



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Tel No: (012) 312 7766
Fax No: (012) 312 7391

Sir/Madam

REQUEST FOR PROPOSALS FOR THE RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING, 134 PRETORIUS STREET, PRETORIA AND HARLEQUINS OFFICE PARK, GROENKLOOF, PRETORIA FOR A PERIOD OF 24 MONTHS.

1. Tender No: SD06/2015
2. Tender for: Rendering of cleaning services at the Department of Social Development at the HSRC Building, 134 Pretorius Street, Pretoria and Harlequins office Park, Groenkloof for 24 months.
3. Closing Date: 10 FEBRUARY 2016 at 11h00
4. The General Conditions of Contract are obtainable on Treasury website and the attached, SBD1; SBD2; SBD3.3; SBD4; SBD6.1; SBD8; SBD9 and the terms of reference, as well as any other conditions accompanying this request are applicable.
5. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
6. Please make sure that your bid reaches this office before the closing time.
7. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
8. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria OR
If posted, place the aforementioned envelop in a covering envelope addressed as follows:
Procurement, Department of Social Development, Private Bag X901, Pretoria, 0001.
9. **COMPULSORY BRIEFING SESSION TO BE HELD AT:**
Date: 25 January 2016
Venue: HSRC Building, 134 Pretorius Street, Pretoria
Time: 10:00

Date: 26 January 2016
Venue: Harlequins office Park, 164 Totius Street (c/o George Storrar & Totius Streets), Groenkloof, Pretoria
Time: 10:00

Kind regards

ACTING DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 15/01/2016

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: SD06/2015

CLOSING DATE: 10 FEBRUARY 2016

CLOSING TIME: 11:00

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF THE SERVICE PROVIDER FOR THE RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING, 134 PRETORIUS STREET, PRETORIA AND HARLEQUINS OFFICE PARK, GROENKLOOF, PRETORIA FOR A PERIOD OF 24 MONTHS.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE DEPOSITED TO: HSRC Building (Ground Floor)
134 Pretorius Street
Pretoria

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER: CODE.....NUMBER.....

CELLPHONE NUMBER:

FACSIMILE NUMBER: CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER:

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR..... ☐

A REGISTERED AUDITOR ☐

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department of Social Development

Mr Kobus Watson

Tel: 012 312 7566

Email: KobusW@dsd.gov.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**

Select the applicable option

Tenders

Good standing

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (if applicable)

Tender number

Estimated Tender
amount RExpected duration
of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit investigation against you/the company? YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding

I hereby authorise and instruct SARS the applicable Tax Clearance Certificate on my/our behalf to apply to and receive from

Signature of representative/agent

Date

Name of
representative/
agent**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/
Public Officer**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to himAs and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.



South African Revenue Service
Suid-Afrikaanse Inkomstediens
Uphiko lwezimali Ezingenayo eNingizimu Afrika
Tirelomatlotlo ya Afrika-Borwa

Tax Clearance Certificate Number
0064/1/2005/0001088683

Tax Clearance Certificate-Tender

Enquiries
0860 12 12 18

Approved Date
2005-10-05

Trading Name

SARS

Legal Name

SARS

Expiry Date
2006-10-05

Identity Number/ Passport Number

Company Registration Number

Income Tax Reference Number

VAT/Diesel Registration Number

PAYE Registration Number

SDL Registration Number

UIF Registration Number

It is hereby confirmed that, on the basis of the information at my disposal, the above-mentioned taxpayer has not contravened the provisions of Income Tax Act (1962), Value Added Tax Act (1991), Employees Tax (PAYE as contained within the Income Tax Act 1962), Skills Development Levies Act (1999) or Unemployment Insurance Contributions Act (2002), as at date of this certificate.

This Certificate is Valid for a period of 1 (One) Year from the date of approval.

Verification of this certificate can be done at any SARS Revenue office nationwide.

Photo copies of this certificate are not valid.

SARS reserves the right to withdraw this certificate at any time should it prevail that any taxes, levies or duties are due and outstanding by the abovementioned taxpayer during the one year period for which the certificate is valid.

