



## transport

Department:  
Transport  
Province of KwaZulu-Natal

### SECTION A

#### Tender Notice and Invitation to Tender - ZNB 00350/00000/00/HOD/GEN/21/T

It is estimated that interested service providers, who can **provide cleaning services at Department of Transport** who satisfy criteria stated in the Tender Data, may submit Tender offers. The Department reserves the right to **not award this bid**.

#### Prequalifying criteria

1.1.1. The KwaZulu-Natal Department of Transport is applying pre-qualifying criteria for this bid in terms of Regulation four of the PPPFA Regulations, 2017. Only tenderers who meet the minimum pre-qualifying criteria will be considered for evaluation and award. The pre-qualifying criteria for this bid are as follows:

- A tenderer having a Level 1 B-BBEE Status Level of Contributor;
- A tenderer who is an EME or QSE; and
- A tenderer who will sub-contract a minimum of 35% of the contract to an EME or QSE which is at least 51% owned by black people.

1.1.2. Proof of sub-contracting must be submitted together with the bid. Failure to submit proof of sub-contracting, (e.g. Sub-Contracting Agreement signed by both parties) will invalidate the bid.

1.1.3. Subcontractors are not allowed to bid as main contractors.

1.1.4. Any tenderer that fails to meet the minimum pre-qualification criteria will be deemed invalid.

A non-refundable tender deposit of **R450.00** payable in cash for collection or [www.etenders.gov.za](http://www.etenders.gov.za) and [www.kzntransport.gov.za](http://www.kzntransport.gov.za) for free download

The physical address for collection of Tender documents is **KwaZulu-Natal Department of Transport, 172 Burger Street, Pietermaritzburg, 3201 – Function Hall**

Documents may be collected during working hours as from **Monday 13 September 2021 up until 27 September 2021 between Monday to Friday as from 08h00 to 15h30**

Technical enquiries relating to this tender may be addressed to:

Name : Mr Pradeep Beekarun  
Telephone No. : 033 355 8052  
E-mail address : [Pradeep.Beekarun@kzntransport.gov.za](mailto:Pradeep.Beekarun@kzntransport.gov.za)

#### **COMPULSORY BRIEFING SESSION AND SITE VISITS – 28 and 29 September 2021**

Due to COVID19 Regulations bidders are requested to make a booking. The department will take no more 10 service providers per hour. Bookings please contact the following people:

Head Office and Thembaletu – Mr Pradeep Beekarun or Ntombi Ndlovu – 033 355 8052 or 033 355 8697

Traffic Training College – Desmond Pillay- 033 394 0202

Motor Transport Services – Keeran Kallicharan – 033 395 1830

**NB: Bidders will only be allowed one (1) representative per company and these Site Inspections will be according to allocated times.**

The closing time for receipt of tenders is **11h00 on 14 October 2021** at the offices of the **Department of Transport Located at 172 Burger Street Pietermaritzburg**.

Telegraphic, telephonic, telex, facsimile, electronic, e-mailed and late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data

**KWAZULU-NATAL DEPARTMENT OF TRANSPORT BID FORMS**

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**SECTION B  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT</b>					
<b>BID NUMBER:</b>	ZNB-00350-00000-00-HD-GEN-21-T	<b>CLOSING DATE:</b>	14 October 2021	<b>CLOSING TIME:</b>	11h00
<b>DESCRIPTION</b>	CLEANING SERVICES AT KZN DEPARTMENT OF TRANSPORT HEAD OFFICE, MOTOR TRANSPORT SERVICES, TRAFFIC TRAINING COLLEGE (INCLUDING CHURCH) AND THEMBALETHU BUILDING				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
THE FOYER					
INKOSI MHLABUNZIMA MAPHUMULO HOUSE					
DEPARTMENT OF TRANSPORT					
172 BURGER STREET					
PIETERMARITZBURG					
3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	Sandile Nkala		<b>CONTACT PERSON</b>	Pradeep Beekarun	
<b>TELEPHONE NUMBER</b>	033 355 8975		<b>TELEPHONE NUMBER</b>	033 355 8052	
<b>FACSIMILE NUMBER</b>	033 355 8063		<b>FACSIMILE NUMBER</b>		
<b>E-MAIL ADDRESS</b>	<a href="mailto:Sandile.nkala@kzntransport.gov.za">Sandile.nkala@kzntransport.gov.za</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:Pradeep.Beekarun@kzntransport.gov.za">Pradeep.Beekarun@kzntransport.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	CODE		NUMBER		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	CODE		NUMBER		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS</b>	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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.</b>					

**SECTION B  
PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>2. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>3. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**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: .....

## SECTION C

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

## SECTION D

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION E**  
**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) .....

....., WHO REPRESENTS (state name of bidder) .....

.....

CSD Registration Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

**SECTION F**  
**PRICING SCHEDULE – NON-FIRM PRICES**

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

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

Name of bidder..... Bid number: ZNB00350/00000/00/HOD/21/T

Closing Time 11:00

Closing date.....

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

HEAD OFFICE – 172 BURGER STREET

DESCRIPTION	NUMBER OF CLEANERS	RATE (Excl. VAT)	AMOUNT (Including allowances)
LABOUR COMPONENT (Cleaning Staff)	38	R	R (Excl. Vat)
LABOUR COMPONENT (Supervision)	1	R	R (Excl. Vat)
LABOUR COMPONENT (Management of all Offices).	1	R	R (Excl. Vat)
		PRICE PER M <sup>2</sup>	
DEEP CLEANING AND SANITATION OF OFFICES AFTER COVID -19 POSITIVE CASE	300m <sup>2</sup> (estimate for evaluation purposes)	R	R
<b>TOTAL PRICE PER MONTH</b>			R (Excl. Vat)

.....  
NAME OF BIDDER

.....  
SIGNATURE

.....  
DATE



**MOTOR TRANSPORT SERVICES – 225, 230 AND 231 PRINCE ALFRED STREET (A,B,C,D)**

DESCRIPTION	NUMBER OF CLEANERS	RATE (Excl. VAT)	AMOUNT (Including allowances)
LABOUR COMPONENT (Cleaning Staff)	15	R	R (Excl. Vat)
LABOUR COMPONENT (Supervision)	1	R	R (Excl. Vat)
		PRICE PER M <sup>2</sup>	
DEEP CLEANING AND SANITATION OF OFFICES AFTER COVID -19 POSITIVE CASE	100m <sup>2</sup> (estimate for evaluation purposes)	R	R
TOTAL PRICE PER MONTH		R	R

**TRAFFIC TRAINING COLLEGE - 240 BURGER STREET; INCLUDING CHURCH AND 225 PRINCE ALFRED STREET**

DESCRIPTION	NUMBER OF CLEANERS	RATE (Excl. VAT)	AMOUNT (Including allowances)
LABOUR COMPONENT (Cleaning Staff)	13	R	R (Excl. Vat)
LABOUR COMPONENT (Supervision)	1	R NIL	R NIL (Excl. Vat)
		PRICE PER M <sup>2</sup>	
DEEP CLEANING AND SANITATION OF OFFICES AFTER COVID -19 POSITIVE CASE	100m <sup>2</sup> (estimate for evaluation purposes)	R	R
TOTAL PRICE PER MONTH		R	R

.....  
NAME OF BIDDER

.....  
SIGNATURE

.....  
DATE

**THEMBALETHU BUILDING - BURGER STREET**

DESCRIPTION	NUMBER OF CLEANERS	RATE (Excl. VAT)	AMOUNT (Including allowances)
LABOUR COMPONENT (Cleaning Staff)	6	R	R (Excl. Vat)
LABOUR COMPONENT (Supervision)	-	R NIL	R NIL (Excl. Vat)
		PRICE PER M <sup>2</sup>	
DEEP CLEANING AND SANITATION OF OFFICES AFTER COVID -19 POSITIVE CASE	100m <sup>2</sup> (estimate for evaluation purposes)	R	R
<b>TOTAL PRICE PER MONTH</b>		R	R

\*Cleaning Staff to be deployed at Traffic Training College until Tembalethu building is ready for occupation.

**SUMMARY OF COSTS**

ITEM NO.	OFFICE	TOTAL LABOUR COMPONENT EXCL VAT INCLUDING ALLOWANCES PER MONTH
1.	HEAD OFFICE (172 BURGER STREET AND D BLOCK)	R Excl. VAT
2.	MOTOR TRANSPORT SERVICES	R Excl. VAT
3.	TRAFFIC TRAINING COLLEGE (INCLUDING CHURCH)	R Excl. VAT
4.	THEMBALETHU BUILDING	R Excl. VAT
5.	TOTAL SALARY COST INCLUDING ALLOWANCES	R Excl. VAT

.....  
NAME OF BIDDER

.....  
SIGNATURE

.....  
DATE

ITEM NO.	COMPONENTS	TOTAL PRICE FOR 12 MONTHS(CARRIED OVER)	
1.	TOTAL SALARIES INCLUDING ALLOWANCES (From table above)	R (P/M)	Excl. VAT
2.	MATERIALS AND EQUIPMENT	R (P/M)	Excl. VAT
3.	OVERHEADS AND PROFITS	R (P/M)	Excl. VAT
4.	TOTAL PRICE PER MONTH	R (P/M)	Excl. VAT
5.	VALUE ADDED TAX (VAT) 15%	R (P/M)	
6.	TOTAL BID PRICE INCLUDING VAT PER MONTH (Add items 4 +5)	R (P/M)	
7	TOTAL BID PRICE INCLUDING VAT, ESCALATION AND BCCCI INCREASES FOR MONTHS 1 to 12 (Item no. 6 X 12) YEAR ONE	R	
8	TOTAL BID PRICE INCLUDING VAT, ESCALATION AND BCCCI INCREASES FOR MONTHS 13 to 24 (Item no. 6 X 12) YEAR TWO	R	
9	TOTAL BID PRICE INCLUDING VAT, ESCALATION AND BCCCI INCREASES FOR MONTHS 25 to 36 (Item no. 6 X 12) YEAR THREE	R	
10.	TOTAL BID PRICE INCLUDING VAT FOR 36 MONTHS	R	(36 Months)

**NOTE:**

“Material” means - disinfectants, cleaners, toilet seat wipes, deo blocks, bin liners, etc.

“Equipment” means - containers for toilet seat wipes (if rented), brooms, vacuum cleaners, dusters etc that are used to provide the cleaning service.

“BCCCI” means the Bargaining Council for the Contract Cleaning Services Industries (KwaZulu-Natal)

Payment shall be made on a monthly basis, one month in arrears.

**TOTAL BID AMOUNT FOR ALL OFFICES IN WORDS:** \_\_\_\_\_

\_\_\_\_\_ **FOR 36 MONTHS**

.....  
**NAME OF BIDDER**

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

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Required by: .....

At: .....

.....

Brand and model .....

Country of origin .....

Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

.....  
**NAME OF BIDDER**

.....  
**SIGNATURE**

.....  
**DATE**

**SECTION G**

**ANNEXURE B**

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

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1. The names of all directors / trustees / shareholders<sup>2</sup> / members/individuals, their individual identity numbers, tax reference numbers to inserted in the table below. If applicable, employee / PERSAL numbers must be indicated in the last column.

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

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

<sup>1</sup>"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.

<sup>2</sup>"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.

2.2.	Full names of bidder or his or her representative: .....									
2.3.	Identity Number: .....									
2.4.	Position occupied in the Company (Director, trustee, shareholder, member) .....									
2.5.	Registration number of company, enterprise, close corporation, partnership, agreement or trust .....									
2.6.	Tax reference number: .....									
2.7.	VAT Registration number: .....									
2.8.	<table border="1"> <tr> <td data-bbox="300 891 1326 954">Are you or any person connected with the bidder presently employed by the state? <b>Kindly mark the applicable answer with a tick</b> ✓.</td> <td data-bbox="1326 891 1410 922">YES</td> <td data-bbox="1410 891 1485 922"></td> </tr> <tr> <td data-bbox="300 954 1326 985"></td> <td data-bbox="1326 922 1410 954">NO</td> <td data-bbox="1410 922 1485 954"></td> </tr> <tr> <td data-bbox="300 985 1326 1034">If so, furnish the following particulars:</td> <td colspan="2"></td> </tr> </table>	Are you or any person connected with the bidder presently employed by the state? <b>Kindly mark the applicable answer with a tick</b> ✓.	YES			NO		If so, furnish the following particulars:		
Are you or any person connected with the bidder presently employed by the state? <b>Kindly mark the applicable answer with a tick</b> ✓.	YES									
	NO									
If so, furnish the following particulars:										
2.8.1.	Name of person/director/trustee/shareholder/member: .....									
2.8.2.	Name of state institution at which you or the person connected to the bidder is employed: .....									
2.8.3.	Position occupied in the state institution: .....									
2.8.4.	Any other particulars: ..... ..... .....									

2.9.	If you or any person connected with the bidder are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? <b>Kindly mark the applicable answer with a tick</b> ✓.	<table border="1"> <tr><td>YES</td><td><input type="checkbox"/></td></tr> <tr><td>NO</td><td><input type="checkbox"/></td></tr> <tr><td>N/A</td><td><input type="checkbox"/></td></tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>							
NO	<input type="checkbox"/>							
N/A	<input type="checkbox"/>							
2.9.1.	If yes, did you attach proof of such authority to the bid document?  (Note: failure to submit proof of such authority, where applicable, may arise in the disqualification of the bid. <b>Kindly mark the applicable answer with a tick</b> ✓.	<table border="1"> <tr><td>YES</td><td><input type="checkbox"/></td></tr> <tr><td>NO</td><td><input type="checkbox"/></td></tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
YES	<input type="checkbox"/>							
NO	<input type="checkbox"/>							
2.9.2.	If no, furnish reasons for non-submission of such proof:  .....  .....  .....							
2.10.	Did you or your spouse, or any of the company's directors/ trustees/ members of their spouses conduct business with the state in the previous twelve months?  <b>Kindly mark the applicable answer with a tick</b> ✓.	<table border="1"> <tr><td>Y E S</td><td><input type="checkbox"/></td></tr> <tr><td>N O</td><td><input type="checkbox"/></td></tr> </table>	Y E S	<input type="checkbox"/>	N O	<input type="checkbox"/>		
Y E S	<input type="checkbox"/>							
N O	<input type="checkbox"/>							
2.10.1.	If yes, furnish particulars:  .....  .....  .....							
2.11.	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation or adjudication of the bid? <b>Kindly mark the applicable answer with a tick</b> ✓.	<table border="1"> <tr><td>Y E S</td><td><input type="checkbox"/></td></tr> <tr><td>N O</td><td><input type="checkbox"/></td></tr> </table>	Y E S	<input type="checkbox"/>	N O	<input type="checkbox"/>		
Y E S	<input type="checkbox"/>							
N O	<input type="checkbox"/>							
2.11.1.	If yes, furnish particulars:  .....  .....  .....							
2.12.	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?  <b>Kindly mark the applicable answer with a tick</b> ✓.	<table border="1"> <tr><td>Y E S</td><td><input type="checkbox"/></td></tr> <tr><td>N O</td><td><input type="checkbox"/></td></tr> </table>	Y E S	<input type="checkbox"/>	N O	<input type="checkbox"/>		
Y E S	<input type="checkbox"/>							
N O	<input type="checkbox"/>							
2.12.1.	If yes furnish particulars.  .....  .....  .....							

