



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Mt Ayliff Counselling Centre – 188 Garane St, Mt Ayliff – P. O. Box 401 – Mt Ayliff – 4305 – REPUBLIC OF SOUTH AFRICA

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**RFQ-2024/25-AN-0032**

**REQUEST FOR QUOTATIONS TO RENDER CLEANING SERVICES AT MATATIELE LOCAL SERVICE OFFICE IN ALFRED NZO DISTRICT-DEPARTMENT OF SOCIAL DEVELOPMENT**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development  
Private Bag X401  
Mount Ayliff  
4735

*documents)*

**Contact Person:**

Mrs K. Mankahla  
Tel: 039 254 0895  
(For specification)  
Ms. N Mathinjwa  
Tel: 039 254 0896  
(For completion of bid

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**Name of Company/Bidder:** \_\_\_\_\_

**CSD/Supplier Number:** \_\_\_\_\_

**Company/Bidder's Tell/Cell:** \_\_\_\_\_

**Company Email Address:** \_\_\_\_\_

**COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX SITUATED AT THE RECEPTION OF THE ALFRED NZO DISTRICT OFFICE, DEPARTMENT OF SOCIAL DEVELOPMENT, MOUNT AYLIFF NOT LATER THAN 11H00 ON THE CLOSING DATE.**

**Closing Date: 17 October 2024**

**Closing Time: 11H00**

### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

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

- Required by: .....
- At: .....
- Brand and model: .....
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery: .....  
\*Delivery: Firm/not firm
- Delivery basis: .....

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

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

\*Delete if not applicable

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
Signature Date

.....  
Position Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

- 1.7 A tenderer must submit, together with its tender, the a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Black owned enterprise	2		
Women owned enterprise	6		
Disabled person ownership	3		
Locality (Alfred Nzo District)	6		
Youth	3		
<b>Total</b>	<b>20</b>		

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium





One-person business/sole propriety  
 Close corporation  
 Public Company  
 Personal Liability Company  
 (Pty) Limited  
 Non-Profit Company  
 State Owned Company  
 [TICK APPLICABLE BOX]

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....  
 .....

# **ANNEXURE TO DSD 80/20 SBD 6.1 FORM**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\*Indicate YES or NO

## CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

## CONTRACT FORM - RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....



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**SPECIFICATION FOR CLEANING SERVICES FOR MATATIELE LOCAL SERVICE OFFICE IN ALFRED NZO DISTRICT- FOR A PERIOD OF SIX (6) MONTHS.**

**1. BACKGROUND**

The Department is looking for a Service Provider to render cleaning services for Matatiele Local Service Office, ALFRED NZO DISTRICT for a period of Six (6) months.

**2. SCOPE OF WORK:**

**2.1 Cleaning of offices, entrance hall, toilets, kitchen, vehicles, passages & gardening**

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly &/ daily cleaning	No. of offices
<b>ENTRANCE HALL</b>					
Sweep tiled floor	√				
Wash tiled floor	√				
Scrub and polish tiled floor		√			
Wipe down walls	√				
Dust light fittings	√				
Wipe light switches	√				
Wipe/Dust/Clean Security/Reception desk	√				
Empty & clean wastepaper bins	√			To be done twice a day	
<b>STAIRCASE</b>					
Sweep tiled floor	√				
Wash tiled floor		√		Twice a week	
Scrub and polish tiled floor		√			
Wipe down walls	√				

Dust light fittings	√				
Wipe light switches	√				
Dust & wipe wooden handrails	√				
Polish wooden handrails	√				
<b>OFFICES</b>					
Vacuum carpets and material covered furniture	√				
Deep clean carpets				Once during this period	
Dust & polish desks	√				
Clean and disinfect telephone instruments	√				
Wipe down computers	√				
Wipe down office automation	√				
Dust all high ledges and fittings	√				
Dust all vertical surfaces (walls, cabinets etc. to a height of 2 meters)	√				
Dust all windows and ledges / sills (low and high)	√				
Empty waste bins	√			To be done twice a day	
Wash and disinfect waste bins	√				
Dust curtains, blinds	√				
Vacuum Curtains/blinds	√				
Dust and vacuum chairs	√				
Wipe clean/polish door handles	√				
Dust light fittings	√				
Wipe light switches	√				
<b>TOILETS/ REST ROOMS/ ABLUTIONS PER FLOOR</b>					
Clean & disinfect toilet bowls (inner & outer)	√				
Clean & disinfect toilet urinals (inner & outer)	√				
Wipe down toilet roll holder cabinets	√				
Wipe & clean mirrors	√				
Wipe down & clean walls, doors and / partitions	√				
Dust lights	√				
Sweep tiled floor	√				

