INVITATION TO BID

BID NO:

RAF/2026/00062

BID DESCRIPTION:

PROVISION OF CLEANING SERVICES AT THE ROAD ACCIDENT FUND (RAF) FOR ALL OFFICES FOR A PERIOD OF FIVE (5) YEARS.

PUBLICATION DATE: 23 SEPTEMBER 2026

CLOSING DATE: 29 OCTOBER 2026 @ 11H00 AM

Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered Proposals/ bids must be deposited in the tender box on or before the closing date and time.

TABLE OF CONTENTS FOR BID RAF/2026/00062

IMPORTANT NOTES:

1. Bid documents are available on the website (www.raf.co.za) and e-tender portal at no cost.
2. Submission of Proposals
   - Bid responses must be placed in the tender box clearly marked with a tender number and description; and
   - Bidders are required to submit an original Bid Document/Proposal and a Copy (To be enclosed in the envelope which contains the Original Bid Document/Proposal
   - The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

     Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue, Centurion, 0046
3. Validity Period

   The proposal submitted by the supplier must be valid for a period of 120 days, from the closing date for the submission of proposals.
4. Enquiries

   All enquiries regarding this bid must be directed to the Supply Chain Management Office:

   Bid Enquiries: Bathabile Mahlangu

   E-mail address: cleaningservices@raf.co.za.

   Note: No telephonic enquiries will be entertained.

   Closing date and time for Bid questions and enquiries: **06 October 2026.**

   Publication date for Questions & Answers: **13 October 2026.**

   Questions and Answers will be published on the RAF website and eTender portal.

Important Notes:

1. All questions/enquiries must be forwarded in writing to the e-mail address above; and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

Returnable Documents / Information	**Check list** ✓ **Tick each box**
SBD 1: Completed, attached and signed	
SBD 3.1 or 3.2 or 3.3 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Specification document	
General Condition of contract	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax TCS Pin.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to https://secure.csd.gov.za/)	

Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD ACCIDENT FUND					
BID NUMBER:	**RAF/2026/00062**	CLOSING DATE:	**29 OCTOBER 2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**PROVISION OF CLEANING SERVICES AT THE ROAD ACCIDENT FUND (RAF) FOR ALL OFFICES FOR A PERIOD OF FIVE (5) YEARS.**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:
ROAD ACCIDENT FUND (RAF) **ECO GLADES 2 OFFICE PARK**
420 WITCH-HAZEL AVENUE
CENTURION
0046

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Bathabile Mahlangu**	CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	
E-MAIL ADDRESS	cleaningservices@raf.co.za	E-MAIL ADDRESS	

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	

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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.	

PART B
TERMS AND CONDITIONS FOR BIDDING

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.	**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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED:……………………………………………
(Proof of authority must be submitted e.g. company resolution)

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

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

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

Name of bidder……………………………………	Bid number…………………................................
Closing Time 11:00	Closing date………………………………………...

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ………………………………….
- At: ………………………………….
  …………………………………
- Brand and model ………………………………….
- Country of origin ………………………………….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ………………………………….
- Period required for delivery ………………………………….
  *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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

………
………
……………………………

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ………………………………………………….............................., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

………………………………	..………………………………………………
Signature	Date
………………………………	………………………………………………
Designation	Name of bidder

SBD:5

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME INTRODUCTION

The Nationak Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996

The NIP Policy and Guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts for (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Partificipation Secretariat (IPS) of the Department of Trade and Industry (dti) is charged with responsibility of administering:

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked against the imported content of the contract. Any Contract having an imported content equal to or exceeding US$10 million or other currency equivalent to US$10 million will have an NIP obligation. This threshold of US$10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

Or

(b) Multiple contracts for the same goods, works or services each with imported content exceding US$3 million awarded to one seller over a two-year period which exceeds US$10 million in total.

Or

(b) A contract with a renewable option clause, where should the option be excercised, the total value of the imported content will exceed US$10 million.

Or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$3 million worth of goods, works or services to the same government institution, which in total over a two-year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of subparagraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content, whilst suppliers in respect of sub-paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the dti would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, license production, export promotion, sourcing arrangements and reaseracg and development (R&D) with partners, or suppliers

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract

that is in excess of R10 million, submit details of such a contract to the dti for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million is to cater for multiple contracts for the same goods, works, services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in sub-paragraphs 1.1 . (b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF THE BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services, renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the dti in determining the NIP obligation , successful bidders (contractors) are required, immediately after being officially notiied about any successful bid with a value in excess of R10 million, to contact and furnish the dti with the following information:

- Bid/contract number;
- Description of the goods, works or services;
- Date on which the contract was accepted;
- Name, address and contact details of the government institution;
- Value of the contract; and
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane withion five (5) working days after the award of the contract. Mr Malapane may be contacted on the telephone number (012) 394 1401, facsmile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the dti with the information required, the following steps will be followed:

a. The contractor and the dti will determine the NIP obligation;
b. The contractor and the dti will sign the NIP obligation agreement;

c. The contractor will submit a performance guarantee to the dti;
d. The contractor will submit a business concept for consideration and approval by the dti;
e. Upon approval of the business concept by the dti, the contractor will submit detailed business plans outlining the business concepts;
f. The contractor will implement the business plans; and
g. The contractor will submit bi-annual progress reports on approved plans to the dti.

4.2 The NIP obligation agreement is between the dti and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ……………………………………………………………………………….

Closing date: ……………………………………………………………………………

Name of bidder: ………………………………………………………………………..

Postal address

……………………………………………………………………………………

……………………………………………………………………………

Signature……………………………….Name (in print)……………………………..

Date…………………………………………..

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

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

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

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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**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 or 90/10 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	POINTS
PRICE	**80**	**90**
SPECIFIC GOALS	**20**	**10**
Total points for Price and SPECIFIC GOALS	**100**	**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.

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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)
South African citizen who had no franchise in national elections prior to	**10**	**5**		

the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)				
Women (minimum 51% ownership or more)	**8**	**4**		
Persons with disabilities (minimum 51% ownership or more)	**2**	**1**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: ……………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………
DATE: ……………………………………………………

ADDRESS: ……………………………………………………
……………………………………………………
……………………………………………………
……………………………………………………

PROVISION OF CLEANING SERVICES AT THE ROAD ACCIDENT FUND (RAF) FOR ALL OFFICES FOR A PERIOD OF FIVE (5) YEARS.

1. BACKGROUND TO THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners who may have had accidents within the borders of the country. The RAF head office is in Centurion and has Customer Experience Centres in each province in the country.

2. SPECIAL INSTRUCTION TO BIDDERS

2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country.

2.2 The bidder must have a business continuity management plan, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.

2.3 The Evaluation Criteria that were published with a Request for Proposal/ Bids will be used to assess bidders' responses and no amendment are allowed after the closing of a bid. Bid Proposals must be clearly indexed and cross referenced to a Table of Contents.

2.4 Companies or Directors included on the National Treasury register of Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the bidding process.

2.5 As prescribed all Standard Bidding Documents (SBD Forms – Returnable Documents) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.

2.6 The RAF will confirm the following prior to any award being made:

- That the bidder is registered on the National Treasury Central Supplier Database (CSD)
- The bidders' tax status is compliant with the South African Revenue Service (SARS), in cases where the recommended bidder is non-compliant with SARS, the bidder will be allowed (seven) 07 working days to rectify their tax matters, if the bidder fails to rectify their tax matters, they will then be disqualified once the 7th working day period lapses.

2.7 RAF reserves the right to award this bid in full or in parts.

3. BACKGROUND OF THE BID

3.1 The Road Accident Fund wishes to appoint a service provider(s) to provide cleaning services for the RAF offices below for a period of 5 years.

RAF Offices	Tick	Total bid price (Inclusive of VAT)
3.1.1. Head Office Block F,		
3.1.2. Head Office Block A and C,		
3.1.3. Johannesburg Regional Office,		
3.1.4. Pretoria Regional Office,		
3.1.5. Bloemfontein Customer Service Center,		
3.1.6. Kimberly Customer Service Center,		
3.1.7. Polokwane Customer Service Center,		
3.1.8. Mafikeng Customer Service Center,		
3.1.9. Tzaneen Customer Service Center,		
3.1.10. Cape Town Regional Office,		
3.1.11. East London Regional Office,		
3.1.12. Port Elizabeth Customer Service Center,		
3.1.13. Nelspruit Customer Service Center, and		
3.1.14. Durban Regional Office		

3.2 The successful bidder(s) must ensure that they comply with the Occupational Health and Safety Act and Regulations and ensure that their staff complies with Personal Protective Equipment/safety clothes which may include inter alia, safety boots, hand gloves, masks, overall and aprons etc.

