



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

**Bid Number: RFQ 24/25-NMM-0019**

**SPECIFICATION FOR CLEANING SERVICES AT NELSON MANDELA METRO:  
MOTHERWELL SERVICE OFFICE FOR A PERIOD OF EIGHT (08) MONTHS.**

**BIDDER:**

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**CSD NUMBER:**

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**CLOSING DATE: 27 NOVEMBER 2024**

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**CLOSING TIME: 11:00 AM**

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**ENQUIRIES:**

SCM – NELSON MANDELA METRO  
5<sup>TH</sup> FLOOR, JMM OFFICE COMPLEX, STRUANDALE, PORT ELIZABETH, 6000

**Contact Persons**

(For specification related enquiries)

Mr. Coutts /Ms Nduneni / Ms Monakali

Tel: 066 287 7586/076 922 1720/060 827 8280

(For completion of bid document)

Mr. Coutts

Tel: 066 287 7586

**Fraud, Complaints & Tender Abuse Hotline**  
**0800 701 701 (toll free number)**

# **PART 1**

## **STANDARD BIDDING FORMS**

## PART A

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT</b>				
<b>BID NUMBER:</b>	<b>RFQ 24/25 – NMM - 0019</b>	<b>CLOSING DATE:</b>	<b>27 NOVEMBER 2024</b>	<b>CLOSING TIME:</b>
<b>DESCRIPTION</b>	<b>SPECIFICATION FOR CLEANING SERVICES AT NELSON MANDELA METRO:MOTHERWELL SERVICE OFFICE FOR A PERIOD OF EIGHT (08) MONTHS.</b>			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
<b>JUMARTHA MILASE MAJOLA OFFICE COMPLEX,STRUANDALE</b>				
<b>PORT ELIZABETH, 6000</b>				
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TCS PIN:			OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
[TICK APPLICABLE BOX]	<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	[IF YES ENCLOSE PROOF]		[IF YES ANSWER PART B:3 BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>				
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS, IF NOT REGISTERED, MUST PRIOR TO AWARD REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / 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.

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

## RFQ INVITATION

### SPECIFICATION FOR CLEANING SERVICES AT NELSON MANDELA METRO: KWANOBUHLE OUTREACH CENTRE FOR A PERIOD OF EIGHT (08) MONTHS.

Tender documents will be available as from 09H00 on 18 NOVEMBER 2024 from the offices of the Department of Social Development located in the below office at no cost. Documents can also be downloaded from the departmental website [www.ecdsd.gov.za](http://www.ecdsd.gov.za).

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Mr Coutts – <a href="tel:0662877586">066 287 7586</a> , Ms. Monakali – <a href="tel:0608278280">060 827 8280</a> Email: <a href="mailto:Lawrence.coutts@ecdsd.gov.za">Lawrence.coutts@ecdsd.gov.za/</a> <a href="mailto:Siyasanga.monakali@ecdsd.gov.za">Siyasanga.monakali@ecdsd.gov.za</a>

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11H00 on 27 NOVEMBER 2024**.

## 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, 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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
Gender (Women Ownership)	8		
No Franchise	2		
Disability	3		
Locality (Nelson Mandela Metro)	4		
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

## 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

<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.

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

<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.

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institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 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

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## 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 fulfilment 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 .....



## 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 .....

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## **PART B**

### **SPECIFICATION GUIDELINES FOR RENDERING CLEANING SERVICES AT NELSON MANDELA METRO: MOTHERWELL SERVICE OFFICE FOR A PERIOD OF EIGHT (08) MONTHS.**



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CLEANING SERVICES AT MOTHERWELL SERVICE OFFICE FOR THE PERIOD OF EIGHT (08) MONTHS





Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Jumartha Milase Majola Office Complex, Struanway, Struandale, Gqeberha, Private Bag X3906, North End, Gqeberha, 6056 – 6001, RSA - Fax.041 451 3458 Tel: +27 (0)41 406 5835- Email address: [lawrence.couffts@ecdsd.gov.za](mailto:lawrence.couffts@ecdsd.gov.za) – Website: [www.socdev.ecprov.gov.za](http://www.socdev.ecprov.gov.za)

**SPECIFICATION FOR CLEANING SERVICES AT NELSON MANDELA METRO:  
MOTHERWELL SERVICE OFFICE FOR A PERIOD OF EIGHT (08) MONTHS.**

**1. BACKGROUND**

The Department is looking for a Service Provider to render cleaning services at Nelson Mandela Metro – Motherwell Service Office for a period of Eight (08) months.

**2. SCOPE OF WORK:**

**2.1** The successful service provider must render cleaning services for the whole office site by providing staff, cleaning equipment, cleaning material, protective clothing, cleaning of government vehicles and gardening services where applicable.

**2.2** The Sites consists of:

**2.2.1** Common areas which include offices, boardroom/s, entrance hall, toilets, kitchen, vehicles, passages, stairs & fire escape.

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly & daily cleaning	No. of offices
<b>ENTRANCE HALL</b>					
Sweep, mop & polish tiled floor	√				
Scrub and polish tiled floor		√			
Stripping of tiled floor			√		
Dust light fittings & light switches	√				
Wipe/Dust/Clean Security/Reception desk	√				
Empty & clean waste paper bins	√			To be done twice a day	
<b>STAIRCASE/FIRE ESCAPES &amp; PASSAGES</b>					
Sweep & mop tiled floor	√				
Sweep carpets	√				
Vacuum carpets		√		Twice a week	
Dust photocopier machines	√				

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Scrub and polish tiled floor	√				
Stripping of tiled floor		√			
Dust light fittings & light switches	√				
Dust, wipe & polish wooden handrails	√				
Sweep & wash Fire escape stairs	√				
Ensure no rubbish accrues in the fire escape stairways	√				
<b>OFFICES</b>					
Vacuum carpets and material covered furniture	√				
Dust & polish desks	√				
Clean and disinfect telephone instruments	√				
Wipe down computers	√				
Dust all high ledges and fittings	√				
Dust all vertical surfaces (walls, cabinets etc. to a height of 2 meters)	√				
Wash and 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	√				
Dust and vacuum chairs	√				
Wipe clean/polish door handles	√				
Dust light fittings & light switches	√				
<b>TOILETS/REST ROOMS/ABLUTIONS PER FLOOR</b>					
Clean & disinfect toilet bowls (inner & outer)	√			To be done twice a day	
Clean & disinfect toilet urinals (inner & outer)	√			To be done twice a day	
Wipe down toilet roll holder cabinets	√			To be done twice a day	
Wipe & clean mirrors	√				
Wipe down & clean walls, doors and / partitions	√				
Dust lights	√				
Sweep & wash tiled floor	√				
Stripping of tiled floor			√		
Scrub & polish tiled floor with disinfectant		√			
Wash/Clean & disinfect hand basins and taps	√				

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Wipe light switches	√				
Wipe and clean hand drying header stations	√				
Provide She Bins	√				
Empty & clean waste bins		√		Once a week	
Treat against staining, fungal and bacterial growth	√			As and when necessary	
<b>KITCHEN AND 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 sink	√				
Disinfect kitchen sink	√				
<b>WINDOWS</b>					
Clean windows on the inside	√				
Wash windows			√	To be done once a month	
Clean main entrance foyer glass windows internally and externally		√			
<b>VEHICLES</b>					
Wash & vacuum Vehicle		√		To be cleaned once a week	
<b>BUILDING SURROUNDINGS &amp; WALK AWAYS</b>					
Pick up litter on building surroundings and walk ways and remove to agreed area		√			
Clean flower boxes	√				
Clean Drains	√				
<b>PASSAGES</b>					
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			

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

Area/Service Office	Square	Number	Gardening	Toilets	Kitchen/St	Vehicles	Hall
---------------------	--------	--------	-----------	---------	------------	----------	------

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	Meters	of staff and others	Services that includes grass cutting		aff rooms		Guard
Motherwell Service Office	2503m <sup>2</sup>	41	Applicable	12	5	2	1

### 2.3 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.

### 2.4 Equipment, materials and consumables

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

- Vacuum cleaners
- Strip Floor Machines
- Polishers
- Brooms
- Mops
- Buckets
- Dishcloths, swabs
- All necessary chemicals and cleaning detergents (Dishwashing liquid, Floor polish, Furniture polish, Handy Andy, Domestos, Deo blocks for toilet, etc.)
- Necessary sign boards e.g floor wet and or slippery etc.

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

### 2.5 Supply and Delivery of Toilet Papers

- 2ply toilet paper SABS approved
- 3 toilet rolls per official per month

### 2.6 Uniform Clothing



The service provider shall at all times ensure that all cleaning staff is neatly clothed in uniforms (with the name of the company printed thereon) with necessary personal protective equipment which shall include but not limited to headgear, gloves, masks etc

## **2.7 Cleaning Staff**

- The Department does not have permanently appointed cleaning personnel; the Service Provider must provide cleaning personnel. Please note that salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour.

## **3. CONTRACT PERIOD**

The contract period will be for Eight (08) months. A Service Level Agreement will be signed between the successful Service Provider and the Department. The commencement date will be mutually agreed upon with the successful Service Provider.

## **4. PRICING**

- a) Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.
- b) 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 suppliers exceeding R1,000,000.00 (excluding VAT) in a 12month period to register for VAT.

## **5. PAYMENT**

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

## **6. VERIFICATION OF THE BUILDING**

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

## **7. BIDDER'S OFFICE**

The Bidder should preferably have an office or reside in the Nelson Mandela Metro in the area where the offices are situated.

## **8. COMPULSORY SITE VISIT**

Service Providers must visit the Offices/Centre before submitting a 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/office and signed after being administered.

## **9. LOCAL ECONOMIC DEVELOPMENT (LED)**

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Bidders must provide with their bids written undertaking that they will source 50% of cleaning and other operational personnel from the ward where the offices are situated.

The procurement, after award of this bid, of all cleaning related equipment including protective clothing and gear for the performance of this contract, from suppliers within the Eastern Cape. 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 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.

  
**ACTING DISTRICT DIRECTOR  
NELSON MANDELA METRO**

13 November 2024  
**DATE**



## 10. EVALUATION CRITERIA

### 10.1 Pre-qualification criteria

- Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- Salaries of the employees must be equal to or in excess of 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 **ON PRICE**; 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 SBD4
- Fully completed and signed Annexure A and B.
- Attendance of compulsory site visit, fully completed and signed (Annexure C)
- Proof of experience in the Cleaning field with a minimum of Six months on a contractual basis (copy of signed award letter/ copy of signed contract AND accompanying letter from the company department indicating that cleaning services were satisfactory rendered).

**NB: Failure to fully comply with the pre-qualification criteria will lead to the disqualification of the bid. In Loco inspection of shortlisted service providers may be conducted by the Department.**

### 10.2 Evaluation as per PPPFA

Quotations will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and Specific Goals.

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	8
5.	▪ No Franchise	2
6.	▪ Disability	3
7.	▪ Locality (Nelson Mandela Metro)	4
8.	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**NOTE: SBD 6.1 ATTACHED IN ORDER TO CLAIM PREFERENCE POINTS. *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.
  - 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 invitation to bid was published.

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*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.*

**NOTE:**

- Quotations are valid for 60 days
- Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- Service Providers are required to submit together with their quotations ECBD 6.1. Service Providers who do not submit ECBD 6.1 will not be eliminated but will only not qualify for rating points.
- Service Providers must complete the preferential points claim forms in order to claim preference points
- The Department will not award a contract to a bidder whose tax affairs are not in order.
- A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 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.
- Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- No bids will be considered if submitted after closing time.
- This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special condition of contract.

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

18/11/24  
-----  
**DATE**



## ANNEXURE A – PRICING SCHEDULE

### 1. CLEANING OF OFFICES

AREA/SERVICE OFFICE	NO OF STAFF AND OTHERS	SQUARE METERS (supplier to verify)	PRICE PER M <sup>2</sup> PER DAY (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 08 MONTHS (EXCL VAT)
Motherwell Service Office	41	2503m <sup>2</sup>			
<b>Total Cost of Cleaning Services for 08 Months (Exclusive of VAT)</b>					

### 2. LABOUR COSTS

AREA/SERVICE OFFICE	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH FOR ALL CLEANERS (Excl VAT)	TOTAL PRICE FOR 08 MONTHS (EXL VAT)
Motherwell Service Office	6			
<b>Total Labour Costs for 08 MONTHS (Exclusive of VAT)</b>				

### 3. TOILET PAPER

AREA/SERVICE OFFICE	NUMBER OF STAFF AND VISITORS	NO. OF TOILET ROLLS FOR 08 MONTHS	PRICE PER TOILET PAPER ROLL (EXL VAT)	PRICE OF TOILET PAPER ROLLS PER MONTH (EXL VAT)	TOTAL PRICE FOR 08 MONTHS (EXL VAT)
Motherwell Service Office	41	1476			
<b>Total cost of toilet papers for 08 Months (Exclusive Vat)</b>					

### 4. SANITARY BINS

AREA/SERVICE OFFICE	NO. OF SANITARY BINS PROVIDE AND MAINTAIN	UNIT PRICE (EXL VAT)	TOTAL PRICE PER MONTH (EXCL VAT)	TOTAL PRICE FOR PROVIDE AND MAINTAIN OF SANITARY BINS 08 MONTHS (EXL VAT)
Motherwell Service Office	12			
<b>Total cost for provide and maintain of sanitary bins for 08 Months (Exclusive of VAT).</b>				

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## 5. CLEANING OF VEHICLES

AREA/SERVICE OFFICE	NO. OF VEHICLES	PRICE PER VEHICLE FOR 1 DAY PER WEEK	TOTAL PRICE FOR CLEANING OF ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE FOR CLEANING OF ALL VEHICLES FOR 08 MONTHS (EXL VAT)
Motherwell Service Office	2			
<b>Total cost of cleaning of vehicles for 08 MONTHS (Exclusive of VAT)</b>				

## 5. GARDENING SERVICES THAT INCLUDES GRASS CUTTING

AREA/SERVICE OFFICE	PRICE PER MONTH FOR GARDENING SERVICES THAT INCLUDES GRASS CUTTING (EXL VAT)	TOTAL PRICE OF GARDENING SERVICES THAT INCLUDES GRASS CUTTING FOR 08 MONTHS (EXL VAT)
Motherwell Service Office		
<b>Total Cost of gardening services for 08 MONTHS (Exclusive of Vat)</b>		



## 6. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 08 MONTHS
CLEANING SERVICES	2503m <sup>2</sup>	
LABOUR COSTS	6	
TOILET ROLLS	1476	
SANITARY BINS	12	
CLEANING OF VEHICLES	2	
GARDENING SERVICES THAT INCLUDE GRASS CUTTING	08 Months	
OTHER COSTS		
SUB TOTAL PRICE FOR 08 MONTHS (VAT EXCLUSIVE)		
VAT		
TOTAL PRICE FOR 08 MONTHS (VAT INCLUSIVE)		

Bidder's name \_\_\_\_\_

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

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

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

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## ANNEXURE B:

### SALARY SCHEDULE

Please write an hourly rate below (**Not** a monthly salary)

#### 1. SALARIES

ITEM	RATE PER HOUR
Salary	

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

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

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

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

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**ANNEXURE C: SITE INSPECTION – MOTHERWELL SERVICE OFFICE (Addo Road , Motherwell)**

**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**

\_\_\_\_\_  
**SUPPLY CHAIN MANAGEMENT**

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

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