

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPSA003/2020	CLOSING DATE:	12 FEBRUARY 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND PROVIDE CLEANING SERVICES AT THE THUSONG SERVICE CENTRE WITHIN MAPONYA MALL FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Batho Pele House,					
546 Edmond Street,					
(C/O Hamilton Street),					
Arcadia					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Lorraine Masenya / Mmapula Kotsokoane		CONTACT PERSON	Metsantika Seopela	
TELEPHONE NUMBER	012 336 1126/1389		TELEPHONE NUMBER	012 336 1531	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS			E-MAIL ADDRESS	metsantikas@dpsa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: THIS TENDER HAS A COMPULSORY BRIEFING SESSION ON 4TH FEBRUARY 2021 @11H00; MAPONYA MALL, THUSONG SERVICE CENTRE, SHOP NO. 368; CHRIS HANI ROAD; PIMVILLE; SOWETO.

FAILURE TO ATTEND THE BRIEFING SESSION WILL RESULT IN YOUR TENDER/PROPOSAL BEING DISQUALIFIED.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: DPSA003/2020

CLOSING TIME 11:00

CLOSING DATE... 12/02/2021

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

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND PROVIDE CLEANING SERVICES AT THE THUSONG SERVICE CENTRE WITHIN MAPONYA MALL FOR A PERIOD OF 36 MONTHS.

NO BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

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R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

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.....

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R.....

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.....

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R.....

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.....

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R.....

Name of Bidder:

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed in full and submitted with the bid. Failure to fully complete the questionnaire and duly sign the declaration will result in your bid being disqualified.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers **must be indicated in paragraph 3 below.**

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SBD 4

DECLARATION OF INTEREST

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO / NA**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO / NA**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you, your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

SBD 4

DECLARATION OF INTEREST

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of directors / trustees / members / shareholders.

[illegible]

SBD 4

DECLARATION OF INTEREST

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-ontractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the

purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....
.....

SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document **must** form part of all bids invited. **Failure to fully complete the questionnaire and duly sign the declaration will result in your bid being disqualified.**
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SBD 8: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

4.4.1	If so, furnish particulars:
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CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) **must** form part of all bids¹ invited. **Failure to fully complete this document and duly sign the declaration will result in your bid being disqualified.**
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

INFORMATION SESSION CERTIFICATE

This is to certify that the company.....
attended a briefing session within **MAPONYA MALL SHOP(368)** on 04
FEBRUARY 2021

Signed for the DPSA

Date

Signed for the Bidder

Date

**NB: THIS CERTIFICATE MUST BE SIGNED BY BOTH PARTIES AND
MUST FORM PART OF THE BID DOCUMENT**



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

BID CHECK LIST

Have you submitted a proof of registration on the Central Supplier Database (CSD) with National Treasury?	YES	NO
In case of consortium, have all parties to the consortium/joint venture submitted a valid Tax Clearance Certificate? (Failure to submit a valid Tax Clearance Certificate for each party of the consortium/joint venture WILL result in the invalidation of your bid)	YES	NO
Is the SBD 6.1 form fully completed and signed by the duly authorized person? (Failure to sign the SBD 6.1 will result in the invalidation of your bid)	YES	NO
Are the following forms fully completed and signed? 1. SBD 1 2. SBD 3.3 3. Declaration of Interest (SBD 4) 4. SBD 6.1 5. SBD 8 6. SBD 9	YES	NO

.....
Signature

.....
Date:



