

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA13-2021	CLOSING DATE:	23 SEPTEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN GAUTENG PROVINCE FOR 3 (THREE) METROS AND 2 (TWO) DISTRICTS FOR VARIOUS BUILDINGS AND MOBILE TRUCKS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs,					
230 Proes Street (now Johannes Ramokhoase Street),					
Cnr Andries Street (now Thabo Sehume Street) and Proes Street (now Johannes Ramokhoase Street),					
Hallmark Building					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nico Masango		CONTACT PERSON	Pumeza Ntshiba	
TELEPHONE NUMBER	(012) 406 2789		TELEPHONE NUMBER	(011) 242 9037	
E-MAIL ADDRESS	Nico.masango@dha.gov.za		E-MAIL ADDRESS	Pumeza.ntshiba@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

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

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

DATE:

I INSTRUCTIONS TO BIDDERS

A THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificates.
- 1.7. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.8. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.9. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.10. The Department reserves the right to return late bid submission unopened.
- 1.11. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.12. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.13. The General Conditions of contract, as attached will apply.
- 1.14. The Department will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.15. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.
- 1.16. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.17. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.18. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.19. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.20. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
 - i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.21. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

Clarification of Tender Documents

- 1.22. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.
- 1.23. Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 27 August 2021 from 10h00 until 11:00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 25 August 2021.

Amendment of Tender Documents

- 1.24. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.25. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.26. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

B. PREPARATION OF BIDS

Language of Bid

- 1.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 1.2. The bid prepared by the Bidder shall comprise the following components:
 1. **Technical Bid, including:**
 - i. Invitation to Bid (SBD 1)
 - ii. Original Tax Clearance Certificate
 - iii. Declaration of Interests(SBD4)
 - iv. Preferential Points Claim Forms (SBD 6.1)
 - v. Declaration of past Supply Chain Management practices (SBD8)
 - vi. Certificate of independent bid determination (SBD9)
 - vii. General Conditions of contract
 - viii. Completed Technical Specification Document
 2. **Financial Bid, comprising:**
 - i. Price Schedule – Professional services (SBD 3.3)

Bid Prices

- 1.3. Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
 1. All duties and other taxes;
 2. The price of transportation, insurance and other costs incidental to delivery of the services to their final destination;
 3. The price of any other incidental services required in terms of the tender deliverables;

- 1.4. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 1.5. A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 1.6. Prices shall be quoted in South African Rands.
- 1.7. The Department has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 1.8. Bids shall remain valid for 90 days after the closing date of bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 1.9. In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 1.10. The Bidder shall prepare two copies of the Technical Bid and Financial Bid separately, clearly marking each "Original Bid" and "Original Financial Bid", as appropriate. In the event of any discrepancy between them, the original shall govern.
Apart from hard copies, a copy should also be provided on CD or USB.
- 1.11. The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- 1.12. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Sealing and Marking of Bids

- 1.13. The original and copy of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and original and copy of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs
Private Bag X114
PRETORIA
0001
- 1.14. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.

- 1.15. If the outer envelope is not sealed and marked as required by the clause, the Department will assume no responsibility for the bid's misplacement or premature opening.

1.16. Faxed or emailed bids will not be accepted.

Closing Date of Bids

- 1.17. Bids (Technical and Financial) must be received by the Department at the address specified under clause 1.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 1.18. The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 1.19. Any bid received by the Department after the deadline for submission of bids prescribed by the Department, will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 1.20. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 1.21. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause 6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 1.22. No bid may be modified subsequent to the deadline for submission of bids.
- 1.23. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

C. EVALUATION OF BIDS

Clarification of Bids

- 1.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 1.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

- 1.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 1.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 1.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 1.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.3.

Contacting the Department

- 1.7. Subject to clause 1.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 1.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

D. AWARD OF CONTRACT

Post qualification

- 1.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 1.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 1.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 1.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 1.5. The Department reserves the right to:
1. Accept or reject all or individual items of this bid;
 2. Accept one or more bids submissions reject individual items;
 3. Request clarification or further information regarding any item in the Proposal;
 4. Request further information from any bidder after the closing date;
 5. Accept a bid that may not reflect the lowest pricing;
 6. Consider any bid that may not conform to any aspect of this bid;
 7. Annul the tender process and reject all bids at any time prior to contract award;
 8. Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 9. Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 1.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 1.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 1.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 1.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 1.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 1.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 1.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 1.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA13-2021

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES IN GAUTENG PROVINCE FOR 3 (THREE) METROS AND 2 (TWO) DISTRICTS FOR VARIOUS BUILDINGS AND MOBILE TRUCKS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE AND TIME OF BID:

23 September 2021 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 27 August 2021 from 10h00 until 11:00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 25 August 2021.

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

OBJECTIVE

1. The objective of this tender is to procure cleaning services for Department of Home Affairs for Gauteng province for a period of 36 months in the following districts:
 - a) Main offices (four offices)
 - b) Johannesburg metro (six offices)
 - c) Tshwane metro (seven offices)
 - d) Sedibeng district (three offices)
 - e) West Rand district (three offices)

BACKGROUND

2. The cleaning service is required in **three (3) Metros and two (2) Districts** for the various buildings and mobile trucks mentioned in the tables below:

A.	MAIN OFFICES – 5 DAYS A WEEK CLEANING			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m ²)	NUMBER OF EMPLOYEES REQUIRED	SERVICE REQUIRED PER WEEK
BRONKHORSPRUIT	41 KRUGER STR	753,8 m ²	2	5 x times per week
SEBOKENG	1 KING MOSHOESHOE STREET	985 m ²	2	5 x times per week
HEIDELBERG	C/O UECKRMAN & VERWOED STREET	798 m ²	2	5 x times per week
CULLINAN	KOPPIE DRIVE 174	234 m ²	1	5 x times per week
ORANGE FARM	MULTI PURPOSE CENTRE EXT 4	93 m ²	1	5 x times per week
CENTURION*	SANLAM MEERTZIGH	1355 m ²	1	5 x times per week
MABOPANE*	SUITE 201 CENTRAL HOUSE	632.71 m ²	1	5 x times per week
SOSHANGUVE*	SOSHANGUVE SHOPPING CENTRE	441 m ²	1	5 x times per week
MAMELODI*	MAHUBE MAX CITY	557 m ²	1	5 x times per week
GARANKUWA*	8835 SETLALENTOA ST, GARANKUWA UNIT 5	1195 m ²	1	5 x times per week
BOKSBURG*	50 MARKET STREET	1395 m ²	1	5 x times per week

BRAKPAN*	118 KINGSWAY AVENUE	1050 m ²	1	5 x times per week
NIGEL*	80 NOORD STREET	1192 m ²	1	5 x times per week
ALEXANDRA*	STAND 291 FOURTH STREET	891 m ²	1	5 x times per week
EVATON*	MAFATSANE THUSONG CENTRE	783.8 m ²	1	5 x times per week
VANDEBJLPARK*	22 FW BEYER STREET	1254 m ²	1	5 x times per week
KRUGERSDORP*#	85 COMMISSIONER STREET	1594 m ²	1	5 x times per week

* The office has a permanent appointed cleaner but needs an additional 1 cleaner from the service provider.