3.3 The Bidder should note that in the event of the Fund moving its office(s) referred to above to another premises during the subsistence of this award/agreement, the Bidder will be required to provide the Deliverables at the Fund's new premises for the remainder of the award/agreement subject to negotiations with the Bidder pertaining to costs and compliment consideration in the discretion of the Fund.

4. SCOPE OF WORK

4.1. The service provider shall supply the following:

- Day to day office cleaning, inclusive of consumables, equipment, labour etc, during the tenure of the contract
- Provision of occasional cleaning, inclusive of consumables, equipment, labour etc, on an ad-hoc basis (against a separate PO) during the tenure of the contract
- The service provider must install, maintain and service all equipment
- Defective equipment will be replaced or repaired within 24 hours after reported (Emergency 8 Hours after reported)
- Human resource (Staff) will be employed by the service provider and will be vetted by the RAF Security Vetting Department. Where the staff is found to be unsuitable during vetting, the service provider will be required to replace that staff member, who will also be vetted.
- Service Provider must comply with the Basic Conditions of Employment Act
- All staff must always be equipped and be compliant with PPE/Safety clothes with the company Logo on.
- The service provider must comply with all requirements of the Occupational Health and Safety Act, Act 85 of 1993.
- Material Safety Data Sheet (MSDS) will be required from the service prior to commencement of work and must be approved by the SABS.

4.2. Company Experience

The service provider must have a minimum of three current/previous clients, confirming experience in cleaning services and hygiene services.

4.3. Resources Experience

- The team supervisor must have as a minimum, Grade twelve (12) /(Matric) certificate.
- The team supervisor must have a minimum of three (3) years' experience on a supervisory level in the cleaning services.
- The cleaner/s must have a minimum of 2 years' experience in cleaning services.

4.4. Required number of staff per office

Province	City	Building	Supervisor	Cleaners	Total
Gauteng	Centurion	Eco glades Block A & C	1	3	4
Gauteng	Centurion	Eco glades Block F	1	8	9
Gauteng	Pretoria	Prasa House	2	24	26
Gauteng	JHB	Parktown	1	7	8
Free State	Bloemfontein	Fedsure Building	0	1	1
Northern Cape	Kimberly	3 Reginald	0	1	1
KwaZulu Natal	Durban	The Embassy Building	1	6	7
Western Cape	Cape Town	Long street	1	6	7
Eastern Cape	Port Elizabeth	Govan Mbeki	0	1	1
Eastern Cape	East London	Drury Lane	1	11	12
Limpopo	Tzaneen	Medipark	0	1	1
Mpumalanga	Nelspruit	Van Rensburg	0	1	1
Limpopo	Polokwane	Hana Van Rensburg	0	2	2
North-West	Mafikeng	Leopard	0	2	2

5. INFRASTRUCTURE

- The service provider shall provide lists as follows:
  - Specify and quantify all equipment required to be delivered once-off, quarterly and monthly
  - Specify and quantify all cleaning materials to be supplied per quarter
  - Specify and quantify all consumables to be supplied per month
  - Specify and confirm the fumigation chemicals, that are not harmful to humans (SABS) approved
  - Specify, quantify, and mark all required dispensers
  - The service provider shall provide cleaning services checklists (Kitchen, Offices and Ablution facilities)
  - All the required supplies must be South African Bureau of Standards (SABS) approved
  - The service provider will be reporting to Manager Facilities Management
  - Delivery and installation of equipment and consumables must take place the day before the contract start date.
  - The service provider will not receive any upfront payment from the Road Accident Fund. Payments will only be made in accordance with the delivery of service as agreed upon by both parties and receipt of an original invoice to be submitted to creditors@raf.co.za not later than the 18th monthly.

6. DAILY ACTIVITIES - SINGLE TENANT BUILDING

Activity	**Requirements**	**Frequency**
Ablution facilities or rest rooms	• Cleaning of urinals • Clean floor according to type • Damp mops all floors with disinfectant • Empty and clean all waste receptacles from offices and public spaces • Clean and sanitise all toilet bowls, wash basins and urinals • Clean all mirrors • Clean all metal fittings • Spot clean walls, doors, and partitions • Replenish and supply	• 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily • 4 x Daily

Activity	Requirements	Frequency
	consumables (2-ply toilet paper, air-freshener, soap, hand towels, sanitary bags etc) • Clean all sanitary bins in all ladies' toilets	• 1 x per week
Balconies	• Dust and clean handrails and fittings • Maintain landings, treads, and risers according to finish • Sweep floor, dust rails, mop floor	• Daily • Daily • Daily
Basement Parking	• Sweep and mop basement parking • Pressure wash	• 2 x Monthly (on the 1st and 15th of the month or the next working day if the date falls over a weekend • 1 x per month
Blinds	• Dusting all blinds	• Weekly
Building exterior	• Clear out waste receptacles • Sweep entrance steps and entrance • Clean doormats • Empty and clean ashtrays at smoking areas • Clean handrails and fittings • Wash and polish steps	• Daily • Daily • Daily • Daily • Daily • Weekly
Assist during Catering for RAF meetings (preparing kitchenettes)	**Setup of meeting venue with catering request:** • Filling canisters (Coffee, sugar, tea, coffee creamer, milk etc.) provided by RAF • Filling of urn for hot water • Clean urn once a month • Water jugs and foam cups	• All must be done on request with a call logged at FM Helpdesk with a catering request form.

Activity	**Requirements**	**Frequency**
	• Coffee / Tea on request – **Executive area** • Wash cutlery / crockery - Executive area and Training area on request • Cleaning of the venue after each meeting	
Dusting	• Dusting of all horizontal surfaces (low levels) • Clean and disinfect all telephones • Dusting of equipment • Dust ornaments below 2m • Wipe and polish glass and silverware • Dusting of all high ledges and fittings • Dusting of all vertical surfaces (walls, cabinets etc) to a height of 2-meter Dust all window ledges and fittings	• Daily • Daily • Daily • Daily • Daily • Weekly • Weekly • Weekly • Weekly
Floor maintenance (Resilient floors)	• Sweep • Wash • Damp mop • Polishing • Machine buff • Machine Scrub • Strip wooden floors and repolish • Remove bubble-gum, stickers etc on all floors	• Daily • Daily • Daily • Weekly • As and when necessary • As and when necessary • As and when necessary • As and when necessary
Lifts	• Clean interior and exterior of all lifts • Polish metal surfaces and glass mirrors	• Daily • Daily

Activity	Requirements	Frequency
Kitchens	• Refill canisters • Sweep, mop, and clean floors • Clean and wipe all kitchen tops, furniture, hydro boilers, and clea microwaves (inside and outside) • Replenish stock (sugar, milk, coffee, tea, washing material etc • Clean and wipe all kitchen cupboards Interior and Exterior • Defrost and clean fridges • Wash crockery and cutlery – Executive area and Training rooms only • Wash dishcloths	• 2 x Daily • 2 x Daily • Daily • Weekly • Weekly or on request • Monthly • As per program and on request • Daily
Miscellaneous	• Polish desks and office furniture • Wash vinyl covered furniture • Vacuum cloth covered furniture	• Weekly • Weekly • Weekly
Rugs and Carpets	• Vacuum clean thoroughly • Wash loose carpets • Remove stains	• Weekly • As and when necessary • As and when necessary
Shopfronts and metal work	• Wash glass surfaces • Spot clean glass surfaces • Clean and polish bright metal fittings • Dust and sweep entrance steps and entrance • Entrance and Reception – Dust, mop, and wash • Clean doormats • Dust handrails and fittings	• Daily • Daily • Daily • Daily • Daily • Daily • Daily
Staircases and	• Dust handrails and fittings	• Daily

Activity	Requirements	Frequency
Balconies	• Maintain landings, treads, and risers according to finish • Sweep floor, mop floor and dust rails • Clean handrails and fittings • Clean fire escapes (Sweep floor, mop floor and dust rails)	• Daily • Daily • Daily • 2 x Monthly
Walls and Paint Work	• Spots clean all low surfaces (Glass, walls, doors, and light switches)	• Daily
Waste Disposal	• Empty and clean all ashtrays at smoking areas • Empty and clean all waste receptacles • Remove all waste to a specified area in dedicated bins	• 2 x Daily • 2 x Daily • 2 x Daily
Window Cleaning	• Spot cleaning of partition glass • Spot cleaning of interior windows • Wash partition glass • Wash interior windows	• Weekly • Weekly • Quarterly • Quarterly