**Terms of Reference for the
Supply and Provisioning of Cleaning Services at
Maponya Mall Thusong Service Centre**

**Department of Public Service and
Administration**

NOVEMBER 2020

1. INTRODUCTION

- 1.1. The South African Government is committed to improving quality of and access to government services. To achieve this, a pilot Thusong Service Centre in a shopping complex was established which allows the people of Soweto to access services from across the three spheres of Government from a single access point in a seamless manner.
- 1.2. The primary objective of the Government's Service Centre in a shopping complex is to improve access to government services by allowing citizens to receive services in a convenient manner closer to where they live and to change the negative perception about government service delivery. The demand for improved service delivery requires that departments and institutions within government operate in an entirely different manner, based on a citizen-centric and proactive approach, which will enhance the quality and accessibility of government services by improving effectiveness, efficiency and accountability to recipients of services.
- 1.3. This project is also a critical part of the Single Public Service initiative which seeks to ensure better integration of planning and delivery of services, and will serve as a pilot project to realize the vision of government for an integrated single service facility. In addition, this pilot project will allow government to test this model which brings a range of departments and institutions together in a co-operative relationship with the singular objective of strengthening and enhancing the way in which services are offered. It will also provide a benchmark to institutions across the three spheres of government on the infrastructure level, standards, and quality of services within the service delivery point.

2. BACKGROUND

The Thusong Service Centre is situated at the Maponya Mall in Soweto. The total space allocated to government is **1,935 square meters**. These square meters provide for the following space requirements of the facility:

- 2.1 Management Office Space
- 2.2 Administration – processing area
- 2.3 Public Service Area
- 2.4 General Service Counter: Walk-in-centre
- 2.5 Self Service Cubicle
- 2.6 Back Office ICT Integration Office
- 2.7 Security Room
- 2.8 Waiting Room
- 2.9 Toilet
- 2.10 Kitchen(Pause area with no cooking facilities)

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3. PURPOSE OF THE TENDER

Every service delivery point must comply with Occupational Health and Safety Regulations, henceforth in meeting these regulations, it is critical that a service provider is appointed to ensure compliance to the above. The purpose of this Bid is to appoint a cleaning service provider to supply and provide standard cleaning services at the Thusong Service Centre within Maponya Mall as per the Terms of Reference for a period of three (3) years. The Thusong Service Centre is a one stop government service centre in the greater mall. Cleaning services is required only for this Thusong Service not the whole Maponya Mall.

4. PERIOD OF TENDER

This Bid will be effective for a period of three years (**36 months**), immediately after the signing of the Service Level Agreement between DPSA and the appointed service provider.

5. SUPPLY SPECIFICATION AND SCOPE-RENDERING OF CLEANING SERVICES

5.1 Scope of cleaning contract:

Item	Description
Number of offices	40 offices and open plan areas Numerous open areas (waiting room, reception & back office area)
Number of toilets (toilets only for use by staff)	Females = 3, males = 3 and 1 urinal, disabled = 1
Kitchen/Pause area	1 kitchen/pause area (only wash up facility, kettle, microwave, fridge and seating. No cooking facilities in this area.)
She-bins	Proof must be provided of the Waste disposal Certificate issued by the Gauteng province with the appropriate WIS number- number issued in terms of the Waste Information Regulations. Service to be rendered at least once a week. Provision of a full service- including bins and bags by the service provider and in line with regulations. Service to be rendered in terms of the following legal prescripts: <ul style="list-style-type: none">• Occupational Health & Safety Act, 85 of 1993• National Environmental Management: Waste Act, 59 of 2008,• National Regulations on health care risk waste (NEMWA, act 59 of 2008).• Gauteng Health Care Risk Waste Regulations
Deep cleaning of carpets toilets	Twice a year deep cleaning for carpets and the office areas Quarterly deep cleaning for toilets

5.2 Square meter of area to be cleaned: 1935 m²

- 5.2.1 Entrance foyer area (ceramic tiles) : 153 m²
5.2.2 Carpeted office area : 1000 m²

5.2.3	Vinyl tiled public areas	: 400 m ²
5.2.4	Toilet area (only for staff of 120)	: 37 m ²
5.2.5	Pause/ area /kitchen area	: 40 m ²
5.2.6	Storage room	: 105 m ²
5.2.7	Mezzanine level	: 200 m ²

5.3 Occupants/Employees and Service Beneficiaries

- 5.3.1 The approximate number of employees is one hundred and twenty (**120**), with an open plan environment consisting of demountable walls. The approximate number of service beneficiaries cannot be specified as this is a General Service and Information Centre.
- 5.3.2 For the purpose of this specific service, there is a requirement of one supervisor to be permanently based on site.
- 5.3.3 The task description is attached as (**Annexure A**).

6 BRIEFING SESSION

- 6.1 A compulsory briefing session will be held at the Thusong Service Centre at Maponya Mall and all prospective bidders must attend should they wish to submit a proposal. Failure to attend the briefing session will lead to disqualification of a bid from the supplier.

7 EVALUATION PROCESS

7.1 The evaluation process comprises the following stages:

7.1.1 Phase I: Initial screening process

During this phase, bid documents will be reviewed to determine compliance. **All SBD Forms must be completed fully and signed. Failure to complete SBD 4, SBD 6.1, SBD 8 and SBD 9 will lead to the disqualification of the bid.**

7.1.2 Phase II: Functionality evaluation as per attached Terms of Reference

7.1.2.1 Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section of the terms of reference. During this stage bidders' responses will be evaluated for functionality based on achieving a minimum score of 70 percent.

7.1.2.2 Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

7.1.2.3 Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and scores for all responsive bids and will verify all documents submitted by the bidders.

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

7.2 Evaluation Criteria

	Criteria	Scoring Guidelines	Weighting
1.	Experience in providing Cleaning Services.	<p>5 = The company should have more than three years in the cleaning industry and more than three years should be in a service delivery point.</p> <p>4. = The company should have at least three years of offering cleaning services and two years should be in a service delivery point.</p> <p>3 = The company has three years of cleaning experience and has provided services to the public sector for less than one year.</p> <p>2 = Demonstrate experience with two years track record in the industry.</p> <p>1 = No experience in providing cleaning services.</p>	40
2.	Knowledge and Technical Expertise	<p>5 = The company's Bid meets the required specifications in terms of Annexure B, and has provided the necessary personnel for the service, and has offered services in a service delivery points for more than three years.</p> <p>4 = The company's Bid is compliant with Annexure B and has provided services in a service delivery point for not less than two years, with the required personnel as per the ToR's.</p> <p>3 = The Company has complied with the required equipment in terms of Annexure B and has provided services for not less than one year in a service delivery point .</p> <p>2 = The company has complied with requirements of Annexure B does not have experience in providing services within a service delivery point.</p> <p>1 = The company does not comply with the requirements of (Annexure B) and has not provided services in a service delivery point before.</p>	30

	Criteria	Scoring Guidelines	Weighting
	3. Provision of Trade Plan	<p>5= The company has submitted a Trade Plan and has demonstrated understanding of the Centre's Business Requirements in line with the ToR's and provided the required human capital in terms of Section 16 .</p> <p>4= The company has submitted a Trade Plan in compliance to the ToR's but did not specify how often it will conduct deep cleaning.</p> <p>3= The company has submitted a Trade Plan, though it did not make provision for a male personnel in terms of Section 16(ii).</p> <p>2= The company has submitted a trade plan which has not indicated the various cleaning cycles as required by Section 16(iv) of the ToR's.</p> <p>1= The company has submitted a Trade Plan which is not in line to the requirements of the business as per the Terms of Reference.</p>	30
	Total functionality score		100
	Minimum threshold for functionality		70%

- 7.2.1 Each panel member will rate each individual criterion on the score sheet using the above scoring guideline:
- 7.2.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criteria. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 7.2.3 This score will be converted to a percentage and **only** bidders that have met or exceeded the minimum threshold of 70 percent for functionality will be evaluated and scored in terms of pricing and Broad Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework Act, Act 5 of 2000 and the Preferential Procurement Regulations of 2017.
- 7.2.4 Any proposal not meeting a minimum score of 70 percent for their technical proposal will be disqualified.

7.3 Phase III: PRICE AND FINAL STAGE

Price/ Financial proposals must be submitted in South African Rand.

Price must be submitted in terms of paragraph 28.1(4) of the Terms of Reference.

Annual regulatory price escalations regarding minimum wages to be paid for cleaning staff should

be included for the duration of the contract.

7.4 CALCULATIONS METHODS OF VALUATION CRITERIA

- 7.4.1 In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:
- ✓ The lowest price (maximum 80 points)
 - ✓ Broad-based black Economic Empowerment (maximum 20 points)

- 7.4.2 The following formula will be used to calculate the points for price in respect of bidders with a Rand value less than R50 000 000:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

- 7.4.2.1 A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid, the maximum number of Broad-Based Black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 7.4.1.

7.5 POINTS

- 7.5.1 The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. Bidders that score points which exceed the minimum threshold provide on functionality will further be evaluated on price and on Broad Based Black Economic Empowerment Status Level Certificate provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.
- 7.5.2 The bid documents will be evaluated individually on score sheets, by a representative evaluation panel, according to the evaluation criteria indicated in the Terms of Reference. All bidders who score less than 70 out of 100 points for functionality will not be considered further.
- 7.5.3 The shortlisted Service Providers may be invited to do a 30 minute presentation on their quotations at their own cost. This presentation is intended to give the evaluation committee another opportunity to assess the bids.
- 7.5.4 The bidders doing the presentation will be evaluated by the evaluation panel on score sheets, using the same evaluation criteria.
- 7.5.5 The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on 20 January 2017 (No. 40553) and effective from 1 April 2017. These regulations

require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from an authorised body or sworn affidavit as prescribed by the B-BBEE Codes of Good Practice., The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

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

8 VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax (If registered for VAT).

9 CLIENT BASE

- 9.1 Bidders must have specific experience and submit at least three recent references (in a form of written proof (s) on their clients' letterhead including relevant person (s), telephone, fax numbers and e-mails) of similar work undertaken. The Reference letters are to be signed by at least a Senior Manager of the company.
- 9.2 Department of Public Service and Administration reserves the right to contact references during the evaluation and adjudication process to obtain information.

10 LEGAL IMPLICATIONS

- 10.1 Successful service providers must be prepared to enter into a service level agreement with the Department of Public Service and Administration. Department of Public Service and Administration reserves the right to award this tender on a non-exclusive basis, i.e. Department of Public Service and Administration may procure similar services outside this tender with the view of securing the best service and value for money.

11 COMMUNICATION

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- 11.1 Supply Chain Management will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the Department of Public Service and Administration in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

12 COUNTER CONDITIONS

- 12.1 Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in invalidation of such bids.

13 PROHIBITION OF RESTRICTIVE PRACTICES

- 13.1 In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:

- ✓ directly or indirectly fixing a purchase or selling price or any other trading condition;
- ✓ dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
- ✓ collusive bidding.

- 13.2 If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

14 FRONTING

- 14.1 The Department of Public Service and Administration supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Public Service and Administration condemns any form of fronting.
- 14.2 The Department of Public Service and Administration, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
- 14.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

- 14.4 Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department of Public Service and Administration may have against the bidder/contractor concerned.

15 GENERAL CONDITIONS OF TENDER

- 15.1 The Director-General of DPSA is the project sponsor.
- 15.2 The service provider will report to the Centre Manager at the Thusong Service Centre at Maponya Mall in Soweto.
- 15.3 The appointed service provider must provide a certificate of compliance with Occupational Health and Safety Standards in terms of the Cleaning Industry Requirements.
- 15.4 The prospective bidders should be able to provide DPSA with samples of material and or clear description of all cleaning material and equipment to be used.
- 15.5 The successful bidder is expected to sign and comply with confidentiality requirements.
- 15.6 The appointed service provider will be expected to create employment opportunities for qualifying community members in Soweto.
- 15.7 The cleaning service is required from Monday to Friday for 8 hours (full staff compliment) and for 5 hours on Saturday (half of the staff compliment). Cleaning staff will be expected to commence working at 6:00 before the opening of the Shopping Centre at 8:00. The Maponya Mall Shopping Centre is open from 9-18:00 Monday to Saturdays.
- 15.8 Bidders are not allowed to bid on single items. This tender will be awarded as a single contract and therefore bids on single items will not be acceptable.
- 15.9 Any deviation from the said requirements or any non-compliance may disqualify the service provider from the award of any contract under the auspices of the DPSA.
- 15.10 The successful service provider will also be required to enter into a formal written contract of which a draft will be provided by the DPSA.
- 15.11 **SUPERVISION.** Bidders must give the assurance that all workers will be under proper supervision. Any liaison in regard to daily needs will be through the supervisor and not directly with the workers.

16 TRADE PLAN

- 16.1 The bidder must submit together with the company bid, a complete trade plan in which, amongst others, the following should be indicated:
- 16.1.1 The one (1) supervisor that will be employed.
- 16.1.2 A minimum of four workers are proposed of which one of them should be male.
- 16.1.3 The work method that will be followed for the execution of the contract.
- 16.1.4 What the different cycles for the execution of the work will be.
- 16.1.5 Prospective bidders must ascertain at the site meeting the extent and nature of the work the areas, floor surfaces etc. to be cleaned. The bid may be rejected if this condition is not complied with.

17 ROUTINE ACTIVITIES IN OFFICES

- 17.1 Cleaning work should under no circumstance disrupt the routine activities of the Office. The cleaning time should be from 6h00am from Monday to Saturday.

- 17.2 If a positive case of COVID-19 is detected at the site, the service provider will be expected to provide the required disinfection services.

18 WORKMANSHIP AND MATERIAL

- 18.1 All work must be of a high standard and executed to the satisfaction of the Centre Manager at the Thusong Service Centre.
- 18.2 The DPSA reserves the right to test all chemicals in line with the terms of reference.
- 18.3 All cleaning equipment (including any protective clothing such as rubber gloves) must be provided by the service provider and all the cleaning material, such as chemicals, cleaning detergents, etc. must be of good and acceptable quality in line with the approved SABS specifications
- 18.4 The service provider must provide staff with relevant PPE for protection against pandemics, such as COVID-19.
- 18.5 No equipment, utensils or chemicals that may damage the buildings, fittings, persons or contents shall be used. The DPSA has the right to reject any such equipment, utensils or agents.
- 18.6 The service provider shall not use or store any poisonous or highly flammable substances on the premises without the written consent of the DPSA for the rendering of the service or any other purposes.
- 18.7 All cleaning material/disinfection material and equipment must be provided and stowed in the cleaning store and not elsewhere. The service provider should be able to produce a Material Safety Data Sheet as and when requested.
- 18.8 All sanitary appliances need to be approved before installation.
- 18.9 If a positive case of COVID-19 is detected at the site, the service provider will be expected to provide the required disinfection services in line with World Health Organisation (WHO) and the National Department of Health guidelines.

19 COMPLIANCE WITH ACTS AND REGULATIONS

- 19.1 All acts and regulations relating to cleaning services must be strictly adhered to by the service provider. ***Prospective bidders responding to this bid must be registered as a service provider on the Central Supplier Database (CSD). If your company is not registered on the CSD, proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database is updated and valid. Evidence of registration of the CSD must be provided. No bid will be awarded to a Supplier/Service Provider who has not registered on the CSD.***

20 PLASTIC REFUSE BAGS AND TOILETRIES

- 20.1 Plastic refuse bags and toiletries must be supplied by the service provider at his/her cost. The following toiletries must be provided by the Service provider, in sufficient amounts as required, and should be available at all times. It should be put in the various toilets and replenished or replaced as required.

EXACT QUANTITIES CANNOT BE GIVEN OR ESTIMATED. THE SERVICE PROVIDER WILL BE RESPONSIBLE TO SUPPLY SUFFICIENT REQUISITES AT ALL TIMES DURING THE CONTRACT PERIOD.

- ✓ Disposable paper towels for drying hands.
- ✓ Double-ply quality toilet paper.
- ✓ WC seat covers or a spray to clean the seat.
- ✓ Anti- bacterial unperfumed toilet soap as approved in liquid form for dispensers. Liquid soap is dispensed in measured doses.

21 TOILET CISTERNS.

- 21.1 The tending of toilets must be done by employees of the appropriate gender.

22 MACHINES AND EQUIPMENT

- 22.1 The service provider shall refill, empty or clean their machines and equipment only at such places as indicated.

23 WARNING SIGN BOARDS

- 23.1 Clearly readable warning boards or signs shall be exhibited where needed where the rendering of the cleaning service may cause injuries to any person(s).

24 LIABILITY

- 24.1 The service provider indemnifies the DPSA herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.

25 DAMAGE COMPENSATION

- 25.1 The service provider will be held responsible for any damage or thefts that may be caused, to the premises or content by their 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 DPSA against the service provider.

26 RECTIFICATION OF DAMAGES

- 26.1 In the case of damages to carpets, furniture, equipment, etc. resulting from the rendering of the service, the service provider undertakes to rectify the damage immediately to the satisfaction of the DPSA. If the service provider fails to act immediately after notification, the DPSA will rectify the damage at will and the costs thereof will be recovered from any outstanding moneys.

27 UNSPECIFIED SERVICES

- 27.1 If any unspecified services are required by the DPSA and payment must be made for such services, authorization in the form of an official order form must be obtained in advance.

28 MANDATORY REQUIREMENTS

- 28.1 Interested service providers should submit proposals to the DPSA as per the address below detailing
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inclusive of:

- 28.1.1 Company profile
- 28.1.2 Trade plan
- 28.1.3 Proof of Insurance (Third Party)
- 28.1.4 Detailed Cost Breakdown of the Price Schedule and Labour Costs including vat. (Total hours and cost per hour). **The cost proposal must be submitted in a separate envelope. This is a two stage bidding process in which two separate proposals must be submitted, one for technical and another for price. Failure to submit two (2) separate proposals will result in the bid being disqualified.**
- 28.1.5 Concise CV's of the supervisors to be assigned to this work.
- 28.1.6 Bidders must have specific experience and submit at least three recent references (in a form of written proof (s) on their clients' letterhead including relevant person (s), telephone, fax numbers and e-mails) of similar work undertaken. The Reference letters are to be signed by at least a Senior Manager of the company.
- 28.1.7 One original and 4 copies of proposals must be submitted.
- 28.1.8 Certificate of compliance with Occupational Health and Safety standards at level 3
- 28.1.9 Certificate of registration of **National Contract Cleaning Association (NCCA)**
- 28.1.10 If the she-bin services is subcontracted, the subcontractor's Waste disposal Certificate issued by the Gauteng province with the appropriate WIS number- number issued in terms of the Waste Information Regulations must be submitted together with this bid.
- 28.1.11 Fully completed and duly signed Standard Bidding Documentation (SBD Forms).
- 28.1.12 Proof of registration of the Central Supplier Database (CSD) with National Treasury.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

29 ENQUIRY AND DELIVERY DETAILS

All correspondence must be forwarded to:
Supply Chain Management
Department of Public Service and Administration
Batho Pele House
546 Corner Edmond and Hamilton Street, Acadia
Pretoria, 0001

For technical enquiries, please contact Ms. Babalwa Duda on (011) 938 1062 and Mr. Metsantika Seopela at (012) 336 1531

For Supply Chain Management enquiries please contact Lorraine Masenya at (012) 336 1126

ANNEXURE A: CLEANING TENDER MMTSC

Cleaning Task Description

1. Dusting

- a) Unless otherwise stated, the under-mentioned should be dusted with a soft cloth or duster, which is commercially available for this purpose, so that it is, in the opinion of the relevant staff member and the Centre Manager, clean every day.
 - ✓ The contents of each room
 - ✓ All surfaces and partitions.
 - ✓ Stock in storerooms should be dusted on request, but at least once a month.
 - ✓ All public waiting areas, writing desk, brochure stands, and filing cabinets.

2. Doors

- a) Remove dirty spots on wooden or metal doors - daily.
- b) Polish door-knobs with an approved metal polish where applicable - weekly.
- c) Keep glass doors clean - daily.
- d) Wash glass doors with a degreasing agent and equipment that will not scratch the surface, and polish as required - weekly or on request.

3. Glass and Windows

- a) All outdoor glass surfaces of the Thusong Service Centre at the Maponya Mall washed with a degreasing agent and equipment that will not scratch the surface, and polished as required - monthly.
- b) All indoor, glass surfaces of building specified in the contract washed with a degreasing agent and equipment that will not scratch the surface, and polished as required - weekly.
- c) Dust/wash/damp-wash partition glass to maintain a high degree of neatness - daily.

4. Furniture.

- 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 - weekly.
- b) Remove dirty spots from glass tops, desks and other furniture in an appropriate way - daily.
- c) Damp-wash glass tops of furniture and polish - daily.
- d) Remove dirty spots from glass doors of bookcases - daily.
- e) Damp-wash glass doors of bookcases - daily.
- f) Cleaning of counters - daily.
- g) Treat upholstered or leather-covered parts of furniture with an approved agent - monthly.
- h) Wipe empty shelves with a damp cloth - daily.
- i) Dust open shelves and contents as well as desks without removing the contents - daily.
- j) Vacuum those parts of furniture covered with fabric - daily.

5. Inside walls

- a) Remove spots and fingerprints on walls, paintwork, electric switches, etc. - daily.
- b) Dust wooden panels and partitions - daily.
- c) Damp-wash tiles - daily.
- d) Clean notice boards - daily.

6. Toilets

- a) Rubbish-bins/Sanitary-bins
 - ✓ All rubbish-bins should be emptied and washed with an approved disinfectant. The contents of the sanitary-bins in ladies' toilets should be disposed of in compliance with the medical waste disposal act.
 - ✓ The service provider is to provide the sanitary bins in the ladies toilets.
- b) Toilet bowl, seats, covers, urinals, basins and taps
 - ✓ Clean and disinfect with an approved disinfectant - twice daily.
 - ✓ Clean and polish all metal surfaces - daily.
 - ✓ An approved agent should be put in toilet bowl to prevent deposits forming - weekly.
- c) Mirrors
 - ✓ Clean and polish all mirrors - daily.
- d) Wall tiles
 - ✓ Remove dirty spots - daily.
 - ✓ Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.
- e) Walls, doors (painted) and partitions
 - ✓ Remove dirty spots, including from unpainted doors - daily.
 - ✓ Wash with soap and water to which a sufficient amount of approved disinfectant has been added - daily.
- f) Visible pipes
 - ✓ Clean all visible pipes - daily.
- g) Floors
 - ✓ Damp-wash floors with an approved disinfectant - daily.
 - ✓ Remove dirty spots and rubbish - daily.
 - ✓ Non-slip cleaning agents should be used. Employees and service users may not be exposed to wet/slippery floors.
 - ✓ Damp-wash foyers/entrance and waiting area with an approved disinfectant-twice daily.
- h) Clogging
 - ✓ Approved agents should be put in basins and urinals to prevent clogging - weekly.

- i) Glazed/enamelled surfaces
 - ✓ Wash only with an approved liquid agent. No abrasives or scouring materials may be used.
- 7. Air-fresheners -a fragrance delivery system that provide continuous and consistent fragrance delivery. Solid State Ceramic Fragrance Cartridge that is easily replaced, safe to handle is required. Low fan noise for discreet operation, slim design, key lock.
- 8. Toilet roll holders/containers in each cubicle. Manufactured from high quality cold rolled mild steel with a powder coated paint finish, in Appliance White. Open by key only and lock automatically. Should provide for a five (5) Roll Capacity. Should have an inspection slot, and ensure toilet roll visible at all times. Permanent plastic trim, no exposed edges which could cause injuries.
- 9. Infrared hand towel dispensers in each bathroom (one in each of the ladies, gents and disabled facilities).it must be lockable, Quick and easy to service and reload with a view window to monitor the paper. Infra-Red sensor to allow for Automated Touchless Dispensing. The towels dispensed are self-presenting with each towel pulling the next through. Slim line units are preferably to fit in small facility.
- 10. **Liquid soap dispenser** in each bathroom. Soap dispensers must have a refillable reservoir and be sturdy and leak-free. Pump action ensures no dripping. The use of hygienically sealed refills or disposable pouches is preferred. Must open with a supplied key. Dispenser must have a two-year guarantee against defects in materials and workmanship. White in colour.
- 11. **Waste basket** in each of the toilet facilities (with lid) in white with 40 liter capacity mounted to a wall.
- 12. **Container for condoms** in each of the facilities. White steel powder coated.
- 13. **Sanitary bins** in each of the ladies toilets to be serviced once a week. Indicate the intervals for removal and replacement. Slim line design to fit in narrow cubicles, easy to clean ABS construction required white in colour. A tagging system to ensure service delivery, Removable inner lid insert that allows for cleaning. Sanitary Liners must be provided. Automatic no-touch option.
- 14. **Toilet brushes and toilet brush holders** to be provided for by the bidders — steel white powder coated finish for the toilet brush holders. One for the men's, ladies and one for the disabled facilities.
- 15. **Telephones**
 - Wipe with a damp cloth with suitably diluted disinfectant - daily.
- 16. **Floors**
 - a) Clean floors and carpets in order to maintain a high gloss and/or degree of neatness - daily.
 - a) Vinyl, vinyl-asbestos tiles, linoleum, asphalt, rubber and similar coatings
 - ✓ Should entry to offices or high traffic make it difficult to treat floors during normal office hours, it should be done before or after office hours.
 - ✓ Wipe and remove marks like mud spots - daily.
 - ✓ Spray polishing for which an approved polymer agent is used should only be done after the floor has been wiped with a "dust magnet", and frequently enough to maintain the polymer coating.

b) Carpets (wall-to-wall and loose)

- ✓ Vacuum all carpets - daily. Thorough vacuuming as follows:
- ✓ High traffic (like passages): Twice a day.
- ✓ Offices: Once a day.
- ✓ Clean spots if it is not permanent stains and a carpet wash is not required. There should be guarded against the use of cleaning agents that could damage or discolour the carpet.

c) Indoors concrete floors (marble, ceramics, terrace tiles etc. excluding those in toilets)

- ✓ Remove all dirty spots - daily
- ✓ Sweep – three times daily
- ✓ Scrub with soap and water - daily.
- ✓ Frequency of cleaning the public areas should be as an when it is required.

17. Rubbish removal

- a) Empty all waste baskets – twice daily
- b) Wash the waste baskets once weekly
- c) Empty rubbish bins in lobbies and passages daily
- d) Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles.
- e) The contents of waste baskets and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.
- f) The service provider will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal to be indicated – daily.
- g) Leaves, paper and other rubbish falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the service provider, and put in an appropriate place.
- h) Rubbish should be stored in proper rubbish bins provided by the Service provider and in garbage bags provided by the service provider.
- i) Rubbish should be taken to the collection point of the Maponya Mall on a daily basis.

18. Kitchen/Pause area.

- a) Floors swept twice daily
- b) Counters washed daily with disinfectant
- c) Cupboards cleaned, dusted inside weekly to enhance pest control
- d) Wipe water coolers daily
- e) Wash crockery and cutlery as per the requirement
- f) Clean refrigerators inside on a weekly basis and defrost once a month.
- g) Keep all kitchen appliances clean daily.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
32. Taxes and duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p>

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.