B	JOHANENESBURG METRO - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m²)	NUMBER OF EMPLOYEES REQUIRED	SERVICE REQUIRED PER WEEK
MINERALIA BRAAMFONTEIN	78 DE KORTE STREET, 3 RD FOOR	1050 m ²	1	Only When needed -ad hoc
JOHANNESBURG#	77 HARRISON STREET	8100 m ²	1	Only When needed -ad hoc
ROODEPOORT	PORTION 10 TECHNIKON TOWNSHIP	1100 m ²	1	Only When needed -ad hoc
SOWETO (ORLANDO WEST)#	11902 ARMATHIGE STREET	1761 m ²	1	Only When needed -ad hoc
RANDBURG	198 HANS STRIJDOM DRIVE	1395 m ²	1	Only When needed -ad hoc

C	TSHWANE METRO - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m²)	NUMBER OF EMPLOYEES REQUIRED	SERVICE required PER WEEK
TEMBA	MORETELE MAGISTRATE OFFICE	661.49 m ²	1	Only When needed -ad hoc
PRETORIA (BYRON)#	320 SCHUBARD DRIVE	1466 m ²	1	Only When needed -ad hoc
AKASIA#	AKASIA STATION SQUARE	1710 m ²	1	Only When needed -ad hoc

D	EKURHULENI METRO -AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m²)		SERVICE required PER WEEK
ALBERTON	CNR PENZANCE- TRUST BANK	594 m²	1	Only When needed -ad hoc
BENONI	45 BEDFORD AVENUE	1027 m²	1	Only When needed -ad hoc
EDENVALE	VAN RIEBIEK STR- EDEVALE SHOPPING	1237.36 m²	1	Only When needed -ad hoc
GERMISTON#	87 PRESIDENT STREET	1767 m²	1	Only When needed -ad hoc
KEMPTON PARK	CNR WOLF & VOORTEKEER	1638 m²	1	Only When needed -ad hoc
SPRINGS#	WELGEDACHT ROAD	1815 m²	1	Only When needed -ad hoc

E	SEDIBENG DISTRICT - AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m²)	NUMBER OF EMPLOYEES REQUIRED	SERVICE REQUIRED PER WEEK
VEREENIGING#	25 MERRIMAN AVENUE	1836 m²	1	Only When needed -ad hoc

F	WEST RAND DISTRICT -AD HOC OFFICES			
BUILDING	ADDRESS	BUILDING SIZE IN SQUARE METRES (m²)	NUMBER OF EMPLOYEES REQUIRED	SERVICE REQUIRED PER WEEK
CARLETONVILLE	SENTEL BUIDING – 72 FANZEIL	550 m²	1	Only When needed -ad hoc
RANDFONTEIN#	FOUNTAIN PLAZA – MAIN STREET	1900 m²	1	Only When needed -ad hoc

The office has a mobile truck/office

SCOPE AND EXTENT OF THE TENDER

3. The successful bidder will be expected to execute and conduct the following services:

- Activities to be provided on every visit (daily checklist)

All floors, surfaces, tools and equipment to be cleaned with at least 70% alcohol disinfectant COVID 19 requirement. Surface and hands detergent (deep cleaning)

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Floors – Ceramic, Vinyl, Wooden, Porcelain Tiles, Carpets	Sweep and mop tiles with appropriate cleaning detergent	Every Visit
	Vacuum carpets	Every Visit
	Scrub with appropriate tile stripper and industrial scrubbing machine	Every Visit
	Polish with Hi-shine and industrial polisher	Every Visit
Furniture and equipment	Wipe and Polish with high shine polish	Every Visit
Floors	Clean and vacuum carpets floors with industrial vacuum cleaner.	Every Visit
Rails	Dust	Every Visit
Glass Doors, Glass Windows, Glass Partitions	Clean glass areas with appropriate cleaning detergent and shine them.	Every Visit
Doors, Door Handles, Light Switches, Window Frames	Clean with appropriate cleaning detergent	Every Visit
Counter Tops, Cabinets, Telephone Instruments	Clean and disinfect with appropriate cleaning detergent	Every Visit
	Polish furniture with furniture polish. Dust all surfaces (including cabinets and computers) with appropriate cleaning detergent	Every Visit
Dustbins	Empty dustbin. Wash and disinfect dustbin inside and outside with appropriate cleaning detergent	Every Visit
	Replenish plastic bag inside the dustbin	Every Visit
Ablution Facilities - Porcelain Or Ceramic Tiles	Sweep with broom	Every Visit
	Mop with clean water and appropriate tile cleaning detergent	Every Visit
	Scrub with appropriate tile stripper and industrial scrubbing.	Every Visit
Ablution Facilities - Basins, Urinals And Toilet Bowls, Hand Wash Soap Holders, Towel Holders And Toilet Paper Holders	Wash and disinfect toilet, ablution facilities with an appropriate cleaning detergent and wipe clean	Every Visit
	Replace duo block in the urinal	Every Visit
Ablution Facilities - Replenishment Of Consumables	Replenish consumables	Every Visit
Staircases /	Clean and disinfect with appropriate cleaning detergent	Every Visit
Kitchens – Over and Above Standard Cleaning	Wash crockery, cutlery and glassware, microwaves, fridges (no personal crockery, cutlery and glassware, containers such as Tupperware etc should be washed)	Every Visit
	Wash and wipe-shine interior and exterior of cupboards	Every Visit
	Wash dish towels	Every Visit
	Clean and disinfect the sink	Every Visit
Vehicles	Clean inside and outside	Twice a month

