



**BID NO: SCMU10-23/24-0019**

**FOR**

**CLEANING OF OFFICES FOR GRAHAMSTOWN FOR 36 MONTHS.**

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**NAME OF BIDDER:** \_\_\_\_\_

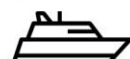
**CSD NUMBER:** \_\_\_\_\_

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## **BID DOCUMENT**

### **ISSUED BY**

**Supply Chain Management Unit  
Department of Transport  
Private Bag x 714  
GRAAFF-REINET  
6280**



For ease of reference, Bidders shall enter their Price in the space provided below:

Bid Sum (amount in words) .....

.....

.....inclusive of VAT

Bid Sum (amount in figures) R.....inclusive of VAT

NAME OF BIDDER: .....

SIGNED ON BEHALF OF THE BIDDER: .....

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## **SECTION 1: BID NOTICE**

## INVITATION TO BID

### BID NOTICE NO.: SCMU10-23/24-0019

Bids are hereby invited for the provision of **CLEANING OF OFFICES FOR GRAHAMSTOWN FOR THIRTY-SIX (36) MONTHS.**

Bid documents will be available as from **09h00** on **20 October 2023** from the Departmental website ([www.ectransport.gov.za](http://www.ectransport.gov.za)) and E-portal on the following website: [www.e-tenders.gov.za](http://www.e-tenders.gov.za).

**No** compulsory tender briefing meeting will be held. Bidders are advised to visit the offices of the Department of Transport, Grahamstown in their own time to view the building/offices as this will assist when doing costing.

The completed Bid documents must be placed in a sealed envelope, clearly marked: **SCMU10-23/24-0019; CLEANING OF OFFICES FOR GRAHAMSTOWN FOR 36 MONTHS.**, and be deposited in the Bid Box situated at No 1 Raynolds street, Industrial Area, Grahamstown not later than 11H00 on **16 November 2023**, when the bids will be opened in public.

Bidders must take particular note of the following:

- Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations.
- Bidders must have registered on the Centralised Supplier Database prior submitting the bid document. The Department of Transport will not sign a contract with any service provider before the Registration on the Central Supplier Database (CSD) has been confirmed.
- Bidders must also submit a Tax Compliance Status PIN code in order to verify their tax status with SARS
- Service providers who have done cleaning service or a similar service with a minimum value of **R200 000.00** over 12 months and proof be provided (please completion certificate / or reference letter) failure to submit will render the bid **non-responsive**.
- **Bidders are required to submit a copy of Valid Letter of Good Standing from the Compensation Commissioner or FEMA with the document and failure to do will render the bid non-responsive.**
- **Bidders are required to pay the employees as per the south African Labour rates**

No late, posted, telephonic, or faxed bids / proposals will be considered.

The lowest / any bid will not necessarily be accepted.

Enquiries should be directed to:

Technical Enquiries: Nondumiso Mala  
Telephone number: 061 312 5852  
Email: [Nondumiso.mala@ectransport.gov.za](mailto:Nondumiso.mala@ectransport.gov.za)

Supply Chain Management: Thandi Mafani  
Telephone number: 072 690 1534  
Email: [thandi.mafani@ectransport.gov.za](mailto:thandi.mafani@ectransport.gov.za)

**FOR COMPLAINTS, FRAUD AND TENDER ABUSE:  
CALL: 0800 701 701**

**Furthermore**

- Bidders are required to be registered with Central Supplier Database (CSD) prior to submitting this bid (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.

## **SECTION 2: BID CONDITIONS**

## **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract given in Section 3 and the Department's Policy on Supply Chain Management shall apply to this contract.

### **2. BID FORM**

All bids shall be made on the bid forms incorporated in this document.

### **3. EVIDENCE OF EXPERIENCE OF BIDDERS**

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details:

Employer for whom the work was performed;  
Nature of work;  
Value of work;  
Year completed.  
Recommendation / reference letter from previous work completed.

Failure to complete this statement may prejudice the bid as being submitted by an inexperienced Bidder and it may be rejected for such reason.

### **4. COMPLETION OF BIDS**

The Bidder shall complete all forms in black ink.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the Bidder. Failure to observe this rule may lead to the bid being disqualified.

Bids shall be ineligible for consideration unless submitted on the forms bound in this document.

A bid shall not be considered if alterations have been made to the bid form, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the Eastern Cape Department of Transport as early as possible during the bid period. Should any query be found to be of significance, The Eastern Cape Department of Transport will inform all Bidders accordingly as early as possible.



## **5. SUBMISSION OF BIDS**

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects.

Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable.

Bids, in sealed envelope clearly marked

**“Bid No: SCMU10-23/24-0019 CLEANING OF OFFICES FOR GRAHAMSTOWN FOR 36 MONTHS.** And the Bidder’s name and address, shall be deposited in the Bid Box situated at **Department of Transport, no 1 Raynolds Street, Industrial Area, Grahamstown, 6280**, not later than 11H00 on **16 November 2023** Bids may not be faxed or e-mailed. Bids shall be opened in public shortly thereafter. Late bids shall be rejected.