2.13.	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? <b>Kindly mark the applicable answer with a tick</b> ✓.	YES	
		NO	
2.13.1.	If yes, furnish particulars. ..... ..... .....		
2.13.2.	Have you or any of the directors / trustees / shareholders / members of the company or the company in general provided any gifts, rewards, awards, sponsorships, donations or hospitality to the department or any of its employees or their family in the last 12 months? <b>Kindly mark the applicable answer with a tick</b> ✓.	YES	
		NO	
2.13.3.	If yes, furnish particulars, including estimated value. ..... ..... .....		
3.	<p><b>DECLARATION</b></p> <p><b>I, THE UNDERSIGNED</b></p> <p>(NAME) _____</p> <p><b>CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT, AND I HAVE TAKEN REASONABLE DILIGENT STEPS (AS REQUIRED BY S76 OF THE COMPANIES ACT, 2011, WHERE APPLICABLE), TO ENSURE THAT THE INFORMATION PROVIDED IS CORRECT.</b></p> <p><b>I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.</b></p> <p><b>NAME OF BIDDER:</b> _____</p> <p><b>POSITION:</b> _____</p> <p><b>SIGNATURE:</b> _____</p> <p><b>DATE:</b> _____</p>		



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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

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

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:

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

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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

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

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

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

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

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

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

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>I. before 27 April 1994; or</li> <li>II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

3. I hereby declare under Oath that:

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

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

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

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Stamp**

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

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

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

3. I hereby declare under Oath that:

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

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

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

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Stamp**

\_\_\_\_\_  
Signature of Commissioner of Oaths

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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		
<b>OR</b>		
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	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

<sup>3</sup> 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SECTION K  
CONDITIONS OF BID**

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :  
.....  
.....
  
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
  
4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment of this contract.
  
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.
  
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY  
AUTHORISED REPRESENTATIVE**

.....  
**NAME IN BLOCK LETTERS**

**ON BEHALF OF (BIDDER'S NAME)** .....

**CAPACITY OF SIGNATORY** .....

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)** .....

.....  
**POSTAL ADDRESS** .....

.....  
**TELEPHONE NUMBER:** .....

**FAX NUMBER:** .....

**CELLULAR PHONE NUMBER:** .....

**E-MAIL ADDRESS:** .....



## ANNEXURE C: GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
  - 1.14 "GCC" means the General Conditions of Contract.
  - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
  - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
  - 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
  - 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental Services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

## **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

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

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

## **24. Anti-dumping and countervailing duties and rights**

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

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract, as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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

## **30. Applicable law**

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

## **31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## **33. National Industrial Participation (NIP) Programme**

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

## **34. Prohibition of Restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



## ANNEXURE D

### SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

#### 1. CONTRACT PERIOD

1.1 36 Months

#### 2. EVALUATION CRITERIA

There are three main stages in the selection process, namely, ensuring that bid comply with administrative requirements, Prequalifying criteria and the price and preference points.