Wash tiled floor	√				
Scrub & polish tiled floor with disinfectant		√			
Wash/Clean & disinfect wash hand basins and taps	√				
Wipe light switches	√				
Wipe and clean hand drying header stations	√				
Empty & clean waste bins	√				
Empty and clean all waste receptacles	√				
Clean all metal fittings	√				
Treat against staining, fungal and bacterial growth	√			As and when necessary	
<b>FIRE ESCAPES</b>					
Sweep Fire escape stairs	√				
Wash fire escape stairs	√				
Ensure no rubbish accrues in the fire escape stairways	√				
<b>KITCHEN &amp; TEA ROOM</b>					
Sweep & wash floor	√				
Clean & wipe down walls, doors and cupboard doors	√				
Clean and disinfect counter tops	√				
Empty Waste bins	√			To be emptied twice a day	
Wash & clean kitchen zinc	√				
Disinfect kitchen zinc	√				
Wash all crockery and glassware including those that are in the offices	√			To be done twice a day	
<b>WINDOWS</b>					
Clean windows on the inside		√			
Clean main entrance foyer glass windows internally and externally	√				
<b>VEHICLES</b>					

V.D.

Wash & vacuum Vehicle	√			To be cleaned twice a week	
<b>BUILDING SURROUNDING &amp; WALK AWAYS &amp; PAVEMENTS</b>					
Pick up litter on building surroundings and walkways and remove to agreed area	√				
Clean flower blinds	√				
Sweep and clean paved grounds surrounding the building		√		To be cleaned once a week	
Sprinkle weed killer on paved grounds to kill growing weeds			√	To be done once a month	
<b>PASSAGES</b>					
Pick up and remove to agreed areas	√				
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			
<b>GRASS CUTTING</b>					
Remove all rubble, debris, loose stones and rocks and level the site where same has been removed,			√	Twice a month	
Rake all areas, remove and cut away all grass cuttings, trees, shrubs, vegetation to the nearest municipal dump.			√	Twice a month	
Cut the site including the boundary lines to a maximum of 50mm high			√	Twice a month	
Trim all trees and shrubs including lawns/grass adjacent and abutting against or growing into fences, kerbing etc.			√	Once a month	

**2.1.1 Number of offices (Please verify the square meters and complete the Pricing Schedule as per attached Annexure A)**

Area/Service Office	Number of Staff and others	Square Meters	Gardening Services	Toilets	Kitchen	Vehicles
Matatiele Local Service Office	60	600m <sup>2</sup>	Applicable	19	3	5



## **2.2 Refuse Removal**

The successful service provider will be responsible for the removal of refuse including contents of refuse bins and wastepaper baskets and its disposal thereof on daily basis.

## **2.3 Equipment, materials, and consumables**

All necessary equipment and materials **(Including Toilet Papers)** for the successful execution of the above cleaning to be provided for by the contractor, which will include inter alia:

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All necessary chemicals
- Buckets
- Necessary sign boards e.g., floor wet and or slippery etc.

**NB:** All equipment is always to be kept in a fully functional and safe condition and to comply with all applicable regulations.

## **2.4 Supply and Delivery of Toilet Papers**

- 2 ply toilet paper SABS approved.
- 4 toilet rolls per official per month.
- 5l of 70% alcohol sanitiser per office per month.
- Weed killer for offices with paved grounds.

## **2.5 Uniform Clothing**

The contractor shall always ensure that all cleaning staff is neatly clothed in uniforms (with the name of the company printed there on) with necessary personal protective equipment which shall include but not be limited to headgear, shoes, gloves etc.

## **2.6 Provide cleaning staff**

The Department has not provided cleaning personnel for the building. The appointed Service Provider must provide cleaning personnel.

## **3. CONTRACT PERIOD**

The contract period will be for **Six (6) months**. A Service Level Agreement will be signed between the Department and successful Service Provider. The commencement date will be mutually agreed upon with the successful Service Provider.

## **4. PRICING**

Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule. Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1, 000,000.00 (excluding VAT) in a 6-month period to register for VAT

## **5. PAYMENT**

- The successful bidder will bill/ invoice the Department monthly after services have been rendered.
- The Department pays within thirty (30) days after submission of an accurate completed invoice, it is therefore essential for the bidder to have enough funds for payment of salaries of the employees. Please note that salaries of the employees must be equal to or more than the determinations on Minimum Wage issued annually by the Department of Labour.

## **6. VERIFICATION OF BUILDING**

All Service Providers must verify the size of offices to be cleaned before submitting the quotation and quote accordingly.

## **7. COMPULSORY SITE VISIT**

Service Providers must visit the centre/site before submitting quotation. A site inspection certificate is attached to the specification as Annexure C and must be completed and stamped by the Head of the Institution and signed after being administered.

## **8. LOCAL ECONOMIC DEVELOPMENT**

- 8.1** To support Local Economic Development within the Province, bidders must source 50% of cleaning officials from the ward where Matatiele Local Service Office is situated.
- 8.2** The procurement, after award of this bid, of all cleaning related MATERIAL AND equipment including protective clothing and gear for the performance of this contract, from suppliers within the Eastern Cape.
- 8.3** Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/ commodities. The department will provide a list of funded NPOs and cooperatives around the site to the successful Bidder.
- 8.4** The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere, could lead to review and termination of the contract.



**N.M. ZEMBE**  
**DISTRICT DIRECTOR**  
**ALFRED NZO DISTRICT**

25.09.2024

**DATE**

## 9. EVALUATION CRITERIA:

### 9.1 PRE-QUALIFICATION CRITERIA:

- Quotation is only valid when signed by the service provider.
- Copy of Company Registration documents (CIPC).
- Copy of Valid Company Tax Clearance Certificate.
- Certified copy of Identity Documents for Company Directors/Owners.
- Salaries of the employees must be equal to or more than the determinations on Minimum Wage issued annually by the Department of Labour.
- **No** correction fluids of any kind must be used. In cases where corrections are necessary; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- Fully completed and signed SBD 4. (Indicate with "N/A" when information is not applicable)
- Fully completed and signed annexures (A, B, C, D).
- Proof of combined (non-concurrent) three (3) months experience in the Cleaning field on a contractual basis (copy of signed award letter/contract/order **AND** accompanying reference letter, on a letterhead, from previous client, organ of state/ private business entity indicating that the services were satisfactory rendered)
- Attendance of compulsory site visit.
- **N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to disqualification of the Request for Quotation (RFQ).**

### 9.2 EVALUATION AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Regulations of 2022. Quotations will be evaluated on price and specific goals. **Bidders who have not completed SBD 6.1 will not qualify for preference points.**

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
	<b>Specific Goals</b>	<b>NUMBER OF POINTS</b>
	▪ Race	2
	▪ Gender	6
	▪ Disability	3
	▪ Locality (Alfred Nzo District Municipality)	6
	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**Bidders who have not completed SBD 6.1 will not qualify for preference points.**

1. In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.
2. Locality will be confirmed as follows:
  - a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
  - b. If the preferred address on CSD was updated on a date after publication of the invitation

- to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points. OR
- c. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published. OR
  - d. Copy of water and lights account from the municipality (Municipal Account, not a councillor's letter) or Eskom statement. The proof of address must be in the name of the company.
  - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV.
3. In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.

#### **10. BID POLICIES, PROCEDURES AND CONDITIONS:**

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- 10.1 Quotations are valid for 60 days.
- 10.2 Bidders claiming preference points are required to complete and sign the Preference Points Claim Form (i.e. SBD 6.1) in order to be considered for the allocation of preference points.
- 10.3 The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it.
- 10.4 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 10.5 The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.
- 10.6 Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- 10.7 No bids will be considered if submitted after closing time.
- 10.8 The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- 10.9 The department will not award a contract to a bidder whose tax affairs are not in order.
- 10.10 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submitting their bids. Supplier registration may be performed online at the National Treasury's website,

www.treasury.gov.za. The Department will not award a bid to a bidder that is not registered on the CSD.

- 10.11 The Department reserves the right not to award a contract to a bidder with two (2) or more similar contracts within the Department.
- 10.12 The Department will not award a contract to a bidder whose tax matters are not in order.
- 10.13 This bid is subject to the Preferential Procurement Regulations of 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

## **11. CONSORTIUM / JOINT VENTURE**

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements: -

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of all the members of the Consortium.
- 11.2 All parties must be registered on the Central Supplier Database, **CSD report must be attached.**

## **12. DISCLAIMER**

- 12.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current, or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current, or complete.
- 12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

  
**MR V DLOVA:**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

07/10/24  
**DATE**

## ANNEXURE A – PRICING SCHEDULE

### 1. CLEANING OF OFFICES

AREA / SERVICE OFFICES	NO. OF STAFF AND OTHERS	SQUARE METERS	PRICE PER DAY (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 months (Excl VAT)
Matatiele Local Service Office	60	600m <sup>2</sup>			
Total cost for cleaning services for 6 months (Exclusive of VAT)					R

### 2. LABOUR COSTS

AREA/SERVICE OFFICES	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 months (Excl VAT)
Matatiele Local Service Office	4			
Total cost for Labour Costs for 6 months (Exclusive of VAT)				R

### 3. TOILET PAPER

AREA / SERVICE OFFICES	NO. OF STAFF AND OTHERS	NO. OF TOILET ROLLS FOR 6 MONTHS (Excl VAT)	PRICE PER TOILET PAPER ROLL (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
Matatiele Local Service Office	60	1440		
Total cost of toilet rolls for 6 months (Exclusive of VAT)				R

### 4. CLEANING OF VEHICLES

AREA / SERVICE OFFICES	NO. OF VEHICLES	PRICE PER VEHICLE PER MONTH (Excl VAT)	TOTAL PRICE FOR ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE OF ALL VEHICLES FOR 6 MONTHS (Excl VAT)
Matatiele Local Service Office	5			
Total cost for cleaning of vehicles for 6 months (Exclusive of VAT)				R

### 5. GARDENING SERVICES

AREA / SERVICE OFFICES	PRICE PER MONTH (Excl VAT)	TOTAL PRICE OF GARDENING SERVICES FOR 6 months (Excl VAT)
Matatiele Local Service Office		
Total cost for gardening services for 6 months (Exclusive of VAT)		R

**6. COST SUMMARY**

ITEM	QUANTITY	TOTAL PRICE FOR 6 months (Excl VAT)
CLEANING SERVICES	600m <sup>2</sup>	
LABOUR COSTS	04	
TOILET ROLLS	1440	
CLEANING OF VEHICLES	5	
GARDENING SERVICES		
SUBTOTAL		
VAT		
GRAND TOTAL		

Signature of Bidder: \_\_\_\_\_

## ANNEXURE B: SALARY SCHEDULE

Please write an hourly rate below not a monthly salary

Item	Rate per hour
Salary	

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

Designation: \_\_\_\_\_



**ANNEXURE C: SITE INSPECTION**

**RFQ NUMBER :** \_\_\_\_\_

**INSTITUTION VISITED:** \_\_\_\_\_

**This is to certify that a representative from**

\_\_\_\_\_  
**(NAME OF BIDDER)**

**has visited and inspected the office / institution on the:**

**(Date)** \_\_\_\_\_

**and has, therefore, acquainted him/herself with the facilities and circumstances.**

\_\_\_\_\_  
**Signature of bidder**

\_\_\_\_\_  
**Date**

**Departmental Office Stamp & Date**

\_\_\_\_\_  
**OFFICE MANAGER**

**DATE:** \_\_\_\_\_



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

**ANNEXURE D**

**LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK  
DECLARATION FORM**

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

For the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER /SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION

I, the undersigned (Bidder's representative)

.....commit to  
procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the Ward where the centre is situated.

I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....  
**Signature**

.....  
**Date**

.....  
**Name of bidder**

**Position** .....