## **6. DATA TO BE FURNISHED AT BID STAGE**

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

## **7. WITHDRAWAL OF BIDS**

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by the Eastern Cape Department of Transport, before the closure of this bid.

## **8. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY**

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance.

The Service Provider shall indemnify the specified from any claim capable of being made against him either under the statute of common law in respect of any damage to any person or property arising out of the execution of this contract.

## **9. ACCEPTANCE OR REJECTION OF BIDS**

Bids may be rejected if they show any additional items not originally included in the bid document. Conditional or incomplete offers, irregularities of any kind in the bid forms, or if the bid rates and amounts are obviously unbalanced and the Bidder, after having been called upon to adjust same in a reasonable manner, fails to do so within a period of seven (7) days having received notification to that effect.

Province of the Eastern Cape  
 Department of Transport  
 Directorate: In-House Construction Unit

The Employer does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of a bid as it may deem expedient, nor will it assign any reason for the acceptance or rejection of any bid, be it the whole or part of a bid.

**10. SITE INSPECTION/BIDDERS MEETING**

No compulsory site inspection/bidders meeting will be held. Bidders are advised to visit the offices of the Department of Transport, Grahamstown in their own time to view building/offices as this will assist when doing costing.

**11. FAILURE TO RETURN BID DOCUMENTS**

A Bidder who does not submit a bid does not have to return the bid documents after the closing date for the receipt of bids.

**12. TAXES AND LEVIES**

Bidders shall include Value Added Tax (VAT) in their bid rates.

**13. EVALUATION OF BIDS**

Bids will be evaluated based on Price based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations thereto.

**Price:**

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

**Calculation of points for specific goals**

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	Min 0 Max 10	% ownership
black women ownership	Min 0 Max 10	% ownership
black youth ownership	Min 0 Max 10	% ownership
disabled people ownership	Min 0 Max 10	
(a) Local Municipality –	Min 0 Max 10	

**The points for specific goals will be distributed as per the table below.**

To Score points for Black Ownership the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%BOE (CIPC/ CSD)}{100} \times MHDI(Max = 5)$$

SGP= Specific goals points  
 MHDI= Maximum points for Historical disadvantaged individuals  
 BOE = Black Ownership Equity

<b>PREFERENTIAL SPECIFIC GOALS POINTS TABLE</b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system)</b>
<b>Historically Disadvantaged Individuals</b>		
Black ownership	8	% ownership as per CIPC / CSD
Women ownership	2	
Youth ownership	3	
<b>Locality:-</b>		
(a) Preferred address on the CSD in the <b>Eastern Cape</b> in the last 3 years.	7	
b) Alternative address on the CSD in the <b>Eastern Cape</b> in the last 3 years	4	
(c) Outside Eastern Cape no satellite office in Eastern Cape: (i) including preferred address less than 3 years. (ii) Alternative address less than 3 years	2	

➤ **Historically Disadvantaged Individual (HDI): Black Ownership**

Means a South African Citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections  
 Central Supplier Database (CSD) report will be used.

**It is the onus of the bidder to provide proof of ownership equity status**

➤ **Locality:**

Locality shall mean' Fully functional office within the Province of the Eastern Cape. Satellite shall mean an office with minimum staff of not more than 3 personnel running the office on fulltime. Locality Points will be allocated for proof of local office operations in Eastern Cape. The primary address on CSD and proof of ownership under the bidding company will be used for choice Locality.

**14. BID VALIDITY PERIOD**

Bids must remain valid for a period of NINETY (90) days from the closing date of the bid.

**15. ACCEPTANCE OF BID**

The Department does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

## **SECTION 3: GENERAL CONDITIONS OF CONTRACT**

**General conditions of Contract**

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za)
- Bidders must familiarize themselves with these GCCs

from the bidder (s) or contractor (s) concerned.

## **SECTION 4: SPECIFICATIONS/ TERMS OF REFERENCE**

## 1. PURPOSE

The Department of Transport, Grahamstown office needs the services of a reputable service provider to clean the offices for hygiene purposes. The contract will be for 36 months.

## 2. BACKGROUND

The IHC Grahamstown office does not have a contract for cleaning of the offices. We need to find a reputable service provider to clean the offices for hygiene purposes. We don't have cleaners now to clean the building. This is all inclusive of cleaning services and provision of cleaning material and toiletries for IHC Grahamstown Offices.

## 3. OBJECTIVES

To contribute towards the creation of a conducive work environment.

## 4. DURATION OF THE PROJECT

The preferred service provider will be expected to clean for 36 months upon receipt of the official purchase order.