##### 3.1. Step 1 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to Q. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid

The following documentation must be submitted:

Criteria	Yes	No	Remarks
<b>Section A</b>	Invitation to bid.		
<b>Section B</b>	SBD 1 - terms and conditions for bidding		
<b>Section C</b>	Special instructions regarding completion of bid		
<b>Section D</b>	Registration on central suppliers' database		
<b>Section E</b>	Declaration that information on central supplier database is correct and up to date		
<b>Section F</b>	Pricing schedule		
<b>Annexure B</b> <b>Section G</b>	Declaration of interest		
<b>Section H</b>	Preference points claim form (SBD6.1)		
<b>Section I</b>	Declaration of bidders past supply chain Management practice (SBD8)		
<b>Section J</b>	Certificate of independent bid determination (SBD9)		
<b>Section K</b>	Conditions of bid		
<b>Annexure C</b>	General conditions of contract (GCC)		
<b>Annexure D</b>	Special conditions of contract (SCC)		
<b>Section M</b>	Authority to sign a bid		
<b>Annexure E</b>	Specifications		
<b>Section N</b>	Schedule of variation from goods or services Information		
<b>Section O</b>	Schedule of alternative bids		

##### 3.2. Prequalifying criteria

3.2.1. The KwaZulu-Natal Department of Transport is applying pre-qualifying criteria for this bid in terms of Regulation four of the PPPFA Regulations, 2017. Only tenderers who meet the minimum pre-qualifying criteria will be considered for evaluation and award. The pre-qualifying criteria for this bid are as follows:

- A tenderer having a Level 1 B-BBEE Status Level of Contributor;
- A tenderer who is an EME or QSE; and
- A tenderer who will sub-contract a minimum of 35% of the contract to an EME or QSE which is at least 51% owned by black people.

3.2.2. Proof of sub-contracting must be submitted together with the bid. Failure to submit proof of sub-contracting, (e.g. Sub-Contracting Agreement signed by both parties) will invalidate the bid.

3.2.3. Subcontractors are not allowed to bid as main contractors.

3.2.4. Any tenderer that fails to meet the minimum pre-qualification criteria will be deemed invalid.

### 3.3. Preferential Point Evaluation

Bidders are advised that 80/20 preference points system shall be applied in the evaluation of bids.

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

**80/20**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

#### 3.3.1. Points awarded for B-BBEE Status Level of Contribution

3.3.1.1. 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 (80/20system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

3.3.1.2. Bidders are required to complete the preference claim form (SBD 6.1) and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level points.

3.3.1.3. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

3.3.1.4. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by SANAS accredited verification agency will be considered for preference points.

3.3.1.5. A bidder who qualifies as a EME or QSE in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

3.3.1.6. Bidders other than EMEs or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS to

qualify for preference points. A list of approved agencies can be found on the SANAS website at [www.sanas.co.za/directory/bbbedefault.php](http://www.sanas.co.za/directory/bbbedefault.php). The certificate must be valid at the time of bid closing.

- 3.3.1.7. Failure on the part of the bidder to comply with paragraphs 2.3.1.2 and 2.3.1.4 will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).

#### **4. ENQUIRIES**

All enquiries regarding technical matters, should be directed to: Mr Pradeep Beekarun Tel: 033 355 8052

##### **PLEASE NOTE:**

**Any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of bid results in the Government Tender Bulletin which is published every week on Friday and may be down loaded from the website [www.tenderbulletin.gov.za](http://www.tenderbulletin.gov.za).**

**The address provided for the lodging of appeals is:**

**The Chairperson  
Bid Appeals Tribunal  
Private Bag X9082  
Pietermaritzburg  
3200**

FAX NO.: (033) 897 4501

**SECTION L**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

N.B.: this form is only to be included and completed when applicable to the bid.

Site/building/institution involved: department of transport

Bid no: ZNB00350-00000-00-HOD-GEN-21-T

Service: Cleaning Services for Head Office, MTS, TTC, Thembalethu Building  
\*\*\*\*\*

This is to certify that (name) .....

On behalf of .....

Visited and inspected the site on .....(date)

And is therefore familiar with the circumstances and the scope of the service to be rendered.

.....  
**Signature of Bidder or Authorised Representative**  
(Print Name)

**Date:** .....

.....  
**signature of departmental representative**  
(print name)

<b>departmental stamp</b>

**SECTION M**

**AUTHORITY TO SIGN A BID**

**BIDDERS MUST COMPLETE THE RELEVANT APPLICABLE SECTION: A, B, C, D, E, F & G HEREUNDER**

**A. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

.....Mr/Ms....., whose

signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation) .....

.....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** ..... (PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**

1.....

2.....

**B. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20....., Mr/Mrs.....

..... (whose signature appears

below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:**

1. ....

2.....

**C. SOLE PROPRIETOR (ONE – PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the

sole owner of the business trading as .....

.....

.....

**SIGNATURE**

.....

**DATE**

D. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....

hereby authorise .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
---------------------------	---------------------------	---------------------------

..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>
----------------------	----------------------	----------------------

**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:**

- 1. ....
- 2.....

**F JOINT VENTURE**

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....,

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE:** .....

**DATE:** .....



IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....

(PRINT NAME)

SIGNATURE: .....

DATE: .....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below)  
has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium) .....

IN HIS/HER CAPACITY AS: .....

SIGNATURE: .....

DATE: .....

