



("The IDT")

TERMS OF REFERENCE

for

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF CLEANING AND SANITATION SERVICES
FOR A PERIOD OF 36 MONTHS AT THE INDEPENDENT
DEVELOPMENT TRUST**

BID NUMBER: IDTFAC10/2023

1. PURPOSE

The main purpose for this bid is to procure cleaning and sanitation services for the Independent Development Trust situated at the Glenwood Office Park, Block B, Cnr Oberon and Sprite Streets for a period of 36 months.

2. BACKGROUND

2.1 The Independent Development Trust (IDT) is situated at Glenwood office Park, Block B, Cnr Oberon and Sprite Street, Faerie Glen, Pretoria and has a staff complement of 170 employees. The IDT intends to ensure compliance with the Occupational Health and Safety Act (Act No. 85 of 1993) hence the need to appoint a service provider who will provide the IDT with cleaning and sanitation services for a period of 36 months.

2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the employer is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

3. SCOPE OF WORK ON CLEANING AND SANITATION SERVICES

3.1 The appointed service provider will be required to provide cleaning and sanitation services to the IDT.

3.2 The service provider will be expected to provide the required services as described in the parts listed below: -

PART A – Office Cleaning Services Requirements

PART B – Consumables

4. COMPULSORY RETURNABLE DOCUMENTS

4.1 Proof of registration in accordance with all statutory requirements of the cleaning industry. The following must be submitted:

4.1.1 CSD number

4.1.2 Tax Compliance Pin for verification;

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- 4.1.3 UIF,
 - 4.1.4 PAYE,
 - 4.1.5 COIDA / RMA /FEM certificate (Letter of good standing from Department of Labour).
 - 4.1.6 NCCA, BEECA or any other proof of registration with the cleaning associations
 - 4.1.7 Provident Fund registration e.g. NBC etc.
 - 4.1.8 Fully completed and signed SBD Forms (**SBD 1, SBD 4, SBD 6.1**)
 - 4.1.9 Please submit an original Bid document hard copy and an identical soft copy on USB drive.
 - 4.1.10 Detailed company profile in relation to cleaning and sanitation services.
- 4.2 Staff members to be dedicated to the project should be clearly defined in the bid document.
- 4.2.1 Supervisor (1);
 - 4.2.2 Staff members (6).
- 4.3 Indicate training programmes that will be provided to staff for the operation of the equipment, usage of chemicals and precautions taken in terms of the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993). A training plan covering the duration of the contract must be attached to the bid proposal.
- 4.4 A contingency plan to be implemented during industrial actions, and when the service provider's staff members working in the IDT Building are on leave etc, must be attached to the bid proposal.
- 4.5 List of equipment to be used. Indicate the cleaning chemicals that will be used. Also confirm in writing that only SABS approved cleaning material will be used in IDT premises.
- 4.6 Project Implementation Plan and Schedule. This should outline how the cleaning and sanitation services will be provided according to the bid specifications.
- 4.7 Price Structure – price proposals must strictly be prepared in line with the **PART C – Price Structure Template**. Failure to comply with this requirement shall invalidate the bid.

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5. RESPONSIBILITIES

5.1 The Service Provider must:

- 5.1.1. Conduct business in a courteous and professional manner.
- 5.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc. IDT shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 5.1.4. Manage the internal disputes among his/her staff in such a way that IDT is not affected by those disputes.
- 5.1.5. Ensure that all staff working under this contract is in good health.
- 5.1.6. Comply with IDT security and emergency policies, procedures and regulations.
- 5.1.7. Not make use of fire hose reels or other fire extinguishers in offices for executing project activities.
- 5.1.8. Not use equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. IDT has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- 5.1.9. Ensure that the detergents used are labeled with a relevant material safety data sheet.
- 5.1.10. Do not use any poisonous or highly flammable substances.
- 5.1.11. Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of IDT;
- 5.1.12. Maintain cleaning equipment in good order so as to comply with the IDT's Occupational Health and Safety Standards (a copy will be available on request).
- 5.1.13. Re-fill, empty, and clean machines and equipment only at such places as indicated/designated.
- 5.1.14. Ensure that all staff working under this contract is adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to IDT. IDT reserves the right to order the immediate removal of a staff member who is poorly performing.
- 5.1.15. Provide all staff working under this contract with specific personal protective equipment and uniforms which shall state the name of the service provider that can be clearly distinguished from other service providers, IDT staff etc. IDT reserves the right to order

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the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.

- 5.1.16. Ensure that IDT is informed of any removal and replacement of staff. For security reasons, IDT reserves the right to vet all persons working under this contract.
- 5.1.17. Ensure and enforce that its entire staff working at the **IDT Building** work a minimum of 8 hours per day.
- 5.1.18. Day to day monitoring and evaluation of cleaning and sanitary services.
- 5.1.19. **Service Provider is expected to designate a point of contact for consistent and ad-hoc communication with the IDT.**

NB: The onus is upon service provider to familiarize themselves with the project sites as well as the extent of the service to be rendered.

The IDT building has a total of 6000m².

5.2 IDT shall:

- 5.2.1 Manage the contract in a professional manner.
- 5.2.2 Monitor if the service provider pays the cleaners in line with the Sectoral Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance.
- 5.2.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 5.2.4 Not accept any responsibility for any damages or injuries suffered by the service provider or their staff for the duration of the contract.
- 5.2.5 Not tolerate any unfair labour practices between service provider and their staff that happen during the execution of the project activities.
- 5.2.6 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 5.2.7 Provide a storage facility for equipment and materials where possible.
- 5.2.8 If necessary request the withdrawal of a staff member/cleaner who poses a threat to IDT employees.

initiate:

6. EVALUATION OF THE TENDER

The evaluation process will comprise of the following phases:

Phase 1: Mandatory and Administrative Requirements;

Phase 2: Functionality Evaluation;

Phase 3: Pricing and Specific goals.

6.1 Phase 1: Administrative Requirements

The following documents are compulsory and should be submitted together with the proposal;

6.1.1 Service provider's acceptance of terms of reference, (ToR) by initialing on each page;

6.1.2 Service provider's acceptance of terms and conditions of the bid, by initialing on each page of the General Conditions of Contract (GCC);

6.1.3 Please submit an original Bid document hard copy and an identical soft copy on USB drive.

6.2 Phase 2: Functionality Evaluation

Bids will be evaluated for functionality in this stage, based on achieving a minimum score of seventy point (70 points).

The IDT panel members will individually evaluate the responses received against the following criteria as set out below:

PHASE 2: PROPOSAL						
Ratings:						
CRITERIA						WEIGHTS
1.	Experience					
a.	The experience in the industry to be included in the company registration document (CIPC)					20
	1-3 years	4 years	5 years	6 years	7 years & above.	
	4	8	12	16	20	
b.	The contract that was held should be three (3) months and above to be considered as a contract, reference letters to be provided as					

initiate:

	evidence.						15
	Three to Five months contracts	Six to Twelve months contracts	Thirteen to Twenty Four months contracts	Twenty Five months to Thirty Five contracts	Thirty Six Months and above contracts		
	3	6	9	12	15		
2.	Knowledge & Capacity						
	Knowledge in the cleaning and sanitation industry - include CV of Project Manager.						10
	3 year	4 years	5 years	6 years	7 years & above.		
	2	4	6	8	10		
3.	Contingency Plan Company's Policies and Plans in place, in relation to the service interruptions (e.g. Occupational Health & Safety) - Absent from work due to illness, injury, maternity, Industrial Action and annual leave; - Replacement of faulty equipment; - Replenishment of chemicals; - Replenishment of sanitation material;						15
	5. Availability of Uniform and PPE						
	1	2	3	4	5		
	3	3	3	3	3		
4.	Project Implementation Plan						
	The Project Implementation Plan must include, but not limited to the following: - Activities during Pre-Project Implementation Phase - Activities during Project Implementation Phase - Tools for the execution of tasks (e.g. daily schedules) - Maintenance of Equipment and ensuring adequate supply of all material - Monitoring of the Project						30
	1	2	3	4	5		
	6	6	6	6	6		
	CRITERIA						WEIGHTS
5.	Training Plan						
	Provide valid certificates on the courses attended by the supervisor and cleaners on the following: - First Aid Training; - Supervisory Training; - Training on the operation of equipment; (provide attendance register) - Training on use of chemicals; (provide attendance						10