## 5. SCOPE AND DELIVERABLES OF WORK:

### **CLEANING AND HYGIENE SERVICES**

The **SCOPE OF WORK INCLUDES THE FOLLOWING:**

- Cleaning services and provision of cleaning material and toiletries for IHC Grahamstown Office.
- The service provider is to ensure that once a quarter deep cleaning services are provided.
- The service provider is to ensure that the washing of carpets and furniture upholstery are provided. (Once a year)
- The service includes supply, deliver and cleaning of Metallic SHE bins with lids for three (03) female toilets.
- Supply, deliver Jumbo Toilet Roll
- Supply black bags and dispose trash
- Supply and deliver mini plastic bags for office bins.
- Provision of the 4 x 2 wheeled multi-colour bins, which will remain with the Department after the contract with waste types markers (wet, glass, waste).

Number of toilets			
<b>MALES</b>	6		
<b>FEMALES</b>	10		
<b>DISABLED</b>	1		
OFFICES			
<b>Kitchen</b>	2		
<b>Boardroom</b>	3		
<b>Stores</b>	2		
<b>Office (Rooms)</b>	35		

- **Square Meters of the building:**  
**The building is 1675m<sup>2</sup>**
- **Duration of Service.**
  - The intended term for the contract will be for a period of 36 months.
- **Normal working Hours**
  - Working days (Excluding public Holidays) Monday to Friday 08:00 – 16:00
  - It must be further noted, that the IHC Grahamstown Office has employees excess of 35 and these are sitting in three (3) separate buildings, Stores and Mechanical Workshop
    - And any extended operating hours will be communicated and agreed on, with the service provider should such a requirement be deemed.

## 6 STAFFING REQUIRED

### **The following number of cleaners is required with their necessary PPC and PPE:**

- 1 x Females Cleaners
- 1 x Male Cleaners
- 1 x Supervisor
- The service provider will provide its own transport for its employees
- The employees are to be provided by the contractor with correct PPC, for all weather conditions
- The Service Providers' staff must be paid full monthly salary, regardless of public holidays or annual shutdown.

## 7 EQUIPMENT

All equipment need to be of an acceptable quality standard. An acceptable quality standard would be equipment of a brand name that is recognized within the facilities management industry as being durable in construction and reliable in service. Each serviced area need to be allocated sufficient equipment per floor. Sufficient and separate gloves for each area should be provided for the cleaning of the bathrooms, kitchen and general area. These gloves should be replaced timeously.

### **We require proper cleaning cloths for various areas in colour codes as follows:**

- Red for Bathroom purposes
- Yellow for the workstations and equipment amongst other telephone equipment and computers
- Blue for the kitchen
- Vacuum Cleaners
- Brooms
- Mops
- Buckets
- Industrial Carpet Washer



Items	Tasks and Activities
1.	<p><b>DUSTING</b></p> <p>Unless otherwise stated, the under-mentioned should be dusted every Monday to Fridays with a soft cloth or a duster, which is recommended specifically for this purpose, and should be cleaned on daily basis:</p> <ul style="list-style-type: none"> <li>a) Contents of each room</li> <li>b) All surfaces and partitions</li> <li>c) Wooden panels</li> <li>e) <b><i>Stock items in Stores should be dusted once a month.</i></b></li> </ul>
2.	<p><b>BLINDS</b></p> <ul style="list-style-type: none"> <li>a) Dust blinds – weekly.</li> <li>b) Clean blinds – monthly</li> </ul>
3.	<p><b>DOORS</b></p> <ul style="list-style-type: none"> <li>b) Polish door knobs with an approved metal polish where applicable – weekly.</li> <li>c) Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required – weekly or on request</li> </ul>
4.	<p><b>GLASS PARTITIONING</b></p> <p>Wash all full height and low-level glass partitioning – daily.</p>
5.	<p><b>FURNITURE</b></p> <ul style="list-style-type: none"> <li>a) Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy, and should not come off on anything it comes into contact with after it has been polished – daily.</li> <li>b) Do not polish any laminated furniture.</li> <li>c) Remove all dirty spots from glass tops, desks and other furniture such as, bookcases, empty shelves in a proper way – once a week.</li> <li>d) Damp-Wash those parts of furniture covered in leather or imitation leather – twice daily.</li> <li>e) Treat upholstered or leather covered parts of furniture with an approved agent – monthly.</li> <li>f) Vacuum those parts of furniture covered with fabric – daily.</li> <li>g) Wipe telephones with a damp cloth using a suitable diluted disinfectant – daily</li> </ul>
6.	<p><b>INSIDE WALLS</b></p> <p>Remove all spots such as fingerprints on walls, and electric switches – daily.</p>
7.	<p><b>STAIRS</b></p> <ul style="list-style-type: none"> <li>a) Wipe banisters with a damp cloth – daily.</li> <li>b) Use polish on wooden banisters that will not scratch the surface, as required – monthly</li> <li>c) Clean all visible pipes - daily.</li> </ul>
8.	<p><b>FLOORS</b></p> <ul style="list-style-type: none"> <li>a) Clean all floors twice daily, morning and afternoon.</li> <li>b) <b><i>Should entry to offices or high traffic make it difficult to treat floors, it should be done after office hours or before office hours.</i></b></li> <li>c) Wash floors with an appropriate disinfectant – daily.</li> </ul>
9.	<p><b>CARPETS (wall-to-wall and loose)</b></p> <ul style="list-style-type: none"> <li>a) Vacuum all carpets – daily</li> <li>b) Thorough vacuuming as follows: High Traffic like passages, offices and Conference Facilities daily</li> <li>c) Clean spots or stains immediately on a daily basis. There should be guarded against the use of cleaning agents that could damage or discolour the carpets.</li> <li>d) The carpets should then be washed with an appropriate carpet washing machine. When carpets are washed, dirty marks or stains, should be removed after which the carpet should be thoroughly, vacuumed. It should be ensured at all times that the carpets do not become</li> </ul>

