



Appointment of a service provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for the period of thirty-six (36) months.

The Compensation Fund (CF) wishes to invite all potential respondents to submit their proposals.

Bid Number: TCF 02 :2022/23

Bid Description: Appointment of a service provider to provide Office cleaning, Deep cleaning, Hygiene and pest control to the Compensation Fund for a period of sixty (36) months.

Closing Date: 11 July 2022 at 11h00am.

THERE WILL BE NON COMPULSORY BRIEFING SESSION FOR THIS BID

Non-Compulsory briefing Session will be held on:

Venue : 167 Thabo Sehume street, Delta Heights Buidling, Pretoria

Date : Friday, 24 June 2022

Time : 10H00am.

The Tender Documents are obtainable from: Departmental Website: www.labour.gov.za, under Tenders Enquiries: SCM.enquiries@labour.gov.za and National Treasury E-Tenders portal.

NB: All Documents should be clearly marked: tender number, description, closing date and time and deposited in the tender box situated at ground floor, Compensation Fund (CF), 167 Thabo Sehume Street, Delta Heights, Pretoria, 0001



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID

TCF 02: 2022/23

The Compensation Fund (CF) wishes to invite all interested companies to submit bids for the Appointment of a service provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for the period of thirty-six (36) months.

ISSUE DATE:

10 June 2022

CLOSING DATE AND TIME

11 July 2022 at 11H00am

BRIEFING SESSION DETAILS

Non-Compulsory briefing Session will be held on:

Venue : 167 Thabo Sehume street, Delta Heights Building, Pretoria

Date : Friday, 24 June 2022

Time : 10H00am.

Prospective bidders may send their questions/queries to SCM.Enquiries@labour.gov.za

NB: The cut-of time to receive enquiries is 72 hours before the closing date.

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PART A

INVITATION TO BID

| | | | | | |
|--|---|---------------|--|--|-----------------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMPENSATION FUND(CF) | | | | | |
| BID NUMBER: | TCF 02:2022/23 | CLOSING DATE: | 11 July 2022 | CLOSING TIME: | 11:00 am |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFICE CLEANING, DEEP CLEANING, HYGIENE AND PEST CONTROL SERVICES TO THE COMPENSATION FUND FOR THE PERIOD OF THIRTY-SIX (36) MONTHS. | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| 167 Thabo Sehume Street | | | | | |
| The Compensation Fund, Delta Heights Building | | | | | |
| Pretoria, 0001 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | | CONTACT PERSON | | |
| TELEPHONE NUMBER | | | TELEPHONE NUMBER | | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | SCM.enquiries@labour.gov.za | | E-MAIL ADDRESS | SCM.enquiries@labour.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 |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | [TICK APPLICABLE BOX] | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] |

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| | | | |
|--|--|--|---|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | |
| 1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | 2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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. | | | |

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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, 2017, 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 BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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


DATE:

TERMS OF REFERENCE

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE OFFICE CLEANING, DEEP CLEANING, HYGIENE
AND PEST CONTROL SERVICES TO THE**

**COMPENSATION FUND FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**



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1. Background

The Compensation Fund (CF) seeks to appoint a service provider to provide cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of 36 months.

Companies with relevant skills, experience, and empowerment profiles are invited to submit bids to the CF, to provide cleaning, deep cleaning, hygiene, pest control services.

The main aim is to ensure a clean, hygienic and pest controlled working environment for the Fund.

These Terms of Reference outline the purpose, background to this assignment, the scope and management of the planned work within the timetable, skills and experience being sought, and bidding specifications.


NB: The Fund is currently leasing Delta Heights building which the contract lapses 30 June 2024, the appointed service provider will need to move with us to the new building for the remaining term of the contract (+/- 12 months).

Such a move will either increase or reduce in scope of work for the remaining term.

2. Legislation

The contractor must comply with all the acts and regulations applicable to provide office cleaning, deep cleaning, hygiene and pest control services. In addition they must also comply with the following legislations, best practices and framework, but not limited to:

- Constitution Act 108 of 1996
- Disaster Management Act 53 of 2005
- Public Finance Management Act 1 of 1999
- Occupational health and safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, 1993 (COIDA);
- Unemployment Insurance Fund Act 63 of 2001;
- National Environmental Management Act 107 of 1998
- Basic Conditions of Employment Act (BCEA)

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- Fertilizers, farm feeds, agricultural remedies and stock remedies (Act 36 of 1947)
- The National Environmental Management: Waste Act, 59 of 2008
- The National Regulations on health care risk waste (NEMWA, act 59 of 2008)
- National Water Act No. 36 of 1998

3. Required Expertise and Skills

- The service provider must have a minimum of three (3) years proven track record and extensive experience of providing office cleaning, deep cleaning, hygiene and pest control services.
- The service provider will be required to provide proof of servicing an organization with the staff compliment of 1000 employees or more.
- The service provider must be a member of any recognized association for companies providing such services of office cleaning, deep cleaning and hygiene services.
- The supervisor who will be responsible for the supervision of daily operations and staff must have at least a minimum of 3 years proven experience on office cleaning supervisory role.
- Individual resources must have a working knowledge on occupational health and safety.

4. Project Approach and Work-plan

The service provider will be required to provide a summary that demonstrates their companies understanding of the requirements. Bidders' submissions should document the following:


- A detailed work-plan as well as the proposed approach to undertaking the scope of the work;
- Previous experience and references where similar projects were conducted, both in the public and private sectors;(attach letters)
- Estimated costs as per the bill of quantities provided.

5. Methodology

Project methodology to be employed in execution of this project and activities should be documented and included, amongst other things, but not limited to the following:

- Scope and approach;
- Detailed transition plan

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- Reporting;
- Material Safety Data Sheet should be provided for all consumables or materials to be used or replenished prior.
- The contractor shall ensure that any work that will be carried out would not endanger health and safety of CF personnel including his/her own employees.
- Comply with the all applicable legislatives i.e. OHS Act at all times.
- The appointed service provider will be required to submit a safety file prior the work commences.

6. Scope of Work

6.1 The required cleaning, hygiene and pest control services will be as follows:

- 6.1.1 Provision of 25 (24 cleaners and 1 supervisor) cleaning staff to provide cleaning, deep cleaning, hygiene and pest control services in the office area, storeroom (LG) and unit A office space next to the reception area both in Delta Heights building in 167 Thabo Sehume Street within Pretoria CBD. The building comprises of 21 floors with 90% carpet and 10% tile areas.
- 6.1.2 The successful service provider will be required to supply adequate cleaning, deep cleaning, hygiene and pest control services: equipment, material and SABS quality approved consumables.
- 6.1.3 The successful service provider will be responsible for installation of hygiene battery-powered equipment and maintenance thereof for the duration of the contract which includes the replenishment of batteries as and when required.
- 6.1.4 Cleaning services will be performed between 06H00 to 15H00 from Monday – Friday and between 08H00 to 10H00 on Saturday, excluding Sundays and public holidays unless where otherwise specified.
- 6.1.5 The successful bidder will be expected to attend to emergencies, spillages and flooding.
- 6.1.6 The bidder should arrange for relievers in case of leaves, strikes, etc.
- 6.1.7 Task register/checklist to be placed at the back of each bathroom and kitchen door for ticking tasks done.

| BUILDING NAME | PHYSICAL ADDRESS |
|---|---|
| Delta Heights (14 229 square meter) Unit A (897 square meter) Storeroom/lower ground (1392 square meter) Total Square meter = 16 518 square meters | 167 Thabo Sehume Street, Delta Heights building, Compensation Fund Pretoria CBD 0002 |

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7. Specification for the required services:

A. DEEP CLEANING SERVICES

Deep cleaning: an extremely thorough cleaning of a place/item to remove dirt, reduce infections and maintain a level of cleanliness in the building.

| SERVICES | QTY | FREQUENCY |
|---|---|---|
| Deep cleaning of Toilet bowls and toilet floors | 94 | Quarterly (on the 3 rd month of the quarter) |
| Deep cleaning hand washing basins | 65 | Quarterly |
| Deep cleaning of kitchen sinks. | 18 | Quarterly |
| Deep cleaning of urinal bowls | 20 | Quarterly |
| Deep cleaning of carpet and tiled areas | <ul style="list-style-type: none"> • 12 980,2 square meters of carpet • 1 318.8 square meters tiled area | Bi-annually(on the 6 th month of the semester) |
| Interior window cleaning (include number) | <ul style="list-style-type: none"> • 1280 panels of widows • 3rd floor comprises of full windows • Ground reception: 4 panels | Bi-annually |

B. PEST CONTROL

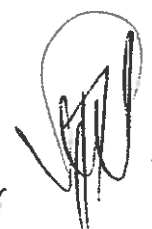
- The service provider shall supply, maintain and service rodent and rat traps.
- Fumigate and treat insects; cockroaches with relevant paste and chemicals on quarterly basis.
- Chemicals used should not be harmful to humans and the Environment.
- A safety material data sheet shall be provided prior to conducting the fumigation service.
- All chemicals used must be SABS approved.

C. SANITARY WASTE COLLECTION AND DISPOSAL

- Collection and safe disposal of feminine hygiene waste by emptying of SHE bins from all the ladies toilets.

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- The service provider will collect and dispose sanitary waste twice daily, at 6:00 am and 13:00 pm.
- The service provider will collect sanitary waste at the Compensation Fund building number 167 Thabo Sehume Street Pretoria central.
- A certificate showing safe disposal of the sanitary waste from an authorized/approved facility must be submitted monthly to the Fund.
- A certificate for transportation of sanitary waste to an approved facility must be attached.