Mobile offices	Cleaned same way as an office	Every Visit
Store Rooms	Sweep and mop the floor	Every Visit
	Dust all interior areas	Every Visit
	Remove all unwanted items when necessary	Every Visit

Activities to be attended once there is a positive covid-19 case in an office.

All floors, surfaces, tools and equipment to be cleaned with at least 70% alcohol disinfectant COVID 19 requirement. Surface and hands detergent (deep cleaning)

TYPE OF AREA	SERVICE LEVEL	FREQUENCY
Windows, Window Frames, Normal / Glass Doors / Blinds	Clean with appropriate cleaning detergent using household window wiper	When needed
Kitchens – Over And Above Standard Cleaning	Wash and wipe-shine interior of cupboards	When needed
	Organize cupboards	When needed

SPECIAL CONDITIONS OF CONTRACT

4. The following special conditions will be applicable to this bid. The service provider must:
- a) Provide cleaning service in a courteous and professional manner.
 - b) Provide cleaning services daily from Monday to Friday as agreed (Note: Only SABS approved products to be used).
 - c) Manage internal disputes among his/her staff such that Home Affairs is not affected by those disputes.
 - d) Comply with Home Affairs security and all other policies, procedures, and regulations.
 - e) Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning services.
 - f) Provide and display warning sign when cleaning is in progress
 - g) Not use equipment, utensils or chemicals that may damage property, persons or other contents in the offices.
 - h) Not use poisonous or highly inflammable substances without the written consent of Home Affairs.
 - i) Ensure that all work performed and all equipment used on site is in compliance with the Occupational Health and Safety Act no. 85 of 1993 and any regulations promulgated in terms of this Act.
 - j) Maintain and keep cleaning equipment in good working condition at all times.
 - k) Provide cleaners with uniform and identity which states the name of the service provider(s).
 - l) Provide cleaners with personal protective clothing.
 - m) Ensure that Home Affairs is informed of any replacement or removal of staff.
 - n) Ensure that health and safety of work environment is adhered to.
 - o) The Department will provide cleaning material and equipment at all times and the supplier will only be requested to supply materials and/or equipment when there is a need. When that need arises it will be on a pass through basis.
 - p) Comply with all laws and regulations of the department.
 - q) Should location of the office change the service provider will be informed of the new address and to perform work at the new premises.

