

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (EASTERN CAPE DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	RFQ 26/27- CHD – 0043	CLOSING DATE:	13 August 2026	CLOSING TIME:	11h00
DESCRIPTION	Request for quotations for Appointment of Service Provider to provide Cleaning Services at Chris Hani District Office: Chris Hani District for the Department of Social Development, Eastern Cape for a period of Six (06) Months.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
No.6 Ebdon Street					
Komani					
5319					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	T. Doloni		CONTACT PERSON	U. Malawama	
Tel No.	064 608 0856		Tel No.	045 808 3753	
E-MAIL ADDRESS	Thobani.doloni@ecdsd.gov.za		E-MAIL ADDRESS	Unathi.malawana@ecdsd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF THE BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

NO 6 EBDEN STREET -PRIVATE BAG X 7191-QUEENSTOWN-5320-REPUBLIC OF SOUTH AFRICA:
Tel: 27 (0) 45 838 9252; Fax: +27 (0) 45 808 3710; E-mail address. thobani.doloni@ecdsc.gov.za
Website: www.socdev.ecprov.gov.za

SPECIFICATION FOR CLEANING SERVICES AT CHRIS HANI DISTRICT OFFICE FOR A PERIOD OF SIX (06) MONTHS.

1. BACKGROUND

The Department is looking for a Service Provider to render cleaning services for five days per week at **Chris Hani District Office** for a period of Six (06) months.

2. SCOPE OF WORK:

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

2.2 The Sites consists of:

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

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly & daily cleaning	No. of offices 23 01 boardroom 02 waiting area 02 storeroom Tea Rooms 03
ENTRANCE HALL					
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 wastepaper bins	√			To be done twice a day	

STAIRCASE/FIRE ESCAPES & PASSAGES					
Sweep & mop tiled floor	√				
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 urinals (inner & outer)	√			To be done twice a day	
Wipe down toilet roll holder cabinets	√			To be done twice a day	
Wipe & clean mirrors	√				
Wipe down & clean walls, doors and / partitions	√				
Dust lights	√				
Sweep & wash tiled floor	√				
Stripping of tiled floor			√		
Scrub & polish tiled floor with disinfectant		√			
Wash/Clean & disinfect hand basins and taps	√				
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	√				
Wash all crockery and glasses including those that are in the offices for officials	√			To be done twice a day	
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 once a week	
BUILDING SURROUNDINGS & WALK AWAYS					
Pick up litter on building surroundings and walkways and remove to agreed area		√			
Clean flower boxes	√				
Clean Drains	√				
PASSAGES					
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			

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

Area/Service Office	Square Meters	Number of staff and others	Toilets		Kitchen	Vehicles
			M	F		
Chris Hani District Office	1089 m ²	70	03	03 plus 02 disabled	03	09

2.3 Refuse Removal

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



2.4 Equipment, materials and consumables

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

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

- Polishers (Floor & Tiles)
- Vacuum cleaners
- Brooms (Soft & Hard)
- Mops
- Buckets
- Protective Gear (Gloves, Aprons, Masks & Sanitizers)
- Dish cloths, swabs, feather dusters and yellow dusters
- All necessary chemicals and cleaning detergents (e.g. Dishwashing liquid, Floor polish, Furniture polish, Handy Andy, Domestos, Deo blocks, pine gel, hand soap, handy andy, bleach etc.)
- All disinfection chemicals to sanitize all offices and common areas (door handles, desks and kitchen areas)
- Necessary sign boards e.g. wet floor and or slippery etc.
- Carwash wax plus cloths & dashboard sprays
- Air Fresheners & Odorless Doods
- Refuse bags for office and outside dust bins

2.4 Supply and Delivery of Toilet Papers

- 2-ply toilet paper SABS approved
- 4 toilet papers per official per month (1 roll per week)

2.5 Uniform Clothing

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

2.7 Cleaning Staff

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

3. CONTRACT PERIOD

The contract period will be for Six (06) 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT. The department will not be liable for VAT payment which was not included in the original quotation.

5. PAYMENT

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

6. VERIFICATION OF THE BUILDING

All Bidders are advised to verify the size of offices to be cleaned before submitting the quotation and quote accordingly. I am concerned with the removal of the compulsory condition for inspection of the office as suppliers will now thumb suck the office environment and may result in under-pricing or overpricing including bidders will potentially price gamble.

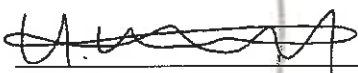
7. BIDDER'S OFFICE

The Bidder should preferably have an office or reside within Chris Hani District or in the area where the offices are situated.

8. LOCAL ECONOMIC DEVELOPMENT (LED)

To support Local Economic Development within the Province, higher preference points will be given to service providers who have established their offices in the Chris Hani District and confirmation that the bidder will support local procurement within these offices. Bidders must provide with their bids written undertaking that they will source 50% of cleaning and other operational personnel from the ward where the offices are situated.

The procurement, after award of this bid, of all cleaning related equipment including protective clothing and gear for the performance of this contract, from suppliers within the Eastern Cape. Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/ commodities. The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere, could lead to review and termination of the contract.



MR. T. SOLANI
DISTRICT DIRECTOR
CHRIS HANI DISTRICT

p.p

29/07/2026

DATE

9. EVALUATION CRITERIA

9.1 Pre-qualification criteria

- Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- Salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour
- No correction fluids of any kind must be used. In cases where corrections are necessary **ON PRICE**; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- Completed and signed SBD4.
- Completed and signed Annexures A & B Indicate "N/A" when information is not provided.
- A Letter of Good Standing from the Department of Employment and Labour, valid at the time of bid closure to confirm Bidders registration for Compensation of Occupational Injuries & Diseases - Act 130 of 1993 (As amended) or a Tender letter from the Department of Employment and Labour.
- An Unemployment Insurance Fund compliance certificate valid at the time of bid closure or a Tender Letter from the Department of Employment and Labour to confirm bidders UIF status.
- Proof of experience in the cleaning field with a minimum of Eighteen [18] months on a contractual basis (copy of signed award letter/ Purchase Order/copy of signed contract AND a Corresponding letter from the company department indicating that cleaning services were satisfactory rendered).

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

9.2 Evaluation as per PPPFA

Bid proposals will be evaluated in accordance with 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. Bidders who do not claim specific goals will not qualify for preference points

Matrix for evaluation

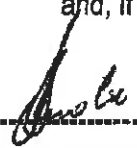
NO.	CRITERIA	POINTS
1.	Price	80
2	Specific Goals	20
2	SPECIFIC GOALS	NUMBER OF POINTS
3.	Gender (Women Ownership)	4
4	No Franchise (Black Ownership)	3
5	Disability	4
6	Youth	3
7	Military Veterans	2
8	Locality (Chris Hani District)	4
	Total Points for Price & Specific goals	100



- *In order to obtain preference points for specific goals, bidders must complete SBD 6.1.*
- *Locality will be confirmed as follows:*
 - 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. *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 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.*
- *In order to be awarded points for Military Veterans, Discharge papers and a report of Separation form must be submitted together with this bid.*

NOTE:

- Quotations are valid for 90 days
- Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.
- Service Providers are required to submit together with their quotations a completed and signed SBD 6.1. Service Providers who do not submit SBD 6.1 will not be eliminated but will only forfeit the allocated points for specific goals.
- The Department will not award a contract to a bidder whose tax affairs are not in order.
- A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of preference points.
- The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.
- Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- No bids will be considered if submitted after closing time.
- This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special condition of contract.


MS. D. PHAMOTSE

ACTING-DIRECTOR: SUPPLY CHAIN MANAGEMENT

06/08/2026

DATE

ANNEXURE A – PRICING SCHEDULE

1. CLEANING OF OFFICES

AREA/SERVICE OFFICE	NO OF STAFF AND OTHERS	SQUARE METERS (supplier to verify) to be cleaned daily	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 06 MONTHS (EXCL. VAT)
Chris Hani District Office	70	1089 m ²		
Total Cost for Cleaning of services for 06 MONTHS (Exclusive of VAT)				

2. LABOUR COSTS

AREA/SERVICE OFFICE	NUMBER OF WORKERS	COST PER WORKER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH FOR ALL WORKERS (Excl VAT)	TOTAL PRICE FOR 06 MONTHS (EXL VAT)
Chris Hani District Office	04 (Cleaners)			
	01 (Gardner)			
Total Labour Costs for 06 MONTHS (Exclusive of VAT)				

3. TOILET PAPER

AREA/SERVICE OFFICE	NUMBER OF STAFF AND VISITORS	NO. OF TOILET ROLLS FOR 06 MONTHS	PRICE FOR TOILET PAPERS PER MONTH (EXL VAT)	TOTAL PRICE FOR 06 MONTHS (EXL VAT)
Chris Hani District Office	70	1680		
Total cost of toilet papers for 06 Months (Exclusive of VAT)				

4. SANITARY BINS (SERVICING SHE BINS)

AREA/SERVICE OFFICE	NO. OF SANITARY BINS TO MAINTAIN	UNIT PRICE (EXL VAT)	TOTAL PRICE FOR SANITARY MATERIAL FOR 06 MONTHS (EXL VAT)
Chris Hani District Office	03		
Total cost of maintaining sanitary bins for 06 Months (Exclusive of VAT).			

5. CLEANING OF VEHICLES

AREA/SERVICE OFFICE	NO. OF VEHICLES	PRICE PER 1 VEHICLE FOR 1 MONTH (Excl VAT)	TOTAL PRICE FOR ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE FOR ALL VEHICLES FOR 06 MONTHS (EXL VAT)
Chris Hani District Office	09			
Total cost of cleaning of vehicles for 06 MONTHS (Exclusive of VAT)				

6. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 06 MONTHS
CLEANING SERVICES	1089 m ²	
LABOUR COSTS	05	
TOILET ROLLS	1680	
CLEANING OF VEHICLES	09	
SANITARY BINS	03	
OTHER COSTS		
SUB TOTAL PRICE FOR 06 MONTHS (VAT EXCLUSIVE)		
VAT		
TOTAL PRICE FOR 06 MONTHS (VAT INCLUSIVE)		



7. ONCE OFF SUPPLY AND DELIVERY OF SANITARY PAD BINS (SHE BINS)

AREA/SERVICE OFFICE	NO. OF SANITARY BINS REQUIRED	UNIT PRICE (EXL VAT)	TOTAL PRICE FOR SANITARY PAD BINS (EXL VAT)
Chris Hani District Office	03		
Total cost of provided sanitary bins. (Exclusive of VAT).			

GRAND TOTAL FOR CLEANING SERVICES FOR 06 MONTHS, INCLUSIVE OF ONCE SUPPLY AND

DELIVER OF SANITARY BINS

R _____

Bidder's name _____

Sign: _____

Date: _____

Designation: _____

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: _____

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

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

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.

2.3.1 If so, furnish particulars:

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to

the date and time of the official bid opening or of the awarding of the contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

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) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 Bidder)	Percentage Owned
Gender	4		
No Franchise	3		
Disability	4		
Locality (Chris Hani District)	4		
Youth	3		
Military Veterans	4		
Total Points for Specific Goals	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