



HEAD OFFICE – SUPPLY CHAIN MANAGEMENT

PHYSICAL ADDRESS – 7 Beatrice Street- Albertina Sisulu Building- King Williams Town- 5600

POSTAL ADDRESS: Private Bag X0039 Bisho 5605 | REPUBLIC OF SOUTH AFRICA

Tel: +27(0)43 605 5278 | Cell: +27(0)71 886 2748 -Email Address: ncumisa.ngalwana@ecdsd.gov.za | Website: www.ecdsd.gov.za

RFQ-25/26-0029

**REQUEST FOR QUOTATIONS FOR DRY STEAM CLEANING
OF OFFICES, CLEANING AND SERVICING OF AIR-
CONDITIONS AND CLEANING OF GROUND**

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

Ms. N. Ngalwana/ Mr M Vukubi
Tel: 071 886 2748/082 779 9347

Contact Person for Specification:

Mr T Masangwana/G Marshall
082 814 3433 082 442 3700

Private Bag X0039
Bisho

5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOP WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST B DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICE OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRIC STREET, KING WILLIAM'S TOWN.

Closing Date: 26th August 2025

Closing Time: 11h00

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER
FOR DRY STEAM CLEANING OF OFFICES, CLEANING &
SERVICING OF AIRCONDITIONS AND CLEANING OF GROUNDS**

1. BACKGROUND

The Eastern Cape Department of Social Development (ECDSD), BCM Metro seeks to appoint a Service Provider for dry steaming and cleaning of offices, cleaning & servicing of all air conditioners and grass cutting and pruning of trees/shrubs of the office grounds as per Table 1.

2. OBJECTIVE

The main objective of this bid is to appoint Service Provider for dry steaming and cleaning of offices, cleaning & servicing of all the air conditioners and grass cutting and pruning of trees/shrubs of the office grounds as per Table 1.

Dry steaming and cleaning of the offices involves using steam cleaner to sanitize and clean surfaces without the use of chemicals or excessive water. This is a once off project.

3. SCOPE

The work is to be conducted is to be carried out as follows as per Table 1.

3.1 Dry steaming and cleaning

All the offices involve using steam cleaner to sanitize and clean surfaces without the use of chemicals or excessive water. Steam cleaner all ceilings, walls, floor/carpets and office furniture.

The successful service provider will be required to perform the following:

- 3.1.1 Pre - cleaning: remove any debris, dusty/dirt from all surfaces before dry steam cleaning.
- 3.1.2 Dry steam cleaning. Cleaning solution – use a cleaning solution specifically designed for dry steaming.
- 3.1.3 All toilets & kitchens to be cleaned.
- 3.1.4 All inside windows and frames to be cleaned.
- 3.1.5 Ventilation: During the dry steam cleaning, must ensure good ventilation, to prevent build-up of steam and moisture.
- 3.1.6 Electrical safety: ensure dry steam cleaner is grounded and kept away from water sources. Ensure that all electrical wiring and plugs are secure from dry steaming. Cover electronics and sensitive equipment to prevent damage from steam.
- 3.1.7 Provide personal protective equipment for dry steam cleaning for all its personnel.

3.2 All air conditioners must be serviced and cleaned,

Cleaning and servicing of all air conditioners as per Table 1.

The service to be performed by a qualified and accredited technician.

Tasks:

- 3.2.1 Vacuum clean - With a gentle suction setting to remove dust and debris.
- 3.2.2 Coil cleaner - A specialized cleaner for condenser coils.
- 3.2.3 Disinfectant spray - For cleaning and disinfecting air conditioner components.

3.2.4 Clean filters – Use of alkaline cleaning product for filters, conditioner condensers, coils, and fans. Drain lines to be cleaned.

3.2.5 Refrigerant - Test and re gas if required. Leased Offices (ELSO and KWT) Landlords to be advised.

3.2.6 Sealants - For sealing leaks or gaps in the air conditioner.

3.2.7 List air conditioner that require repairs and faulty

3.3. Grounds.

3.3.1 Removal of all rubble, stones and dry/dead vegetation.

3.3.2 Removal of all weeds including paving.

3.3.3 Grass to be cut and no longer than 30 millimetres. Removal of all grass cuttings from site to BCM municipal demarked area.

3.3.4 Pruning of all trees and shrubs. Removal of all pruning from site to BCM municipal demarked area.

3.3.5 On outside of perimeter security fence, (where applicable) grass to be cut, all trees and shrubs to be pruned. The length of two (2) meters from the security fence. Removal of all cuttings from site to BCM municipal demarked area.

3.3.6 All staff to have personal protective and safety equipment.

Table 1- BCM sites

NAME OF FACILITY	FACILITY TYPE	GEOGRAPHICAL LOCATION	Dry steam cleaning	Cleaning and servicing of air conditioners	Number of air conditioners	Cleaning of grounds	Cleaning of 2 meters of from perimeter security fence
DIMBAZA SO	SERVICE OFFICE	<i>2860 Main Street, Dimbaza, 5671</i>	yes	yes	18 split unit system	yes	yes
EAST LONDON SO	SERVICE OFFICE	<i>16 Commissioner Street, Old Elco Building, East London, 5200</i>	yes	yes	27 extractors, 1 main ventilation system	no	no
KHAYALET HEMBA	SERVICE OFFICE	<i>2041 NU 1 Mdantsane, 5219</i>	yes	yes	18	yes	yes
MDANTSANE 2 SO	SERVICE OFFICE	<i>3793 NU 11 Mdantsane, 5219</i>	yes	yes	15 split unit system	yes	yes
King Williams Town	SERVICE OFFICE	<i>17 Durban Street</i>	yes	yes	Estimate 12	yes	yes

ZWELITSHA SO	SERVICE OFFICE	2253 Stand Street, Zone 6, Zwelitsha, 5608	yes	yes	23	yes	yes
-----------------	-------------------	---	-----	-----	----	-----	-----

4. COMPULSORY BRIEFING

4.1 Bidders are required to attend a compulsory briefing session. Venue, and times will be indicated in the bid notice.

5. DELIVERY PERIOD

The total deliverable period is three weeks on receipt of an official order.

6. PRICES

- Bidders must submit quotation by completing the attached pricing schedule (Annexure A).
- Prices must be inclusive of VAT. If not confirmed, the Department will assume that 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 12-month period to register for VAT.
- Bidders must ensure that there are no errors in the prices quoted.
- The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluate.

7. PAYMENT

7.1 Payment will be made within 30 days of submission of a properly completed invoice and signed off completed work per office, as per Table 1.

8. SPECIAL CONDITIONS

8.1 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 can be performed online at the National Treasury's website, www.treasury.gov.za.

8.2 Bidders must complete declaration of interest form SBD4.

8.3 The Bidder must meet the following minimum requirements for the technical team:

8.3.1 For **Air conditioners, the bidder must have a technician with the following:**

- Certified and Accredited Refrigeration Certificate: The supplier must have refrigeration technician who is fully certified and accredited, demonstrating expertise in the installation, maintenance, and repair of refrigeration systems. Submit a copy of the certificate.
- Must have successfully completed and passed a trade test, verifying their practical skills and technical competency in the refrigeration trade. Submit a copy of the certificate.
- Valid certification in gas handling, ensuring safe and compliant management of refrigerants. Submit a certified copy of the certificate.



8.3.2 **Installation Certifications**. Certified Installer for Specified Brands: The supplier must provide technicians certified by the following manufacturers to install their refrigeration and air conditioning systems:

- Samsung: Certification to install Samsung refrigeration and HVAC units.
- Midea: Certification to install Midea refrigeration and cooling systems.
- Daikin: Certification to install Daikin refrigeration and air conditioning equipment.

8.3.3 All certifications must not be older than 48 months at the time of closure and certified.

8.4 The service provider must meet the following mandatory requirements, ensuring safe, efficient, and environmentally responsible garden maintenance and vegetation control services.

8.4.1 Certifications and Qualification: **Certification for Alien Vegetation Control**: The service provider must hold valid certification in alien vegetation control. This ensures the ability to identify, manage, and remove invasive plant species in compliance with environmental regulations.

8.4.2 **Certifications for Staff Using Chainsaws** and other equipment used: All staff operating chainsaws and other equipment must possess current certifications, demonstrating proficiency in safe equipment handling and operation.

8.4.3 All certifications must not be older than 48 months at the time of closure and certified.

8.5 If the staff of the bidder does not provide personal protective and safety equipment at start of project, the Department reserves the right to cancel the official order at no cost to the Department. (Par 3).

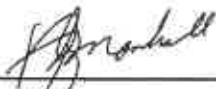
8.6 The bidder, must have all the necessary equipment including vehicles (bakkie/minitruck) which is in a working condition as from start of project. (Par 3). Provide list the equipment to be used during the project.

8.7 The bidder must provide copies of all Licensing and Registration certificates and/or copy of a lease agreement for vehicles to be used during this project. (Par 3).

8.8 The successful bidder after completion of this project in each office is expected to;

- Do walk a about and sign off with the relevant Local Service Office Manager as per table 1.
- The proof of walk about and sign off by Local Service Manager must be attached to the invoice.
- Without points 1 and 2, the invoice will not be paid.
- To provide a written close out report and present to Management of the Department within one week of completion of the project.

8.9 A task team will be established with the successful bidder and project plan with deliverable will be developed.



DIRECTOR: MOVEABLE ASSETS

DATE: 07 August 2025

6

9. EVALUATION

9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 9.1.2 Completed and signed SBD4.
- 9.1.3 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.
- 9.1.4 Minimum requirements and certified copies of certificates for the technical team (clause 8.3.1, 8.3.2, 8.4.1 and 8.4.2).
- 9.1.5 Provide a list of all the equipment to be used during the project which is in a good condition. (Clause 8.6).
- 9.1.6 Provide copies of all Licensing and Registration certificates of vehicles to be used during this project. (Clause 8.7).
- 9.1.7 Proof of experience in the cleaning services field in an office environment with a minimum of the twenty-four (24) months (submit a copy of signed award letter/ copy of signed contract **AND** a corresponding letter from the company / department indicating that cleaning services were satisfactory rendered).
- 9.1.8 Completed and signed Annexure A.
- 9.1.9 Attendance of compulsory briefing session.

N.B: Failure to fully comply with the pre-qualification criteria may lead to the disqualification of the bid.

9.2 EVALUATION AS PER PPPFA

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

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	5
5.	▪ No franchise (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Buffalo City Metropolitan)	9
8.	▪ Youth	1
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

In order to obtain preference points for specific goals, bidders must complete SBD 6.1.

- *Locality will be confirmed as follows:*

7

- 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) *If the address on CIPC is not a local address then a lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published or*
 - d) *Copy of water and lights account from the municipality (Municipal Account, NOT a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.*
- *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV.*
 - *In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitutions.*
 - *In order to be awarded points for disability, a medical doctor's confirmation must be submitted together with this bid.*

10. Bid Policies, procedures, Terms 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 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. The Department will not award a contract to a bidder that is not registered on the CSD
- 10.2 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.
- 10.3 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 10.4 The Department will not award a contract to a bidder whose TAX affairs are not in order.
- 10.5 No bids will be considered if submitted after the closing time.
- 10.6 The Department may, if necessary, negotiate a market related price.
- 10.7 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 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 any and all the members of the Consortium.
- 11.2 All parties must be registered on CSD.

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).



DIRECTOR: SUPPLY CHAIN MANAGEMENT

07/08/25
DATE

**ANNEXURE A
PRICING SCHEDULE**

NAME OF FACILITY	FACILITY TYPE	Dry steam cleaning	Cleaning and serving of air conditioners	Number of air conditioners	Cleaning of grounds	Cleaning of 2 meters of from perimeter security fence	Total
DIMBAZA SO	SERVICE OFFICE	yes	yes	18	yes	yes	
Cost		R	R	R	R	R	R
EAST LONDON SO	SERVICE OFFICE	yes	yes	27 extractors, 1 main ventilation system	no	no	
Cost		R	R	R	R	R	R
KHAYALETHEMB A	SERVICE OFFICE	yes	yes	18	yes	yes	
Cost		R	R	R	R	R	R
MDANTSANE 2 SO	SERVICE OFFICE	yes	yes	15	yes	yes	
Cost		R	R	R	R	R	R
King Williams Town	SERVICE OFFICE	YES	YES	Estimate 12	YES	YES	
Cost		R	R	R	R	R	R
ZWELITSHA SO	SERVICE OFFICE	yes	yes	23	yes	yes	
Cost		R	R	R	R	R	R
						VAT	R
						Total	R

NB: The Department does not pay VAT to service providers that are not registered with SARS as VAT Vendors.

SUPPLIER NAME : _____

CONTACT PERSON : _____

SIGNATURE : _____

DATE : _____

10

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..... RFQ Number: RFQ-25/26-0029

Closing Time 11:00

Closing date: **26th August 2025**

OFFER TO BE VALID FOR **60 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

11

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the

ECBD4

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date
.....
Position	Name of bidder

purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

14

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
Total points for Price and SPECIFIC GOALS	100

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.

15

- 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:

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

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
Gender (women ownership)	5		
Race (black ownership)	2		
Disability	3		
Locality (Buffalo City Metro)	9		
Youth	1		
Total	20		

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

17

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:

.....

.....

18

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
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal
 - Preference Certificates in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - 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 numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs	PREF POINTS CLAIMED FOR RDP GOALS

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

21