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	register) 5. Health and Safety representative					
	1	2	3	4	5	
	2	2	2	2	2	
TOTAL SCORE						100
MINIMUM THRESHOLD SCORE						70

Any proposal not meeting a minimum score of 70 points on functional proposal will be disqualified and will not be considered for the next Phase.

6.3 Phase 3: Price and Specific Goals

Phase 3 entails the process of evaluation on price and specific goals based on the 80/20 or 90/10 Preference Points system as stipulated by the Preferential Procurement Policy Framework Act (PPPFA) Regulations 2022.

This bid will be evaluated as per Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	6	
Youth	6	
People with Disabilities	4	
Black	4	

initiate:

Source Documents to be submitted with the Bid

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC)

*Woman (Originally Certified ID Document)

*Youth (Originally Certified ID Document)

*People with Disability (Letter from the Dr. Confirming the Disability)

*Black Ownership (Originally Certified ID Document)

NB: Non-submission of Source documents will result in the allocation of zero points for specific goal

7. BID AWARD & CONTRACT CONDITIONS

7.1 Bidders must submit their bid proposals in line with the bid specifications. Failure to comply shall invalidate the bid.

7.2 The appointed bidder may be subjected to security clearance.

7.3 The contract shall be concluded between IDT and the successful service provider.

7.4 Service Provider must comply with safety regulations at all times during operations.

7.5 The briefing session is compulsory; failure to attend the compulsory briefing session shall invalidate the bid.

8. CONTRACT ADMINISTRATION

8.1 The successful bidder must advise the Supply Chain Management Unit immediately when unforeseeable circumstances will adversely affect the execution of the contract.

8.2 Full particulars of such circumstances as well as the period of delay must be furnished.

8.3 The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

9. PROJECT EXECUTION PLAN

NB: MUST BE COMPLETED BY ALL BIDDERS. FAILURE TO COMPLY WILL INVALIDATE THE BID. THE INFORMATION PROVIDED SHALL ALSO BE USED DURING THE EVALUATION PROCESS.

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATIONS.

According to IDT Requirements: - The total number of cleaners required is 7 (1 Supervisor and 6 Cleaners) - There must be a full time Supervisor. The total number of supervisors required is 1. - There must be a Project Manager (not full time), however he/she must always be available as and when required to attend to contract related matters.	
Personnel for the Project	Response
Project Manager available Part Time Manager	Yes / No _____
Supervisors available Full Time (offered for this service)	Yes / No _____
Number of cleaners offered for providing the service Full Time cleaners	Indicate the number (including a supervisor) _____
Training Indicate the training that will be provided as well as where and when training will be given. - On duty Training - Any other Training	Specify training courses / programmes (categorize in line with bullets 1 & 2)
Project Implementation Plan Did you attach a detailed project implementation plan?	Yes / No _____
Prices	

initiate:

○ Is the bid price fixed for the duration of the contract? ○ Did you complete all necessary SBD forms and in line with the bid specifications?	Yes / No _____ Yes / No _____
Compliance with labour legislation Do you comply with any applicable wage order/determination agreement, in terms of the Labour Relations Act or Wage Act?	Yes / No _____
Price Structure Is your price structure in relation to staff costs and in line with the Sectoral Determination 1: Contract Cleaning Sector?	Yes / No _____

10. CURRENT AND PAST CONTRACTS

Indicate all the current and past contracts in the table below and **ONLY** those relevant to the cleaning and sanitation services required in the bid specifications. Only the relevant experience shall be considered for bid evaluation purposes.