7. DAILY ACTIVITIES – MULTI TENANT BUILDING

Activity	Requirements	Frequency
Balconies	• Dust and clean handrails and fittings • Maintain landings, treads, and risers according to finish • Sweep floor, dust rails and mop floor	• Daily • Daily • Daily
Blinds	• Dusting all blinds	• Weekly

Activity	Requirements	Frequency
Dusting	• Dusting of all horizontal surfaces (low levels) • Clean and disinfect all telephones • Dusting of equipment • Dust ornaments below 2m • Wipe and polish glass and silverware • Dusting of all high ledges and fittings • Dusting of all vertical surfaces (walls, cabinets etc.) to a height of 2 meter • Dust all window ledges and fittings	• Daily • Daily • Daily • Daily • Daily • Weekly • Weekly • Weekly
Floor maintenance (Resilient floors)	• Sweep • Wash • Damp mop • Polishing • Machine buff • Machine Scrub • Strip wooden floors and repolish • Remove bubble-gum, stickers etc. on all floors	• Daily • Daily • Daily • Weekly • As and when necessary • As and when necessary • As and when necessary • As and when necessary
Kitchens	• Refill canisters • Mop and clean floors • Clean and wipe all kitchen tops, furniture, hydro boilers, and clean microwaves (inside and outside) • Replenish stock (sugar, milk, coffee tea, washing material etc.) • Clean and wipe all kitchen cupboards Interior and exterior • Defrost and clean fridges • Wash crockery and cutlery –	• 2 x Daily • 2 x Daily • Daily • Weekly • Weekly or on request • Monthly • As per program or on request

Activity	Requirements	Frequency
	Executive area and Training rooms • Wash dishcloths	• Daily
Miscellaneous	• Polish desks and office furniture • Wash vinyl covered furniture • Vacuum cloth covered furniture	• Weekly • Weekly • Weekly
Rugs and Carpets	• Vacuum clean thoroughly • Wash loose carpets • Remove stains	• Weekly • As and when necessary • As and when necessary
Shopfronts and metal work	• Wash glass surfaces • Spot clean glass surfaces • Dust, clean and polish bright metal fittings • Dust and clean handrails and fittings • RAF entrance and Reception – sweep, mop, and wash • Doormats, sweep, clean and mop	• Daily • Daily • Daily • Daily • Daily • Daily
Walls and Paint Work	• Spots clean all low surfaces (Glass, walls, doors, and light switches)	• Daily
Waste Disposal	• Empty and clean all ashtrays at smoking areas • Empty and clean all waste receptacles • Remove all waste to a specified area in dedicated bins	• 2 x Daily • 2 x Daily • 2 x Daily
Window Cleaning	• Spot cleaning of partition glass • Spot cleaning of interior windows • Wash partition glass • Wash interior windows	• Weekly • Weekly • Quarterly • Quarterly

8. AD-HOC REQUESTS FOR ALL OFFICES

(RATES FOR AD HOC SERVICES TO INCLUDE ALL EQUIPMENT, MACHINERY AND CONSUMABLES)

NB: The successful bidder will be required to provide proof of valid proof of Pest Control Operator Certificate for the person/employee who will be responsible for pest control services.

Activity	**Requirements**	**Frequency**

Specialized Cleaning Equipment	• Pest Control - Fumigation
	• Fogging of offices / sanitizing of all offices and equipment
	• Special cleaning
	   ▪ Server rooms,
	   ▪ Hub rooms,
	• Deep cleaning of carpets
	• Deep cleaning of chairs
	• Deep cleaning of ablution facilities
	• Storerooms – Dust, sweep, vacuum, mop and remove content on request
	• Water disasters cleaning (Flooding) – wet vacuum and drying of carpets
	• Wash and dry of curtains
	• Dry cleaning of blinds
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request
		• Ad hoc on request

9. CONSUMABLES AND CLEANING EQUIPMENT FOR MULTI-TENANT AND SINGLE TENANT BUILDING

- The service provider shall supply all cleaning consumables and equipment required, to render the daily cleaning services.
- The service provider shall be responsible for the maintenance of the equipment and shall ensure that defective equipment will either be replaced or repaired within 24 hours from the time such defective equipment is reported and 8 hours in case of emergency.
- The equipment and consumables must be SABS approved.
- The consumables must be delivered, and checked by an RAF employee once per month and confirmed by the RAF manager
- The service provider must deliver the stock between 07:45 to 15:00 on working days

NB: Required consumables and equipment per office are detailed on the pricing schedule

10. BUILDING SPECIFICATIONS

PROVINCE	CITY	BUILDING	FLOOR AREA – M²	FACILITIES PER FLOOR					
				NO. OF FLOORS	CUBICLE FEMALE	CUBICLE MALE	URINALS	DISABLED TOILET	SHOWERS
GAUTENG	**CENTURION**	**ECO GLADES I BLOCK A**	**2 699.55M²** *(ABLUTION FACILITIES ARE MANAGED BY THE LANDLORD)*	2	N/A	N/A	N/A	N/A	N/A
GAUTENG	**CENTURION**	**ECO GLADES II BLOCK C**	**1 252M²** *(ABLUTION FACILITIES ARE MANAGED BY THE LANDLORD)*	2	N/A	N/A	N/A	N/A	N/A
GAUTENG	**CENTURION**	**ECO GLADES II BLOCK F**	**7 048.45M²** **(INCL OF BASEMENT)**	3	12	10	13	1	N/A
GAUTENG	**PRETORIA**	**PRASA HOUSE 1040 BURNETT STR HATFIELD**	**16 457M²** **(INCL OF BASEMENT)**	4	70	45	42	2	3

GAUTENG	**JHB**	**NO 10 JUNCTION AVENUE PARKTOWN**	**7 193M²** **(INCL OF BASEMENT)**	5	23	20	18	7	10
KWAZULU NATAL	**DURBAN**	**THE EMBASSY BUILDING**	**7 200M²** (MOST ABLUTION FACILITIES ARE MANAGED BY THE LANDLORD) THE ABLUTION FACILITIES ON GROUND FLOOR AT WALK IN CENTRE	6	1	1	N/A	1	N/A
WESTERN CAPE	**CAPE TOWN**	**NO 1 LONGSTREET CAPE TOWN**	**5 665 M²** ABLUTION FACILITIES ARE MANAGED BY THE LANDLORD	6	N/A	N/A	N/A	N/A	N/A
EASTERN CAPE	**EAST LONDON**	***WAVERLEY OFFICE PARK – 33 PHILLIP FRAME ROAD CHISELHURST, EAST LONDON***	**4 000M²**	4	11	9	10	6	N/A
EASTERN CAPE	**PORT ELIZABETH**	**575 *GOVEN MBEKI AVENUE, NORTH END,***	**158M²**	1	1	1	N/A	1	N/A

		PORT ELIZABETH (GQEBERHA)							
LIMPOPO	**TZANEEN**	**BUILDING 08, 2ND AVENUE, MEDIPARK**	**200M²**	1	2	2	2	1	N/A
MPUMA-LANGA	**NELSPRUIT**	**36 VAN RENSBURG STREET**	**215M² (FLOOR PLAN) AND 35M² (FOR STORAGE.)**	1	2	2	2	1	N/A
NORTHERN CAPE	**KIMBERLY**	**NO 3 REGINALD DE VILLIERS STREET IN KIMBERLY.**	**Ground floor 371M²**	1	3	2	2	N/A	N/A
LIMPOPO	**POLO-KWANE**	**79 HANS VAN RENSBURG STREET**	**Ground floor 400M²**	1	2	2	1	N/A	N/A
NORTH WEST	**MAFIKENG**	**LEOPARD PARK ERF 4214**	**613,9M²**	2	4	4	1	1	N/A

FREE STATE	**BLOEM-FONTEIN**	**FEDSURE BUILDING 49 MAITLAND STREET BLOEMFONTEIN 8301**	**495 M^2**	2	6	5	4	2	N/A

11. MONITORING PROGRESS OF DELIVERABLES

Adherence to Service Level Agreements will be monitored in the following way:

- Monthly meetings,
- Monthly reports to Facilities Managers by the 05th of every month to contain the following
    - ➢ Complaints
    - ➢ Challenges
    - ➢ Consumables used for the month
    - ➢ HR issues regarding the bidder's staff.
    - ➢ Ad hoc meetings

12. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process entails the following phases:

Phase 1: Initial Screening Process - At this phase Bid responses are reviewed to check if Bidders have responded according to RAF RFB document.

Phase 2: Mandatory Evaluation Process - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Bid (RFB) document for compliance to Mandatory Requirements. Bidder(s) who met the Mandatory Requirements will be evaluated further on Technical Requirements.

Phase 3: Technical/ Functional Evaluation Process – At this phase Bidder(s) who met the minimum threshold of **60 points out 100 points** allocated at Technical Evaluation will be further evaluated in Phase 4 on Price and Specific Goals.

Phase 4: Price and Specific Goals evaluation - At this phase the bid(s) will be assessed as per the preferential point system specified in the RFB document.

12.1 Mandatory Evaluation

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

Bidder must indicate by ticking (√) correct box indicating that they Comply OR do Not Comply.

	Mandatory	Comply	Not Comply
12.1.1	The service provider must submit a **valid copy of a letter of good standing** from the Compensation Commissioner or authorized entity under section 30 (1) of the Compensation for Occupational Injuries and Disease Act, 1993 as amended (COIDA), to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA). ***NB: RAF reserves the right to verify the letter***		

	Mandatory	Comply	Not Comply
12.1.2	The Bidder must have public liability insurance to cover accidents and damage that occur at the Fund's premises, to a sum insured amount of R10 million. Bidder must provide a copy of their policy schedule as proof **or** In a case where the bidder does not have active public liability insurance, a **Letter of Intent from an insurance broker or insurance provider** not older than 30 days from the closing date of the bid will be accepted. ***NB: RAF reserves the right to verify the details of the letter***		

	Mandatory	Comply	Not Comply
12.1.3	The bidder must be registered with Department of labour for **Unemployment Insurance Fund.** Bidder must submit proof of registration with Unemployment Insurance Fund. ***NB: RAF reserves the right to verify the letter.***		

	Mandatory	Comply	Not Comply
12.1.4	The bidder must provide a letter of intent from a sanitary waste removal company that would be removing and disposing of sanitary waste OR proof that the bidder is accredited to perform the service. The National Regulations on health care risk waste (NEMWA, act 59 of 2008) require that a professional waste removal company must demonstrate the safe management of health care risk waste. The safe disposal of feminine hygiene waste is furthermore essential to comply with The Occupational Health & Safety Act, 85 of 1993 and The National Environmental Management: Waste Act, 59 of 2008. ***NB: RAF reserves the right to verify the letter***		

NOTE: FAILURE TO COMPLY WITH ALL OF THE MANDATORY REQUIREMENTS WILL LEAD TO DISQUALIFICATION

12.2 TECHNICAL/FUNCTIONAL CRITERIA

12.2.1. ONLY APPLICABLE TO SITES WHERE A SUPERVISOR/S IS REQUIRED

Offices : Centurion Eco glades Block A&C, Centurion Eco glades Block F, Pretoria, Johannesburg, Durban, Cape Town, and East London

<table>
<tr><th>Technical / Functional Criteria</th><th>Points</th></tr>
<tr><td>
12.2.1.1. Company Track Record
The service provider must have a minimum of three current/previous clients, confirming experience in providing cleaning services with reference to contracts with duration exceeding 12 months.

As proof, the bidder must provide a minimum of three (03) reference letters from previous/current clients where cleaning service was rendered. The reference letter must be on the Client’s letterhead with the following details:
• Description of the project
• Duration of the contract (start date and end date (month and year)
• Client contact details (the details must be contactable)

Should a reference letter make reference to a current contract, services should have been rendered for at least 12 months at the time of the letter being issued/ closing of the tender.

Note: The reference letters submitted must be relevant to cleaning services and meet all the requirements stated above to qualify.

<table>
<tr><th colspan="2">Scoring Matrix</th></tr>
<tr><th>No. of client’s reference letters</th><th>Points</th></tr>
<tr><td>less than three (3) reference letter(s) provided/ No submission/not relevant</td><td>0</td></tr>
<tr><td>Three (3) reference letters provided</td><td>30</td></tr>
<tr><td>More than three (3) reference letters provided</td><td>50</td></tr>
</table>

NB: The RAF reserves the right to verify the letter by directly contacting bidders’ clients.
</td><td>50</td></tr>
</table>

Technical / Functional Criteria	Points
12.2.1.2. Resources experience (Supervisor/s) The Team Supervisor/s must have Matric/Grade 12 certificate and a minimum of 3 years' experience on a supervisory level in cleaning services. NB: In regions where two supervisors are required, bidders must provide Matric/Grade 12 certificate and CV for both supervisors. In this instance the scores of both the supervisors will be added and averaged to obtain points indicated below. Where one/both supervisors do not meet the minimum requirements, the score will be zero. A CV detailing the experience of a team supervisor/s must be submitted with clear start and end dates in the (mm/year) format.	**25**

Scoring Matrix	Points
No. of Years' Experience	
No submission OR No Matric/Grade 12 certificate and less than 3 years' experience on a supervisory level in cleaning services OR Matric/ Grade 12 with less than 3 years supervisory experience in cleaning OR no Matric/Grade 12 certificate and 3 years' experience on a supervisory level in cleaning services	0
Matric/Grade 12 certificate with 3 years' experience on a supervisory level in cleaning services	15
More than 3 years' experience on a supervisory level in cleaning services and Matric/Grade 12 certificate	25

Where bidder does not provide the relevant documents indicated, there will be no points allocated.

NB: The RAF reserves the right to verify submitted documents.

Technical / Functional Criteria	Points
12.2.1.3 Resources experience (Cleaner/s) The proposed cleaners must have a minimum of 2 years' experience in cleaning services. The number of cleaner CVs submitted must correspond with the total number of cleaners required for the office(s) the bidder is bidding for. **Note**: The bidder must provide CV's showing two (2) years' experience in cleaning services for resources to be deployed to the RAF offices. The score of proposed resources CV's will be averaged to obtain a total score out of 25 points. Where one/all cleaners do not meet the minimum requirements, the score will be zero. A CV detailing the experience of a proposed cleaner must be submitted with clear start and end dates. **Scoring Matrix** / **Points** **No. of Years' Experience** No submission OR less than 2 years' experience in cleaning services: 0 2 years' experience in cleaning services: 15 More than 2 years' experience in cleaning services: 25 **Where bidder does not provide the relevant documents indicated documents, there will be no points allocated.** ***NB: The RAF reserves the right to verify submitted documents.***	**25**
Total Points	**100**

Scoring Matrix	**Points**
No. of Years' Experience	
No submission OR less than 2 years' experience in cleaning services	0
2 years' experience in cleaning services	15
More than 2 years' experience in cleaning services	25

A bidder must obtain a minimum threshold 60 out of 100 points to be considered for Price and Specific Goals.

12.2.2. Applicable where there is no supervisor required

Offices: Bloemfontein, Kimberly, Port Elizabeth, Tzaneen, Nelspruit, Polokwane, and Mafikeng

<table>
<tr><th>Technical / Functional Criteria</th><th>Points</th></tr>
<tr><td>
12.2.1.1. Company Track Record
The service provider must have a minimum of three current/previous clients, confirming experience in providing cleaning services with reference to contracts with a duration exceeding 12 months.
As proof, the bidder must provide a minimum of three (03) reference letters from previous/current clients where cleaning service was rendered. The reference letter must be on the Client’s letterhead with the following details:

Description of the project
Duration of the contract (start date and end date (month and year)
Client contact details (the details must be contactable)

Should a reference letter make reference to a current contract, services should have been rendered for at least 12 months at the time of the letter being issued/ closing of the tender.

Note: The reference letters submitted must be relevant to cleaning services and meet all the requirements stated above to qualify.

<table>
<tr><th colspan="2">Scoring Matrix</th></tr>
<tr><th>No. of client’s reference letters</th><th>Points</th></tr>
<tr><td>less than three (3) reference letter(s) provided/ No submission/not relevant</td><td>0</td></tr>
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<tr><td>More than three (3) reference letters provided</td><td>50</td></tr>
</table>

NB: The RAF reserves the right to verify the letter by directly contacting bidders’ clients.
</td><td>50</td></tr>
</table>

12.2.3 Resources experience (Cleaner/s) The proposed cleaner/s per region must have a minimum of 2 years' experience in cleaning services. The number of cleaner CVs submitted must correspond with the total number of cleaners required for the office(s) the bidder is bidding for. NB: In regions where two or more cleaners are required, bidders must provide CV for all cleaners. In this instance the scores of the cleaners will be added and averaged to obtain points indicated below. Where one/all cleaners per region does not meet the minimum requirements, the score will be zero. A CV detailing the experience of a proposed cleaner must be submitted with clear start and end dates in the (mm/year) format.	**50**
TOTAL	**100**

Scoring Matrix	**Points**
No. of Years' Experience	
No submission OR less than 2 years' experience in cleaning services	0
2 years' experience in cleaning services	30
More than 2 years' experience in cleaning services	50

Where bidder does not provide the relevant documents indicated documents, there will be no points allocated.

NB: The RAF reserves the right to verify submitted documents.

A bidder must obtain a minimum threshold of 60 out of 100 points to be considered for Price and Specific Goals.

12.3 PRICE AND SPECIFIC GOALS

The evaluation for Price and Specific Goals shall be based on the 80/20 or 90/10 PPPFA principle (whichever is applicable) and the points for evaluation criteria are as follows:

<table>
<tr><th colspan="2">Evaluation Criteria</th><th>Points</th></tr>
<tr><td>1.</td><td>Price</td><td>80/90</td></tr>
<tr><td>2.</td><td>Specific Goals
<table>
<tr><th>#</th><th>Specific Goal</th><th>Proof</th><th>Points Allocation</th></tr>
<tr><td>1</td><td>South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (Minimum 51% ownership or more)</td><td>CSD Report</td><td>10/5</td></tr>
<tr><td>2</td><td>Women
(Minimum 51% ownership or more)</td><td>ID copy / CSD report</td><td>8/4</td></tr>
<tr><td>3</td><td>Persons with disabilities
(Minimum 51% ownership or more)</td><td>Valid medical certificate issued by an accredited medical practitioner</td><td>2/1</td></tr>
</table>
</td><td>20/10</td></tr>
<tr><td colspan="2">Total</td><td>100</td></tr>
</table>

12.4 PRICING SCHEDULE

This part should be completed and signed by the Bidder's authorised personnel as indicated below:

1 Please indicate your total bid price here: R………………………………………..…………… **(compulsory)**

2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**

3 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

4 All the rates quoted must be firm for the full period of the contract including escalations, deliveries and any cost related to execute this contract.

5 **Ad hoc services:** These services will not form part of the contract value and will be quoted on request.

6 **If consumables are not delivered during a particular month, then this should not be billed**.

7 Bidders must note that offices may change in size; subsequently, the service rendered may change and affect the number of requirements per office.

8 **Bidders must ensure that the quoted rate for labour is compliant with the national minimum wage for cleaners as gazetted by the Minister of Labour; this is applicable throughout the contract period. Bidders quoted below the national minimum wage for cleaners, as gazetted by the Minister of Labour, will be disqualified.**

9 The quantities reflected in the pricing schedule are provided for the purpose of price comparison and bid evaluation. The actual consumption of consumables may increase or decrease during the contract period, depending on the Road Accident Fund's operational and business requirements.

10 Payment will be based on the actual quantities ordered and supplied during the term of the contract.

1. OFFICE CENTURION, ECO PARK – BLOCK A & C				
ONCE OFF ITEMS	**ESTIMATED QTY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Office cleaning trollies with bucket	4			
Spray Bottles – Labelled according to OHS standard – 4 per cleaner	12			
Wet Floor Signs	8			
Electrical Extension – 10 m	2			
Industrials Scrubbing machine with buffing accessories	1			
Industrial Vacuum cleaners – not more than 85 decibels	2			
Safety ladder – 5 feet	1			
Scrappers for bubble-gum, stickers etc.	2			
Squeegee for window cleaning – extension handle	4			
Sanitizer dispenser for doors including installation	30			
Hand Towel Dispenser (ABS Plastic) – Manual for kitchens including installation	5			
TOTAL ONCE OFF COST				
MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Supervisor	1			
Cleaners	3			
Colour coded microfiber cloth – 3 per cleaner (Kitchen, desk, Dustbin)	12			
Plastic Heavy-duty Gloves – 3 per cleaner (Green, Yellow and Blue)	12			
Ammonia stripper - 15L	1			
Bleach - 20L	1			
Blue Death – 500g	1			
Carpet cleaner - 5L	1			

Floor polish - 20L	1			
Multi-Surface Cleaner 300ml	6			
General heavy duty purpose cleaner - 15L	1			
Pine gel - 15 L	1			
Plastic Bags – Kitchen Dustbins - 400 each	400			
Plastic Bags – Office Bins - 300 each	300			
Window cleaner - 5L	1			
Sanitizer dispenser refills	45			
Hand Towels for manual dispensers in kitchens - bales	60			
Feather duster - Long	4			
Feather duster – Short	4			
Hard Broom	2			
Janitor mop – spaghetti	4			
Micro-fibre mops	4			
Scrubbing brush for cleaning carpets	2			
Scoops and brushes	4			
Soft Broom	2			
			TOTAL ANNUAL COSTS	
Total Annual costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation: ....%				
Total (VAT Incl.) (annual – year 3) incl. escalation - :..%				
Total (VAT Incl.) (annual – year 4) incl. escalation :..%				
Total (VAT Incl.) (annual – year 5) incl. escalation :..%				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

2. HEAD OFFICE CENTURION, ECO PARK – BLOCK F				
ONCE OFF ITEMS	**ESTIMATED QTY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Office cleaning trollies with bucket	9			
Spray Bottles – Labelled according to OHS standard – 4 per cleaner	32			
Wet Floor Signs	18			
Electrical Extension – 10 m	4			
Industrials Scrubbing machine with buffing accessories	1			
Industrial Vacuum cleaners – not more than eighty-five decibels	4			
Safety ladder – 5 feet	1			
Scrappers for bubble-gum, stickers etc.	4			
Squeegee for window cleaning – extension handle	8			
Hand Towel Dispenser (ABS Plastic) – Manual for kitchens, including installation	8			
Sanitizer dispenser for doors	54			
Hand lotion dispensers – Executive Area Only	2			
Soap Dispensers for foaming handwash	15			
Paper Towel Dispensers (ABS Plastic)	10			
Sanitary bins – 20L	13			
Sanitary Bag Dispenser Holder	13			
Toilet roll holders (T3)	23			
Toilet seat sanitation holders – Refillable 400ml bags	23			
Automatic Room Freshener Dispenser Machine – Refillable	10			
Wall mounted Bins	10			
		TOTAL ONCE OFF		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Supervisor	1			
Cleaners	8			
Feather duster - Long	9			
Feather duster – Short	9			
Hard Broom	9			
Janitor mop – spaghetti	9			
Micro-fibre mops	9			
Scrubbing brush for cleaning carpets	2			
Scoops and brushes	9			
Soft Broom	9			
Toilet Brushes	23			
Colour coded microfiber cloth – 3 per cleaner (Kitchen, desk, Dustbin)	45			
Plastic Heavy-duty Gloves – 3 per cleaner (Green, Yellow and Blue)	27			
Basement Vermin Poison Bait stations – to last 30 days	15			
Ammonia stripper-20L	1			
Automatic Room Freshener Dispenser Machine refills – 250ml	23			
Bleach - 20L	1			
Blue Death – 500g	1			
Carpet cleaner-5L	1			
Floor polish -20L	1			
Deep cleaning liquid-10L	1			
Handwash refill - Foaming soap -20L	1			
Multi-Surface Cleaner 300ml	12			
General heavy duty purpose cleaner -20L	1			
Hand lotion refill in Executive toilets only – 400ml	2			
Paper Towel Dispenser Refill per bale – 1-ply, Non-Perforated (Kitchen and Bathrooms) 6 rolls 42 bales	42			

Pine gel - 20L	1			
Plastic Bags – Kitchen Dustbins – Clear - 800 each	800			
Plastic Bags – Office Bins - Clear -700 each	700			
Pmat – Urinals – 30-day refill - 13	13			
Sanitary Bags – Individual for She Bin- 260 each	260			
Sanitary bins Plastic Bag- 52 each	52			
Sanitary bin Powder - 5L	1			
Toilet bowl cleaner / disinfectant / stain remover - 20L	1			
Toilet paper – 2-ply – 350 sheets per roll - 48 in a bale	40			
Toilet seat sanitation – 400ml Refill bags	50			
Wall Mounted bin Liner Bags – Ablutions – Clear	20			
Window cleaner - 5L	1			
Sanitizer dispenser for doors - Refills	120			
			TOTAL ANNUAL COSTS	
Total Annual costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

3. PRETORIA REGIONAL OFFICE - PRASA HOUSE				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Sanitary bins – 20L	72			
Sanitary bag dispenser holder	72			
Wall mounted automatic Air Freshener dispenser with timer	52			
Toilet seat wipes holder	118			
Hand Soap Dispenser	52			
Wall Mounted Bins	52			
Hand Towel Holders	52			
Toilet Roll Holders (3's)	118			
Auto Janitor dispensers (urinals)	45			
Industrial Vacuum Cleaners - low noise	6			
Mops	24			
Feather dusters - Long	24			
Feather dusters - Short	24			
Office Cleaning Trollies	24			
Industrial scrubbing machine with buffing accessories	1			
Squeezer for window cleaning	24			
Scoops and brushes	24			
Hard Brooms	2			
Soft Brooms	4			
Wet floor signs	48			
Spray bottle 4 per cleaner 96 Labelled according OHS standards	96			
Dustpan set 1per cleaner x 24 (brush and dustpan)	24			
Safety Ladder 5 foot	2			
Electrical extension cord 20m	8			
		TOTAL ONCE OFF		