## SPECIFICATION

**PARTICULARS OF CLEANING SERVICE**

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

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

<b>E</b>	<b>HARD SURFACES INCLUDING DOORKNOBS AND WINDOW CATCHES, COUNTERS</b>		
	1.	Disinfect and Clean	Every Two Hours
	2.	Polish with approved material, eg. Brasso	Monthly
<b>F</b>	<b>DUSTING: as specified elsewhere, as well as the following:</b>		
	1.	Horizontal surfaces to 2 metres	Daily
	2.	Accessible high ledges and fittings	Daily
	3.	All vertical surfaces	Daily
	4.	Telephones	Daily
	5.	All accessible light fittings	Weekly
<b>G</b>	<b>TOILETS AND WASHROOMS</b>		
	1.	Empty and clean waste receptacles	Every two Hours
	2.	Clean and sanitise basins, bowls and urinals	Every two Hours
	3.	Clean mirrors	Every two Hours
	4.	Hand basins to be cleaned with ammoniated liquid cleaner	Every two Hours
<b>H</b>	<b>TOILET REQUISITES (SUPPLIED BY DEPARTMENT)</b>		
	1.	Toilet paper (including holders)	Check three times daily and replenish when necessary
	2.	Toilet soap (Including dispensers)	Check daily and replenish when necessary
	3.	Paper roller towels (Including dispensers)	Check daily and replenish when necessary
	4.	Air-freshener(Including machine)	Check daily and replenish when necessary
	5.	Seat Wipe Dispenser	
	6.	Toilet seat wipes	Check daily and replenish when necessary
<b>I</b>	<b>TOILET REQUISITES (SUPPLIED BY CONTRACTOR)</b>		
	1.	Sanitary towel receptacles :bin bags	To be removed from toilet daily and disposed of once a week.
<b>J</b>	<b>OFFICE FURNITURE</b>		
	1.	Dust all furniture, counter tops, writing slopes	Daily
	2.	Polish all furniture, counter tops, writing slopes	Monthly
	3.	Damp clean all vinyl covered furniture	Monthly
<b>K</b>	<b>KITCHENS</b>		
	1.	Cleaning of Kitchens	Twice Daily
	2.	Washing of Utensils and Appliances	Twice Daily
	3.	Cleaning of Appliances eg. Fridge	Once Daily
	4.	Providing Hot Water in the Kitchens for Beverages (Urn/ kettle to be provided by Department)	Twice Daily
	<b>BOARDROOMS/TRAINING ROOMS</b>		
	1.	Supply of Water in jugs (Jugs Provided by the Department)	Twice Daily and for Meetings as and when required
	<b>M</b>		
	<b>BASEMENT PARKING, EXTERNAL COVERED PARKING, TARMACADAM, BRICK PAVED AND CONCRETE AREAS</b>		
	1.	Sweep	Daily

	2.	Hose down	When necessary, but at least once a month.
<b>N</b>	<b>ROOF AREAS AND GUTTERS</b>		
	1.	Remove all debris and growths, sweep and clean	Monthly
<b>O</b>	<b>EXTERNAL SUN HOODS</b>		
	1.	Sweep and wash down	Monthly
<b>P</b>	<b>FOYER AND ENTRANCE HALLS</b>		
	1.	Sweep all entrance steps, clean doormats	Daily
	2.	Clean walls	Weekly
	3.	Damp mop steps and entrance lobbies	Daily
	4.	Clean floors and vacuum carpets/mats	Daily
	5.	Clean glass in door frames	Daily
<b>Q</b>	<b>LIFTS</b>		
	1.	Clean/sweep interior and door tracks	Daily
	2.	Wash/Wipe interior, including mirrors	Daily
	3.	Clean exterior doors	Weekly
<b>R</b>	<b>STAIRS, STAIRWELLS AND BALCONIES</b>		
	1.	Dust balustrades and fittings	Daily
	2.	Sweep stairs, landings, treads and risers	Daily
	3.	Wash	Weekly
<b>S</b>	<b>WASTE DISPOSAL</b>		
	1.	Empty and clean ashtrays	Twice daily
	2.	Empty and clean wastepaper baskets	Twice daily
	3.	Separate waste paper from other refuse and remove to agreed location	Daily
	4.	Remove rubbish to agreed location	Daily
<b>T</b>	<b>MISCELLANEOUS</b>		
	1.	Replace light bulbs and fluorescent tubes, which will be supplied by the Department	As and when necessary
	2.	Assist with removal of furniture between offices and from offices/passages to storage garage.	As and when necessary
	3.	Pick up litter from garden areas	Daily
	4.	Contractor to supply poison and spray weeds on the tarmac and paved areas (weed kill)	As and when required
	5.	Cleaning and refilling of water cooler bottles	Daily
	6.	<b>Disinfecting of water cooler bottles</b>	<b>Once a week</b>
		<b>Disinfect water coolers and filters</b>	<b>Every 2 months</b>
	7.	<b>Assist with all offloading of deliveries to the Department</b>	<b>As and when required</b>