D. HYGIENE SERVICES

Required dispenser to be installed by the successful service provider: Successful service provider will be responsible to replace batteries as and when needed.

| | Autom atic Hand- Towel Dispe nser | Autom ated Safe- Seat Dispen ser | Autom atic Fragra nce Dispe nser | Autom atic Soap Dispe nser | Autom atic Hand- sanitiz er Dispe nser | Foot Pedal opera ted SHE bins | Autom atic Dish wash dispen sers | Toile t Roll Hold ers TR3 |
|---|--|---|---|--|--|--|---|---------------------------------------|
| Men Toilet | 22 | 44 | 22 | 22 | 0 | 0 | 0 | 44 |
| Ladies Toilet | 25 | 50 | 25 | 25 | 0 | 58 | 0 | 50 |
| Ablutio n facility for person s living with disabilit ies | 16 | 16 | 16 | 16 | 0 | 0 | 0 | 16 |
| Kitchen | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 |
| Boardr oom | 0 | 0 | 0 | 0 | 42 | 0 | 0 | 0 |

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| | | | | | | | | |
|---------------|----|-----|----|----|----|----|----|-----|
| Main Entrance | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| Lift Lobby | 0 | 0 | 0 | 0 | 21 | 0 | 0 | 0 |
| Totals | 63 | 110 | 63 | 63 | 65 | 58 | 18 | 110 |

E. HYGIENE SERVICES: DISPENSER SERVICING AND REPLENISHMENT OF CONSUMABLES

| TASK DESCRIPTION | QTY PER MONTH | FREQUENCY |
|--|---|-----------|
| A. SANITARY DISPOSAL BINS (SHE-BINS) (WOMEN CUBICLES) | | |
| Sanitary waste must be removed and not stay within the premises | 58 bins to be collected 2 times per week, Tuesday and Friday. | Weekly |
| Disposal bins must be emptied, cleaned with disinfectant and replace new inner red plastic bags. <ul style="list-style-type: none"> One (1) bin per female cubicle | 58 bins to be cleaned and disinfected 2 times per week, Tuesday and Friday. | Weekly |
| B. SANITARY HYGIENE BAGS FOR SANITARY TOWELS | | |
| Supply and replacement of plastic bag | 500 bags/month to be replaced 2 times per week, Tuesday and Friday | Weekly |
| C. SEAT SANITISER SPRAY REFILL | | |

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| | | |
|--|------------------------|--|
| Supply safe Seat spray refills (must contain bactericides and disinfectants). | 220 cans/sachet | In the first month of the contract. |
| Seat sanitizer spray must be replaced | 110 | Monthly. |
| D. HAND WASH LIQUID SOAP AND DISPENSER | | |
| Foam hand wash soap must be refilled daily | 65 | Daily |
| Foam hand wash soap must be drip free and not harsh/ irritable to the skin SABS approved. | 5 x 25 liters | Monthly |
| E. AUTOMATIC DISHWASHING LIQUID DISPENSERS | | |
| Liquid dishwashing soap must be refilled daily | 18 | Daily |
| Liquid dishwashing soap must be drip free and not harsh/ irritable to the skin SABS approved. | 3 x 25 liters | Monthly |
| F. AUTOMATIC HAND TOWEL DISPENSERS | | |
| Paper towels must be replaced twice daily | Daily | Daily |
| Supply Hand paper towel (200 x 150) 21gsm Paper towels must be manufactured from a soft, good quality paper (SABS approved) (Quality 1 ply) | 480 rolls | Monthly |
| F. AUTOMATIC FRAGRANCE REFILLS | | |

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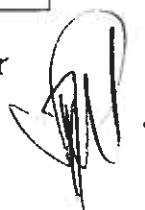
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| | | |
|---|----------------------------------|----------------------|
| Air freshener must be refilled and must spray set at intervals of 15 minutes. All assorted fragrances. | 65 x 250 ml cans/sachets | Monthly |
| G. TOILET PAPER ROLLS | | |
| Supply & replenishment of Toilet paper rolls (SABS approved). Toilet paper must be manufactured from a soft, good quality paper tissue(SABS Approved)(two ply tissue) | 100 Bale (48 units in a bale) | Monthly |
| Replenishment of Toilet paper rolls | | As and when required |
| H. TOILET BRUSH SET | | |
| Supply of toilet brush set when broken | 130 | Once off |
| I. UNIRALS | | |
| Replace P-mats in the male toilets. (20 urinals) Supply 80 per month and replace weekly | 80 | Monthly |

MONTHLY SUPPLY OF CONSUMABLES (All consumables shall be SABS approved)

| CONSUMABLES FOR ALL DISPENSERS Description | Unit | QTY per month |
|--|--|---------------|
| SHE bin red liners (Serviced twice every week) 600 | 58 SHE Bins x 2 collections per week = 116 per week. 116 x 4 weeks = 464 and 136 spare | 600 |
| Seat sanitizer spray to be supplied | 110 | 110 |
| Wall bin liners (any colour but not red) | 600 | 600 |
| Foam hand Soap | 25lt | 5 |

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| | | |
|---|-----------------|---|
| Dishwash liquid soap | 25lt | 3 |
| Hand towel quality 1 ply (200 x 150) 21gsm | 480 | 480 |
| Toilet Paper quality 2 Ply (Bale of 48) | 4800 (48 x 100) | 4800 |
| Fragrance spray refills – assorted fragrances 250 ml cans | 65 | 65 |
| Batteries for all automatic dispensers must be replaced | Each | Appointed service provider will be required to supply and replace batteries on all automated dispensers as and when required. |
| P-mats | 80 | 80 |


8. THE FOLLOWING EQUIPMENT MUST BE SUPPLIED AND MAINTAINED BY THE APPOINTED SERVICE PROVIDER

All equipment should be bearing a stamp of approval from SABS. Each serviced area to be allocated all the necessary equipment per floor. Sufficient and separate gloves for each area should be provided for the cleaning of the bathrooms, kitchens and general areas. All equipment to be supplied and maintained by the service provider include but not limited to i.e. brooms, mops, vacuum cleaners, automated dispensers.

8.1 Proper cleaning cloths for various areas in colour codes are required as follows:

- Red for bathroom purposes
- Yellow/Orange for the workstations and equipment amongst other telephone equipment and computers; and
- Blue for the kitchens

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9. CLEANING STANDARDS & NORMS

The Service Provider needs to take into account the following cleaning standards and norms which needs to be applied during the course of the service. They shall carry out all tasks using SABS approved detergents:

- General cleaning detergents
- Disinfectants
- Polish
- Finishes (Walls and floors)
- Carpets and carpet tiles chemicals

10. WORKPLAN

The bidder must submit together with his/her tender a complete work plan in which amongst others, the following should be indicated:

- The work method that will be followed for the execution of the contract
- Different cycles of the execution of the work

11. CLEANERS NORMS AND STANDARDS

An acceptable norm for the provision of cleaners is one cleaner can clean +- 1000 to 2000 square meters per cleaner per day.

12. WORKING TIME


Days – Normal working days, Monday to Friday

Time – 06:00 – 15:00 (full team).

Saturday - 8:00 – 10:00 (1 cleaner).

Special arrangement shall be made for holidays and weekends when required.

13. NUMBER OF CLEANERS PER EACH BUILDING

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DELTA HEIGHTS:

1 Supervisor

Toilets, staircases and lift lobbies 4 cleaners

20th floor 1 person

19th floor 1 person

18th floor 1 person

17th floor 1 person

16th floor 1 person

15th floor 1 person

14th floor 1 person

13th floor 1 person

11th floor 1 person

10th floor 1 person

09th floor 1 person

08th floor 1 person

07th floor 1 person

06th floor 1 person

05th floor 1 person

04th floor 1 person

03rd floor 1 person

Lower Ground 2 person

Area A (897 square meter)


1 person

14. TASK AND ACTIVITIES

For daily tasks, the areas must be checked every 3rd hour and correction be done. The ablution facilities must be checked hourly, be refreshed and consumable be replenished if needed.

| # | TASK AND ACTIVITIES | FREQUENCY |
|------|--|-----------|
| 14.1 | Dusting Unless otherwise stated, the under-mentioned should be dusted everyday with a soft cloth or duster, which is recommended specifically for this purpose, and should be cleaned daily: | |


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| | | |
|-------------|--|---|
| | <ul style="list-style-type: none"> a) Contents of each room b) All surfaces and partitions c) All artwork and frames d) Wooden panels and partitions <p>Stock items in storerooms should be dusted on request, or at least once a month.</p> | <p>daily</p> <p>daily</p> <p>daily</p> <p>daily</p> |
| 14.2 | <p>Blinds</p> <ul style="list-style-type: none"> a) Dust blinds b) Clean blinds | <p>Daily</p> <p>Weekly</p> |
| 14.3 | <p>DOORS</p> <ul style="list-style-type: none"> a) Remove all dirty spots on wooden and aluminum doors b) Polish door handles with an approved metal polish where applicable c) Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required | <p>Daily</p> <p>Weekly</p> <p>Weekly</p> |
| 14.4 | <p>ELEVATORS</p> <p>Clean all elevators inside and outside with degreasing agent using a cloth that will not scratch the surface, as required.</p> | <p>Daily</p> |
| 14.5 | <p>FURNITURE</p> <ul style="list-style-type: none"> a) Polish wooden furniture with an approved polish. Such polish should not be greasy, and should not come off on anything it comes into contact with after it has been polished b) Use modern surface polish to clean laminated furniture c) Remove all dirty sports from glass tops, desks and other furniture such as bookcases, empty shelves. Damp-clean | <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> |

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| | | |
|-------------|--|--|
| | <p>those parts of furniture covered in leather</p> <p>d) Treat upholstered or leather covered parts of furniture with an approved agent.</p> <p>e) Vacuum those parts of furniture covered with fabric</p> <p>f) Wipe telephones, printers, computers and laptops with a damp cloth using suitable diluted disinfectant.</p> | <p>Weekly</p> <p>Daily</p> <p>Daily</p> |
| 14.6 | <p>INSIDE WALLS</p> <p>a) Remove all spots such as fingerprints on walls, paintwork, and electric switches by wiping with disinfectant wet cloth.</p> <p>b) Glasses on DD cubicles to be cleaned daily.</p> | <p>Daily</p> <p>Daily</p> |
| 14.7 | <p>STAIRS p1, p2 & Ground floor are excluded- done by landlord.</p> <p>a) Clean all stairs and balustrading with an appropriate water and soap disinfectant.</p> <p>b) Use appropriate polish on all stairs</p> <p>c) Sweep and remove all dirt & marks</p> <p>d) Deep clean the stairways</p> | <p>Daily</p> <p>Monthly</p> <p>Weekly</p> <p>Quarterly</p> |
| 14.8 | <p>FLOORS</p> <p>a) Clean all floors in order to maintain a high gloss</p> <p>b) clean floors with an appropriate disinfectant soap and water.</p> <p>c) Strip and deep clean tiled area in the building.</p> | <p>Daily</p> <p>Daily</p> <p>Quarterly</p> |
| 14.9 | CARPETS | |

Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | |
|--------------|--|---|
| | <ul style="list-style-type: none"> a) Thorough vacuuming as follows: High Traffic like passages Conference Facilities Offices b) Clean spots or stains or spillages immediately. The service provider shall not use cleaning agents that could damage or discolour the carpets c) Deep cleaning of the entire carpet in the entire building | <p>Bi-Weekly</p> <p>Daily</p> <p>Bi-annually</p> |
| 14.10 | <p>RUBBISH REMOVAL</p> <ul style="list-style-type: none"> a) Empty all waste bins from offices, kitchen, bathrooms and general areas b) All rubbish bins should be washed with an approved disinfectant c) Sufficient rubbish bags need to be provided to the bins in the kitchens, bathrooms or where necessary d) All rubbish bags (when it is unusable) will be removed from the containers with the rubbish intact and the containers will be outlined with new bags. e) The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collection points of rubbish bins provided for its purpose f) Rubbish bags may not be dragged across floors or carpet tiles as the bags may be damaged g) Leaves, paper, plastics and other debris falling on or blown onto the premises should be collected and placed in plastic bags to be provided by the contractor, and put in an appropriate place on the premises | <p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> |

Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | |
|--------------|---|--|
| | <p>h) The service provider shall ensure removal of rubbish bins from the floors to waste collection point at ground floor main entrance before 07:00 am (collection date to confirmed) of the collection day for the landlord to collect.</p> <p>i) Waste bins and storage must be cleaned with appropriate detergent</p> | Daily |
| 14.11 | <p>KITCHENS</p> <p>a) Kitchen floors to be washed three times daily.</p> <p>b) Counters tops to be washed regularly</p> <p>c) Cupboards to be cleaned and washed inside to avoid infestation</p> <p>d) Cleaning of micro waves be done twice daily (in the morning and after lunch).</p> <p>e) Cleaning of refrigerators</p> | <p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Weekly</p> |
| 14.12 | <p>BATHROOMS</p> <p>a) Bathroom floors to be washed three times daily.</p> <p>b) Counters tops to be washed</p> <p>c) Toilets pans, covers, urinals, basins, taps are to be cleaned with approved disinfectant- twice a day</p> <p>d) Gazed and enamel surfaces should be washed with an approved liquid, agent, no abrasives or scouring materials may be used</p> <p>e) Toilet papers & hand towel to be checked and replaced every hour daily.</p> <p>f) Deep cleaning of all toilets</p> <p>g) Clean mirrors twice daily</p> | <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Quarterly</p> <p>Daily</p> |
| 14.13 | <p>WINDOWS</p> <p>Windows must be washed inside twice a year.</p> | Bi-Annually |

Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | |
|-------|--|-----------|
| | Company must provide own safety equipment's when cleaning windows | |
| 14.14 | STORE ROOMS AND FILE ROOMS Clean all store rooms and file rooms surfaces Clean and dust blow shelves and files in all store rooms. All store rooms and file rooms must be treated with non-liquid chemicals. | Weekly |
| 14.15 | Couches x16 Leather massage chairs x 4 Clean, wash and dry all couches using industrial vacuum cleaner. Suede, leather and cloth material. | Quarterly |
| | Pest Control Total square = 16 (Store rooms and file rooms must be treated with non-fluid chemicals). | Quarterly |

15. SECURITY


The Compensation fund security unit would supply all officials of the appointed service provider with access cards for the duration of the contract.

The service provider as an entity and their employees would be subjected to vetting process.

All reliever employees' details must be submitted to CF prior to the reliever reporting for duty.

16. Reporting

The successful bidder will be expected to submit monthly performance reports stating progress on work done. They will be required to attend meetings as and when required by the Fund.

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

The appointed service provider must provide proof of UIF deduction on the employees' pay slip on monthly basis.

The appointed service provider must provide a job card for the quarterly and bi-annual services that they have provided after the work has complicated.

The appointed service provider will be expected to provide proof of membership with a provident fund and also submit to the Fund the Human Resource policy applicable in their environment.

17.COSTING:

NB: Workers remuneration shall be in line with updated Department of Labour's approved sectoral determination.

Labour Cost Sheet: successful service provider to issue pay slips for all employees and register them with UIF.

Service provider shall ensure that they comply with the applicable sectoral determination and ensure employees are remunerated on time, monthly.

Appointed service provider will be required to comply with Occupational Health and Safety Act, National Environmental Management Act and ensure that all employees wear the right PPE at all times

| Labour | Quantity | Rate per hour | No of hours | No of working days per week | Total |
|------------------------|----------|---------------|-------------|-----------------------------|-------|
| Supervisor | 1 | | | | |
| Number of Cleaners | 24 | | | | |
| | | | | | |
| Total Labour | | | | | |
| | | | | | |
| UIF | | | | | |
| Works man compensation | | | | | |

Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | | | | |
|---------------------------|--|--|--|--|--|
| Annual leave replacement | | | | | |
| Sick leave replacement | | | | | |
| Compassionate replacement | | | | | |
| Skills levy | | | | | |
| Provident fund | | | | | |
| Severance pay | | | | | |
| Annual Bonus | | | | | |
| Sub Total cost to company | | | | | |
| | | | | | |
| Total | | | | | |

| Description | Monthly | Annually |
|---|---------|--------------|
| Labour cost | | |
| Pest control costs | | |
| Equipment cost | | |
| Cleaning services costs | | |
| Consumable costs | | |
| Machine maintenance costs | | |
| Operational cost | | |
| Administration and overheads | | |
| Hygiene services costs | | |
| | | TOTAL |
| 1 st YEAR | - | R |
| 2 nd YEAR: Plus% | - | R |
| Escalation | | |
| 3 rd YEAR: Plus% | - | R |
| Escalation | | |
| FIXED TOTAL CONTRACT VALUE (Vat inclusive) | - | R |

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

18. The Fund shall provide the storeroom where the materials will be stored.

19. BID SUBMISSION REQUIREMENTS

The bidder has to submit a bid response documentation pack and it must be delivered at the correct physical or postal address and within the stipulated date and time as specified in the "Invitation to Bid" cover page, and the bidders are expected to submit the following:

- Copies in two separate batches (1) Technical (2) Price proposal
- One original, 3 exact copies of the original technical and price proposal

1. BID EVALUATION

The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

| Stage | Description | Applicable for this bid |
|---------|---|-------------------------|
| Phase 1 | Administrative Pre-Qualification Requirements | Yes |
| Phase 2 | Technical Mandatory Requirements | Yes |
| Phase 3 | Evaluation on Functionality | Yes |
| Phase 4 | Physical Inspection (site visit) | Yes |
| Phase 5 | Evaluation on Price and BBBEE | Yes |

The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months


PHASE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if Compensation Fund is unable to verify whether the pre-qualification requirements are met, then Compensation Fund reserves the right to –

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.
- (c) All bids will be measured against the administrative pre-qualification requirements. Only bids that comply with the criteria mentioned below will be considered for further evaluation.
- (d) The Service providers must be registered with the Central Supplier Database.
- (e) Provide Tax Compliance Status- Pin issued by SARS.
- (f) The Service provider must submit a valid BBEE Certificate or a Valid Sworn Affidavit attested by the Commissioner of Oath.
- (g) Valid COIDA Letter of Good Standing.
- (h) Completed and Signed Standard Bidding Documents (SBD forms)

NB: Please note that failure to provide any of the above requirements within 7 days after the closing date will lead to automatic disqualification of the service provider's bid proposal.

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

PHASE 2: TECHNICAL MANDATORY REQUIREMENTS

Purpose: *Technical Mandatory requirements are the absolute minimum requirements to fulfil the Business Objective;*

PHASE 2a: INSTRUCTION AND EVALUATION CRITERIA

| Compliance | Comply Yes or No | Reference (page number) |
|---|-------------------------|--------------------------------|
| The service provider must provide a valid hazardous waste transportation and disposal certificate for sanitary waste as issued by Department of Agriculture and Rural Development. (Proof of the certificate must be attached) | | |
| The service provider must provide a certified copy of a valid South African Pest Control Association certificate. (Proof of the certificate must be attached) | | |
| The service provider must provide a certified copy of a valid P-registration certification from Department of Agriculture for all pest control operators in terms of fertilizers, farm feeds, agricultural remedies and stock remedies (Act 36 of 1947) (Proof of the certificate must be attached) | | |

Please note that failure to provide any of the technical mandatory documents/requirements will lead to automatic disqualification of the service provider's bid.

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

PHASE 3: EVALUATION ON FUNCTIONALITY

- a) Service provider will be required to submit a detailed project plan highlighting the phases of the project and detailed cost breakdown of the project.
- b) An evaluation panel will be established by the Fund, made up of members of the Bid Evaluation Committee. Bids will be evaluated strictly according to the bid evaluation criteria set out below.
- c) A minimum threshold of 70% for the technical elements must be scored; otherwise the bid will be regarded as non-responsive and be disqualified. Bids that do not meet or better the technical threshold score of 70 % will not be evaluated further.
- d) In respect to evaluation matrix, prospective service bidders will be rated from 1 to 5. In order to ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria set out below.

1=Poor; 2=Fair; 3= Good; 4=Very Good; 5=Excellent

| Technical scorecard: | | | | |
|-----------------------------|--|---|--|---------------|
| | Criteria | Sub- criteria | Scoring Guide | Weight |
| 1 | Service provider must have knowledge and proven experience in office cleaning, deep cleaning, hygiene and pest control services. | <ul style="list-style-type: none"> A minimum of 3 years Experience in office cleaning, deep cleaning, hygiene and pest control services. | 5 years and above= 5 4 years= 4 3 years = 3 2 years = 2 1 year = 1 | 30 |
| 2 | Service provider must have proven references for similar work | <ul style="list-style-type: none"> A minimum of 3 signed and contactable references (attach letters with letter heads) | 5 references and above = 5 4 references = 4 3 references = 3 2 references = 2 1 references = 1 | 20 |

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | | | |
|---|--|--|---|----|
| 3 | The supervisor who will be responsible for the supervision of daily operations and staff | <ul style="list-style-type: none"> A minimum of 3 proven experience in supervision (attach CV with contactable reference) | 5 references and above = 5 4 references = 4 3 references = 3 2 references = 2 1 references = 1 | 10 |
| 4 | Appropriateness and quality of proposed work plan methodology. | <ul style="list-style-type: none"> Understanding of the assignment. Technical approach and procedures. | comprehensive detailed work plan describing all activities in logical sequence with clear time frames commensurate with the terms of reference = 5 <ul style="list-style-type: none"> Work plan describes all high level activities, supplemented with further sub-activities in logical sequence with clear time frames commensurate with the terms of reference. = 4 Work plan describes all high level activities in logical sequence with clear time frames commensurate | 40 |

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

| | | | | |
|--|---|--|---|--------------|
| | | | <p>with the terms of reference = 3</p> <ul style="list-style-type: none"> • Work plan describes all high level activities in logical with time frames not compatible with the terms of reference. = 2 • Work plan activities do not commensurate with the deliverables in the terms of reference. = 1 | |
| | Total technical score | | | 100 % |
| | Minimum threshold for technical proposal | | | 70 % |


PHASE 4. PHYSICAL INSPECTION (SITE VISIT)

Bidder/s evaluated on the above technical criteria and scored a minimum threshold of 70 out of 100 points to be considered for site visits.

As part of the tender process, a physical inspection will take place whereby the below mentioned will be used as a checklist:

- Tools and machines
- Cleanliness state of offices and storage
- Protective clothing of staff
- Consumables as indicated in this ToR's
- Current or previous contracts

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Appointment of a Service Provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for a period of thirty-six (36) months

- Disposal of sanitary towels facilities or approved document/s stating that the bidder has an agreement to dispose at an approved facility.

| Sub-Criteria | Scoring Guide | Weight |
|----------------------------------|--|--------|
| | As part of the tender process, a physical inspection will take place whereby the below mentioned will be used as a checklist: | |
| | Tools and Machinery (samples) | 10 |
| | Cleanliness state of offices and storage | 20 |
| | Provide protective clothing of staff | 10 |
| | Consumables as indicated in this TOR (samples) | 20 |
| | Current or previous contracts (not older than 3 years) | 20 |
| | Disposal of sanitary towels facilities or approved document/s stating that the bidder has an agreement to dispose at an approved facility. | 20 |
| Total Technical Score | | 100% |
| Minimum threshold for site visit | | 65% |

All bidders who score less than (65% out of 100%) on Physical Inspection (site visit) will not be considered for further evaluation on Price and BBBEE.

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PHASE 5: PREFERENCE POINTS SYSTEM (PRICE AND BBBEE).

Only Bidders that have met the 65% points threshold in Phase 4 will be evaluated in Phase 5 for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system terms of which points are awarded to bidders on the basis of:

i. Stage 1 – Price Evaluation (80 Points)

The following formula will be used to calculate the points for price:

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


Where:

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

ii. Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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| B-BBEE Contributor | Status Level of | Number of points (80/20 system) |
|---------------------------|-----------------|---------------------------------|
| 1 | | 20 |
| 2 | | 18 |
| 3 | | 14 |
| 4 | | 12 |
| 5 | | 8 |
| 6 | | 6 |
| 7 | | 4 |
| 8 | | 2 |
| Non-compliant contributor | | 0 |

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate/ Sworn affidavit

Bidder(s) who do not claim Preference Points will be scored zero for B-BBEE and cannot be excluded from the tender process.


The Service provider must submit proof of its B-BBEE status level of contribution.

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20. RULES OF BIDDING / SPECIAL CONDITIONS OF CONTRACT

- a) The Fund will enter into contract with Single company for the delivery of the work set out in these terms of reference.
- b) The shortlisted companies may be required to conduct a presentation to the CF at no cost to the Compensation Fund.
- c) Tax Compliance status pin must be submitted by all South African companies submitting bids as part of a consortium or joint venture.
- d) Foreign company providing proposals must become familiar with local conditions and laws, and take them into account in preparing their proposals
- e) Bids must be submitted in South African Rands, on a fixed price basis.
- f) The cost of preparing bids and of negotiating the contract will not be reimbursed.
- g) The Fund is not bound to accept any of the bids submitted.
- h) The Fund reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference.
- i) The Fund reserves the right to call interviews with short-listed bidders before final selection.
- j) The Fund reserves the right to negotiate price with the preferred bidder.

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- k) Company may ask for clarification on these terms of reference up to close of business six (6) days before the deadline for the submission of bids. Any request for clarification must be submitted in writing by email and will be replied to in writing by email. SCM.enquiries@LABOUR.gov.za.
- l) The Fund reserves the right to return late bid submissions unopened.
- m) The Fund reserves the right not to evaluate bids that are not submitted in the format specified in these terms of reference. Failure to submit the bids in the specified format will invalidate your bid.
- n) A company may not contact the Fund or any member of the bid committees, on any matter pertaining to their bid from the time when bids are submitted to the time the consultant contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- o) The deadline for submission of bids is 11h00 on 11 July 2022
- p) The required service must commence one week after the official order has been placed and contract signed.
- q) No incomplete tenders, late tenders and tenders received telegraphically or per facsimile shall be accepted.
- r) The personnel of the civil company shall adhere to security regulations of the Fund. This entails issues like locking all valuables and computer equipment, remove of any computer equipment from the Department's premises.

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- s) The Compensation Fund reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and presentations.
- t) A two envelope system must be used, with one envelope containing only the price proposal and the other envelope containing the technical proposal, one (1) CD with content of each file, tax compliance status pin, and all other tender documents.

Bids must be submitted by hand to:

The Compensation Fund
167 Thabo Sehume,
Delta Heights Building,
Pretoria CBD, 0001

u) **Bids must be clearly marked:**

- I. Bid Number : TCF 02:2022/23
- II. Cleaning Services
- III. Compensation Fund: Supply Chain Management
- IV. Attention: Acquisition Management

21. GENERAL CONDITIONS OF CONTRACT

The general conditions of contract as enclosed in the standard bidding documents apply.

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22. BRIEFING SESSION

A Non-compulsory Briefing Session will be held at

The Compensation Fund
167 Thabo Sehume,
Delta Heights Building,
Pretoria CBD, 0001

NB: The cut-of time to receive enquiries is 72 hours before the closing date.

23. ENQUIRIES

SCM.Enquiries@LABOUR.gov.za



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SBD 3.3

PRICING SCHEDULE
(Professional Services)

| | |
|-----------------------|----------------------------|
| NAME OF BIDDER: | BID NO: TCF 02:2022/23 |
| CLOSING TIME 11:00 | CLOSING DATE: 11 July 2022 |

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|---------|-------------|---|
|---------|-------------|---|

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| 4. PERSON AND POSITION DAILY RATE | HOURLY RATE | DAILY RATE |
|--------------------------------------|-------------|------------|
| | R..... | |
| | R..... | |
| | R..... | |
| | R..... | |
| | R..... | |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

| | | |
|-------|--------|----------|
| | R..... | --- days |
| | R..... | --- days |
| | R..... | --- days |
| | R..... | --- days |

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE | TO BE | QUANTITY AMOUNT |
|------------------------|-------|-----------------|
| | | R..... |
| | | R..... |
| | | R..... |
| | | R..... |

Appointment of a service provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for the period of thirty-six (36) months.

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION INCURRED | RATE | OF QUANTITY | EXPENSE | TO AMOUNT | BE |
|-------------------------|-------|----------------|---------|--------------|----|
| | | | | R..... | |
| | | | | R..... | |
| | | | | R..... | |
| | | | | R..... | |
| TOTAL: R..... | | | | | |

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

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.

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| 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.

Appointment of a service provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for the period of thirty-six (36) months.

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

i)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|---|--------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to

Appointment of a service provider to provide office cleaning, deep cleaning, hygiene and pest control services to the Compensation Fund for the period of thirty-six (36) months.

preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

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Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

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| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME ✓ | QSE ✓ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

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8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- ii) The information furnished is true and correct;
- iii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iv) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- v) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

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GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT.

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and**
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.**

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- ▯ The General Conditions of Contract will form part of all bid documents and may not be amended.**
- ▯ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.**

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General Conditions of Contract

1. **Definitions** 1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders prior to or after bid submission) designed to establish bid prices at

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artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
 - 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
 - 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
 - 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
 - 1.20 "Project site," where applicable, means the place indicated in bidding documents.
 - 1.21 "Purchaser" means the organization purchasing the goods.
 - 1.22 "Republic" means the Republic of South Africa.
 - 1.23 "SCC" means the Special Conditions of Contract.
 - 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
 - 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application.**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
 - 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

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- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X 85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights.

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) A cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or organization acting on behalf of the Department.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or 8 analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements

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of the contract .Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;

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- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

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- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take 10 such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 5.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall

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evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) If the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

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- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the supplier and / or person restricted by the purchaser;
 - (ii) The date of commencement of the restriction
 - (iii) The period of restriction; and
 - (iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that

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his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (a) The purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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- (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation

34. Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may

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refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.