A list of current and past contracts which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full.

initiate:

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2021 to 31 March 2022	Is the contract Current or Past? (please indicate accordingly)	Contact persons and telephone numbers of your client	Square Meters of Project Site

NB: IDT reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspections

10.2 EQUIPMENT REQUIRED

10.2.1 A Worker Shall Be Allocated the Following Work Tools

- Broom;
- Mop trolley;
- Scrubbing brushes;
- Buckets;
- Furniture polish;
- Multipurpose cleaner;
- Toilet cleaner;
- Disinfectant soap;
- Dusters;
- Scourers;

10.3 EQUIPMENT REQUIRED

- Industrial Heavy duty carpet cleaner (wet and dry);
- 4 x Industrial vacuum cleaner (less noise, minimum 45Bd) per floor. **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and all vacuum cleaners must be functional at all times.**
- Disc stripping machine and Buffing machine;

Every worker must be clothed in full uniform, depicting the name of the company.

10.4 MEETINGS

10.4.1 The project manager of the appointed cleaning company must attend the following meetings organized by IDT:

- 10.4.1.1 Occupational Health and Safety (OHS) meetings;
- 10.4.1.2 Ad-hoc meetings organized as and when necessary;
- 10.4.1.3 Progress review meetings to be held monthly.

- 10.5 The supervisor must draw up timetables and work schedules daily.
- 10.6 Disaster management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider at the request of the IDT.

11. PRICE

- 11.1 **All prices charged should be inclusive of VAT.** The bid proposal should clearly indicate the total price for the first year of service.
- 11.2 **If the bid price is not fixed, IDT will consider only price adjustments as per the CPI after the anniversary of the contract.**

12. PRICE ADJUSTMENTS

- 12.1 Bidders must take note that fixed prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once – off price adjustment on the 13th month will be accepted based on the average CPI % as issued by STATS SA.

13. RESPONSE FIELDS

- 13.1 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to this bid and to complete all the mandatory response fields and item questionnaires for the individual items.
- 13.2 Non-compliance with this condition will invalidate the bid for the item(s) concerned.

14. PROJECT PERIOD

The project will commence after signing the contract. The service provider will be expected to provide cleaning and sanitation services for a period of 36 months.

initiate:

15. SUBMISSION OF PROPOSALS

- 15.1 Any proposal submitted by electronic means such as email, **will not be accepted** for consideration.
- 15.2 The proposals must be submitted by **12h00 on 19 September 2023**

The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Bid No: **IDTFAC10/2023**

Description: **CLEANING AND SANITATION SERVICES**

Compulsory Site visit: **7 September 2023**

Bid Closing date and Time: **19 September 2023 at 12:00PM**

- 15.3 **All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:**

IDT Building (Block B)

Glenwood Office Park

Cnr Oberon and Sprite Street

Faerie Glen

0043

GP Co-ordinates: 25°46'54.3"S
28°17'24.3"E

NB: Please note late submissions of the Bid proposal will not be Accepted.

- 15.4 The Independent Development Trust reserves the right not to appoint a service provider and/or to withdraw this advert at any time prior to the appointment of a service provider.

16. COMMUNICATION

- 16.1 Any questions are to be submitted by email not later than **five business days** before the closing date of the Bid. Questions received after this date will not be entertained by IDT.

initiate:

16.2 After the closing date, only Supply Chain Management (SCM) Unit will communicate with service providers for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

16.3 All Enquiries should be directed to:

E-mail: cleaning2023@idt.org.za

initiate:

PART A

Office Cleaning Services Requirements

STANDARD CLEANING ACTIVITIES FOR THE IDT MAIN BUILDING and BLOCK C

1. FLOOR MAINTENANCE:

1.1 Entrances to the building

- | | |
|--|--------------|
| ○ Sweep or damp mop all entrances steps. | Daily |
| ○ Clean door mats and well | Daily |
| ○ Clean all walls | Daily |
| ○ Machine burnish. | As necessary |

1.2 Stone Floors (ceramic tiles):

- | | |
|------------------|--------------|
| ○ Sweep. | Daily |
| ○ Damp Mop. | Daily |
| ○ Machine Buff. | As Necessary |
| ○ Machine scrub. | As Necessary |

1.3 Rugs and Carpeting:

- | | |
|----------------------------|------------------|
| ○ Vacuum clean thoroughly: | |
| - heavy traffic areas. | Continuously |
| - medium traffic areas. | Alternative Days |
| - light traffic areas. | Twice per week |

2. DUSTING OFFICES:

- | | |
|---|--------|
| ○ Dust all horizontal surfaces | Daily |
| ○ Dust all high ledges and fittings. | Weekly |
| ○ Dust all surfaces (wall, cabinet, etc.) | Weekly |
| ○ Dust all window ledges. | Daily |
| ○ Dust telephones. | Daily |

initiate:

- Clean and disinfect telephones. Daily
- Vacuum carpets Weekly

3. WASTE DISPOSAL:

- Provide refuse bags for the bins Daily and when required
- Empty and clean all waste receptacles. Twice per day
- Remove all waste to specified areas. Twice per day
- Remove all waste papers. Twice per day

4. WALLS AND PAINTWORK:

- Spot clean all low surface, i.e. glass, walls, doors and light switches. Daily

5. GLASS AND METAL WORK:

- Spot clean glass doors. Daily

6. TOILETS AND REST ROOMS:

- Clean and sanitize all fixtures wash basins Daily
- Chrome fitting and dispensers Daily
- Clean and sanitize all toilets, toilets seats, Urinals and basins Daily
- Clean and polish all bright metal surfaces Daily
- Sweep and wet mop floors with disinfectant cleaners Daily
- Empty all waste containers/ disposals replace liners as needed
- Empty and sanitize internal receptacles Daily
- Damp clean and disinfect wall, partitions and ledges Daily
- Sills, containers, door frames/handles Daily
- Damp clean and disinfect doors, doorframes and showers Daily
- Provide toilet brushes for all toilets Once off and when required
- Clean all mirrors
- Replenish consumables i.e. Quality double ply toilet roll, soap and towel cabinet Daily

initiate:

7. LIFTS AND LIFT FOYERS:

- Completely clean interior of all lifts including indicator boards. Daily
- Clean lift door tracks. Daily
- Clean the mirror in the Lift Daily

8. STAIRCASES:

- Dust and sanitize handrails and fittings. Daily
- Maintain landings, treads and risers according to finish. Daily
- Clean fire escape. 2 x Weekly

9. WINDOW CLEANING:

- Clean partition glass. Weekly
- Clean outside windows Quarterly

10. BLINDS:

- Dust. Twice a week
- Ensure that blinds are in place. Daily

NB: The service provider shall at all times alert the IDT Project Manager of blinds that are lose / falling off / require repairs.

11. PARKING (INSIDE AND OUTSIDE AREAS – AT IDT BUILDING ONLY):

- Pick up litter and remove to agreed area. Daily
- Sweep all parking areas. Weekly

12. STOREROOMS:

initiate:

- Scrub the floor. Twice a month and when required
- Dust all areas Twice a month and when required
- Remove all unwanted papers and other items. Twice a month and when required

13. CANTEEN/PAUSE AREAS:

- Cleaning of canteen area. Daily
- Cleaning canteen equipment. Quarterly

14. WALKWAY / BUILDING SURROUNDINGS:

- Pick up litter and remove to agreed area. Daily
- Sweep. Weekly

15. REFUSE AREA:

- Maintain refuse area in a clean and hygienic condition. At all times
- Sweep and keep the refuse area tidy Daily
(maintain refuse area in a clean hygienic condition)

16. BOARDROOMS:

- Maintain and clean floors according to type Daily
- Dust all vertical and horizontal surfaces to a height of 2.5m. Daily
- Damp wipe furniture. Daily
- Empty and clean receptacles. Twice a day
- Collect dirty dishes and wash them in the kitchen. As and when required
- Dust all boardroom tables and chairs Daily

initiate:

17. KITCHENS:

- Maintain and clean floors (inside and outside). Daily
- Assist Office attended with washing of dishes,
replenishing of kitchen consumables As and when required

18. OFFICES:

18.1 In addition to the standard cleaning activities

- Collect dirty dishes and wash them in the kitchen Daily
- Wash water jugs and glasses and re-fill water jugs Daily
- Prepare and arrange for water, water jugs, glasses,
tea, cups, saucers etc, for meetings / training As and when required

19. SERVICE TIMES:

- Day cleaning - Monday to Friday from 07h00 to 15h30 or as practical in the environment.
- **Night cleaning shall not be allowed.**

20. MISCELLANEOUS:

- Polish desk and office furniture. Fortnightly
- Wash vinyl covered furniture. Monthly
- Vacuum cloth covered furniture. Monthly
- Removal of empty boxes When required

21. QUARTERLY CLEANING EXERCISES:

- Floor stripping and sealing Quarterly

22. EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

initiate:

PART B

Consumables Requirements (for IDT)

NB: The service provider must install and maintain the following sanitary consumables required:

- a) Toilet Papers 2 ply x 15 bails
- b) Multifold box hand towels 2ply 6 x10

ADDITIONAL

N.B: The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that **THERE IS NO SHORTAGE AT ALL TIMES.**

initiate:

PRICE STRUCTURE TEMPLATE

N.B. ALL Bid Price Proposals must be completed in line with the following requirements:

- The IDT Bid price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED BY THE IDT

All prices must include VAT		
LABOUR COSTS:		
1 X Supervisor(Only a full time Supervisor required)	Full Time	
Basic Salary	R.....	
Provident Fund	R.....	
Sick leave	R.....	
Leave	R.....	
COIDA	R.....	
UIF	R.....	
Any Other Allowances (please specify and indicate cost)	R.....	
	R.....	
	R.....	
	R.....	

initiate:

	Total monthly cost for Supervisor R.....	
Cleaner (Indicate number of full time cleaners) Number of Cleaners Basic Salary Provident Fund Sick leave Leave COIDA UIF Any Other Allowances (please specify and indicate cost)	Full Time R..... R..... R..... R..... R..... R..... R..... R..... R..... Total monthly cost <u>per</u> Cleaner R..... Total cost <u>for number</u> of Cleaners offered per month (monthly cost per cleaner X total number of cleaners R.....	
CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFER TO PART A & B FOR SERVICES REQUIRED)		
Description of the cleaning chemicals/requisites	Cost p/unit x number of units R..... Total Cost p/month R.....	

initiate:

Description of sanitary consumables to be used and sanitary equipment to be installed	Cost p/unit x number of units R..... Total Cost p/month R.....
Overheads	Total Cost p/month R.....
TOTAL COST FOR CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT	R.....

Total Bid Price (All Costs Included)
Total Bid Price p/month: R..... Total Bid Price for the 36 Months: R.....
TOTAL BID PRICE FOR 36 MONTHS

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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]					

initiate:

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.	

initiate:

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:

initiate:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

initiate:

2.
2
2.2.

Do you, or any person connected with the bidder, have a relationship with any person who is employed		

1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

initiate:

- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

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

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

.....

Signature Date

.....

Position Name of bidder

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.



initiate:

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

initiate:

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

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

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

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts,

initiate:

excluding direct sales and disposal of assets through public auctions; and
 (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

initiate:

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

initiate:

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be

initiate:

restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	
	

initiate: