIMED FOR LOCATED WITHIN UMSHWATHI MUNICIPALITY	

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

SIGNED AT _____

ON: _____

NAME (PRINT): _____

SIGNATURE: _____

OFFICIAL STAMP

WITNESSES

1. _____

2. _____

DATE: _____