



BID NUMBER

DOT-CHR-25/26-0001

DESCRIPTION:

**APPOINTMENT OF SUITABLE SERVICE PROVIDER TO
RENDER CLEANING SERVICES AT CHRIS HANI
DISTRICT OFFICES FOR THE CONTRACT PERIOD OF
TWELVE MONTHS (12)**

Issued by:

Supply Chain Management Unit

Department of Transport

Private Bag X7185

QUEENSTOWN

5320

NAME OF BIDDER: _____

CSD NUMBER : _____



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

INVITATION TO BID

BID NUMBER: DOT-CHR-25/26-0001

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER (S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF 12 (TWELVE) MONTHS.

CLOSING DATE: 20 MARCH 2025 | Time: 11H00

The completed RFQ (Request for Quotation) must be placed in a sealed envelope, clearly marked with the Bid number and the Nature of the Service, and be deposited in the Bid Box situated at 92 Cathcart Road, Sanlam Building, QUEENSTOWN, not later than **11H00 on 20 MARCH 2025**

Bidders must take particular note of the following:

- Service providers are kindly requested to submit price quotations on the attached pricing schedule for the specified items / service.
- By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website.
- In the case of a JV tender, each party must supply a valid tax certificate and a letter of good standing.
- The tenderers must ensure that they complete and sign the ECBD 1, ECBD 4, ECBD 6.1
- The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.
- Bidders must have provided supporting documentation as per the bid specification schedule requirement;
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
- Bidders should take note that price is not a determining factor to award the bid.



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Furthermore, quotation offers will only be accepted if:

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (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.
- All quotations shall be held valid for 60 days after the closing date. The Department reserves the right not to accept the lowest or any tender.
- The tender will be evaluated according to functionality and the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport 80/20 points system.
- The evaluation criteria will be as follows.

FUNCTIONALITY

1. Technical Concept	40
2. Company Experience	25
3. Locality	20
Total	85

- A bidder shall have to achieve at least 45 of 85 points for quality /functionality in order to be eligible for further consideration.

PRICING

PRICE	80%
SPECIFIC GOALS	20%
TOTAL	100%

Enquiries should be directed to:

SCM

Ms. N. SKWEYIYA
 Tel No: 066 116 5148
 Noluvuyo.Skweyiya@ectransport.gov.za

TECHNICAL

Mr S.P Maseko
 Cell: 082 083 1305
 Maseko.Sithembele@ectransport.gov.za



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

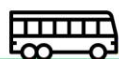
SPECIFICATION

NO	QUANTITY	FULL DESCRIPTION OF ITEMS
	4 X Cleaners	Cleaning of 44 offices (1 st and 2 nd floor) and 7 female and male toilets for a contract period of 12 months .

1. Required equipment:

- Industrial mop or heavy-duty vacuum cleaner and floor polisher and floor polishers machines.
- Deep cleaning heavy duty machine
- Supply and provision of cleaning material.
- Floor stripper.
- Polishes (floor/furniture)
- Air fresheners for offices
- Windowlens;
- Toilet cubes for urinary bowls (males);
- Toilet papers.
- Mops.
- Cloths.
- Step ladders.
- Feather dusters, (Long and Short)
- Yellow dusters
- Floor stripper.
- All-purpose cleaner.
- Toilet disinfectant.
- Squeeze buckets.
- Insect killer sprays for cockroaches, flies etc.
- Cleaning liquids such as sunlight liquid, Jik disinfectant, Handy Andy, Domestos, etc. and
- Supply of toilet brushes for each toilet.
- Cherry picker (For cleaning of high windows where necessary)

1.1.1 **All the cleaning material and equipment required will be provided by the contractor/supplier**



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

1.1.2 SUPPLY OF THE UNDERMENTIONED PRODUCTS OVER THE TWELVE (12) MONTHS CONTRACTUAL PERIOD

Item No	Description of Contract	Quantity	Frequency
1.	Supply of 2-ply white standard toilet paper	Bales	Monthly
2.	Supply of hand paper towels	Packs	Monthly
3.	Supply of toilet brushes for all toilets	Brushes (one in each cubicle)	On duration of contract
4.	Supply of Urinal Deodorant Blocks/Urinal Mats	2 Urinals	Monthly
5.	Supply of Urinal ice cubes	2 Urinals	Daily
6.	Cleaning Material (Disinfectants, Antiseptics, Ammoniated Detergents, no homemade products)	Sufficient quantities to be supplied	On duration of contract
*Total number of toilets-		7	
*Total number of male urinals-		2	

1.1.3 BUILDING / OFFICES

1.1.3.1 CLEANING OF OFFICES GENERALLY

- a) Building/Offices including Control Tower shall be cleaned daily unless instructed otherwise. This shall include the sweeping of all floors, steps, and dusting-off and wiping over with a damp cloth of all furniture handrails, window sills and appliances so that the premises have a neat appearance and a high standard of neatness is maintained throughout.
- b) Daily cleaning in offices and toilets shall preferably be completed before 08:00am the Department shall avail office keys to the Contractor for the duration of the contract.
- c) Telephones shall be wiped clean daily with cloth dampened with disinfectant;
- d) Refuse including the contents of refuse bins and waste-paper baskets shall be removed daily in the morning and after lunch time (14:00). Refuse bins, waste and paper baskets supplied by the contractor.
- e) All wooden furniture shall be polished once a week with an approved standard wax furniture polish.
- f) All curtains, vertical and roller blinds shall be dusted on a daily basis and cleaned.
- g) The inside of all window panes shall be washed quarterly.
- h) Water bottles shall be washed out thoroughly with an acceptable liquid with soap and well rinsed twice a week. They shall be emptied and filled daily with fresh water. Tumblers and dishes shall be washed daily.



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- i) Surfaces higher than 2 meters from the floor shall be dusted off twice a month. These shall include light-fittings, Venetian blinds, high window sills, tops of cupboards, shelves, etc. and
- j) Un-plastered or rough textured walls that are inclined to collect dust shall be dusted at least once every three months, or if required more often, to maintain a high degree of neatness. This requirement is only applicable to offices, passages entrance halls, waiting-rooms and other rooms frequented by staff or the public.
- k) Sliding glass doors and glass partitions shall be kept in a neat condition at all times.

1.1.3.2 FLOOR SURFACES

- a) Ceramic, quarry-tile and cement floors, except external cement paths and floors to toilets shall be wiped.
- b) All carpets, i.e. loose, wall-to-wall and carpet tiles shall be vacuum-cleaned twice a week and mats in entrances, corridors, waiting-rooms and door-mats shall be swept daily. Stains and soil-marks etc. shall be removed continuously to maintain a high degree of neatness at all times. **No cleaners containing solvents (i.e. thinners) will be allowed.**
- c) The Service Provider must have cleaning machines to clean and safety equipment for high arrears to be cleaned, e.g. windows (in the OHS act).

1.1.3.3 TOILETS

- a) Daily cleaning in offices and toilets shall preferably be completed before the 08:00am
- b) All toilets shall be visited and monitored for toilet paper replacements, cleaning of toilet bowls/seats, sweeping and mopping of floors, emptying of she bins[females], every 3 hours of the day;
- c) Floors to the toilets shall be washed daily with a suitable disinfectant added to the wash-water and dried on completion.
- d) Toilets pans and urinals shall be washed and disinfected daily.
- e) Wash hand basins and mirrors shall be cleaned once a day.
- f) The contractor shall supply, distribute and place in their respective receptacles sufficient toilet-paper, toilet soap, paper towels, she bins and seat wipes where necessary daily (only white 2 ply toilet paper will be allowed).
- g) The contractor shall supply adequate soluble deodorant blocks for urinals.
- h) The contractor shall supply and install adequate wall-mounted and electronic /automatic air fresheners in such a position that they are not activated when users are performing other functions such as hand washing at basins.
- i) A roaster of the persons responsible for cleaning toilets and times shall be placed behind the toilets



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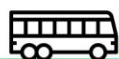
1.1.3.4 **STORE-ROOMS**

Store-rooms shall be cleaned bi-monthly and all empty containers and rubbish shall be removed under the supervision of an official of the Department. The Contractor shall make the necessary arrangements for obtaining the keys to the rooms.

2. Restrictions on the Erection of Structures and Equipment

- 2.1 The erection, installation or alteration by the Contractor of any structures including movable temporary office accommodation units which the Contractor may wish to erect for administrative and supervisory purposes and equipment in or on the site in terms of this contract shall be subject to the prior written approval of the Employer. No domestic housing facilities will be allowed on site.
- 2.2 The Employer shall not be liable for any loss or damage to equipment supplied by the Contractor due to theft, vandalism or whatever reason and any such equipment lost or damaged shall be replaced by the Contractor at his/her own cost.

Technical enquiries must be directed to Mr Maseko (082 083 1305) or via email: Maseko.sithembele@ectransport.gov.za



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3. SCOPE OF WORK

3.1 The main deliverables of the Service Provider are as follows:

- Supply of cleaning materials including toilet papers.
- Supply, installation and maintenance of toilets seat wet wipe holders / dispensaries (Female and Male toilets)
- Installation, replacement, fitting, re-filling, and maintenance of the following equipment:

Type of Equipment	Installation/Maintenance	Quantity	Total
1. Air fresheners	Installation & Maintenance x4	Female and Male Toilets	7
2. Hand Soap dispensers	Maintenance	Female & Male Toilets	2
3. Hand paper towel dispensers	Maintenance	Female & Male Toilets	2
4. She Bins	Maintenance	Female Toilets	4
5. Seat wet holder	Maintenance	Female & Toilets	7

3.2 The department shall retain the ownership of the equipment on and when the contract expires.

3.3 Deep Cleaning services are as follows:

○ Offices, Toilets, including walls, floors, equipment, fittings and windows	Fortnightly or twice in a month
○ Floor stripping and polishing of tiles (passages, kitchens and stairways)	Quarterly

3.3.1 A **“Daily Performance Duty Sheet”** to be placed at the back of each toilet door completed and signed by cleaner, inspected in **every 30 minutes by the Supervisor and be signed everyday by the Departmental representative.**



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3.3.2 Placement of dedicated cleaners for toilets to be as follows:

Building	No. of Toilets	No. of Cleaners
First Floor & Second Floor Toilet	4x Female 3x Male	4

3.3.3 Cleaning of all windows and floors including glass doors in all the main entrances and boardrooms and passages.

3.3.4 Ensure that the cleaning is done daily and is completed before 08h00.

3.3.5 Cleaning and refilling of water coolers on a daily basis in all boardrooms and passages.

3.3.6 Dusting (Daily) and polishing (Once a week) of office furniture and office equipment.

4. WORK PLAN

Prospective bidders must submit together with their bid proposal a complete detailed workplan. The work plan should detail exactly how the project will be carried out taking into consideration the scope of work. The work plan must address the following items:

- The number of cleaners assigned for the services
- How cleaners will be grouped and assigned
- How the duties will be carried out ,managed and monitored for compliance in terms of the scope of work.
- Control procedures and mechanisms put in place in order to monitor performance.

5. TRACK RECORD AND REFERENCES

Prospective bidders must mention details of at least three references from previous contracts, of similar nature.

Please indicate the following :

- Start dates of the contract
- Duration of the contract
- Number of cleaners used
- The company name/clients
- Contact persons and working telephone numbers with references
- Years of experience bidder/ entity has in the cleaning industry



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6. PAYMENTS AND SALARIES

- Payments of salaries must not less than the minimum specified and promulgated remuneration rates determined by the Department of labour.
- Bidders must attach minimum specified and promulgated remuneration rates determined by the department of employment labour indicating how cleaners will be remunerated during this contract .
- Salaries to employees must be paid by electronic funds transfer (EFT) and salary periods be submitted to the Department of Transport on a monthly basis.
- Payment date of employees must be disclosed and remain consistent to the employees and the Department of Transport failure to do will give the Department no choice but to terminate the contract.



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QUOTATION EVALUATION CRITERIA

1. EVALUATION CRITERIA:

The following criteria shall apply:-

- The tender will be evaluated according to functionality and 80/20 point system

1.1. QUALITY / FUNCTIONALITY

The following table indicates the points that will be allocated on the evaluation of the functionality:

1. Technical Concept	40
1.1 Detailed Work Plan on how the contract will be executed	20
1.2 Proven Track Record of the Company (minimum three references)	20
2. Company Experience	25
Previous experience in providing the category of services as specified in the Scope of Work. The number of years that the bidder has been in the business providing the services which are materially the same as the required security services(Award letters in the client's letter heads signed by the authorized individual)	25
2.1 5 years and above experience	16
2.2 4 years experience	12
2.3 3 years experience	8
2.4 2 years experience	5
2.5 Less than 2 years	
3. Locality	20
Points will be allocated as indicated below depending on the service provider's office residence (as per CSD preferred address)	
3.1 Office located within Chris Hani municipality	20
3.2 Office located within Eastern Cape Province	15
3.3 Office located outside Eastern Cape Province	10
Total	85

A bidder shall have to achieve at least **45** of **85** points allocated for quality/functionality in order to be eligible for further consideration.

1.2. Price: the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2017 as well as the SCM Policy of the Department of Transport.

- Bidders who proceed from functionality will be evaluated using PPPFMA (80/20 point system). 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):



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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)
Historically Disadvantaged Individuals Ownership		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	% ownership
Locality:-		
(a) Within the Chris Hani District Municipality	4	
(b) Outside the Chris Hani District Municipality	2	
© Outside the Eastern Cape	0	

1.3. Bidders are required to submit, together with their bids, the following: -

- 1.3.1. Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- 1.3.2. The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:

- Disability Ownership: valid medical documentary proof.

* The Central Supplier Database will be used to verify the specific goals other than the specific goals stated under paragraph 1.3

- 1.3.3. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS. Such bidders will score 0 out of maximum of 20 points for SPECIFIC GOALS



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ECBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRANSPORT)					
BID NUMBER:	DOT-CHR-25/26-0001	CLOSING DATE:	20-03-2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER (S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE (12) MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

DEPARTMENT OF TRANSPORT OFFICES					
NO 92 CATHCARTH ROAD SANLAM BUILDING					
QUEENSTOWN					
5320					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION					



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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:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
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 BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			



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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	S.P MASEKO
CONTACT PERSON	N. SKWEIYA	TELEPHONE NUMBER	082 083 1305
TELEPHONE NUMBER	066 116 5148	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Maseko.sithembele@ectransport.gov.za



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PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR 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 BIDDING 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 BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 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 BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CS
- 2.6 D NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE



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CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES

NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

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.

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



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APPOINTMENT OF SERVICE PROVIDER (S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS(12)				
ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
01	Appointment of service provider(s) to render cleaning services at Chris Hani District Offices for the contract period of Twelve Months(12)	12 months		
				SUB TOTAL
				Vat 15% [only if eligible and registered]
				TOTAL AMOUNT OF QUOTATION

NB After service has been rendered the invoices must be submitted to the following email address:
[**chrishani.invoices@ectransport.gov.za**](mailto:chrishani.invoices@ectransport.gov.za)



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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:

.....



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ECBD 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.....	Quote number : DOT-CHR-25/26-0001
Closing Time : 11H00	Closing date : 20-03-2025

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF QUOTE. _____

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by: DEPARTMENT OF TRANSPORT
- At: QUEENSTOWN
- Brand and model: N/A
- 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



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

ECBD 4

ECBD 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 interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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.



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

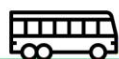
.....

.....

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 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,



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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



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

This form must be included additional to the ECBD.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				

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.



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6. DECLARATION

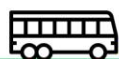
I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

.....
Date

.....
Signature

.....
Position

.....
Name of bidder



DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO RENDER CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICES FOR THE CONTRACT PERIOD OF TWELVE MONTHS (12)

ECBD 6.1

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:

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100



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Where

SGP= Specific goals points

OE = Ownership Equity

MOE= 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 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.)

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)
Historically Disadvantaged Individuals		
Black ownership	4	
Women ownership	4	
Youth ownership	4	
Disabled people ownership	4	
Locality:-		
(a) Within the Chris Hani District Municipality	4	
(b) Outside the Chris Hani District Municipality	2	
© Outside the Eastern Cape Province	0	

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



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- 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.

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

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GENERAL CONDITIONS OF CONTRACT

he 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 Bidders must familiarize themselves with these GCCs