<b>U</b>	<b>MOTOR VEHICLES</b>		
	1.	Wash and clean official motor vehicles inside and outside (excluding private and subsidized vehicles)	Daily or as required
<b>V</b>	<b>GARDEN SERVICE</b>		
	1.	Cut grass and trim edges	Weekly
	2.	Trim trees and shrubs	Weekly
	3.	Remove weeds from flower beds, flower pots, grass areas, till soil and watering of gardens etc.	Weekly
	4.	Transport garden refuse to Municipal dump	Weekly
	5.	Watering and maintenance of Office Plants	Twice a Month
	6.	Cleaning of all verges and sidewalks outside Departmental property	Daily

5. **SPECIALISED EQUIPMENT**

(a) On no account must any computers, photographic equipment, photostat machines, printing machinery, facsimiles, PABX (switchboard) or electrical equipment be cleaned in any manner by the Contractor.

(b) Rooms housing specialised equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

6. **SPECIAL REQUIREMENTS (Please take special note of 6.10, 6.11 and 6.12)**

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

6.1 **Equipment**

(a) **Vacuum cleaners**

The Contractor must provide a minimum of 11 vacuum cleaners for offices, plus 1 for official vehicles, i.e. a total of 12.

**Traffic Training College New – 2**

**Traffic Training College Old – 1**

**Motor Transport services requires 2 vacuum cleaners**

(b) **Carpet shampoers (Industrial)**

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

(c) **Cellular Phone**

The Contractor must provide a cellular phone, which must be kept by the Supervisor. The purpose of the phone is to ensure that the Assistant Director: Office Services and or the Contract Manager has a means of contacting the Supervisor when necessary.

- (d) **Squeegees**  
Squeegees are to be used, as opposed to mops, for cleaning of floors.
- (e) **High Pressure Cleaner and Hose pipe (Provided by Contractor)**
- A high pressure cleaner and 50-metre hosepipe must be provided for the washing of motor vehicles.
  - Industrial High Pressure Hose for the cleaning of paving.
  - **Traffic Training College New – On request**
  - **1 hose pipe and industrial high pressure cleaner for MTS**
  - **Traffic Training College cars will be washed using a hosepipe and buckets.**

**Traffic Training College New – 2 Hosepipes, 2 sponges, tyre polish, Chamois, buckets, car polish, shampoo**

- (f) **Extension cords**  
The Contractor must provide extension cords necessary for the performance of the cleaning service.  
**Extension cords must be provided by service provider for the purposes of cleaning at MTS**

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

- (h) **Garden service equipment (Industrial)**

***Head Office, 172 Burger Street (including D Block – 224 Prince Alfred Street) and Thembaletu Building***

1 x Lawnmower, including petrol and oil  
2 x Weed-eater, including petrol and oil  
2 x Sheers  
3 x Spades  
3 x Fork  
1 x Chopper  
1 x Blower  
1 x Ladder  
1 x Chainsaw  
1 x High Pressure Hose

***Motor Transport Services – Prince Alfred Street***

- **1 x Lawnmower, including petrol and oil**
- **1 x Weed-eater, including petrol and oil**
- **1 x Sheers**
- **3 x Spades**
- **2 x Fork**
- **2 x Bow saw**
- **2 x Blower**
- **1 x Ladder**
- **1 x Chainsaw**

***Traffic Training College (Old – Prince Alfred Street and New- Burger Street), including Church***

1 x Lawnmower, electric with grass box (**Traffic Training College New & Old – 2**)  
2 x Brush cutter, petrol driven, including petrol and oil (**TTC New & Old – 2**)  
2 x Blower, petrol driven leaf blower (**Traffic Training College New & Old – 2**)  
2 x Sheers (**Traffic Training College New & Old – 2**)  
2 x Spades (**Traffic Training College New & Old – 2**)  
2 x Fork (**Traffic Training College New & Old – 2**)

- 1 x Chopper (**Traffic Training College New & Old – 1**)
  - 2 x Extension Ladder to reach gutters + 1x4 step ladder (**TTC New/Old 2 + 1**)
  - 1 x Chainsaw (**Traffic Training College New & Old 1**) **On request only**
  - 2 x Rakes for leaves**
  - 2 x Brooms to sweep**
  - 2 x 30m hose pipes with connectors**
  - 2 x heavy duty extension cord 50 meters on reels**
- All necessary consumables and replacement of worn out equipment.**

**NOTE : THE CONTRACTOR MUST PROVIDE A FULL INVENTORY LIST TO THE DEPARTMENT FOR ALL EQUIPMENT BEFORE COMMENCING WITH THE CONTRACT**

(i) **SHE Bins**

Every Cubicle in the Female toilets including toilets for People with Disabilities must have a SHE Bin. The Contractor will be required to obtain approval from the Department for the type of SHE Bin which will be placed in the toilets. Each SHE Bin must have a “SHE Tablet” at all times (disinfectant). The contractor will be responsible for providing the “SHE” Bins and will arrange for the disposal of the waste as per the applicable Regulations.

6.2 **Decontamination and Deep Cleaning of Offices/Buildings (Affected Areas) for Positive Cases of COVID-19**

All Cleaning must be done in terms for the COVID-19 Occupational Health and Safety Regulations.

1        **The Service Provider will be required to comply with the following:**

(a) **Disinfecting of affected areas**

2

- The Service Provider must utilise approved chemicals when disinfecting.
- All common areas eg. Passages, Toilets, Kitchens, Meeting Rooms, Lifts, Stairways, Hand rails must be disinfected on the affected floors.

3

(b) **Deep Cleaning**

4

- Cleaning of Walls
- Cleaning of Windows
- Steam Cleaning of Carpets and chairs
- Cleaning of Office furniture and equipment
- Cleaning of Doors
- Cleaning of Hard Surfaces i.e. Door handles, Window Handles, handrails
- Approved surfaced disinfectant must be used for deep cleaning.

(c) **State-owned vehicles**

5

6        All vehicles utilised by the infected person must be disinfected.  
7        (Seats, door handles, door panels, dashboard, door pillars, windows, steering wheel, gear lever, park brake)

8

9

10       **Mandatory Requirements**

11

12 The Service Provider will need to provide a certification of chemicals utilised when disinfecting the affected area(s) and that the affected area / office / vehicle has been disinfected.

13

- 14 The Service Provider must comply with all Occupational Health and Safety Legislative mandates.  
15  
16 All Cleaning Staff must wear the required Personal Protective Equipment (PPE).

6.3 **Consumables**

The cleaning detergents/chemicals excluding those utilized in the kitchens.

6.4 **Polishers**

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

6.5 **Bin liners**

Bin liners are to be provided for rubbish bins and SHE bins.

6.6 **Dusting of blinds**

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

6.7 **Installation of dispensers**

Assist the caretakers with the installation/replacement of Dispensers ie. Toilet Roll Holders, Paper Towel, Seat Wipes etc.

6.8 **Board/Committee Rooms**

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

6.9 **Staff**

A minimum of 35 staff are required on the site, made up as follows:

**(A) Head Office, 172 Burger Street (including D Block – 224 Prince Alfred Street)**

- 26 females
- 12 Males
- 1 Supervisor (Male or Female)
- 1 Manager (On Site)

**(B) Motor Transport Services – Prince Alfred Street**

- 1 Supervisor
- 11 females
- 4 males

**(C) Traffic Training College (Old – Prince Alfred Street and New- Burger Street), including Church**

- 1 Supervisor
- 8 females
- 5 male

**(D) Tembalethu Building (Burger Street)**

- 4 Females
- 2 Males



### **Total Staff Requirements**

Manager	1
Supervisor	3
Female	49
Male	23
<b>TOTAL</b>	<b>76</b>

#### **6.10 Safety Procedures/Regulations**

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

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

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

#### **6.11 Track record of previous work/contracts carried out by the bidder**

The Contractor must supply a résumé of previous work/contracts carried out. The track record shows the experience of the company and this will assist the department for selection purposes.

##### **Target group**

Black Women, Youth, Co-Operatives and People with Disabilities especially Africans.

#### **6.12 Bargaining Council Registration**

All Contractors applying for the Tender must be registered with the Bargaining Council and a Certificate to this effect must accompany the tender documentation.

#### **6.13 Cleaning of Water Coolers**

The service provider will be required every 2 months to ensure that all water coolers and filters are sanitized and cleaned and returned within 36 hours (15 coolers at MTS )

**SECTION N**

**SCHEDULE OF VARIATIONS FROM GOODS OR SERVICES INFORMATION**

(This form is to be used whenever it is applicable)

Should the Bidder wish to make any departure from or modifications in the Special Conditions of Contract, Specifications, Schedule list of Prices/ Quantities/ Drawings or to qualify the bid in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original bid documentation.

SECTION	PAGE	VARIATION: CLAUSE OR ITEM

**SIGNATURE OF BIDDER:** .....

**DATE:** .....

**SECTION O**  
**SCHEDULE OF ALTERNATIVE BIDS**  
(This form is to be used whenever it is applicable)

Consideration will be given to alternative offers which the bidder may wish to submit. Such offers shall be described, measured and priced in sufficient detail to enable the Province to evaluate the alternative. He/she shall set out his/her proposal clearly hereunder or alternatively make photocopies of the original bid documentation.

SECTION	PAGE	ITEM

**SIGNATURE OF BIDDER:** .....

**DATE:** .....