	<p>excessively wet. All water should be removed until the carpets are damp only. Occupants should be requested not to walk on the damp carpets, if possible. Washing of carpets will be done Regularly or when requested, after hours.</p>
10.	<p><b>RUBBISH REMOVAL</b></p> <p>a) Empty all waste bins in office, kitchen, bathrooms and general areas – daily.          b) All rubbish bins should be washed with an approved disinfectant.          c) Sufficient rubbish bags need to be provided twice weekly, to outline the bins in the kitchens, bathrooms or where necessary.          d) All rubbish bags will be removed from the containers with the rubbish intact and the containers will be outlined with new bags daily.          e) The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collecting points of rubbish bins provided for this purpose          f) Rubbish bags may not be dragged across floors or carpet tiles as the bags may be damaged.          g) The contractor will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated – daily.          h) Leaves, paper and other debris falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the contractor, and put in an appropriate place on the premises.</p>
11.	<p><b>KITCHENS</b></p> <p>a) Kitchen floors to be washed – daily          b) Counters tops to be washed – daily          c) Cupboards to be cleaned and washed inside weekly to avoid infestation</p>
12.	<p><b>BATHROOMS</b></p> <p>a) Bathroom floors to be washed – twice daily (morning &amp; afternoon)          b) Counters tops to be washed – daily          c) Toilet Pans, Covers, Urinals, Basins, and Taps are to be cleaned with approved disinfectant – twice a day,          d) An approved agent should be put in toilet pans to prevent deposits forming – weekly          e) All mirrors should be cleaned and polished – weekly          g) Approved agents should be put in basins and urinals to prevent clogging – weekly          h) Glazed and enamel surfaces should be washed with an approved liquid agent, no abrasives or scouring materials may be used          i) Toilet papers to be replaced twice during the day</p>
13.	<p><b>WINDOWS</b></p> <p>Windows must be washed inside and outside once a month or when necessary.          Company must provide own safety harness when cleaning windows</p>

## 8: SERVICE CONDITIONS

## 9. FIRE EXTINGUISHERS

The contractor and his employees shall under no circumstances make use of fire hose reels or other fire extinguishers on the site in the activities attached to the rendering of the services.

## 10. WARNING SIGNS

Clearly readable warning notices or signs shall be exhibited where needed, where the rendering of the cleaning services may cause injuries to any person(s).

## **11. INFLAMMABLE AND POISONOUS SUBSTANCES**

The contractor shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the Department for the rendering of the services or any other purposes.

## **12. DAMAGE COMPENSATION**

The contractor will be held responsible for any damage or thefts that may be caused, to the premises or contents, by him/her or his/her employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the Department against the contractor.

## **13. COMPLIANCE WITH ACTS AND REGULATIONS**

The contractor must comply with all the acts and regulations applicable to cleaning services.

## **14. TRAINING**

Cleaning staff needs to be trained in every aspect relating to the handling of all equipment that they use with regards to this contract. **The employer will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their "on site" staff members.**

## **15. ABSENTEEISM**

**All three personnel are required to be on duty from Monday to Friday throughout the duration of a contract. Should a staff member not be present at work a replacement is required by 10H00 of that day or earlier.**

## **16: GENERAL REQUIREMENTS**

- Tasks not specified in this document will be identified and mutually agreed between the Service Provider and the Department of Transport's Grahamstown Office.
- All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise).

## **17: REQUIREMENTS FROM SERVICE PROVIDER**

The Service Provider is required to:

- Conduct business in a courteous and professional manner.
- Provide the necessary documentation as requested prior to the Cleaning Service contract being awarded.
- **Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF and PAYE.**
- Ensure that all personnel working under this contract are in good health and pose no risk to any personnel in the Department's Offices.
- Comply with the IHC security and emergency policies, procedures and regulations.
- Maintain its equipment in good order so as to comply with the Department's Occupational Health and Safety Standards.
- **Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.**
- **Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers,**

The IHC reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.

- Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- Ensure that the Department is informed of any removal and replacement of personnel. For security reasons, the Department reserves the right to vet all personnel working under this contract.
- Provide the services of pest control and general cleanliness to the canteen and surrounding areas at his/her own cost.
- Demonstrate his modus operandi to the Department with regards to supplies delivered to site.
- Provide an on-site supervisor, available at all times.

#### 18. Invoice

- **The service provider to submit the invoice monthly with the order number appearing on the invoice.**
- **Data Sheet for work performed signed by the supplier and signed off by the end user.**
- **When the service provider submits invoices, they need to attached all the required documentation including a proof of payment for the salary employees.**

#### 19. The Department shall:

- Conduct business in a courteous and professional manner with the Service Provider.
- Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Shall provide a storage facility for equipment and materials.

### 20 Occupational Health and Safety

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

20.1 The contractor:-

- 20.1.1 acknowledges that it is fully aware of the terms and conditions of the Act;
- 20.1.2 acknowledges that it is an employer in its own right with duties and responsibilities as prescribed in the Act; agrees to ensure that all Services shall be performed and all equipment shall be used in accordance

With the provisions of the Act accepts accountability for its employees and sub-contractors to the extent that such employees and sub-contractors (including any other personnel) contravene the provisions of the Act;

- 20.1.3 agrees to comply with all rules and regulations implemented by or on behalf of the Employer relating to health and safety and will inform the Employer immediately should contractor for any reason be unable to comply with the provisions of the Act and such rules and regulations.

20.2 The contractor shall appoint a duly authorized representative to ensure the discharge of its duties in terms of Section 16(1) and (2) of the Act for the term of the contract.

20.3 The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

## **21. Service Level Agreement**

It is recorded that the Employer and the service provider may from time to time agree in writing to additional quality requirements and standards relating to the Services together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement and signed by both parties.

## **22. Breach and Termination**

Bidders are referred to General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract and delayed execution.

## **23. Loss and Damage**

Contractor hereby indemnifies the State/Employer/Institution and will hold the State harmless/Employer/institution, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

## **24. Transfer Management**

Upon termination of the contract for whatever reason contractor shall assist the Employer to transfer the Services to the Employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, contractor shall, to the extent required by the Employer, provide the Employer or the third party service provider with all information and documentation required to enable the Employer or such service provider to provide the Services, it being recorded that this obligation shall not oblige contractor to deliver any documentation which is proprietary or confidential to contractor.

## **25. Sub-Contractors**

The contractor may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given the contractor shall remain liable to Employer for the performance of the Services.

## **26. Strikes**

The Contractor undertakes that strikes by his personnel will not influence the rendering of this service.

## **27. Insurance and Indemnity**

27.1 The contractor shall be held responsible for any loss of, or damage to, or theft of, or destruction of any property belonging to the Department of Transport which he/she is

contracted to secure. The Contractor shall immediately inform the Department of such loss, damage, destruction or theft.

27.2 The contractor shall furnish to the Employer upon the effective date of this Agreement, insurance underwriter's certificates evidencing that the Contractor is in full compliance with all the above described insurance requirements (including the insuring of the Contractor's contractual liability under this Article) and that:

27.2.1 The Employer, its officers, agents and employees shall be named as additional insurers there under.

27.2.2 The Contractor's policy requires the insurer (s) to give thirty – (30) days prior written notice of any cancellation or material alteration of the policies of insurance, or any parts thereof in a manner adverse to the Employer.

27.2.3 The Contractor's insurers waive rights of subrogation against the Employer, its officers, employees and agents to the extent of the contractor's indemnification obligations set forth Herein: and

27.2.4 The Contractor's insurance policy is endorsed to include a cross-liability clause.

27.3 The Contractor agrees and hereby undertakes to indemnify, defend and save harmless, the Employer, its officers, employees and agents from and against any and all liability, damages, claims, thefts, losses, suits and actions (including but not limited to, any and all costs and expenses related thereto) brought or alleged against the Employer, its officers, employees and agents on account of allegations of or actual false arrest, violation of applicable security regulations, searches, liable, slander, theft or injury to or death of any person or damage to or destruction of any property of any party, directly or indirectly, arising out of or in any way related to or resulting from the negligent act or omission pursuant to this Agreement, excepting, however, such liability damages, claims, penalties, thefts, fines, losses, suits and action that are caused by a negligent act or omission of the Employer, its officers, employees and agents. The Contractor's liability under this indemnity shall be limited to the Public and Product Liability insurance coverage.

27.4 The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise, affects or might affect the Contractor and the Contractor shall have the right to participate in the defence of the same to the extent of its own interest.

## **27. Professional Indemnity, all Risks, Insurances, Warranties, guarantees, Licensing & on-site support.**

## **28. Minimum Requirements**

- Service providers who have done cleaning service or a similar service with a minimum value of R200 000.00 over 12 months and proof be provided (attach completion certificate / or reference letter) failure to submit will render the bid non-responsive.

The company past experience in relation to the scope of work;

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details: The bid award letter / signed contract must provide for the following information and must be in the client's letter heads.

- Nature of work;
- Duration of the contract;
- Value of work;
- Year completed.

**NB:** Failure to meet the above minimum requirement will render the bidder non-responsive and will not be considered.

### **29. Monitoring and Reporting**

- Establishment of the Project Management Steering committee to comprise of DOT Contracts Management, End User, Service Provider and any other stake holder relevant to the project
- The Departmental representative shall monitor performance and certify invoices prior to payment.

### **30. Duration of The Project**

- The term of the project will be thirty-six (36) months from the date of acceptance of the award/ purchase order.

### **31. Validity of BID**

- The validity of the offer is ninety (90) days.

### **32. General conditions of Contract**

- The latest general conditions of contract law will apply.
- Where special conditions of the contract are in conflict with these general conditions, the special conditions shall apply.

### **33. Special Conditions of Contract**

#### **a. Conditions of Contract**

- The service provider awarded the contract is expected to charge fees at the rates not higher than those issued by the Department of Labour
- The ceiling price of the bid to be completed on the **Pricing Schedule** form must reflect all costs including VAT and disbursements.
- No late, faxed, electronically transmitted, photocopied, incomplete, copies or unsigned bids will be accepted. Only original bids fully completed and filled in black ink will be accepted.
- The Department shall not enter into a contract where a company has directors, partners or employees who are employed by the state where permission has not been granted by the Executive Authority.
- All documents submitted and/or produced shall become the property of the DOT.
- The service provider undertakes to provide the professional resources required to attain the project objectives.

- Service Providers who have entered into a consortium / Joint Venture must attach signed agreements by all partners and each party thereto must comply with all the bidding requirements.
- Bidders are requested to submit one envelope marked on the outside indicating the name of the bidding company (Bidder) and the bid number;
- The overall price must be in **Rand** and must be inclusive of VAT where applicable;
- The selected service provider will have to sign a Service Level Agreement and SBD 7.2 contract form with the Department of Transport immediately upon acceptance of the bid.
- The service provider undertakes to act as an independent contractor in respect of all work to be done.
- The service provider shall, in all professional matters, act as a faithful adviser to the DOT and, in so far as any of its duties being discretionary, act fairly between DOT and third parties;
- The service provider shall execute and complete the work strictly in accordance with this contract to the satisfaction of the DOT;
- The service provider shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered;
- The service provider shall not have the power or authority to enter into any contract or otherwise to bind or incur any liability on behalf of the DOT;
- The service provider must be registered in the Centralised Supplier Database (CSD); The CSD registration report must have been printed at least ten (10) days prior the closing date of the bid
- It's the responsibility of every bidder to provide the Department with a SARS "PIN" to verify the tax compliance status at any time prior to the award of the bid.
- DOT will not be liable to reimburse any costs incurred by any service provider during the proposal /bidding process;
- The service provider shall attend meetings with officials whenever required to do so by the representative for the purpose of obtaining information or advice in regard to the work and assignments or any matters arising thereof;
- Replacement of candidates for this assignment will not be allowed except in extreme cases and the new candidates must possess the same educational and training qualifications or higher than that of the predecessor which will be agreed upon in writing between the service provider and the Department.
- All the submitted documents must be completed in full and signed where necessary.
- In cases where two or more bidders attain equal number of points in all aspects of evaluation, the bidder who has the highest points for specific goals will be the preferred bidder.
- If functionality is part of the evaluation process and two or more bidders attain equal number of points and preference points for specific goals, the bidder who has the highest points for functionality will be the preferred bidder.
- In cases where there is a tie in all aspects of evaluation then the award must be decided by the drawing of lots.



- Failure to submit the documentation as prescribed may lead to the bid being considered non-responsive and subsequently rejected / not considered.

### 34. Evaluation Criteria

- Bids will be evaluated on a 80/20 point system within the ambit of the Preferential Procurement Policy Framework Act (PPPFA) No.5 of 2000 and section 38(1)(a)(iii) of the Public Finance Management Act 1 of 1999 as amended by Act NO.29 of 1999 and Preference Procurement Regulations 2022;

### PRICE

The 80/20 preference points system:

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

Where

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

**NB: - The department is under no obligation to award the bid to the bidder scoring the highest or lowest points.**

### 35. Preferential Claims

Points scored for specified goals as contemplated by the PPPFA and its regulations are then calculated separately and added to the points scored for price to obtain the final score.

### 36. Specified Goals

Calculation of points for Preferential Points – specific goals will be allocated in the following manner

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system)
<b>Historically Disadvantaged Individuals</b>		
Black ownership	8	% ownership as per CIPC / CSD
Woman Ownership	2	% ownership as per CIPC / CSD
Youth Ownership	3	% ownership as per CIPC / CSD

<b>Locality:-</b>		
(a) Preferred address on the CSD in the <b>Eastern Cape</b> in the last 3 years.	7	
b) Alternative address on the CSD in the <b>Eastern Cape</b> in the last 3 years	4	
(c) Outside Eastern Cape no satellite office in Eastern Cape:  (i) including preferred address less than 3 years.  (ii) Alternative address less than 3 years	2	

### **37. Compulsory Briefing & Closing Date**

38. The closing date for submission is **16 November 2023** at 11h00. Documents will be submitted at the Department of Transport in 1 Raynolds Street, Industrial Area, Grahamstown, 6140.

39. No Compulsory Tender Briefing shall be held:

### **Submitted documents must be composed of the following:**

#### Tender check list

- SBD 1 - Invitation to Bid
- SBD 3.1 - Pricing Schedule
- SBD 4 - Declaration of interest
- SBD 6.1 - Preference Points Claim Form
- SBD 7.2 - Contract Form for Services
- Tax Compliance Status PIN / CSD registration report
- Letters of reference from previous clients (Must be in logo of that particular institution) with office telephone details.

#### **40. Bid Enquiries**

Please refer all enquiries to the following personnel:

Technical Enquiries: Nondumiso Mala

Telephone number: 061 312 5852

**Email:** [nondumiso.mala@ectransport.gov.za](mailto:nondumiso.mala@ectransport.gov.za)

Supply Chain Management: Thandi Mafani

Telephone number: 072 690 1534

**Email:** [thandi.mafani@ectransport.gov.za](mailto:thandi.mafani@ectransport.gov.za)

**SECTION 5: FORMS TO BE COMPLETED BY THE BIDDER**

**BID FORM**

**Bid No:** SCMU10-23/24-0019

**Closing time and date: 11h00 – 16/11/2023**

This bid shall remain binding for a period of 90 days calculated from the closing date of the bid

I/We the \*undersigned hereby offer to the Eastern Cape Department of Transport herein represented by the Accounting Officer (hereinafter referred to as the "Chief Executive", to provide all the personnel, equipment and everything which is or may be necessary in and for the **Cleaning of Grahamstown Office for 36 Months** in execution of the abovementioned Contract in accordance with the Specifications, Conditions of Contract and subject to the Bid Conditions, to the entire satisfaction of the Accounting Officer for the Bid Price (including VAT) of:

BID PRICE:	<b>36</b> months @	R.....per month	=	R.....
		14% VAT		R.....
		TOTAL		R.....

Full Trading Name:.....

Address (Business):.....

.....

Telephone No (Business):.....

Telex-/Fax No:.....

Bankers (specify branch and telephone No):.....

Registration number at EC Treasury:.....

I/We acknowledge that I/we am/are fully acquainted with the contents of the Bid Conditions and that I/we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my/our bid and that I/we elect domicilium citandi et executandi in the Republic at:

.....

.....

Has the declaration of interest (ECBD4) been duly completed? 

Yes		No	
-----	--	----	--

and included with the other bid forms?

Any bid received which does not include unit prices, itemized prices or any relevant information as requested in the specification may be rejected.

.....

WITNESS

.....

.....

PLACE

SIGNATURE OF BIDDER

.....

NAME OF BIDDER

.....

CAPACITY

.....

DATE

**SBD 1:**

**PART A  
 INVITATION TO TENDER**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT</b>					
BID NUMBER:	SCMU10-23/24-0019	CLOSING DATE:	16 November 2023	CLOSING TIME:	11:00am
DESCRIPTION	<b>CLEANING OF OFFICES FOR GRAHAMSTOWN FOR 36 MONTHS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
<b>DEPARTMENT OF TRANSPORT</b>					
<b>1 Raynolds Street</b>					
<b>Industrial Area</b>					
<b>Grahamstown</b>					
<b>6140</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:			
<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>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED (Attach proof of authority to sign this Quotation; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL QUOTATION PRICE (ALL INCLUSIVE)		
<b>QUOTATIONDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT		CONTACT PERSON	<b>Thandi Mafani</b>	
CONTACT PERSON	<b>Nondumiso Mala</b>		TELEPHONE NUMBER	<b>072 690 1534</b>	
TELEPHONE NUMBER	<b>061 312 5852</b>		E-MAIL ADDRESS	<a href="mailto:Thandi.mafani@ectransport.gov.za">Thandi.mafani@ectransport.gov.za</a>	
E-MAIL ADDRESS	<a href="mailto:nondumiso.mala@ectransport.gov.za">nondumiso.mala@ectransport.gov.za</a>				

## PART B

### TERMS AND CONDITIONS FOR QUOTATIONING

<b>1. QUOTATION SUBMISSION:</b>
1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTATIONING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE QUOTATION DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO QUOTATIONING INSTITUTION.
1.5. THIS QUOTATION 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE QUOTATION.
2.5 IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.
<b>3. QUESTIONNAIRE TO QUOTATIONING FOREIGN SUPPLIERS</b>
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**SBD 3.1**

**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: SCMU10-23/24-0019
Closing Time 11:00	Closing date: 16 November 2023

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

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

**SBD 4**

**SBD 4: 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 interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person

---

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. 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.

who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS**

**This form must be included additional to the SBD.4**

**1. In terms of section 30 of the Public Service Act;**

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

**2.**

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

**3. "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) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

**4. Should you indicate "yes" above, please provide the following details:**

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				

**5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.**

**6. DECLARATION**

I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

..... Signature

Date .....

Position ..... Name of bidder

**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**

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

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 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.

1.6 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.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.8 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.

1.9 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 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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 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 the 80/20 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 the 80/20 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 the 80/20 preference point system.

#### FORMULAE FOR CALCULATION POINTS

To Score points for Equity Ownership / Disability/ Locality the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%OE (CIPC / from BBBEE)}{100} \times MEO (Max = 4)$$

$$(e.g) \text{ Women Equity Ownership} = \frac{89}{100} \times 4 = 3,56$$

Where

SGP= Specific goals points

OE = Ownership Equity

MEO= Maximum points for Equity Ownership

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

***(Note to organs of state: Where the 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.)***



<b>PREFERENTIAL SPECIFIC GOALS POINTS TABLE</b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system)</b>
<b>Historically Disadvantaged Individuals</b>		
Black ownership	8	% ownership as per CIPC / CSD
Woman Ownership	2	
Youth Ownership	3	
<b>Locality:-</b>		
(a) Preferred address on the CSD in the <b>Beyers Naude local municipality</b> in the last 3 years.	7	
b) Alternative address on the CSD in the <b>Beyers Naude local municipality</b> in the last 3 years	4	
(c) Outside Eastern Cape no satellite office in Eastern Cape: (i) including preferred address less than 3 years. (ii) Alternative address less than 3 years	2	

**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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

**SBD 7.2**

**CONTRACT FORM – RENDERING OF SERVICES**

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

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**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to the Eastern Cape Department of Transport in accordance with the requirements and task directives/proposal specifications stipulated in Bid Number: SCMU10-23/24-0019 at the Price(s) quoted. My offer remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - i) Bidding documents, viz
    - Invitation to bid
    - Pricing schedule(s)
    - Filled in task directive/proposal
    - Preference Certificates in terms of the Preferential Procurement Regulations 2022
    - Special Conditions of Contract;
  
  - ii) General Conditions of Contract; and
  
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 fulfillment of all obligations and conditions devolving on me under this agreement as the principle 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 authorized to sign this contract.

**WITNESSES:**

1. .... DATE

2. .... DATE

.....  
NAME OF FIRM

.....  
CAPACITY

SIGNATURE OF BIDDER
---------------------

**SBD 7.2**

**CONTRACT FORM – RENDERING OF SERVICES**

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, ..... in my capacity as..... accept your bid under reference number SCMU10- 23/24-0019 dated 16/11/2023 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30(thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE POINTS CLAIMED
Cleaning of Grahamstown Office for 36 Months	R.....		

4. I confirm that I am duly authorized to sign this contract.

WITNESSES:

1. ....  
 .....  
 DATE
2. ....  
 .....  
 DATE

Official Stamp

SIGNATURE

## PRICING SCHEDULE

CLEANING OF GRAHAMSTOWN OFFICE FOR 36 MONTHS.							
ITEM	DESCRIPTION OF GOODS/SERVICES	Unit	Qty	Rate /unit price	Amount Year 1	Amount year 2	Amount year 3
<b>1</b>	<b>OFFICE CLEANING</b>						
1.1	Cleaning and provision of cleaning Material  (Provision of cleaning material and Personnel)	months	36		.....	.....	.....
1.2	Supply of double ply white toilet papers for the duration of the contract (supply 12 Toilet papers per day for 36 Months)	Rolls	9500		.....	.....	.....
1.3	Supply and replenish of Jumbo Toilet Roll (Supply 6 jumbo rolls per month)	Rolls	316		.....	.....	.....
1.4	Supply of 5 litre hand wash soap (every second month)	Litre	18		.....	.....	.....
1.5	Deep cleaning	Quarterly	12		.....	.....	.....
1.6	Carpet Cleaning & furniture upholstery	Annually	3		.....	.....	.....
1.7	Supply & Delivery of metallic SHE Bins (15 litre sanitary disposal bin, restroom femcare), and disposal at designated disposal site.	Once Off.	6		.....	.....	.....
1.8	4 swivel castor sets foot break ergonomic and robust in design certificate waste bin (240 Litre wheeled multi-colour bins)	Once Off.	8		.....	.....	.....
	<b>Sub-Total:</b>				.....	.....	.....
				Vat 15% [only if eligible and registered]	.....	.....	.....
	<b>TOTAL AMOUNT</b>				.....	.....	.....
	<b>TOTAL AMOUNT FOR YEAR ONE, TWO &amp; THREE</b>				.....		

# BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words):**

.....  
.....  
....., inclusive of VAT

**Total Price (amount in figures)**

R ....., inclusive of VAT

**NAME OF BIDDER:**

.....

**SIGNED ON BEHALF OF THE BIDDER:**

.....