- r) Attach current and past projects details with a proof in a form of reference letter from past/current projects indicating start and end date of the contract.
- s) The service provider(s) may not recruit or shall not attempt to recruit an employee of the Department of Home Affairs for purposes of preparation of the bid or for the duration or the execution of this contract or any part thereof.
- t) The Department of Home Affairs may conduct site visits and inspections during the finalization of the award.
- u) The service provider must comply with Occupational Safety Act the recommended supplier will be subjected to the inspection of the health inspectors of labour, to determine that all products are sabs approved in terms (OHSA) and Compensation Fund. The recommended service provider will be required to comply with (COIDA) prior to signing of the contract. Home Affairs will verify with Department of Labour COIDA certificate (Please attach the certificate issued by the Department of labour). Non-compliance with any policies or laws of another government department/ institution may result in breach of contract which will lead to termination of contract.
- v) The service provider must remunerate his/her employees the minimum wages as prescribed by the Department of Labour and pay them on time.
- w) The service provider shall submit invoices on or before the 7th of each month for the service rendered on the previous month.
- x) Home Affairs will make payment within 30 days of receipt of valid invoice.
- y) The successful service will submit invoice for equal service rendered after the office manager has signed the invoice. Invoice will be paid based on the service rendered according to the signed off checklist and duty rooster (A designated Home Affairs official to sign off the checklist at the end of each shift confirming that service has been rendered according to cleaning service agreement at each site).
- z) The contractor's employees must be residents within the local area where the office is located and it is expected that the service provider will provide security screened personnel with proof thereof.

TENDER DELIVERABLES AND TIMEFRAMES

5. The primary deliverables to be achieved:

The service provider shall provide quality cleaning services for a period of 36 months to the three (3) Metros and two (2) districts in Gauteng Province Districts identified buildings.

Logistics and Timing

6. Project location(s):

The project will be based in Gauteng Province and the required service is for thirty-six months. The Bidders' proposals must be submitted at the Department of Home Affairs 230 Johannes Ramokhoase, Hallmark Building, Pretoria.

Project period:

7. Thirty-six (36) months.

Briefing (pre-bid) session

8. Non-compulsory virtual briefing session.

Bid proposal

9. The original bid proposal must be labelled and it must include an electronic copy (USB or CD). The Bidders' bid proposal must be submitted at the Department of Home Affairs 230 Johannes Ramokhoase, Hallmark Building, Pretoria.

Fee structure

10. The bidders must complete the Annexure B pricing schedule. The price comparison will be done against the total vat inclusive price per grouping provided. The price offered must be a firm total VAT inclusive price for the provision of cleaning services and must include labour and overheads for a period of three years.
11. The Department will provide cleaning materials and equipment.
12. The annual increase must be considered in the bid total price for the thirty-six (36) months period.

National Treasury SCM Instruction Note no 4A of 2016-2017 Central Supplier Database.

All prospective suppliers interested in pursuing opportunities within South African Government are encouraged to self-register on the Central Supplier Database. (www.csd.gov.za).

The CSD report must be attached to the bid document.

EVALUATION STAGES

13. The bid evaluation process consists of several stages that are applicable as defined in the table below:

Stage	Description	Applicable for this bid
Stage 1A	Initial screening process / compliance with bid requirements	Yes
Stage 1B	Non-compulsory virtual briefing session	Yes
Stage 1C	Pre-qualification criteria	Yes
Stage 2	Mandatory requirement evaluation	Yes
Stage 3	Functionality requirement evaluation	Yes
Stage 4	Site Visits	No
Stage 5	Price / B-BBEE evaluation	Yes

Stage 1A:

- Verification of service provider(s) compliance with bid requirements / initial screening process.

Stage 1B:

- Verification of service provider(s) attendance at compulsory briefing session. Service provider(s) who fail to attend the compulsory briefing session will be disqualified.
- **Non-compulsory virtual briefing session**

Stage 1C:

- Service provider(s) must indicate their compliance with the following pre-qualification requirements in terms of Regulation 4 of the Preferential Procurement Regulations 2017 and provide proof.
Failure to submit proof requested will invalidate the bid.
Only the following tenderers may respond to this request:
- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.
- Service providers who meet the pre-qualification criteria will be evaluated further in terms of the evaluation criteria stipulated in this tender including technical specifications, functionality and preference point system in terms of regulations 6 and 7 of the Preferential Procurement Regulation, 2017.

