



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town – Private Bag X0039 – Bisho – 5605 – REPUBLIC OF SOUTH AFRICA:  
Email address: ncumisa.ngalwana@ecdsd.gov.za - Website: www.ecdsd.gov.za

---

## RFQ-25/26-0001

### REQUEST FOR QUOTATIONS TO PROVIDE CLEANING SERVICES AT THE PROVINCIAL OFFICES FOR A PERIOD OF EIGHT (08) MONTHS

**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 082 814 3433

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 ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRICE STREET, KING WILLIAM'S TOWN.**

**Closing Date: 23<sup>rd</sup> April 2025**

**Closing Time: 11H00**



## SPECIFICATION FOR CLEANING SERVICES AT PROVINCIAL OFFICE FOR A PERIOD OF EIGHT (8) MONTHS.

### 1. BACKGROUND

The Department is looking for a Service Provider to render cleaning services five days per week at **Provincial Office** for a period of eight (8) 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 cleaning must be done **five (5) days per week** and/or as stated in 2.3.1 below. Bidders must note that any reference to "daily", in this document, means 5 days per week.

**2.3** The Sites consists of:

**2.3.1** 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	√				

Building a caring Society. Together.

Sweep carpets	√				
Vacuum carpets		√		Twice a week	
Dust photocopier machines	√				
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	√				

### OFFICES

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	√				

### TOILETS/REST ROOMS/ABLUTIONS PER FLOOR

Clean & disinfect toilet bowls (inner & outer)	√			To be done twice a day	
Clean & disinfect toilet .....	√			To be done	

Building a caring Society. Together.

urinals (inner & outer)				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	√				
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	

#### KITCHEN AND TEA ROOM

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	√				

#### WINDOWS

Clean windows on the inside	√				
Wash windows			√	To be done once a month	
Clean main entrance foyer glass windows internally and externally		√			

#### VEHICLES

Wash & vacuum Vehicle		√		To be cleaned twice a week	
-----------------------	--	---	--	----------------------------	--

#### BUILDING SURROUNDINGS & WALK AWAYS

Building a caring Society. Together.

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		√			
<b>GARDENING SERVICES</b>					
Grass: Trimming of hedges and cutting of grass to the required level (within the building and road reserve). ALL THE CUT GRASS AND RESIDUAL MATERIAL FROM LAWN, BEDDING AND HEDGES AND TREES MUST BE REMOVED from the site.			√	Monthly	
Bedding: remove weeds, prepare bedding and remove foreign materials,			√	twice a month	
Preparing of gardening and planting flowers.		√			
<b>PEST CONTROL</b>					
Infestation of mice, rodents, cockroaches, lice including installation rodent station. This exercise must be approved by the department and conducted by competent professional				Quarterly	
<b>SANITARY SERVICES</b>					
Service bins	√			Once a week	
<b>EMERGENCY OR DISASTER</b>					
The service provider must provide adequate equipment including industrial machine to draw water and remove odour in the buildings, must allow work after hour labour cost				On request by the office	

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

**Building a caring Society. Together.**

Site	m <sup>2</sup>	No. of Offices	Boardroom /Hall	No. of ablutions	No. of kitchens	Store Room	Garden Services	Yard Cleaning	No. of vehicles
Albertina Sisulu Building	1 189m <sup>2</sup>	44	2	4	1	10	Yes	Yes	33
Pick n Pay building	729 m <sup>2</sup>	6	1	2	1	1	None	Yes	-
One Vision Phase one	1150 m <sup>2</sup>	20	1	15	3	3	None	None	-
One Vision Phase Two	3 900m <sup>2</sup>	80	5	10	3	4	None	None	-

## 2.4 Refuse Removal

The successful service provider will be responsible for the removal of refuse including contents of refuse bins and waste paper baskets and its disposal thereof on daily basis. The material must be removed from site to demarcated area by local municipality.

## 2.5 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.
- Sanitizers, Gloves, Surface Sanitizers,
- Masks for Cleaners

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

## 2.6 Supply and Delivery of Toilet Papers

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

## 2.7 Supply, Installation and Maintenance for the duration of the contract

- Perfume digital dispenser and Perfume Air Fresheners to be refilled for Corridors and Toilets.
- Dispenser for Sanitary spray and Sanitary spray to be refilled in each toilet cubicle.
- Hand Soap dispenser and Soap refill in each Toilet.

**Building a caring Society. Together.**

- d) Sanitary pad bin for each toilet cubicle of females.
- e) Hand towel dispenser and Hand towel paper to be refilled on each Toilet.
- f) Wall bin for each toilet block
- g) Urinal drip dispenser and urinal drip master refill for each urinary in male toilets.

## **2.8 Uniform Clothing**

The service provider will be contractually obliged to 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.

## **2.9 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.

## **2.10 Gardening services**

The successful service provider shall be required to trim, remove grass and foreign materials. Including the grass in front and rear of the building. ALL MATERIAL FROM LAWN, BEDDING AND HEDGES AND TREES MUST BE REMOVED from site to BCM demarked refuge site for garden matter. All weeds removed weekly.

The successful service provider shall remove weeds, prepare bedding and remove foreign materials from the bedding,

### **Hedges and Trees:**

Cutting, trimming and removal of leaves and branches materials.

## **2.11 Sanitary bins**

Servicing of bins once a week

## **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 12 month period to register for VAT.

**Building a caring Society. Together.**

## 5. PAYMENT

- a) The successful bidder will bill the Department monthly after services have been rendered.
- b) 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. COMPULSORY BRIEFING and SITE VERIFICATION

Bidders are required to attend a compulsory briefing and site verification. Date and times are indicated in the RFQ notice

## 7. BIDDER'S OFFICE

The Bidder should preferably have an office or reside in the Buffalo City Metro where the offices are situated.

## 8. SPECIAL CONDITIONS:

- a) The successful bidder must resume the service within the period stipulated in the contract document (Reference **Mr Tozamile Masangwana-082 814 3433**)
- b) The department shall be entitled to cancel the order/contract should delivery of the service fail to take place within the stipulated time frame.
- c) The successful bidder must have the financial resources on hand, to pay their staff in the month of work. If complaints are recorded that the successful bidder, has not paid their staff, in that month, the Department reserves the right to terminate the contract.
- d) Bidders must provide a minimum of three contactable references of previous successful similar work conducted, illustrating that the work done was delivered according to the client's expectations. (Submit signed reference letter or project close out signed by both parties.)
- e) The cleaning staff must be sourced within the Buffalo City Municipality in the Eastern Cape Province.
- f) Preference will be given to service providers based in the Buffalo City Municipality in the **Eastern Cape Province**, in line with the Preferential Procurement Regulations 2022.
- g) 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.



## 9. LOCAL ECONOMIC DEVELOPMENT (LED)

To support Local Economic Development within the Province, bidders must provide with their bids written undertaking that they will source 50% of cleaning and other operational personnel from the municipality 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.

  
\_\_\_\_\_  
**DIRECTOR**  
**MOVEABLE ASSETS MANAGEMENT**

01 April 2025

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

**Building a caring Society. Together.**

## 10. EVALUATION CRITERIA

### 10.1 Pre-qualification criteria

- a) Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- b) Salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour
- c) 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.
- d) Fully completed and signed SBD4
- e) Fully completed and signed Annexure A and B
- f) Attendance of compulsory briefing and site visit.
- g) Proof of experience in the cleaning field with a minimum of 24 months on a contractual basis (copy of signed award letter/ copy of signed contract AND accompanying letter from the company or department indicating that cleaning services were satisfactorily rendered).

### 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.

Criteria	Points
Price	80
Specific Goals	20
Specific Goal	NUMBER OF POINTS
▪ Gender (women ownership)	6
▪ Race (black ownership)	1
▪ Disability	3
▪ Locality (Buffalo City Metro)	6
▪ Youth	4
<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

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

10.2.2 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 OR  
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.

**Building a caring Society. Together.**

- b. 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 incitation to bid was published.
- c. 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.
- d. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more that 30% interests in the JV,

10.2.3 In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

## 11. BID POLICIES, PROCEDURES AND CONDITIONS:

- a) Quotations are valid for 60 days.
- b) 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.
- c) Service Providers must complete the preferential points claim forms (SBD 6.1) in order to claim preference points. Service Providers who have completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- d) The Department reserves a right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- e) The Department may, if necessary, negotiate a market related price.
- f) The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.
- g) This RFQ 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.
- h) Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

## 12. 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: -

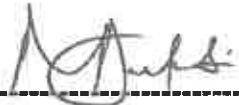
- a) Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this
- Building a caring Society. Together.**

authorization shall be included in the agreement entered into 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;

- b) All parties must be registered on CSD;

### 13. DISCLAIMER

- a) Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ 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.
- b) If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ 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).



pp **V. DLOVA**  
**DIRECTOR: SCM**

01/04/2025

**DATE**

**Building a caring Society. Together.**

12

## ANNEXURE A – PRICING SCHEDULE

### 1. CLEANING OF OFFICES (SQUARE METRE COST TO INCLUDE LABOUR, MATERIALS, UNIFORMS, TRANSPORT AND ADMIN OVERHEAD COSTS)

Name of Building/Office	Number of cleaners	Square metres	Price per Square metre per month	Total Price per month	Total price for office cleaning for first 8 months
Albertina Sisulu Building	4	1 189m <sup>2</sup>			
Pick n Pay building	2	729 m <sup>2</sup>			
One Vision Phase one	3	1150 m <sup>2</sup>			
One Vision Phase Two	12	3 900m <sup>2</sup>			
<b>Total price for office cleaning for first 8 months</b>					

### 2. TOILET PAPER

Area/Service Office	Number of staff and visitors	No. Of toilet rolls for 8 months	Price per toilet paper roll Exl VAT)	Total price for 8 months (Exl vat)
Albertina Sisulu building	199	4 776		
Pick n Pay building	25	600		
One Vision Phase one	107	2 568		
One Vision Phase Two	240	5 760		
<b>Total cost of toilet papers for 8 Months (Exclusive Vat)</b>				

### 3. CLEANING OF VEHICLES

Area/Service Office	No. Of vehicles	Price per vehicle per month (1 day per week) (Excl VAT)	Total price for cleaning of all vehicles per month (Excl VAT)	Total price for cleaning of all vehicles for 8 Months (EXL VAT)
Albertina Sisulu building	33			
<b>Total cost of cleaning of vehicles for 8 MONTHS (Exclusive of VAT)</b>				

Building a caring Society. Together.

13

#### 4. SANITARY AND HYGIENIC SERVICES

**Provincial Offices (Albertina Sisulu, PNP Building and One Vision Phase 1 and 2)**

Description	Quantity	Price per month	Total price for 8 Months
Sanitary spray refill 300ml	168		
Dispenser for Sanitary spray	56		
Soap dispenser 500mml	28		
Hand Soap refill 500mml	84		
Hand lotion dispenser	28		
Hand lotion fill 500mml	84		
Sanitary pad bins	39		
Hand towel paper	300		
Hand towel dispenser	28		
Wall bin	28		
Rodent bait stations and monitor	20		
Perfume dispenser (Air freshener)	27		
Perfume (Air freshener) 500ml	168		
Urinal drip master refill 500ml	63		
Urinal dispenser	21		
<b>Total price of sanitary and hygienic services for 8 Months (Excluding VAT)</b>			

#### 5. GARDENING SERVICES THAT INCLUDES GRASS CUTTING

Area/Service Office	Price per month for gardening services that includes grass cutting (Excl VAT)	Total price of gardening services that includes grass cutting for 8 months (Excl VAT)
Albertina Sisulu building		
<b>Total Cost of gardening services for 8 MONTHS (Exclusive of Vat)</b>		

**Building a caring Society. Together.**

## 6. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 8 Months
CLEANING SERVICES	6 968	
TOILET ROLLS	13 704	
CLEANING OF VEHICLES	33	
SANITARY AND HYGIENIC SERVICES	1142	
GARDENING SERVICES THAT INCLUDES GRASS CUTTING ,TRIMMING TREES AND TREATING WEEDS		
OTHER COSTS		
SUB TOTAL PRICE FOR 8 MONTHS (VAT EXCLUSIVE)		
VAT		
TOTAL PRICE FOR 8 MONTHS (VAT INCLUSIVE)		

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

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

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

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

Building a caring Society. Together.

15

## 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: \_\_\_\_\_

Building a caring Society. Together.

16

## 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-25/26-0001**

Closing Time 11:00

Closing date: **23<sup>rd</sup> April 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

## 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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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.

21

- 1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole proprietorship, 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

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)	6		
No Franchise (Black owned enterprise)	1		
Disabled person ownership	3		
Locality (Buffalo City Metro)	6		
Youth	4		
<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:** .....

.....

.....

24

# 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: .....

26

**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 (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 AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

27