



Tender Ref #:	COGTA (T) 07/2024	Tender Description:	Provision of cleaning and hygiene services and equipment for the Department of Cooperative Governance for a period of three years (36 Months).
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying service providers to submit proposals for provision of cleaning and hygiene services and equipment for the period of three years (36 Months).
2. **Bid / Proposal format:**

Package 1: The following should be submitted –:

- SBDs 1, 3.1 or 3.2 (*SBD 3.1= Goods, SBD 3.2: Services*), 4 and 6.1.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- Valid certified B-BBEE certificate issued by a SANAS accredited verification agency or affidavit.

Package 2: Pricing information. Separate envelope. Price proposals must include 15% VAT and must be fully completed and inclusive to deliver all goods, services and outputs indicated in the terms of reference.

Package 3: Project Execution Plan and supporting documentation as specified in the TOR.

PART B –ADMINISTRATIVE REQUIREMENTS

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

1 BID DOCUMENTS

Only bids that comply with all administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.3	SBD 1 completed and submitted.	
1.4	SBD 3.1 or 3.2 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted	
1.7	SBD 6.2 and its Annexures (if applicable)	
1.8	Director(s)/Owner(s) have been convicted on charges related to fraud and corruption.	
	If so, furnish particulars:	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time after the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

2 VERIFICATION OF INFORMATION PROVIDED

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

This clause does not apply to bidders that are government departments/entities.

NB: The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.

3 MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	Criteria	Yes / No
3.1	VAT inclusive pricing information, Annexure C is attached.	
3.2	Valid proof of UIF compliance, attached	
3.3	Valid proof of Provident Fund enrolment and compliance is attached	
3.4	Valid proof to confirm that company owner(s)/Director(s) are South African citizens. Certified South African ID copies are attached	
3.5	Valid proof of bidder's public liability insurance attached.	
3.6	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
3.7	Accreditation certificates: 1. Bidder certificate of National Contract Cleaners Association (NCCA) Or Black Economic Empowerment Cleaning Association (BEECA) is attached. 2. Bidder certificate of registration with South African Pest Control Association (SAPCA) is attached.	

Only bids that comply with the **administrative and mandatory requirements will be evaluated further.**

PART C – DETAILED REQUIREMENTS

1. Purpose of assignment

The Department of Cooperative Governance needs to appoint a service provider who will be responsible for provision and supply of cleaning and hygiene services and equipment for a period of 36 months.

2. Introduction and background

The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) requires every employer to provide and maintain a work environment that complies with the provisions of Facilities Management Regulations. DCOG needs cleaning and hygiene services and equipment to be provided as specified in the following departmental buildings in Arcadia and Centurion on weekdays only:

- Wheatboard Building, 87 Hamilton Str. (c/o Hamilton & Johannes Ramokhoase Street), Arcadia (8933 m²).
- Nosa building, 508 Johannes Ramokhoase Street, Arcadia (c/o Beatrix & Johannes Ramokhoase Street), Arcadia (3770 m²).
- Pencardia 1 and Pencardia 2 Buildings, 501 and 508 Pretorius Street, Arcadia (9000 m²)
- Riverside Office Park, Letaba House, 1303 Heuwel Road, Riverside Office Park, Centurion (1754 m²). (Only cleaning and pest control services are required in this building, other services are part of the building lease agreement).

Bidders to take note that there is a possibility that the Department may relocate to a consolidated one building during the contract period. The approximate size of the building will be more or less than 21 703 m².

3. Problem Statement

To give effect to the Facilities Regulations, 2004 requirements, the employer is expected to provide and maintain a work environment that is not harmful to the health and well-being of employees including stakeholders. DCOG intends to appoint the service provider to deliver cleaning and hygiene services and equipment in its specified buildings to ensure compliance with the provisions of the OHS Act, 1993 (Act 85 of

1993), Facilities Regulations 2004, National Environmental Management Waste Act No 59 of 2008) and SANS 10206 (2010).

4. Scope of the assignment and Deliverables

4.1 Company Profile and Experience

- Bidders must provide verifiable references of having delivered a similar contract satisfactorily. The summary sheet attached in Annexure A must be completed in full.
- Bidders are required to attach reference letters for all contracts listed in the above-mentioned summary sheet.
- The project proposal can contain additional information related to previous contracts.
- Bidder should provide contactable references to verify experience as well as any other details of any third party that could verify the experience and performance of service providers.
- The past performance of bidders in executing similar contracts will be evaluated using the references supplied by bidders as well as any other information available to the panel.
- Below satisfactory performance on a particular contract may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party.
- Material Safety Data Sheet (MSDS) provides basic information on a material or chemical product describing the properties and potential hazards of the material, how to use it safely, and what to do in an emergency.

The Department reserves the right to verify and reject a bid if the service provider failed to perform satisfactorily on similar contracts.

4.2 Cleaners / Supervisors.

Provision of 50 cleaners (and relievers when needed) on Monday to Fridays excluding public holidays and weekends).

Building	Weekdays (06:00 to 15:00)	
	Cleaners	Supervisor
Wheatboard (87 Hamilton Street)	17	1
Nosa	8	1
Pencardia 1 and Pencardia 2	17	1
Letaba House	5	0
TOTAL	47	3

Summary of Requirements for Cleaning Duties.

Quantities are indicative and may change prior to finalisation of a service level agreement between DCOG and the appointed service provider.

Uniform and equipment to be provided by the service provider for cleaners.

The bidder must provide verifiable evidence of its ability to provide the following to cleaners:

- Presentable uniform for summer & winter (cloth facemask, trouser, skirt, shirts, apron, jersey).
- Black steel toe-cap safety shoes
- Cleaning registers
- Pocket/Incident Booklets
- Pens
- Protective rubber gloves

The bidder must provide verifiable evidence of its ability to provide the following equipment to be utilised by cleaners:

- Industrial vacuum cleaners, with attachments for hardwood and carpet
- Caddy, bucket or container to carry supplies.
- Mop and bucket.
- Duster (both long and short)
- Dustpan and broom
- Microfibre cloths (color-coded cloths for the offices, kitchens and bathrooms)
- Glass cleaning cloths
- Toilet cleaning brushes
- Caution / wet floor signs

4.3 Carpet, Chairs and Couches Cleaning

Item Description	Quantity per Annum
Carpets	12,000m ²
Upholstered chairs	100
Upholstered 1 seater couches	30
Upholstered 2-seater couches	40
Upholstered 3-seater couches	20

Quantities are indicative and may change prior to finalisation of a service level agreement between DCOG and the appointed service provider.

Summary of Requirements for Hygiene Duties.

4.4 Provision of Pest Control Services

- Pest control services should be rendered monthly.
- Includes installation of bait stations where required.
- Harmless, odourless, non-staining, bio-degradable and non-flammable chemicals to be used.
- Control all indoor surfaces: offices, boardrooms, kitchens, bathrooms, storerooms, basements.
- Ant and cockroach insecticidal gels be used as and when required; and
- Treating of outdoor and indoor areas for ants, flies, lizards, snakes, mice and rats.

4.5 Provision of project consumables including hygiene services

- Detailed Sanitary Waste Disposal Plan aligned with the National Environmental Management Waste Act, 59 of 2008 (NEMWA) , Occupational Health and Safety Act, 85 of 1993 and The National Environmental Management: Waste Act, 59 of 2008. Detailed Sanitary Waste Disposal Plan is attached.
- The bidder must provide evidence of its ability to supply the following: cleaning/hygiene consumables:

Item Description	Monthly Quantity
Bio-degradable hand-wash foam (750ml Sachets)	70
Liquid all-purpose cleaner 750 ml	50
Furniture polish or spray 750 ml	50
Liquid bleach 750 ml	50
Liquid dishwashing soap monthly 750 ml	35
Liquid tile cleaner 750 ml	20
Disinfectant cleaner (0.1% chlorine) 750 ml	50
Dustbin liner small (Offices, Colour coded, (Replace twice weekly)	3 680
Dustbin liner medium (Toilets, Colour coded), Replace once weekly)	540
Dustbin liner large (Kitchens, Colour coded, Replace twice weekly)	250
She-bin liner (Colour coded, Replace twice weekly)	570
Air freshener canisters (Securely locked brackets)	70
Toilet seat sanitiser refill (500ml Sachets)	115
Urinal sanitiser refill (500ml Sachets)	50
Toilet bowl sanitiser refill (500ml Sachets)	115

Quantities are indicative and may change prior to finalisation of a service level agreement between DCOG and the appointed service provider.

4.6 Supply and Install Cleaning and Hygiene Equipment.

The bidder must provide evidence of its ability to supply and install the following cleaning/hygiene equipment.

Equipment	Quantity
Liquid Soap Dispenser (Grey, Plastic)	65
Paper Towel Dispensers (Folded) (Grey, Plastic)	70
She-bins (Grey, Plastic)	75
Liquid soap dispenser bottle 1 litre capacity	45
Electronic air fresheners dispensers (Grey, Plastic)	70
Dustbins (Wall mounted) (Grey, Plastic)	70
Toilets bowl sanitiser Dispenser (Wall mounted) (Grey, Plastic)	115
Urinal sanitiser dispenser (Wall mounted) (Grey, Plastic)	50

Toilet Seat Sanitiser Dispenser (Wall mounted) (Grey, Plastic)	115
Toilet roll holder (3 Roll holder, Steel and Wall mounted)	120

Quantities are indicative and may change prior to finalisation of a service level agreement (SLA) between DCOG and the appointed service provider.

4.7 Costing Methodology

- Costing per service/equipment must be indicated according to the attached Excel spreadsheet (Annexure C)
- All prices must be inclusive of VAT (if VAT registered) and must include all costs to render/deliver all goods / services indicated in this ToR. No variation in contract price will be allowed.

5. Core Team Composition, Skills, Knowledge and Experience requirements.

- 5.1 The attached summary sheet (Annexure B) must be completed for the entire management/core team. DCOG reserves the right to verify all qualifications and affiliations through the South African Qualifications Authority, National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaning Association (BEECA) and to verify experience indicated on CVs with third parties.

The following must be submitted for each of the core team members:

- 5.2 Detailed CV indicating qualifications, previous experience and confirmation of availability for the project.
- 5.3 Copies of qualifications.
- 5.4 Management team members must demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken.

Roles	Qualifications	Experience
Executive Manager	Minimum: Any relevant 3-year tertiary qualification.	Minimum: At least 5 years in managing the provision of cleaning and hygiene at a senior / executive level.
Finance Manager / CFO	Minimum: 3-year tertiary qualification in accounting or with accounting as a subject at third year level.	Minimum: At least 5 years work experience as a Finance Manager / CFO or similar position in an organisation(s) with a total annual turnover of R1 million or more.
Key Account Manager	Minimum: Any relevant tertiary qualification	Minimum: At least 5 years in the provision of cleaning and hygiene services.

6. Form of proposal

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference.

The following must be attached to the proposal as annexures:

- **Annexure A:** Summary of bidder experience (Must use attached template)
- **Annexure B:** Summary of management team (Must use attached template)
- **Annexure C:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver all goods / services indicated in the terms of reference (**Must use attached Excel template**).
- All other forms / certificates required (see bid documents).

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

PART D – FUNCTIONAL EVALUATION – To be evaluated by the BEC.

General principle: In cases where bidders submit insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal.

The costing and content of proposals may not be amended under any circumstances.

The **score obtained for each criterium** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterium. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part D – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part D – Price Evaluation. The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted. If a bidder cannot attend a bid presentation on the date requested by the Bid Evaluation Committee, the bidder must be afforded another opportunity within 5 working days. If a bidder is unable to attend a bid presentation for the second time, the bid must be evaluated based on the bid documents and proposals submitted only.

1 FUNCTIONAL EVALUATION STAGE 1

EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

1.1	Bidder's proven experience in managing similar projects as specified as specified in Part C.4 (4.1). 1. Bidder's verifiable reference letters for similar project delivered satisfactorily. 2. Bidder's summary sheet in Annexure A is attached. 3 Bidder provided Material Safety Data Sheet (MSDS) indicating basic information on a material or chemical product describing the properties and potential hazards of the material, 4. Bidder demonstrates knowledge on how to use MSDS safely, and what to do in an emergency is. Material Safety Data Sheet attached	Weight	4
Evaluation			Score
Bidder does not meet any of the minimum requirements			0
Bidder meets one (1) of the minimum requirements			1
Bidder meets two (2) of the minimum requirements			2
Bidder meets three (3) of the requirements			3
Bidder meets all four (4) of the requirements			4

1.2	Bidder's understanding of TOR and quality of the proposed methodology as specified in Part C. 4 (4.2 to 4.7). 1. Bidder's ability to provide 50 cleaners (and relievers when needed) from Monday to Fridays excluding public holidays and weekends) is demonstrated. 2. Bidder's ability to supply cleaning and hygiene consumables as specified is demonstrated. 3. Bidder's ability to provide pest control services as specified is demonstrated. 4. Bidder's ability to supply and install hygiene equipment as specified is demonstrated. 5. Demonstration of bidder's ability to dispose sanitary waste in line with the National Environmental Management Waste Act, 59 of 2008 (NEMWA), Occupational Health and Safety Act, 85 of 1993 and The National Environmental Management: Waste Act, 59 of 2008. Detailed Sanitary Waste Disposal Management Plan is attached	Weight	9
Evaluation			Score
Bidder does not meet any of the minimum requirements			0
Bidder meets one (1) of the minimum requirements			1
Bidder meets two (2) of the minimum requirements			2
Bidder meets three (3) of the minimum requirements			3
Bidder meets four (4) or more of the minimum requirements			4
1.3	Executive Manager /Team Leader provided evidence of Part C. 5 requirements (CV, copies of qualifications and written confirmation of availability for this project) 1. Has a 3-year tertiary qualification- 2. Has least 5 years' experience in managing the provision of cleaning services at a senior / executive level. 3. Has least 5 years' experience in managing the provision of hygiene services at a senior / executive level 4. Written confirmation for availability for this project.	Weight	4
Evaluation			Score
The Executive Manager/team leader meets neither the qualification nor the experience requirements.			0
The Executive Manager/team leader has a minimum of 3-year tertiary qualification but does not meet the experience requirement.			1
The Executive Manager/team leader has 3-year tertiary qualification and was the lead on one similar project.			2
The Executive Manager/team leader has 3-year tertiary qualification and was the lead on two similar projects.			3
The Executive Manager/team leader has 3-year tertiary qualification and was the lead on more than two similar projects.			4

1.4	Finance Manager / CFO provided evidence of Part C. 5 requirements (CV, copies of qualifications and written confirmation of availability for this project) 1.A 3-year tertiary qualification in accounting or with accounting as a subject at third year level. 2.At least 5 years' work experience as a Finance Manager / CFO or Senior Accountant position. 3.Experience in working on similar position in an organisation(s) with a total annual turnover of R1 million 4. Experience in working on similar position in an organisation(s) with a total annual turnover more than R1 million. 5. Written confirmation of availability for this project.	Weight	4
Evaluation			Score
The Finance Manager / CFO meets none of the minimum requirements above			0
The Finance Manager / CFO meets one (1) of the minimum requirements above			1
The Finance Manager / CFO meets two (2) of the minimum requirements above.			2
The Finance Manager / CFO meets three (3) of the minimum requirements above.			3
The Finance Manager / CFO meets four (4) or more the minimum requirements above			4
1.5	Key Account Manager (KAM) provided evidence of Part C. 5 requirements (CVs, attached copies of qualifications and written confirmation of availability for this project) 1. A 3-year tertiary qualification. 2. 5 years' work experience in managing cleaning services. 3. 5 years' work experience in managing hygiene services 4. Written confirmation of availability for this project	Weight	4
Evaluation			Score
The KAM meets none of the minimum requirements above.			0
The KAM meets one (1) of the minimum requirements above			1
The KAM meets two (2) of the minimum requirements above.			2
The KAM meets three (3) of the minimum requirements above.			3
The KAM meets all four (4) of the minimum requirements above.			4

STAGE 1 SCORING SUMMARY

Criterium	Weight	Score	Weighted score	Maximum possible score
1.1	4		4	16
1.2	9		4	36
1.3	4		4	16
1.4	4		4	16
1.5	4		4	16
TOTAL		-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying score			70%	

PART E – PRICE EVALUATION, SPECIFIC GOALS AND AWARD– To be evaluated by the BEC.

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

1 SPECIFIC GOALS

Specific Goals	Points
	80/20
Black Ownership	7
Women Ownership	6
Youth Ownership	4
Disability Ownership	3

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	
<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	
<u>Youth Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	
<u>Disability (51% or more)</u> a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	

PART F – SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

2 SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 2.1.** The Department may, at its sole discretion, cancel this bid.
- 2.2.** The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.
- 2.3.** The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 2.4.** Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
 - The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
 - A copy of the agreement entered into and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
 - Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

CONTRACT MANAGEMENT

- 2.5.** The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 2.6.** The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously.
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 2.7.** The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 2.8.** If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 2.9.** Bidders should note that:
 - All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.

- All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
 - All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform its obligations under this project.
 - The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
 - The Copyright of any Bespoke Deliverables shall vest in DCOG.
- 2.10.** No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Project title and description	Start date	End date	Number of cleaners per contract	Contract value

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives of the Department of Cooperative Governance.

Bidders must attach reference letters and/or contactable references for projects listed above.

ANNEXURE B: PROJECT MANAGEMENT TEAM SUMMARY

Role	Surname, Full Names	RSA ID Number	Nationality	Qualifications	Relevant experience details	Number of years for each relevant project managed
Executive Manager						
Key Account Manager						
Finance Manager / CFO						

Attach detailed CVs as well as confirmation of availability for each person listed above.

Attach copies of qualifications for Executive Manager / Team Leader, Key Account Manager, Finance Manager / CFO.

Information obtained from the CSD report will be used to verify the criminal records of directors/owners of the supplier, where applicable