MONTHLY ITEMS	ESTIMATED QUANTITY	UNIT PRICE	PRICE PER MONTH	PRICE PER YEAR
Supervisors	2			
Cleaners	24			
Air freshener refill	52			
Hand Soap dispenser refills – foaming hand soap	104			
Microfiber cloths - per cleaner bathroom - assorted colours	376			
Bin liners - Wall bins	940			
Auto Jan Refills	45			
Clear refuse bags - 10 pack	40			
Urinal sanitizer	45			
Scrappers for Bubble-Gum	24			
Toilet Brushes - Every 2nd month	115			
Plastic Heavy-duty Gloves – 3 per cleaner (Green, Yellow and Blue)	72			
General heavy duty purpose cleaner-70L	1			
Deep Cleaning liquid -70L	1			
Bleach - 70L	1			
Pine Gel - 70L	1			
Toilet Bowl Cleaner -100L	1			
Window Cleaner -50L	1			
Table Polish - 300ml x 80	80			
Toilet Papers - 2 ply -48 X 140	140			
Hand Towels-6 X 70	70			
Toilet Seat Sanitizer refills	118			
Floor polish -50L	1			
Sanitary Bin Powder -5L	1			
She bin bags (red)	300			
Sanitary plastic bags (for dispenser) (bag off 100)	72			
P mats 30-day refill	45			

Plastic bags for office bins (clear)	4000			
Vermin Poison Bait stations – to last 30 days	60			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ____%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)	

4. EAST LONDON				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Industrial Vacuum cleaners – not more than 85 decibels	4			
Industrial mops - colour coded	10			
Feather duster - long	5			
Feather duster - short	5			
Flat Mops – microfibre	10			
Scrappers for bubble-gum	5			
Squeegee for window cleaning	10			
Long Scoops and brushes	10			
Dustpan and brushes	10			
Sanitary bins	19			
Toilet seat sanitizer dispensers	29			
Wall mounted automatic air-freshener dispensers with time settings	14			
Microfiber colour coded cleaning clothes - 3 per cleaner	60			
Hard brooms	10			
Soft brooms	10			
Electrical extensions -10M	5			
Wet floor caution signs	20			
Toilet brushes	29			
Spray bottles	20			
Toilet roll holders -T3	17			
Wall mounted waste bins	16			
Janitor trolleys - Single	4			
Wall mounted Hand soap Dispensers	26			
		TOTAL ONCE OFF		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Supervisor	1			
Cleaners	11			
General purpose cleaner - 25L	2			
Anti-wax -5L	5			
Grease buster -5L	5			
Floor polish - 20L	2			
Hand soap - clear gel - refill -5L	10			
Sanitizer liquid for toilets seats refill -5L	10			
Bleach -20L	2			
Pine gel - 25L	2			
Window cleaner -20L	3			
Toilet seat cleaner (Liquid or foam)-20L	2			
Air freshener (Cans 210ml)	30			
Wall mounted Hand Towel paper dispenser 2-ply	20			
2-ply Toilet paper - soft plain white- 30 bales	30			
Carpet cleaner-10l	3			
Urinal mats	20			
Gloves Long	20			
Gloves short	20			
Office Bin Liners	300			
Ablution bin liners	100			
Kitchen bin liners	120			
Sanitary bin liners	200			
Sanitary Bags	200			
Sanitary bin powder	50			
Sanitary bag disposal	2 x month			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

5. PORT ELIZABETH				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONC OFF COST**	
Industrial Vacuum cleaners – not more than 85 decibels	1			
Industrial mops - colour coded	2			
Feather duster long	2			
Feather duster short	2			
Mop	1			
Scrappers for bubble-gum	1			
Squeegee for window cleaning	2			
Long Scoops and brushes	1			
Sanitary bins – 20L	2			
Toilet seat sanitizer dispensers	2			
Wall mounted automatic air-freshener dispensers with time settings	2			
Microfiber colour coded cleaning clothes - 3 per cleaner	5			
Hard broom	1			
Soft broom	1			
Electrical extensions -10M	1			
Wet floor caution signs	3			
Toilet brushes	4			
Spray bottles	2			
Dustpan sets	1			
Toilet roll holders – T3	2			
Wall mounted waste bins	2			
Janitor trolleys - Single	1			
Hand soap Dispensers	2			
		TOTAL ONCE OFF		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Cleaner	1			
General purpose cleaner -5L	1			
Grease buster-5L	1			
Floor polish - 5L	1			
Hand soap - clear gel refill -5L	2			
Sanitizer liquid for toilets seats refill - 5L	1			
Bleach-5L	1			
Pine gel -5L	1			
Window cleaner - 5L	1			
Air freshener (100ml Cylinder spray)	4			
Toilet bowl disinfectant cleaner- 5L	1			
Hand Towel paper	3			
2-ply Toilet paper - soft plain white-6 bales	6			
Carpet cleaner- 5l	1			
Urinal mats	2			
Gloves Long	5			
Short gloves	5			
Office Bin Liners	30			
Ablution bin liners	20			
Kitchen bin liners	20			
Sanitary bin liners	20			
Sanitary Bags	20			
Sanitary Powder	5			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)	

6. CAPE TOWN				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COSTS**	
Industrial Vacuum Cleaners	3			
Safety ladder – 5 feet	1			
Electrical Extension Cord 15m	3			
Office cleaning trollies	5			
Wet floor signs	6			
Mops	6			
Feather Dusters - Long	3			
Feather duster - Short	3			
Squeezer for window cleaning	6			
Long scoops and brushes	6			
Soft brooms	6			
Spray bottles 1 per detergent x 6	6			
Dustpan sets - scoop and brush	6			
Microfiber cloths (Floor Green, Blue, Yellow)	6			
		TOTAL ONCE OFF		

MONTHLY ITEMS	ESTIMATED QUANTITY	UNIT PRICE	PRICE PER MONTH	PRICE PER YEAR
Supervisor	1			
Cleaners	6			
Floor Polish -5L	1			
Ammoniated all-purpose cleaner -5L	2			
Window Cleaner - 5L	2			
Table Polish - Cans	12			
General Purpose Cleaner -5L	3			
Bleach -5L	3			
Clear refuse bags	300			
Office bin liners	300			
			TOTAL ANNUAL COSTS	
Total Annual Costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

7. **DURBAN REGIONAL OFFICE**				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Industrial Vacuum cleaners	6			
Industrial mops-colour coded	6			
Short feather duster	7			
Long feather duster	7			
Mops	6			
Scrappers for bubble-gum	2			
Squeezer for window cleaning	2			
Scoops and brushes	6			
Sanitary Bins for two toilets (serviced twice a month) – 20L	3			
Wall mounted toilet paper holder X 3(Supply and Install)	3			
Toilet seat sanitizer dispensers	3			
Wall mounted automatic air-freshener dispensers with time settingsX3(supply and install)	3			
Wall mounted Hand Soap dispensers X3(supply and install)	3			
Paper Towel Dispenser (ABS Plastic) (supply and install)	3			
Microfiber colour coded cleaning clothes-3 per cleaner	18			
Hard brooms	7			
Soft brooms	7			
Electrical extensions 15m	6			
Wet floor caution signs	12			
Toilet brushes	3			
Spray bottles	8			
Dustpan sets	6			
Toilet roll holders -T3	3			
Wall mounted waste bins	3			
		TOTAL ONCE OFF		

CLEANING CONSUMABLES	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Supervisor	1			
Cleaners	6			
Ammonia stripper-1L	1			
Toilet scrub	6			
Anti-wax	6			
Floor polish -5L	1			
Hand soap-clear gel – dispenser refill	6			
Sanitizer liquid toilets	6			
Deep cleaning liquid	1			
Bleach-5L	1			
Pine gel -5L	1			
Window cleaner-5L	1			
Toilet seat sanitizer (Liquid of foam)	6			
Air freshener (Cans 210ml)	3			
Toilet bowl disinfectant cleaner	3			
Hand Towel paper – dispenser refill -bales of 6	2			
2- ply Toilet paper -soft plain white-bales of 48	2			
Clear Refuse bags- 12	20			
Office bin liners	300			
Automatic air freshener dispenser refills	3			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once-off costs and annual costs for 5 years with escalations)	

8. JOHANNESBURG REGIONAL OFFICE - PARKTOWN				
ONCE OFF COSTS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COSTS**	
Industrial Vacuum Machines (preferably low noise)	4			
Safety ladder -5 foot	1			
Office cleaning trollies with bucket	8			
Scrappers for bubble-gum	8			
Hard brooms for cleaning municipality bins	3			
Sanitary bins for all female toilets and (Maintenance twice a week)	31			
Scrubbing brush for cleaning carpet stains	2			
Industrials scrubbing machine with Buffing accessories	1			
Electrical Extensions (25 meter)	2			
Wet Floor Signs (two per cleaner)	16			
Wall Bins for all toilets	25			
Auto genitor dispenser (for toilets and urinals)	16			
Toilet seat sanitizer dispenser (to be installed in each toilet and refilled when necessary)	51			
Wall mounted air freshener dispensers with time sets for each toilet- (automatic)250ml	25			
Hand towel holders for each toilet	25			
Toilet roll holder (3 roll holder lockable)	51			
Sanitary bag dispenser	31			
Hand soap dispenser	25			
		TOTAL ONCE OFF		

MONTHLY ITEMS	ESTIMATED QUANTITY	UNIT PRICE	PRICE PER MONTH	PRICE PER YEAR
Supervisor	1			
Cleaners	7			
General purpose cleaner 20 Liter	1			
Carpet Fresh powder (600g)	6			
Carpet Stain Remover (650ml)	2			
Floor polish 10 Liter	3			
Furniture polish 300ml	8			
Hand Soap clear gel foam refill – 400ml	50			
Auto Flushers (urinal Sanitizer) refill when necessary	16			
Toilet seat spray refill for wall mounted ones(400ml)	36			
Bleach 20 Liter	1			
2 ply toilet paper (soft plain white) to supply 642 employees including daily visitors - Bale of 48	60			
Hand towel paper thick and soft per month -bale of 6	30			
Pine gel 20 Liter	1			
Drain cleaner liquid 5L	2			
Window cleaner (5 Liter)	4			
Air freshener spray 250ml refill for the automatic dispenser	25			
Toilet bowl disinfectant cleaner (20Liter)	1			
Plastic refuse bags- kitchen dustbins -clear (pack of 10)	30			
Transparent Plastic bags for office dustbins (Pack of 200)	4			
Multi-surface cleaner (5 Liter)	1			
General heavy duty purpose cleaner 25 Liter	1			
P-Mat-Urinals -30-day refill	16			
Sanitary bin plastic -Medium	100			
Sanitary plastic-Small (Pack of 100)	20			
Sanitary bin Powder (5 Liter)	1			
Heavy duty gloves (yellow, red, and green) 2 per cleaner	16			
Black Dip equivalent to Jeyes Fluid (5 Liter)	1			
Wall Mounted bin Liner Bags – Ablutions – Clear (pack of 100)	2			

Ammonia stripper 5 Liter	2			
Scoops and brushes-Long	8			
Squeezer for window cleaning _extension handle	8			
Mops- spaghetti	8			
Flat Mops (Colour coded)	8			
Feather duster long	8			
Feather duster short	8			
Colour coded microfiber cloth (3 per cleaner)	24			
Hard brooms	8			
Soft brooms	8			
Long toilet Brushes with holders for each toilet	51			
Spray bottles (3 per cleaner)	24			
Dustpan set - short	8			
Dustpan set - long	8			
Heavy duty Refuse bags (pack of 200)	10			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	

Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once-off costs and annual costs for 5 years with escalations)				
9. BLOEMFONTEIN				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COST**	
Office cleaning trollies with bucket	1			
Spray Bottles – Labelled according to OHS standard – 4 per cleaner	4			
Wet Floor Signs	2			
Dustpan sets (1 small and 1 long scoop and brush per person)	1			
Electrical Extension – 15m	1			
Long Hard broom	1			
Soft broom	1			
Industrial Vacuum cleaner – low noise, not more than 85 decibels	1			
Safety ladder – 5 feet	1			
Scrappers for bubble-gum, stickers etc.	1			
Industrials scrubbing machine with Buffing accessories	1			
Squeegee for window cleaning – extension handle	1			
Hand soap dispensers	5			
Paper Towel Dispensers (ABS Plastic)	5			
Sanitary bins – 20L	6			
Sanitary Bag Dispenser	6			
Toilet roll holders (T3)	11			
Toilet seat sanitation holders – Refillable 400ml bags	11			
Automatic Room Freshener Dispenser Machine - Refillable	4			
Wall mounted Bins	4			
Auto janitor dispenser (urinals)	5			

Carpet Fresh powder (600g)	2			
Carpet Stain Remover (650ml)	1			
		TOTAL ONCE OFF		
MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Cleaner	1			
General heavy duty purpose cleaner 5 Liter	1			
Air freshener spray 250ml refill for the automatic dispenser	5			
Bleach-5L	1			
Floor polish 5 L	2			
Multi-Surface Cleaner 300ml	2			
Foaming Handwash refill sachets	10			
Paper Towel Dispenser Refill per bale – 1-ply, non-Perforated (6 in Bale)	2			
Pine gel-5L	1			
Plastic Bags – Kitchen Dustbins – Clear (Pack of 100)	1			
Drain cleaner liquid 5l	1			
Plastic Bags – Office Bins – Clear (Pack of 100)	10			
P mat – Urinals – 30-day refill	4			
Sanitary bins Bags mini – for Sanitary Bin (Pack of 100)	5			
Sanitary Bin Plastic Bag Red (Pack of 100)	5			
Sanitary Bin Powder -2L	1			
Toilet bowl cleaner / disinfectant / stain remover-5L	1			
Toilet paper – 2-ply – 350 sheets per roll- Bale of 48	1			
Ammonia stripper 5 Liter	1			
Toilet seat sanitation – 400ml Refill bags	11			

Furnisher polish 300ml	2			
Wall Mounted bin Liner Bags – Ablutions – Clear (pack of 10)	2			
Window cleaner-2L	1			
Colour coded microfiber cloth – 5 per cleaner (Pink, red, green, blue, and yellow)	1			
Plastic Heavy - duty Gloves – 2 packs per cleaner (Yellow and Blue)	2			
Feather duster - Long	1			
Feather duster – Short	1			
Janitor mops - spaghetti	2			
Micro-fibre mops	2			
Scoop and brush	1			
Scrubbing brush for cleaning carpets	1			
Long Toilet Brushes (replaced every 6 months)	11			
			TOTAL ANNUAL COSTS	
Total Annual Costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation -________ %				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once-off costs and annual costs for 5 years with escalations)				

10. KIMBERLY				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COSTS**	
Office cleaning trollies with bucket	1			
Spray Bottles – Labelled according to OHS standard – 4 per cleaner	4			
Wet Floor Signs	2			
Dustpan sets (1 small and 1 long scoop and brush per person)	1			
Electrical Extension – 25m	1			
Long Hard broom	1			
Long soft broom	1			
Industrial Vacuum cleaner – Low noise, not more than 85 decibels	1			
Safety ladder – 5 feet	1			
Scrappers for bubble-gum, stickers etc.	1			
Squeegee for window cleaning – extension handle	1			
Hand soap dispensers	3			
Industrials scrubbing machine with Buffing accessories	1			
Paper Towel Dispensers (ABS Plastic)	3			
Sanitary bins – 20L	5			
Sanitary Bag Dispenser	5			
Toilet roll holders (T3)	7			
Toilet seat sanitation holders – Refillable 400ml bags	7			
Automatic Room Freshener Dispenser Machine - Refillable	3			
Wall mounted Bins	3			
Auto janitor dispenser (urinals)	2			
		TOTAL ONCE OFF		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Cleaners	1			
Bleach-5L	1			
Floor polish-5L	1			
General heavy duty purpose cleaner- 2L	1			
Foaming Handwash refill sachets	10			
Paper Towel Dispenser Refill per bale – 1-ply, non-Perforated (6 in Bale)	2			
Pine gel-5L	1			
Automatic Room Freshener 250ml	3			
Plastic Bags – Kitchen Dustbins – Clear (Pack of 100)	1			
Plastic Bags – Office Bins – Clear (Pack of 100)	3			
P mat – Urinals – 30-day refill	4			
Sanitary bins Bags mini – for Sanitary Bin (Pack of 100)	3			
Sanitary Bin Plastic Bag (Pack of 100)	1			
Sanitary Bin Powder -2L	1			
Toilet bowl cleaner / disinfectant / stain remover-5L	1			
Toilet paper – 2-ply – 350 sheets per roll (48 in a Bale)	1			
Ammonia Stripper 5 Liter	2			
Toilet seat sanitation – 400ml Refill bags	7			
Furnisher polish 300ml	2			
Wall Mounted bin Liner Bags – Ablutions – Clear (pack of 100)	1			
Window cleaner-2L	1			
Feather duster - Long	1			
Feather duster – Short	1			
Janitor mops - spaghetti	1			
Micro-fibre mops	1			
Scrubbing brush for cleaning carpets	1			
Long Toilet Brushes (replaced every 6 months)	11			
dustpan and Brush	1			

Long Scoop and Brush	1			
Colour coded microfiber cloth – 5 per cleaner (Pink, red, green, blue, and yellow)	1			
Plastic Heavy - duty Gloves – 2 packs per cleaner (Yellow and Blue)	2			
			TOTAL ANNUAL COSTS	
Total Annual Costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

11. TZANEEN				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OF COSTS**	
Sanitary bins -20L (for the duration of the contract, please note that it needs maintenance on a weekly basis)	2			
Sanitary bags dispenser	2			
Wall mounted Air freshener dispensers with timer	3			
Toilet seat wipes holders	3			
Hand soap dispenser	3			
Wall mounted bins	3			
Hand towel holders	3			
Toilet roll holders	3			
Mops	1			
Feather dusters long	1			
Feather duster short	1			
Office cleaning trollies	1			
Scrappers for bubble-gum	1			
Industrial vacuum cleaners	1			
Squeegee for window cleaning	1			
Hard broom	1			
Soft brooms	2			
Wet Floor Signs	1			
Spray bottles	3			
Dustpan sets - Small	1			
Dustpan sets - long scoop and brush	1			
Safety ladder – 5 Foot	1			
Electrical extension cord 15 M	1			
Microfiber cloths – (pack of ten)	1			
Toilet Brushes	3			
		TOTAL ONCE OFF		

MONTHLY ITEMS	ESTIMATED QUANTITY	UNIT PRICE	PRICE PER MONTH	PRICE PER YEAR
Cleaners	1			
Bleach -20L	1			
Pine gel -20L	1			
Toilet bowl cleaner -20L	1			
Window cleaner -5L	1			
Furniture polish-330ML	3			
Toilet paper - 2 ply - 48 per pack	2			
Hand towel - 6 per pack	2			
Toilet seat sanitizer	3			
Plastic Clear refuse bag kitchen (pack of 20)	2			
Plastic Bags – Office Bins – Clear (Pack of 100)	2			
Sanitary bin plastic (red)	1			
Sanitary bin powder -5L	1			
Sanitary dispenser bags (mini) bag of 100	2			
Floor polish-5L	1			
Hand soap refill (500ml)	6			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)	

12. MAFIKENG				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COSTS**	
Sanitary bins -20L (for the duration of the contract, please note that it needs maintenance on a weekly basis)	5			
Sanitary bag dispenser	5			
Wall mounted Air freshener dispensers with timer	3			
Toilet seat wipes holders	9			
Hand soap dispenser	3			
Auto janitor dispenser (urinals)	1			
Wall mounted bins	3			
Hand towel holders	3			
Toilet roll holders	9			
Mops	2			
Feather dusters long	2			
Feather duster short	2			
Office cleaning trollies	2			
Scrappers for bubble-gum	2			
Industrial vacuum cleaners	1			
Squeegee for window cleaning	2			
Soft broom	2			
Hard brooms	2			
Wet Floor Signs	2			
Spray bottles	2			
Dustpan sets –Small	3			
Dustpan sets – Long scoop and brush	2			
Safety ladder	1			
Electrical extension cord 15m	2			
Microfiber cloths – (pack of ten)	1			
Toilet Brushes	9			
		TOTAL ONCE OFF		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Cleaners	2			
Deep cleaning liquid -20L	1			
Bleach -20L	1			
Pine gel -20L	1			
Toilet bowl cleaner-20L	1			
Window cleaner-5L	1			
Table polish 600ml	4			
Toilet paper - 2 ply - 48 per pack	4			
Hand towel - 6 per pack	4			
Toilet seat sanitizer (2 per month)	18			
Floor polish-5L	1			
Hand soap – sachets 500ml	12			
Sanitary bin plastic Red (pack of 20)	1			
Sanitary bin powder-5L	1			
Air freshener refill	2			
Sanitary dispenser bags mini (pack of 100)	5			
Plastic Clear refuse bag kitchen (pack of 20)	2			
Plastic Bags – Office Bins – Clear (Pack of 100)	2			
Auto Janitor Urinal Dispenser refills	2			
P mat urinals	4			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - _%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once-off costs and annual costs for 5 years with escalations)	

13. NELSPRUIT				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONE-OFF COSTS**	
Mops	2			
Feather dusters short	1			
Feather duster long	1			
Office cleaning trollies	1			
Scrappers for bubble-gum	1			
Industrial vacuum cleaners	1			
Squeezer for window cleaning	1			
Scoops and brushes	1			
Soft broom	1			
Hard brooms	1			
Wet Floor Signs	1			
Spray bottles	2			
Dustpan sets – Long scoop and brush	1			
Safety ladder	1			
Electrical extension cord 15m	1			
Microfiber cloths – (pack of ten)	1			
		TOTAL ONCE OFF		

Monthly Items	ESTIMATED QUANTITY	UNIT PRICE	PRICE PER MONTH	PRICE PER YEAR
Cleaners	1			
Deep cleaning liquid x20L	1			
Bleach X20L	1			
Pine gel X20L	1			
Window cleanerX5L	1			
Furniture polish (600ml)	4			
Toilet paper - 2 ply - 48 per pack	1			
Plastic Clear refuse bags kitchen - pack of 20	2			
Plastic Bags – Office Bins – Clear (Pack of 100)	2			
Hand towel - 6 per pack	1			
Floor polish X10L	1			
			TOTAL ANNUAL COSTS	
Total Annual Costs (VAT Incl.) (annual – year 1)				
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%				
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %				
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %				
Total Contract Value (includes once off costs and annual costs for 5 years with escalations)				

14. POLOKWANE				
ONCE OFF ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**TOTAL ONCE OFF COSTS**	
She bins (for the duration of the contract, please note that it needs maintenance on a weekly basis)	2			
Sanitary bag dispenser	2			
Wall mounted Air freshener dispensers with timer	2			
Toilet seat wipes holders	4			
Hand soap dispenser	2			
Wall mounted bins	2			
Hand towel holders	2			
Toilet roll holders	4			
Mops	4			
Feather dusters (long and short)	2			
Office cleaning trollies	2			
Scrappers for bubble-gum	2			
Industrial vacuum cleaners	1			
Squeezer for window cleaning	2			
Scoops and brushes	2			
Soft broom	2			
Hard brooms	1			
Wet Floor Signs	2			
Spray bottles	2			
Dustpan sets –Small	3			
Dustpan sets – Long scoop and brush	2			
Safety ladder	1			
Electrical extension cord 15m	2			
Microfiber cloths – (Pack of ten)	1			
Toilet Brushes	9			
		TOTAL ONCE OFF COSTS		

MONTHLY ITEMS	**ESTIMATED QUANTITY**	**UNIT PRICE**	**PRICE PER MONTH**	**PRICE PER YEAR**
Cleaners	2			
General heavy duty purpose cleaner-10L	1			
Bleach -10L	1			
Pine gel -20L	1			
Toilet bowl cleaner-20L	1			
Window cleaner-5L	1			
Table polish 600ml tin	2			
Toilet paper - 2 ply - 48 per pack	4			
Hand towel - 6 per pack	4			
Sanitary bin plastic red (pack of 20)	2			
Sanitary bin powder -5L	1			
Sanitary dispenser bags mini (pack of 100)	2			
Plastic Bags – Office Bins – Clear (Pack of 100)	2			
Plastic Bags Clear kitchen (Pack of 20)	2			
Toilet seat sanitizer	8			
Hand soap – sachets 500ML	8			
			TOTAL ANNUAL COSTS	

Total Annual Costs (VAT Incl.) (annual – year 1)	
Total (VAT Incl.) (annual – year 2) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 3) incl. escalation - ________%	
Total (VAT Incl.) (annual – year 4) incl. escalation - ________ %	
Total (VAT Incl.) (annual – year 5) incl. escalation - ________ %	
Total Contract Value (includes once-off costs and annual costs for 5 years with escalations)	

NATIONAL TREASURY

Republic of South Africa

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
(b) if the Supplier fails to perform any other obligation(s) under the contract; or
(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.