Pre-qualification criteria	Comply	Do not comply
Bidders must have a minimum Emerging Micro Enterprise (EME) or Qualifying Semi Enterprise (QSE) minimum level 2 status contributor (i.e level 1 or 2)		
EVIDENCE: Bidders must submit a copy of SANSA B-BBEE certificate or a B-BBEE certificate issued by the Companies and intellectual Property Commission or a Sworn affidavit signed by the representative and attested by a Commissioner of Oath		

Stage 2:

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified:

Technical Mandatory requirement	Comply	Do not comply
Bidder must be registered with the National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaning Association (BEECA).		
Evidence: Proof of valid membership with a registered employer's association must be submitted. National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaning Association (BEECA).		

Stage 3:

- The Technical proposal will be evaluated out of 100 points with a threshold of 60 points.
- Bidders that score less than minimum of 60 points will be disqualified
- Bidders must score a minimum of 60 points on functionality to qualify for further evaluation on price and preference points.
- The following Supporting evidence must be submitted to claim points for the square meters scoring:

- The Bidder must submit a signed and dated client(s) reference letter(s) that indicates the square meters cleaned.
- If the reference letter does not indicate the square meters cleaned, the Bidder must submit a completed and signed **Annexure A** template.
- The Bidders must indicate in the **Annexure A** template the total square meters cleaned for all the client(s) that was/were provided cleaning services.
- The Department reserves the right to confirm the information indicated by the Bidder in **Annexure A** template or the submitted reference letter(s), whichever is applicable. Any Bidder that is found to have misrepresented the information will be disqualified and restricted from doing business with any organ of the State.

The scores shall be allocated as follow:

SQUARE METERS SCORING TABLE

No.	FUNCTIONALITY CRITERIA	POINTS ALLOCATION	TOTAL
01	0 - 999	0	60
02	1000 - 1500	40	
03	1501 and above	60	

The following supporting evidence must be submitted to claim points for the experience in cleaning services:

- Reference letters from contactable referees of the past and current contracts must be attached, dated and signed, indicating clearly:
- Experience in cleaning services
- Satisfactory performance or acceptable level of performance
- The Department reserves the right to confirm the submitted reference letter(s). Any Bidder that is found to have misrepresented the information will be disqualified and restricted from doing business with any organ of the State.

EXPERIENCE IN CLEANING SERVICES SCORING TABLE

No.	FUNCTIONALITY CRITERIA	POINTS ALLOCATION	TOTAL
01	0 - Less than 1 month	0	40
02	1 month - less than 12 months	30	
03	12 months and above	60	
TOTAL:			100

Stage 4 – Site Visits

- Not applicable to this bid

Stage 5: Price / B-BBEE evaluation

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate an 80/20 point split for requirements up to R50 000 000.00.
- The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2011, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000:
- Where BBBEE points are claimed, a certified copy of B-BBEE certificate must be attached. A proof of “B-BBEE status level contributor” means:
 - B-BBEE status level 1 certificate issued by an authorised body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirements prescribed in terms of the B-BBEE Act.
- The Bidders must complete **Annexure B** for pricing and have the discretion to choose the districts they want to submit a price offer. The total vat inclusive bid price per district to be indicated in the SBD3.1 form. The price offer must be for the three years’ period and must include all cost drives in arriving to the total vat inclusive price. The total price must be for the provision of cleaning services and must include labor and overheads.
- The points for this bid are allocated as follows:

No.	Components	Points
1.	Price	80
2.	Preferential points: B-BBEE	20
	Total	100

ANNEXURE A

The Bidders must complete the declaration/confirmation as an alternative to the reference letters (if the reference letter does not include square meters cleaned). The Department reserves the right to verify the information provided by the Bidders. Any misrepresentation will be addressed in line with the Preferential Procurement Regulations, 2017 and Bidders may be restricted from doing business with any organ of the State for a minimum period of years.

Name of Client	Square meters cleaned	Address	Contact number	Email

Bidder Name:

Signature:

Date:

ANNEXURE B

PRICING SCHEDULE

B.	MAIN OFFICES – 5 DAY A WEEK CLEANING				Year 1 (Monthly cost x 12)	Year 2 (Monthly cost x 12)	Year 3 (Monthly cost x 12)	Total
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER MONTH				
BRONKHORSP RUIT	41 KRUGER STR	753,8 m ²	2	Monthly cost for 2 cleaners				
SEBOKENG	1 KING MOSHOESHOE STREET	985 m ²	2	Monthly cost for 1 cleaner				
HEIDELBERG	C/O UECKRMAN & VERWOED STREET	798 m ²	2	Monthly cost for 1 cleaner				
CULLINAN	KOPPIE DRIVE 174	234 m ²	1	Monthly cost for 1 cleaner				
ORANGE FARM	MULTI PURPOSE CENTRE EXT 4	93 m ²	1	Monthly cost for 1 cleaner				
CENTURION*	SANLAM MEERTZIGH	1355 m ²	1	Monthly cost for 1 cleaner				
MABOPANE*	SUITE 201 CENTRAL HOUSE	632.71 m ²	1	Monthly cost for 1 cleaner				
SOSHANGUVE*	SOSHANGUVE SHOPPING	441 m ²	1	Monthly cost for 1 cleaner				
MAMELODI*	MAHUBE MAX CITY	557 m ²	1	Monthly cost for 1 cleaner				
GARANKUWA*	8835 SETLALENT OA ST, GARANKUWA UNIT 5	1195 m ²	1	Monthly cost for 1 cleaner				
BOKSBURG*	50 MARKET STREET	1395 m ²	1	Monthly cost for 1 cleaner				
BRAKPAN*	118 KINGSWAY AVENUE	1050 m ²	1	Monthly cost for 1 cleaner				
NIGEL*	80 NOORD	1192 m ²	1	Monthly				

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	STREET			cost for 1 cleaner				
ALEXANDRA*	STAND 291 FOURTH STREET	891 m ²	1	Monthly cost for 1 cleaner				
EVATON*	MAFATSANE THUSONG CENTRE	783.8 m ²	1	Monthly cost for 1 cleaner				
VANDEBJLPA RK*	22 FW BEYER STREET	1254 m ²	1	Monthly cost for 1 cleaner				
KRUGERSDOR P* #	85 COMMISSIO NER STREET	1594 m ²	1	Monthly cost for 1 cleaner				
SUB-TOTAL VAT INCLUSIVE PRICE								
*The office has a permanent appointed cleaner but needs an additional 1 cleaner from the service provider. # The office has a mobile truck/office.								

C.	JOHANENESBURG METRO - AD HOC OFFICES							
BUILDING	ADDRESS	BUILDING SIZE m²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK	Year 1	Year 2	Year 3	Total
MINERALIA BRAAMFONTEIN	78 DE KORTE STREET, 3 RD FOOR	1050 m ²	1	Only When needed-ad hoc				
JOHANNESBURG#	77 HARRISON STREET	8100 m ²	1	Only When needed-ad hoc				
ROODEPOORT	PORTION 10 TECHNIKON TOWNSHIP	1100 m ²	1	Only When needed-ad hoc				
SOWETO (ORLANDO WEST)#	11902 ARMATHIGE STREET	1761 m ²	1	Only When needed-ad hoc				
RANDBURG	198 HANS STRIJDOM DRIVE	1395 m ²	1	Only When needed-ad hoc				
SUB-TOTAL VAT INCLUSIVE PRICE								

C	TSHWANE METRO - AD HOC OFFICES				
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BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK	Year 1	Year 2	Year 3	Total
TEMBA	MORETELE MAGISTRATE OFFICE	661.49 m ²	1	Only When needed-ad hoc				
PRETORIA (BYRON)#	320 SCHUBARD DRIVE	1466 m ²	1	Only When needed-ad hoc				
AKASIA#	AKASIA STATION SQUARE	1710 m ²	1	Only When needed-ad hoc				
SUB-TOTAL VAT INCLUSIVE PRICE								

D	EKURHULENI METRO -AD HOC OFFICES							
BUILDING	ADDRESS	BUILDING SIZE m ²		SERVICE REQUIRED PER WEEK	Year 1	Year 2	Year 3	Total
ALBERTON	CNR PENZANCE-TRUST BANK	594 m ²	1	Only When needed-ad hoc				
BENONI	45 BEDFORD AVENUE	1027 m ²	1	Only When needed-ad hoc				
EDENVALE	VAN RIEBIEK STR-EDEVALE SHOPPING	1237.36 m ²	1	Only When needed-ad hoc				
GERMISTON#	87 PRESIDENT STREET	1767 m ²	1	Only When needed-ad hoc				
KEMPTON PARK	CNR WOLF & VOORTEKEER	1638 m ²	1	Only When needed-ad hoc				
SPRINGS#	WELGEDACH T ROAD	1815 m ²	1	Only When needed-ad hoc				
SUB-TOTAL VAT INCLUSIVE PRICE								

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E	SEDIBENG DISTRICT - AD HOC OFFICES							
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK	Year 1	Year 2	Year 3	Total
VEREENIGING#	25 MERRIMAN AVENUE	1836 m ²	1	Only When needed-ad hoc				
TOTAL VAT INCLUSIVE PRICE								

F	WESTRAND DISTRICT -AD HOC OFFICES							
BUILDING	ADDRESS	BUILDING SIZE m ²	NUMBER OF CLEANERS REQUIRED	SERVICE REQUIRED PER WEEK	Year 1	Year 2	Year 3	Total
CARLETONVILLE	SENTEL BUILDING – 72 FANZEIL	550 m ²	1	Only When needed-ad hoc				
RANDFONTEIN #	FOUNTAIN PLAZA – MAIN STREET	1900 m ²	1	Only When needed-ad hoc				
SUB-TOTAL VAT INCLUSIVE PRICE								

SUMMARY PRICE

#	AREAS	Year 1	Year 2	Year 3	Total
A	MAIN OFFICES				
B	JOHANENESBURG METRO - AD HOC OFFICES				
C	TSHWANE METRO - AD HOC OFFICES				
D	EKURHULENI METRO -AD HOC OFFICES				
E	SEDIBENG DISTRICT - AD HOC OFFICES				
F	WESTRAND DISTRICT -AD HOC OFFICES				
TOTAL					

- The price offered by the bidder must be firm and it must take into consideration the annual increases.
- The price offer must be for the three years' period and must include all cost drivers to arrive at the total with vat included.
- The total price must be for the provision of cleaning services and must take into consideration labor and overheads.
- Ad hoc services will only be requested when there is a need for a period not less than a week.
- All offices marked as ad hoc need to be priced at a weekly rate per cleaner
- All offices marked as **5-day** a week cleaning needs to be prices at monthly rate per cleaner
- The monthly cleaners will work from Monday to Friday
- The Department will provide cleaning material and equipment
- The weekly cleaners will work as and when required for a minimum of 5 days
- Bidder must provide a price for all the offices, failure do so will result in a disqualification

NAME OF BIDDER: BID NO: DHA13-2021

CLOSING TIME 11:00

CLOSING DATE: 23 September 2021

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
---------------------------------------	------	----------	--------

		R.....
		R.....
		R.....
		R.....

* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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

DESCRIPTION OF EXPENSE TO BE INCURRED AMOUNT	RATE	QUANTITY
		R.....
		R.....
		R.....
		R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) National Assembly or the National Council of Provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....

2. Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number Number	Employee / Persal

3. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of

good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in

paragraph 1 of this form;

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

WITNESSES

- 1.
- 2.

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

DATE:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder