



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Old Balmoral Building – 76 Somerset Street – Private Bag X1002 – Aliwal North – 9750 – REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)51 633 1619 - Fax: +27 (0)51 633 4976 - Email address: leon.ndyoko@ecdsd.gov.za - Website: www.ecdsd.gov.za

ADVERTISEMENT
RFQ: 26/27 – JG –023

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SECURITY CLEANING SERVICES FOR THE PERIOD OF 12 MONTHS
AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE**

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

Mr. D Mathimba
Tel: 0714820982
(Specification)

Mr. L.L Ndyoko
Tel: 0729812163
(Document)

Private Bag X1002
Aliwal North
9750

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

**QUOTATIONS MUST BE SUBMITTED ON OR BEFORE 11H00 ON 18 MAY 2026 IN THE TENDER BOX AT:
DEPARTMENT OF SOCIAL DEVELOPMENT, NO. 74 SOMERSET STREET, OLD BALMORAL BUILDING, ALI WAL
NORTH 9750.**

Closing Date: 18 May 2026

Closing Time: 11H00



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SPECIFICATION FOR CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR A PERIOD OF TWELVE (12) MONTHS

1. BACKGROUND

The Department is looking for a Service Provider to render cleaning services for a period of Twelve (12) months.

2. SCOPE OF WORK:

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

AREA / FACILITY	DAI LY	WEE KLY	MONT HLY	Exceptions to monthly, weekly &/ daily cleaning	No. of offices
ENTRANCE HALL					
Sweep tiled floor	√				
Wash tiled floor	√				
Scrub and polish tiled floor		√			
Wipe down walls	√				
Dust light fittings	√				
Wipe light switches	√				
Wipe/Dust/Clean Security/Reception desk	√				
Empty & clean waste paper bins	√			To be done twice a day	
STAIRCASE					

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

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

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

Wipe down toilet roll holder cabinets	√			
Wipe & clean mirrors	√			
Wipe down & clean walls, doors and / partitions	√			
Dust lights	√			
Sweep tiled floor	√			
Wash tiled floor	√			
Scrub & polish tiled floor with disinfectant		√		
Wash/Clean & disinfect wash hand basins and taps	√			
Wipe light switches	√			
Wipe and clean hand drying header stations	√			
Empty & clean waste bins	√			
Empty and clean all waste receptacles	√			
Clean all metal fittings	√			
Treat against staining, fungal and bacterial growth	√			As and when necessary
FIRE ESCAPES				
Sweep Fire escape stairs	√			
Wash fire escape stairs	√			
Ensure no rubbish accrues in the fire escape stairways	√			
KITCHEN & 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 zinc	√			
Disinfect kitchen zinc	√			
Wash all crockery and glasses including those that are in the offices	√			To be done twice a day

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

WINDOWS					
Clean windows on the inside		√			
Clean main entrance foyer glass windows internally and externally	√				
VEHICLES					
Wash & vacuum Vehicle		√		To be cleaned twice a week	
BUILDING SURROUNDING & WALK AWAYS					
Pick up litter on building surroundings and walk ways and remove to agreed area	√				
Clean flower blinds	√				
PASSAGES					
Pick up and remove to agreed areas	√				
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			
GRASS CUTTING					
Remove all rubble, debris, loose stones and rocks and level the site where same has been removed,				Twice a month	
Rake all areas, remove and cut away all grass cuttings, trees, shrubs, vegetation to the nearest municipal dump.				Twice a month	
Cut the site including the boundary lines to a maximum of 50mm high				Twice a month	
Trim all trees and shrubs including lawns/grass adjacent and abutting against or growing into fences, kerbing etc.			√		

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

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

Area/Service Office	Number of Staff and others	Square Meters	Gardening Services	Toilets	Kitchen	Vehicles
Barkly East Community Development Office	40	726m ²	Not Applicable	1	0	1

2.2 Refuse Removal

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

2.3 Equipment, materials and consumables

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

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

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

2.4 Supply and Delivery of Toilet Papers

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

2.5 Uniform Clothing

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

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

2.6 Provide cleaning staff

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

3. CONTRACT PERIOD

The contract period will be for Twelve (12) months. A Service Level Agreement will be signed between the successful Bidder and the Department. The commencement date will be mutually agreed upon with the successful Service Provider.

4. PRICING

Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.

Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. Bidders must take note of the prescribed threshold for compulsory registration 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 the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour.

6. VERIFICATION OF BUILDING

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

7. BIDDER'S OFFICE

Bidders must source, if possible, at least 50% of cleaners from the ward where the office is service office is situated to support Local Economic Development.

**CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR
TWELVE MONTHS**

LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, the department allocated points to be acquired by service providers that are based in the Eastern Cape Province, in line with the Preferential Procurement Regulations 2022



MR. M.W FUNO
ACTING DISTRICT DIRECTOR
JOE GQABI DISTRICT

14/04/2026

DATE

EVALUATION CRITERIA:

The bid will be evaluated in two phases, pre – evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 as indicated below

8.1 Pre-qualification criteria:

- Pricing Schedule is only valid when signed by the service provider 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; 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, B)

N.B: Failure to fully comply with the pre-qualification criteria may lead to disqualification of Request for Quotation (RFQ). In Loco inspection of short-listed service providers may be conducted by the Department.

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR
TWELVE MONTHS

8.2 Evaluation as per PPPFA

Quotations will be evaluated on 80/20 preference point system as contemplated preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on Price and Specific Goals.

NO.	Criteria	Points
	Price	80
	Specific Goals	20
	Specific Goals	Number of Points
1.	▪ Gender (Woman Ownership)	4
2.	▪ Race (Black Ownership)	2
3.	▪ Disability	4
4.	▪ Locality (Barkly East)	6
5.	▪ Youth	4
	TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

Note:

- *In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.*
- *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on the date prior to the invitation to bid was published*
- *If the preferred address on CSD on 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.*
- *A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid at lease 3 months prior to the incitation to bid was published*
- *Copy of water and lights account from the municipality (Municipality Account, not a councillor'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 that JV partner has more than 50% interest in the JV.*
- *In order to be awarded points for disability, a document confirming permanent disability from a registered medical doctor must be submitted together with this bid.*
- *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.*

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. 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 not completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- d) The Department will not award a contract to a bidder whose tax affairs are not in order.
- 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.

The Department reserves the right to approach the relevant authorities to verify the following for each bidder:

- Citizenship status (individuals)
 - Company information • Criminal records (individuals)
 - Previous tender and government contract track records (where applicable).
 - Government employment status (individuals)
- g) Company / closed corporation ownership / membership status (individuals)
 - h) No bid will be considered if submitted after the closing date and time.
 - i) Service Providers has the responsibility to go and verify office before submitting the quotation.
 - j) 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.
 - k) Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

9. CONSORTIUM / JOINT VENTURE

It is recognised 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 requirement:

9.1 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 authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of all the members of the consortium.

9.2 All parties must be registered on CSD.



MS. D.J PHAMOTSE
ACTING DIRECTOR: SUPPLY CHAIN MANAGEMENT

06/05/2026

DATE

**CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR
TWELVE MONTHS**

ANNEXURE A – PRICING SCHEDULE

1. CLEANING OF OFFICES

AREA / SERVICE OFFICES	NUMBER OF STAFF AND OTHERS	SQUARE METERS	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Barkly East Community Development Office	40	726m ²		

2. LABOUR COSTS

AREA/SERVICE OFFICES	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL COST PRICE FOR ALL CLEANERS PER MONTH (Excl VAT)	TOTAL PRICE FOR ALL CLEANERS FOR 12 MONTHS (Excl VAT)
Barkly East Community Development Office	2			
Total price of Labour Costs for 12 months (Exclusive of VAT)				R

3. TOILET PAPER

AREA / SERVICE OFFICES	Number of Staff and others	NO. OF TOILET ROLLS FOR 12 MONTHS	PRICE PER TOILET PAPER ROLL (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Barkly East Community Development Office	40	1440		
Total price of toilet rolls for 12 months (Exclusive of VAT)				R

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

4. CLEANING OF VEHICLES

AREA / SERVICE OFFICES	NO. OF VEHICLES	PRICE PER VEHICLE PER MONTH (Excl VAT)	TOTAL PRICE FOR ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE FOR CLEANING OF ALL VEHICLES FOR 12 MONTHS (Excl VAT)
Barkly East Community Development Office	1			

5. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
CLEANING SERVICES	726m ²	
LABOUR COSTS	2	
TOILET ROLLS	1440	
CLEANING OF VEHICLES	1	
SUBTOTAL		
VAT		
GRAND TOTAL		

Signature of Bidder: _____

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

ANNEXURE B: SALARY SCHEDULE

Please write an hourly rate below not a monthly salary

Item	Rate per hour
Salary	

Name: _____

Sign: _____

Date: _____

Designation: _____

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR
TWELVE MONTHS



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

ANNEXURE C

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

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

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

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER (e.g Siyazama Co-orp)	COMMODITY/SERVICE (Uniform Clothing and Cleaning)	LOCATION (Burgersdorp)

I, the undersigned (Bidder's representative)

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

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

.....
Signature

.....
Date

.....
Name of bidder

Position

CLEANING SERVICES AT BARKLY EAST COMMUNITY DEVELOPMENT OFFICE FOR TWELVE MONTHS

**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.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	4		
No franchise (Black Ownership)	2		
Disability	4		
Locality (Barkly East)	6		
Youth	4		
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
 - 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 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.

Full Name	Identity Number	Name of State institution

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

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.

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.
- 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

² 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.

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 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
 - Technical Specification(s);
 - 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 goods and/or works 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 - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference 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 (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 ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: