

SCM APPENDIX 1
(Supplier to complete & return.
Failure to complete, offer will be invalid)

INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT					
QUOTATION NUMBER:	ZNQ02045/00000/00/HOD/GEN/21T	CLOSING DATE:	10 December 2021	CLOSING TIME:	11H00
DESCRIPTION	CLEANING, HYGIENE AND GARDEN SERVICES AT PRE, DURBAN AND PORT SHEPSTONE FOR 6 MONTHS				
QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Transport		Email: tenders@kzntransport.gov.za			
172 Burger Street		Under no circumstances must suppliers submit their quotation offers/ responses to the official whose name appear on the enquiries.			
PIETERMARITZBURG					
3201					
Mon to Fri: 07:30 until 16:00					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jane Bek	CONTACT PERSON	Siphokazi Godlwana		
TELEPHONE NUMBER	033-3558641	TELEPHONE NUMBER	033 355 0519		
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	Jane.bek@kzntransport.gov.za	E-MAIL ADDRESS	Siphokazi.godlwana@kzntransport.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
B3: QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

SCM APPENDIX 2
(Supplier to complete & return.
Failure to complete, offer will be invalid)
TERMS AND CONDITIONS FOR QUOTING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. IF THE BID WAS INVITED THROUGH A CLOSE QUOTATION PROCESS; WHERE SUPPLIERS WERE SOURCED FROM CSD USING THE COMMODITY PROCESS; SUPPLIERS WHO WERE NOT INVITED WILL NOT BE CONSIDERED.
1.5. USE OF OMISSION IN THE DOCUMENT IS PROHIBITED, ALL CORRECTIONS MUST BE INITIALLED BY TENDERR AND USE OF CORRECTION FLUID IS PROHIBITED.
1.6. FAILING TO COMPLY WITH THE ABOVE REQUIREMENTS WILL RESULT IN THE BID BEING NON-RESPONSIVE.
1.7. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS 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."
3. COMPLIANCE AND RETURNABLES: THE FOLLOWING RETURNABLE DOCUMENTS MUST RETURNED WITH THE QUOTATION DOCUMENT
3.1 SCM APPENDIX 1 INVITATION TO QUOTE (SBD1 PART A)
3.2 SCM APPENDIX 2 – TERMS AND CONDITIONS FOR BIDDING (SBD1 PART B)
3.3 SCM APPENDIX 3 – OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE
3.4 SCM APPENDIX 4 - PRICE INFORMATION PAGE (MUST BE SIGNED OR THE BID IS INVALID)
3.5 SBD 4 - DECLARATION OF INTEREST FORM
3.6 SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017;
3.7 SBD 6.2 – DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT TOGETHER WITH ANNEXURE C (COMPLETED IF APPLICABLE)
3.8 SBD 8 - DECLARATION OF SUPPLIERS PAST PERFORMANCE FORM
3.9 SBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION.

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: _____/_____/_____

MEMBERS RESOLUTION

Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader Name: _____

Registration Number: _____

RESOLUTION OF THE DIRECTORS OF THE COMPANY etc RESOLVED that

_____, in his/her capacity as

_____, is authorised to make applications on behalf of the Close Corporation / Company / Partnership / Trust /Sole proprietor or sole trader for: any documentation relating to the business (which is not necessarily a change of ownership). The nominated person will also have access to webpage for the business.

Signature(s) for Close Corporation / Company / Partnership / Trust/ Sole proprietor or sole trader.
(sole member still must sign this resolution)

Signature of members:

Name

Signature

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected in terms of clause C.3.8 of the Conditions of Tender.

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved: Department Of Transport

ZNQ No: ZNQ02045/00000/00/HOD/GEN/21T

Service: Cleaning, Hygiene and garden services at Durban, Port Shepstone and PRE For 6 Months

This is to certify that (name) _____

On behalf of _____

Visited and inspected the site on ____/____/____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ____/____/____

Name of Departmental Representative
(PRINT NAME)

Departmental Stamp With Signature

QUOTATION REF. NO.:	ZNQ 02045/00000/00/HOD/GEN/21T
--------------------------------	---

(Supplier to complete & return. Failure to complete, offer will be invalid)

(Cleaning and gardening services for 6 months)

DESCRIPTION & PRICE DETAILS OF GOODS/SERVICE REQUIRED

Quantity	Description	Rates for 1 month	Total Rates for 6 months
	Cleaning Services		
3	Salaries (Including Allowances and Benefits)		
Lump Sum	Materials As Per Specification		
Lump Sum	Equipment As Per Specification		
	Gardening services		
1	Salary (including allowances and benefits)		
Lump Sum	Materials As Per Specification		
Lump Sum	Equipment As Per Specification		
18000 M ²	COVID-19 sanitizing per M ² (service to be provided as and when required)		
Lump Sum	OHS Compliance - Warning signs - PPE - Barrier tapes/cones - etc		
	Total Price must be as per the specification details requirements		
Please see the attached specification price page, supplier to quote exactly what listed not alternatives ...			
	Sub-total		
	(If a VAT Vendor provide proof of VAT Registration) @ 15%		
	TOTAL FOR 6 MONTHS		
	Delivery period after order issued	(to be decided by specifications)	
AMOUNT IN WORDS			
VALIDITY PERIOD OF OFFER (in months)	120 days (4 Months)		
Supplier Business Stamp			
IF APPLICABLE DID THE SUPPLIER ATTEND THE COMPULSORY SITE INSPECTION/BRIEFING SESSION/? YES/NO/NA			
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 authorised representative			Date: _____

NB: failure to sign and full complete as per instructions given on this price page will invalidate the bid.

SBD 4
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 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 questions must be completed and submitted with the bid.
- 2.1. The names of all directors / trustees / shareholders² / members/individuals, their individual identity numbers, tax reference numbers to inserted in the table below. If applicable, employee / PERSAL numbers must be indicated in the last column.

Full Name	Position held (shareholder, director, trustee, member, individual etc.)	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

If space provided is insufficient, details as specified above can be attached, however, this must be clearly indicated in this table

2.2.	Full names of bidder or his or her representative:		
2.3.	Identity Number:		
2.4.	Position occupied in the Company (Director, trustee, shareholder, member)		
2.5.	Registration number of company, enterprise, close corporation, partnership, agreement or trust		
2.6.	Tax reference number:		
2.7.	VAT Registration number:		
2.8.	Are you or any person connected with the bidder presently employed by the state? Kindly mark the applicable answer with a tick √.	YES	
		NO	
	If so, furnish the following particulars:		
2.8.1.	Name of person/director/trustee/shareholder/member:		
2.8.2.	Name of state institution at which you or the person connected to the bidder is employed:		
2.8.3.	Position occupied in the state institution:		
2.8.4.	Any other particulars:		

2.9.	If you or any person connected with the bidder are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? Kindly mark the applicable answer with a tick √.	YES	
		NO	
		N/A	
2.9.1.	If yes, did you attach proof of such authority to the bid document? (Note: failure to submit proof of such authority, where applicable, may arise in the disqualification of the bid. Kindly mark the applicable answer with a tick √.	YES	
		NO	
		N/A	

2.9.2.	If no, furnish reasons for non-submission of such proof:		
2.10.	Did you or your spouse, or any of the company's directors/ trustees/ members of their spouses conduct business with the state in the previous twelve months? Kindly mark the applicable answer with a tick √.	YES	
		NO	
2.10.1.	If yes, furnish particulars:		
2.11.	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 or adjudication of the bid? Kindly mark the applicable answer with a tick √.	YES	
		NO	
2.11.1.	If yes, furnish particulars:		
2.12.	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? Kindly mark the applicable answer with a tick √.	YES	
		NO	
2.12.1.	If yes furnish particulars.		

2.13.	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? Kindly mark the applicable answer with a tick √.	YES	
		NO	
2.13.1.	If yes, furnish particulars.		

						
2.13.2.	Have you or any of the directors / trustees / shareholders / members of the company or the company in general provided any gifts, rewards, awards, sponsorships, donations or hospitality to the department or any of its employees or their family in the last 12 months? Kindly mark the applicable answer with a tick √.	<table border="1"> <tr> <td>YES</td> <td></td> </tr> <tr> <td>NO</td> <td></td> </tr> </table>	YES		NO	
YES						
NO						
2.13.3.	If yes, furnish particulars, including estimated value. 					
3.	DECLARATION I, THE UNDERSIGNED (NAME)_____ CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT, AND I HAVE TAKEN REASONABLE DILIGENT STEPS (AS REQUIRED BY S76 OF THE COMPANIES ACT, 2011, WHERE APPLICABLE), TO ENSURE THAT THE INFORMATION PROVIDED IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. NAME OF BIDDER: _____ POSITION: _____ SIGNATURE: _____ DATE: _____					

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

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

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

4.2. EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ____/____/_____, (dd/mm/yyyy) the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/____

Stamp

Signature of Commissioner of Oaths

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ____/____/_____, (dd/mm/yyyy) the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/_____

Stamp

Signature of Commissioner of Oaths

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.4.1	If so, furnish particulars:		

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.
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

³ 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.

SPECIFICATION

CLEANING, HYGIENE AND GARDENING SERVICES SPECIFICATION FOR PRE DURBAN-OFFICE AND PRE-PORT SHEPSTONE OFFICE

PARTICULARS OF CLEANING SERVICE

The following are the services required to be performed by the Contractor.

A	FLOOR SURFACES	
	<u>Cleaning required.</u>	<u>Frequency</u>
1.	Vinyl	
	(a) Clean and seal	Initially
	(b) Sweep	Daily
	(c) Burnish	Weekly
	(d) Strip and re-coat	Initially and every 6 months thereafter
2.	Wood Parquet	
	(a) Sweep	Daily
	(b) Polish	Daily
3.	Marble / Terrazzo / Concrete	
	(a) Sweep	Daily
	(b) Damp mop (with a squeegee)	Daily
	(c) Scrub	As necessary but not less than once a month
	(d) Buff	As necessary but not less than once a month
4.	Carpets and Carpet tiles	
	(a) Vacuum	Mondays, Wednesdays and Fridays, or more frequently if necessary
	(b) Brush edges	As above
	(c) Stain removal	As necessary but not less than once a month
	(d) Shampoo and steam clean	As and when required
5.	Toilets	
	(a) As for vinyl / tiled surfaces	
	(b) Disinfect	Twice daily
6.	Storerooms / Archives	
	As for floor surfaces	Weekly
NB the instructions above for cleaning floor surfaces must be viewed in conjunction with specific manufacturer's instructions regarding the cleaning and maintenance of various floor finishes.		
B	WINDOWS, WINDOWSILLS AND LEDGES	
	1.	Wash internal and external windowpanes
	2.	Dust interior sills
	3.	Wash exterior sills and ledges
C	WALLS AND PAINTWORK	
	1.	Clean finger marks from light switches, doors and walls
	2.	Wipe down from floor to ceiling without damaging skirting boards and other fittings
D	WINDOW FRAMES, DOOR FRAMES, BALUSTRADES, DIRECTION BOARDS	
	1.	Dust
	2.	Wipe down

E	DOOR HANDLES AND WINDOW CATCHES	
	1.	Wipe down Weekly
	2.	Polish with approved material, e.g., Brass Monthly
F	DUSTING: as specified elsewhere, as well as the following:	
	1.	Accessible high ledges and fittings Daily
	2.	All vertical surfaces Monthly
	3.	Telephones Daily
	4.	All accessible light fittings Monthly
G	TOILETS AND WASHROOMS	
	1.	Empty and clean waste receptacles Twice daily
	2.	Clean and sanitize basins, bowls and urinals Thrice daily
	3.	Clean mirrors Twice daily
	4.	Hand basins to be cleaned with ammoniated liquid cleaner Twice daily
	5.	Deep clean urinals Monthly
H	TOILET REQUISITES (Refer ton6.6 & 6.6)	
	1.	Toilet paper (including holders) Check three times daily and replenish when necessary
	2.	Toilet soap (Including dispensers) Check daily and replenish when necessary
	3.	Paper roller towels (Including dispensers) Check daily and replenish when necessary
	4.	Air-freshener (Including machine) Check daily and replenish when necessary
	5.	Seat Wipe Dispenser Check daily and replenish when necessary
	6.	Toilet seat wipes Check daily and replenish when necessary
I	TOILET REQUISITES (SUPPLIED BY CONTRACTOR)	
	1.	Sanitary towel receptacles: bags : bins To be removed from toilet daily and disposed off once a week.
J	OFFICE FURNITURE	
	1.	Dust all furniture, counter tops, writing slopes Daily
	2.	Polish all furniture, counter tops, writing slopes Monthly
	3.	Damp cleans all vinyl covered furniture Monthly
	4.	Steam cleaning of upholstered furniture As and when required.
N	FOYER AND ENTRANCE HALLS	
	1.	Sweep all entrance steps, clean doormats Daily
	2.	Clean walls Weekly
	3.	Damp mop entrance lobbies Daily
	4.	Clean floors and mats Daily
	5.	Clean glass in door frames Daily
P	STAIRS	
	1.	Dust balustrades and fittings Daily
	2.	Sweep and wash stairs Daily
Q	WASTE DISPOSAL	
	1.	Empty and clean ashtrays Twice daily
	2.	Empty and clean wastepaper baskets Twice daily
	3.	Separate wastepaper from other refuse and remove to agreed location Daily
	4.	Remove rubbish to agreed location Daily
	5.	Empty and clean refuse bins in parking area Daily

R MISCELLANEOUS		
1.	Replace light bulbs and fluorescent tubes, which will be supplied by the Department	
2.	Assist with removal of furniture between offices and from offices/passages to storage garage.	As and when necessary
3.	Pick up litter from outside areas	Daily
5.	Cleaning and refilling of water cooler bottles	Daily
6.	Sanitizing of water cooler bottles	Once a week
7.	Provision of tea services where tea services are not provided by the department. (Utensils and consumables to Monday to Friday be provided by the department)	As and when required

Garden service supplies	DURBAN UMBILO	PORT SHEPSTONE
Brush cutter	✓	
Spade	✓	
Garden fork	✓	
Metal rake	✓	
Plastic rake	✓	
Leaf blower	✓	
Garden shears	✓	
Garden pick	✓	
Garden hose	✓	
Pressure cleaner	✓	
Gutter cleaning rod	✓	
Knapsack	✓	
Hedge trimmer	✓	
Vacuum cleaner	✓	
Extension cord	✓	
Garden service consumable		
Petrol	✓	
2 stroke	✓	
Brush cutter string	✓	
Brush cutter blades	✓	
Weed killer chemical	✓	
Car was shampoo	✓	
Uniform spec		
Grass cutting apron	✓	
Safety glasses	✓	
Safety leather gloves	✓	
Safety SABS approved knee high boots	✓	
Safety SABS approved ankle hard toe cap boots	✓	
Wide brim sun hat	✓	
JOHNSONS 2 piece company branded suits	✓	
Polar fleece jackets	✓	
100% wool jersey	✓	
100% wool socks	✓	
Earmuffs	✓	

Gardening Services		
1.	External Verges: Sweeping of pavements, verges and kerb stones around the entire perimeter. Clear the area of all litter, rubble, grass cutting, etc., before 09:00.	Daily
2.	Mowing all grassed areas including the external verges and trim all edges.	Once a week
3.	Sweep all paved bricked areas and along all kerb throughout the entire property.	Daily
4.	Preventing excessive growth of grass/ weeds along the fencing	Once a week
5.	Raking up of leaves/ rubble/ litter where necessary to maintain clean premises, including the carports.	Daily
6.	Maintenance of flower beds- trim edges, turning the soil and weeding	Once a month
7.	Spraying weeds with weed killer (paved areas) and control weeds	Once a month
8.	All roofs and gutters to be swept and maintained clear of leaves, etc.	Once a month
9.	Removal of grass cuttings, weeds, litter and general rubble from the premises.	Daily
10.	Pruning trees as and when necessary and removal of branches.	Quarterly
10.	Cleaning of all paved areas within the premises on a 6 – monthly basis, utilization of appropriate chemicals and brushes/brooms will be permitted including the use of high-pressure cleaners. This must be done over weekends in consultation with the Director PRE.	Once every six months
NOTE: 1. The successful company is to supply their own equipment, fuel, ladders, tools, and safety gear, etc. 2. All grass cuttings, weeds, leaves, branches, litter etc. must be removed from the premises/ verge on a daily basis by the company responsible for the maintenance of the premises. 3. All employees of the successful company must wear uniform attire bearing the name of the said company clearly thereon. 4. The successful contractor must have at least 1 full time gardener on site for 8 hours on a daily basis. The contractor must keep an attendance register on the premises of the station which must be signed daily by all gardeners. 5. The entire premises must be cleaned of all leaves, debris, etc. by means of petrol driven blower machines and brooms during peak periods. 6. Defective equipment must be repaired and back on site within 3 working days. Whilst defective equipment is being repaired the contractor must provide alternate means of providing the service required in terms of this specification. 7. The successful tenderer must have access to an email or G-mail which, if messages are sent, must be responded to by the contractor. 8. Failure to comply with the specifications and conditions of this contract will result in the contract being terminated.		

SPECIALISED EQUIPMENT

- (a) On no account must any computers, photographic equipment, Photostat machines, printing machinery, facsimiles, PABX (switchboard) or electrical equipment be cleaned in any manner by the Contractor.
- (b) Rooms housing specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

6. SPECIAL REQUIREMENTS

In addition to normal equipment/cleaning items provided, the Cleaning Contractor must provide the following:

6.1 Equipment

(b) **Carpet shampoos (Industrial)**

The Contractor must be in a position to shampoo carpets immediately on request, with suitable equipment that will remove all excess water from carpets.

(c) **Squeegees**

Squeegees are to be used, as opposed to mops, for cleaning of floors.

(d) **High Pressure Cleaner and Hose pipe**

- A high-pressure cleaner and 20-metre hosepipe must be provided for the washing of motor vehicles.

(g) **Trolleys**

All staff must be supplied with cleaning trolleys (including signage) for the transportation/storage of daily cleaning equipment, materials and chemicals.

(h) **Toilet Disinfectant Mechanism**

A toilet disinfecting mechanism must be installed in every toilet pan and urinal. The Contractor will be responsible for servicing and maintaining of these items.

6.2 Consumables for cleaning services to be supplied monthly

Cleaning supplies	DURBAN -UMBILO	PORT SHEPSTONE
Dishwashing liquid 20lt	✓	✓
Thick Bleach 10lt	✓	✓
Window cleaner 10lt	✓	✓
Long Broom soft bristle x2	✓	✓
Handy Andy 20lt	✓	✓
Toilet disinfectant 5lt	✓	✓
Small hard broom with handle and dustpan x1	✓	✓
Industrial Mop with removable head x1	✓	✓
Squeegee mop with disposable head x1	✓	✓
Industrial bucket (once off and to replace when necessary)	✓	✓
Wooden Floor polish 20lt	✓	✓
Tile Floor Polish 20lt	✓	✓
Dish cloths 2x cotton	✓	✓
Sponge scourers x4	✓	✓
Feather duster short and long handle (x1 each)	✓	✓
Toilet brushes (once off and as and when required)	✓	✓
Floor stripper (10lt)	✓	✓
Deo blocks (x10 pine block)	✓	✓
Toilet paper (3 x 48 SABS648 approved)	✓	✓
Disinfectant surface cleaner 20lt	✓	✓
Upholstery shampoo as and when required	✓	
Toilet plungers 2 and replace as and when required	✓	✓
Air fresheners 12 cans	✓	✓
Disposable industrial gloves (6 pairs)	✓	✓
Bin liners	✓	✓

EQUIPMENT		
Industrial wet vac	✓	
Upholstery cleaner	✓	
Steam cleaner	✓	
Extension cord 20M	✓	
Multi plug	✓	
Disinfectant spray gun		
UNIFORM SPEC		
Versatile Lite Housekeeping set	✓	✓
100% Cotton work jacket	✓	✓
Energy shoes	✓	✓
Wool socks	✓	✓
100 cotton conti trousers	✓	✓
The 100% Original Tee Shirt	✓	✓
Safety shoes (slip proof)	✓	✓
Wool stockings	✓	✓
Softshell jackets	✓	✓
Legendary safari jacket	✓	✓
Bin Bags	✓	✓
HYGEINE EQUIPMENT	QUANTITY	SERVICE INTERVAL
SANITARY BINS	5	FORTNIGHTLY
WALL BINS	6	DAILY
HAND WIPE DISPENSERS (400 MULTIFOLD)	6	WEEKLY
AIR FRESHENER AUTO DISPENSERS	6	FORTNIGHTLY
AUTO SANITIZER FOR URINALS	1	MONTHLY
SOAP DISPENSER (800ML DISINFECTANT HAND WASH)	6	WEEKLY
TOILET SEAT WIPE DISPENSER	6	WEEKLY
HAND SANITIZER DISPENSER (HANDS FREE SENSOR DISPENSOR)	2	DAILY

6.3 Polishers

Polishers must be padded, to avoid damage to skirting boards.

6.4 Bin liners

Bin liners are to be provided for rubbish bins.

6.5 Dusting of blinds

Utmost care must be taken when dusting windowsills, to avoid damage to blinds.

6.7 Board/Committee Rooms

These venues are to be always kept clean, and not only just prior to and after meetings.

6.8 Staff

Staff are required on the site, made up as follows:

Two (X2) Cleaning service staff on site during working hours for Durban Office.

One (X1) Cleaning service staff for Port Shepstone

One (X1) Gardener for Durban Office

6.9 Safety Procedures/Regulations

The contractor's staff are required to adhere to safety procedures when performing their duties. Safety signage/notices must be supplied by the contractor and displayed, when necessary, as stipulated in the safety regulations.

All Departmental staff, members of the public and visitors must be made aware by way of signage/notices of any possible safety risks.

All safety equipment / protective clothing must be provided by the Cleaning Contractor.

Staff must be COVID-19 compliant in the execution of their duties

During the execution of COVID sanitizing, care must be taken for donning and doffing of PPEs. A fogging machine must be used to dispense a SABS approved 80% Alcohol water-based sanitizing liquid. A surface cleaner must be used to wipe down all contact surfaces.

The company is liable for the disposal of all PPEs as per the Department of Health regulations

MANDATORY REQUIREMENTS

Bidders must be registered and compliant with the following:

- Bargaining Council for Cleaning services

Annex C

Local Content Declaration - Summary Schedule

Note: VAT to be excluded from all calculations

(C1)	Tender No.	
(C2)	Tender description:	
(C3)	Designated product(s)	
(C4)	Tender Authority:	
(C5)	Tendering Entity name:	
(C6)	Tender Exchange Rate:	Pula EU
(C7)	Specified local content %	

[illegible]

Signature of tenderer from Annex B

Date: _____

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.	
(D2)	Tender description:	
(D3)	Designated Products:	
(D4)	Tender Authority:	
(D5)	Tendering Entity name:	
(D6)	Tender Exchange Rate:	Pula

Note: VAT to be excluded from all calculations

EU	R 9.00
----	--------

GBP R 12.00

Calculation of imported content

[illegible]

(D19) Total exempt imported value

This total must correspond with
Annex C - C21

Calculation of imported content

[illegible]

(D32) Total imported value by tenderer

Calculation of imported content

[illegible]

(D45) Total imported value by 3rd party

Calculation of foreign currency payments

[illegible]

Signature of tenderer from Annex B

Date: _____

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

**This total must correspond with
Annex C - C 23**

Annex E

SATS 1286.2011

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) **Manpower costs** (Tenderer's manpower cost)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____