

REQUEST FOR BID

ISSUED BY:



KWAZULU-NATAL PROVINCE
TRANSPORT
REPUBLIC OF SOUTH AFRICA

POSTAL ADDRESS: PRIVATE BAG X9043
PIETERMARITZBURG
3200

PHYSICAL ADDRESS: INKOSI MHLABUNZIMA MAPHUMULO HOUSE
172 BURGER STREET
PIETERMARITZBURG
3200

TELEPHONE NO: **[033 355 8619]**

BID NUMBER: ZNB02808/00000/00/HOD/GEN/25/T

BID DESCRIPTION: PANEL FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 36 MONTHS (3 YEARS)

DETAILED SPEC.: KINDLY REFER TO PAGE 30-37 FOR THE TERMS OF REFERENCE

CLOSING DATE: **18 DECEMBER 2025**

DIRECTORATE: CORPORATE SUPPORT SERVICES

SUBMITTED BY:

COMPANY NAME:	
CENTRAL SUPPLIER DATABASE NUMBER:	

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SECTION A: SBD1 - INVITATION TO BID

Invitation to Tender – Bid No.: ZNB02808/00000/00/HOD/GEN/25/T

Suitable service providers are invited to bid for: **PANEL FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 36 MONTHS (3 YEARS)**

Tender documents will be available on the www.kzntransport.gov.za and www.etenders.gov.za website at no charge and must be downloaded. A **compulsory briefing session** will be held by the department with interested bidders. Details of the briefing session are below:

Date: 24 NOVEMBER 2025
Time: 10:00 am
Venue: McDONALD THEATRE

Any SCM related enquiries may be directed to:

Name: Nonhlanhla Manukuza
Tele: 033 355 8893
Email: Nonhlanhla.Manukuza@kzntransport.gov.za

Any technical related enquiries may be directed to:

Name: Jabulani Ncube
Tele: 033 355 8619
Email: Jabulani.Ncube@kzntransport.gov.za

Closing of bids:

Date: 18 DECEMBER 2025
Time: 11:00 am

NB: Bids sent via telegraphic, telephonic, telefax, facsimile and late bids will not be accepted. Bids must be deposited in the bid box located at the address specified below:

Bids must be deposited in the bid box located at the address specified below	The department has introduced an automated process where bids are submitted both hard copy and electronic .
KwaZulu-Natal Department of Transport Inkosi Mhlabunzima Maphumulo House 172 Burger Street Pietermaritzburg 3200	Electronic copy must be submitted to the department via memory stick at 172 Burger Street, Pietermaritzburg, 3200 The electronic submission is limited to Tender Section, Form of Offer and Supporting Documents.

NB: Rates shall be increased annually as prescribed by Bargaining Council as soon as when it is gazetted

Part A: Invitation to Bid (Returnable Form)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNB02808/00000/00/HOD/GEN/25/T	CLOSING DATE:	18/12/2025	CLOSING TIME:	11:00
DESCRIPTION	PANEL FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 36 MONTHS (3 YEARS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Inkosi Mhlabunzima Maphumulo House					
172 Burger Street, Pietermaritzburg, 3201					
Monday to Friday: 07h30 until 16h00					
Under no circumstances must bidders submit their bids to the official whose name appears on the enquiries.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nonhlanhla Manukuza		CONTACT PERSON	Jabulani Ncube	
TELEPHONE NUMBER	033 355 8893		TELEPHONE NUMBER	033 355 8619	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Nonhlanhla.Manukuza@Kzntransport.gov.za		E-MAIL ADDRESS	Jabulani.Ncube@kzntransport.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT / REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CSD No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ NO [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?			☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

Part A: Invitation to Bid (Returnable Form) Continued...

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

Part B: Terms & Conditions of Bidding (Returnable Form)

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

SECTION B: 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, Department of Transport's SCM Policy.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice 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 completed 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 and telegraphic 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 initiated.
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 C: AUTHORITY TO SIGN

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I)	(II)	(III)	(IV)	(V)	(VI)	
CLOSE CORPORATION	COMPANIES	SOLE PROPRIETOR	PARTNERSHIP	CO-OPERATIVE	JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough, please list all the directors in the resolution letter)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

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.
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 the 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

This is to certify that, I (name of bidder/'s authorized representative)
who represents (state name of bidder)
with CSD Registration Number (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 of the date of submission of 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 cancellation of the contract that may be awarded on the basis of this bid.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION G: SBD3.3 -PRICING SCHEDULE (FIRM PRICES)

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: ZNB02808/0000/00/HOD/GEN/25/T
Closing Time: 11:00	Closing date: 18 DECEMBER 2025

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

NOT APPLICABLE AT THIS STAGE

Cleaning services for the following offices:

- Head office, 172 Burger Street (including D Block – 224 Prince Alfred Street)
- Motor Transport Services – Prince Alfred Street
- Traffic Training College (Old- Prince Alfred Street and new – Burger Street), including Church
- Tembalethu Building (Burger Street)
- Hyslop Road

-	Required by:	Department of Transport 172 Burger Street Inkosi Mhlabunzima Maphumulo House Pietermaritzburg 3200
-	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.

Document: Bid No.: ZNB02808/000000/00/HOD/GEN/25/T

Any enquiries regarding bidding procedures may be directed to:

Any SCM related enquiries may be directed to:

Name: Nonhlanhla Manukuza
Tele: 033 355 8893
Email: Nonhlanhla.Manukuza@kzntransport.gov.za

Any technical related enquiries may be directed to:

Name: Jabulani Ncube
Tele: 033 355 8619
Email: Jabulani.Ncube@kzntransport.gov.za

SECTION H: SBD4 - BIDDER'S DISCLOSURE

1. Purpose of the Form

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

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

2. Bidder's Declaration

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? Please Tick:

YES	NO
☐	☐

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

Full Name	Identity Number	Name of State Institution

- 2.3. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? Please Tick:

YES	NO
☐	☐

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

2.4. If so, furnish particulars:

.....

.....

2.5. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

Please Tick:

YES	NO

2.6. If so, furnish particulars:

.....

.....

3. Declaration

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

- 3.1. I have read, and I understand the contents of this disclosure.
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² 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.

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

I certify that the information furnished in Paragraphs 1, 2 and 3 above is correct. I accept that the state may reject the bid or act against me in terms of paragraph 6 of the PFMA SCM Instruction 03 of 2021/22 on preventing and combating abuse in the Supply Chain Management System should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION I: SBD6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- a) the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state:

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
Price	N/A
Specific Goals	N/A
Total points for Price and Specific Goals	N/A

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

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

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide

goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**
3.2.1 **POINTS AWARDED FOR PRICE**

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

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

NOT APPLICABLE AT THIS STAGE

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
N/A	N/A	
N/A	N/A	
N/A	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of Company/Firm:

4.4. Company Registration Number:

4.5. Type of Company/Firm:

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

NOT APPLICABLE AT THIS STAGE

SECTION J: SBD7.2 - CONTRACT FORM – RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the services described in the attached bidding documents to the KwaZulu-Natal Department of Transport in accordance with the requirements and terms of reference stipulated in Bid Number **ZNB02807/00000/00/HOD/GEN/25/T** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

2.1. Bidding documents, viz:

- i) Invitation to bid.
- ii) Tax clearance certificate.
- iii) Pricing schedule(s).
- iv) Terms of Reference.
- v) Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022.
- vi) Declaration of interest.
- vii) Special Conditions of Contract.

2.2. General Conditions of Contract; and

2.3. Other (specify).

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

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

Name (Print):

Capacity:

Signature:

Name of Company/Firm:

Date:

Witnesses:

1

2.

Date:

CONTRACT FORM – RENDERING OF SERVICES

NOT APPLICABLE AT THIS STAGE

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number dated for the rendering of services indicated in the terms of reference.
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the deliverables.
4. I confirm that I am duly authorised to sign this contract.

Signed aton.....

Name (Print):

Signature:

Official Stamp:

Witnesses:

1

3.

Date:

SECTION K: GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 that 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

- 4.1. 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.
- 4.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 1.1. 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:
- i) 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
 - ii) 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.

11.2. Upon appointment by the Head of Department the service provider will be required to have a Professional Indemnity insurance of a minimum cover of R10 million.

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 fulfilment 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 contract 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:
- a) the name and address of the supplier and / or person restricted by the purchaser;
 - b) the date of commencement of the restriction
 - c) the period of restriction; and
 - d) the reasons for the restriction.

23.6.1. 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.

SECTION L: SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable 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. Successful bidders will be appointed for a period 36 months (3 Years).
- 1.2. The Department reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

2. Evaluation Criteria

- 2.1 There are three (3) main stages in the selection process, namely, ensuring that bids comply with the Mandatory Requirements, Administrative Compliance, and Functionality Criteria.

Stage 1- Mandatory Requirements

BIDDERS WHO DO NOT COMPLY WITH THE FOLLOWING REQUIREMENTS WILL NOT BE EVALUATED FURTHER.

a) Valid registration with the *Bargaining Council for the Contract Cleaning Industry (South Africa) (BCCCI)*

Bidder must submit valid BCCCI registration certificate

b) Valid Compensation for Occupational Injuries and Diseases Act (COIDA) certificate

Bidders must submit a valid COIDA letter of good standing

Stage 2- Administrative Compliance

Completion of Compulsory Bid Documents

Check and verify compliance with the submission and completion of compulsory bid documents, namely, Sections A to L. Failure to comply with any of the sections contained in the bid document will render the bid invalid.

The following documentation must be submitted:

Section	Description	Yes	No	Remarks
A	SBD1 - Invitation to Bid.			
B	Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms			
C	Authority to sign			
D	Registration on the Central Suppliers' Database			
E	Declaration that Information on Central Suppliers Database is correct and up to date.			
F	Official Briefing Session Form			

G	SBD3.3 - Pricing Schedule-Not applicable at this stage			
H	SBD4 - Declaration of interest			
I	SBD6.1 - Preference points Claim Form-Not applicable at this stage			
J	SBD7.2 - Contract Form-Not applicable at this stage			
K	General conditions of contract			
L	Special conditions of contract			
M	Terms of Reference			

Stage 3 – Functionality

All proposals will be scored in terms of functionality criteria included in the table below. Only bidders that score **60% (60 Points)** and more in respect of functionality will proceed to the next stage of evaluation. The scores awarded will be calculated as the average of all Bid Evaluation Committee members' scores.

	Criterion	Description	Points	Means of verification
1.	Company Experience and Track Record (50)	Demonstrated relevant experience in providing Cleaning Services in the last 5 years.	50	Attach Appointment Letters/Official Orders AND Signed reference letters (on client's letterhead) from satisfied previous clients. The letter must have all the contact information of the previous client
		Organisation has successfully completed 5 or more similar projects within the last 5 years	50	
		Organisation has successfully completed 4 similar projects within the last 5 years	40	
		Organisation has successfully completed 3 similar projects within the last 5 years	30	
		Organisation has successfully completed 2 similar projects within the last 5 years	20	
		Organisation has successfully completed 1 similar projects within the last 5 years	10	
2.	Site Manager (Bidder to submit CV of 1 Site Manager)	Demonstrated Site Manager's experience in managing similar projects	20	Attach CV with contactable references
		Supervisor has 5 years' experience in supervision of garden services staff	20	
		Supervisor has 4 years' experience in supervision of garden services staff	15	
		Supervisor has 3 years' experience in supervision of garden services staff	10	
3.	Supervisor's Experience (Bidder to submit CV's of 3 Supervisors)	Demonstrated experience in supervision of cleaning services staff for SUPERVISOR 1	10	Attach CV with contactable references
		Supervisor has 3 or more years' experience in supervision of garden services staff	10	
		Supervisor has 2 years' experience in supervision of garden services staff	7	
		Supervisor has 1 years' experience in supervision of garden services staff	5	
		Demonstrated experience in supervision of cleaning services staff for SUPERVISOR 2	10	

	Criterion	Description	Points	Means of verification
		Supervisor has 3 or more years' experience in supervision of garden services staff	10	Attach CV with contactable references
		Supervisor has 2 years' experience in supervision of garden services staff	7	
		Supervisor has 1 years' experience in supervision of garden services staff	5	
		Demonstrated experience in supervision of cleaning services staff for SUPERVISOR 3	10	Attach CV with contactable references
		Supervisor has 3 or more years' experience in supervision of garden services staff	10	
		Supervisor has 2 years' experience in supervision of garden services staff	7	
		Supervisor has 1 years' experience in supervision of garden services staff	5	
Total Points			100	
Minimum Passing Score (60%)			60	

3 Bid Appeal Tribunal (BAT)

The Bid Appeals Tribunal was established per the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 3.1 The bidder must, within five working days of receipt of the notification of an award, deliver written notification of an intention to appeal.
- 3.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 3.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 3.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 3.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days. The address provided for the lodging of appeals is:

c) Via email to:

Batsecretariat@kzntreasury.gov.za; or

d) Via post/hand delivery to:

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



transport

Department:
Transport
Province of KwaZulu-Natal
'prosperity through mobility'

INKOSI MHLAHBUNZIMA MAPHUMULO HOUSE

PRIVATE BAG X9043, PIETERMARITZBURG, 3200

172 BURGER STREET, PIETERMARITZBURG, 3201

SECTION M: TERMS OF REFERENCE

PARTICULARS OF CLEANING SERVICE

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

A	FLOOR SURFACES			
	Cleaning required		Frequency	
	1.	Vinyl		
		(a) Clean and seal	Initially	
		(b) Sweep	Daily	
		(c) Burnish	Weekly	
		(d) Strip and re-coat	As necessary but not less than 6 months	
	2.	Wood Parquet		
		(a) Sweep	Daily	
		(b) Polish	Daily	
	3.	Marble / Terrazzo / Concrete		
		(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	
	4.	Carpets and Carpet tiles		
		(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	
	5.	Toilets		
		(a) As for vinyl / tiled surfaces at 4.A.1 and 4.A.3 above. In addition:		
		(b) Disinfect	Every two Hours	
	6.	Storerooms / Archives		
		As for floor surfaces at 4.A.1 to 4.A.4 above	Weekly	
	<u>NB</u> 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	WINDOWS, WINDOW SILLS AND LEDGES		
		1.	Wash internal and external window panes	Every 3 months
		2.	Dust interior sills	Daily
		3.	Wash exterior sills and ledges	Monthly

C	WALLS AND PAINTWORK	
	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
D	WINDOW FRAMES, DOOR FRAMES, FANLIGHTS, BALUSTRADES, DIRECTION BOARDS	
	1.	Dust Daily
	2.	Wipe down As necessary but not less than once every month
E	HARD SURFACES INCLUDING DOORKNOBS AND WINDOW CATCHES, COUNTERS	
	1.	Disinfect and Clean Every Two Hours
	2.	Polish with approved material, eg. Brasso Monthly
F	DUSTING: as specified elsewhere, as well as the following:	
	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
G	TOILETS AND WASHROOMS	
	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
H	TOILET REQUISITES (SUPPLIED BY DEPARTMENT)	
	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.	 Check daily and replenish when necessary
	4.	 Check daily and replenish when necessary
	6.	 Check daily and replenish when necessary
I	TOILET REQUISITES (SUPPLIED BY CONTRACTOR)	
	1.	Females toilets cubicles :153 Males toilets cubicles : 115 Disabled females toilets cubicles : 10 Disabled Males toilets cubicles : 6 Unisex toilets cubicles : 7 Urinals:92 Total number of toilets cubicles: 291 <u>HYGIENE REQUIREMENTS</u> Wall mounted auto sanitizers for toilets cubicles and Urinals. Once Off supply and monthly maintenance Wall mounted toilets seats wipes dispensers plastic with detergent disinfectant wipes. Once Off supply and monthly maintenance 20 litres plastic foot pedal operated sanitary bins, bin liners and disinfectant tablets. Once Off supply and monthly maintainer All Hygiene requirements to be maintained, replenished monthly.

J	OFFICE FURNITURE	
	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
K	KITCHENS	
	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
	BOARDROOMS/TRAINING ROOMS	
	1.	Supply of Water in jugs (Jugs Provided by the Department) Twice Daily and for Meetings as and when required
M	BASEMENT PARKING, EXTERNAL COVERED PARKING, TARMACADAM, BRICK PAVED AND CONCRETE AREAS	
	1.	Sweep Daily
	2.	Hose down When necessary, but at least once a month.
N	ROOF AREAS AND GUTTERS	
	1.	Remove all debris and growths, sweep and clean Monthly
O	EXTERNAL SUN HOODS	
	1.	Sweep and wash down Monthly
P	FOYER AND ENTRANCE HALLS	
	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
Q	LIFTS	
	1.	Clean/sweep interior and door tracks Daily
	2.	Wash/Wipe interior, including mirrors Daily
	3.	Clean exterior doors Weekly
R	STAIRS, STAIRWELLS AND BALCONIES	
	1.	Dust balustrades and fittings Daily
	2.	Sweep stairs, landings, treads and risers Daily
	3.	Wash Weekly

S	WASTE DISPOSAL		
	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
T	MISCELLANEOUS		
	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.	Preparing, serving tea and washing dishes	Official meetings(If/When Required)

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 specialized equipment may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

6. SPECIAL REQUIREMENTS

The Cleaning Contractor must provide the following:

6.1 Equipment

- a) Vacuum cleaners:
The contractor must provide a minimum of 34 vacuum cleaners for offices.
 - Traffic Training College New – 2
 - Traffic Training College Old – 1
 - Head Office -23
 - Motor Transport Services -2
 - Thembaletu -3
 - Hayslop Road- 3
- b) Carpet Cleaner (Industrial) **X4** : Tank capacity 30/30 litres
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) Buffing machine/ Floor Scrubber with brush and pads **X 6** : 150 rpm, 150 drive speed
- d) Vacuum Cleaners **X 34**: 1000W with wheels
- e) High Pressure Cleaner **X 5**: 2200w
- f) Leaf blower petrol **X 5**: 18VRX compact, 80m/s of air flow
- (g) SHE Bins: 170 Once Off

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.

NOTE: EQUIPMENT TO BE ON SITE ALL THE TIME.

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

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.

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

(a) Disinfecting of affected areas

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

(b) Deep Cleaning

- 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.
- Lifts Cleaning

(c) State-owned vehicles

All vehicles utilised by the infected person must be disinfected.

(Seats, door handles, door panels, dashboard, door pillars, windows, steering wheel, gear lever, park brake)

Requirements:

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

6.3 Consumables

SABS approved cleaning detergents to be provided by the Contractor monthly

- Domestic Cleaner/ Gem Gel (25Lx3)

- Stripper (25Lx3)
- Floor shine (25Lx3)
- Pine Gel (25Lx3)
- Air Freshner (25Lx3)
- Window Cleaner (25Lx2)
- Handy Andy (25Lx2)
- Sunlight Liquid (25Lx3)
- Brasso (5Lx2)
- Deo Block (5Lx3)
- Wood furniture polish 300ml (150 cans)
- Carpet Shampoo(25Lx3)
- Dash (25Lx3)
- Weed killer (5L X2)
- Office bin liners X700, replace monthly
- Refuse bags X700, replace monthly
- Sanitary towel receptacles 2000 monthly
- Sponges cleaning X 100, replace monthly
- Sourer sponges X 100, replace monthly
- Green hand pads X 100, replace monthly
- Microfibre cleaning cloths colourful X 240, replace after three months
- Green household gloves X60, replace monthly
- Dish cloths X100, replace after three months
- Kitchen swabs X100, replace after three months
- Disposable cups X 2000 a month

Once Off

- 20 Litre buckets with mop wringer X 60
- Fan mops holder spring clip X 60
- Mop heads 400g/500g X 60
- Mops with wooden handle metal socket 200g for cleaning kitchens X 50
- Wet Floor signs X 60
- Microfibre mops X 30
- Dust pan sets X 60
- Microfibre cleaning cloths colourful X 240, replace after three months
- Green household gloves X60, replace monthly
- Dish cloths X100, replace after three months
- Kitchen swabs X100, replace after three months
- 5L buckets X 60
- Soft bristle brooms X 30
- Spray bottles X 60
- Feather dusters X 60
- Scrubbing brush brooms X 10
- Foldable Step ladders (6 steps 115kg workload) X 6
- Extension Cords 16A Metal 30 meters Reel X 8
- Extendable window cleaning squeegees X 10
- Briers gardening gloves, seed and weed waterproof X 25
- Water Cooler hot and cold 40litres X3
- Water Bottles 10 liters X3

6.4 Polishers

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

6.5 Bin liners

Bin liners are to be provided for Office rubbish bins and SHE bins and must be changed daily.

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 **89** 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
- 3 males

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

- 6 females (New TTC)
- 2 females (Old TTC)
- 3 males

(d) Tembalethu Building (Burger Street)

- 7 Females
- 3 Males

(e) Hayslop Road

- 8 Females
- 4 Males
- 1 Supervisor

Total Staff Requirements

Site Manager	1
Supervisors	3
Females	60

Males	25
TOTAL	89

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.

6.12 Bargaining Council Registration

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

6.13 Standard colour of uniforms with Company Logo with name badges. PPE to be allocated to all staff.

6.14 Cellular Phones

The Contractor must provide a cellular phones, which must be kept by the Supervisors and site manager. 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.