This certificate is issued free of charge by SARS

Name of Bidder:

SPECIFICATIONS FOR THE RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT IN THE HSRC BUILDING FOR A PERIOD OF 24 MONTHS

1. SCOPE

1.1 Number of Floors:

10

a)	Parking level A (warehouse)	179 ^{m2} (Usable area)
b)	Ground Floor (Reception)	65 ^{m2} (Usable area)
c)	1 st Floor (Registry)	700 ^{m2} (Usable area)
d)	2 nd Floor	1881 ^{m2} (Usable area)
e)	3 rd Floor	1850 ^{m2} (Usable area)
f)	4 th Floor	1850 ^{m2} (Usable area)
g)	5 th Floor	1850 ^{m2} (Usable area)
h)	6 th Floor	1850 ^{m2} (Usable area)
i)	7 th Floor	1850 ^{m2} (Usable area)
j)	8 th Floor	1850 ^{m2} (Usable area)

1.2 Number of kitchens

16

1 X 6^{m2}
 14 X 10^{m2}
 1 X 20^{m2}

1.3 Number of bathrooms

59

1 x Male (3 toilet, 3 urinals, 3 hand wash basins)
 1 x Male (1 toilet; 1 hand wash basin)
 1 x Ladies (1 toilet, 1 hand wash basin, 1 shower)
 13 x Male (2 toilets, 2 urinals, 2 hand wash basins)
 8 x Ladies (3 toilets, 3 hand wash basins)
 7 x Ladies (2 toilets, 2 hand wash basins)
 27 x Ladies (1 toilet, 1 hand wash basin)

1.4 Number of occupants

800

1.5 Number of daily visitors

200

1.6 The various dispensers have not been included. The prospective tenderer, should during the site inspection, take note of the dispensers in use.

NB: The FLOOR PLAN provided will also assist in understanding the layout and structure of the building

PRICING SCHEDULE
(Services)

BID NO.: SD06/2015 (A)
CLOSING TIME 11:00 ON 10 FEBRUARY 2016
NAME OF SERVICE PROVIDER:
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING, 134 PRETORIUS STREET, PRETORIA FOR A PERIOD OF 24 MONTHS AS PER ATTACHED SPECIFICATIONS

1. WAGES
14 X FULL-TIME CLEANERS

NO	ITEM	COST PER MONTH
1.	Basic wage	R
2.	Annual leave	R
3.	Sick leave	R
4.	UIF	R
5.	Workman compensation	R
6.	Provident fund	R
7.	Annual bonus	R
8.	NCCA levy	R
9.	Other	R
TOTAL FOR ONE (1) CLEANER		R
TOTAL FOR 14 FULL-TIME CLEANERS		R

Name of Bidder:

1 X FULL-TIME CLEANER/SUPERVISOR

NO	ITEM	COST PER MONTH
1.	Basic wage	R
2.	Annual leave	R
3.	Sick leave	R
4.	UIF	R
5.	Workman compensation	R
6.	Provident fund	R
7.	Annual bones	R
8.	NCCA levy	R
9.	Other	R
TOTAL		R

Name of Bidder:

2. CLEANING MATERIAL

NO	ITEM	QUANTITY	BRAND NAME	TOTAL COST PER MONTH
1.	Toilet paper			R
2.	Paper hand towels with dispensers			R
3.	Liquid hand wash soap			R
4.	Air freshener			R
5.	Duo blocks			R
6.	Wet wipes to clean toilet seats.			R
7.	Chemicals for wooden flooring			R
8.	Other cleaning material.			R
9.	Hiring of hand towel dispensers.			R
TOTAL				R

- * SERVICE PROVIDERS MUST INDICATE THE QUANTITIES AND COST OF CLEANING MATERIAL BASED ON THE SCOPE OF THE WORK.

3. TOTAL COST PER MONTH

TOTAL ALL -INCLUSIVE COST PER MONTH (including wages, cleaning material, overheads, profit and Value Added Tax)	R
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Bid No.:

Name of Bidder:

4. Is your offer strictly to specification? Yes/no

If not, state deviations.

.....

.....

5. Is your offer strictly to specification? Yes/no

If not, state deviations.

.....

.....

6. **There will be a compulsory site inspection meeting as follow:**

Date: 25 January 2016

Time: 10:00

Venue: Harlequins office Park, 164 Totius Street (c/o George Storrar & Totius Streets),
Groenkloof, Pretoria.

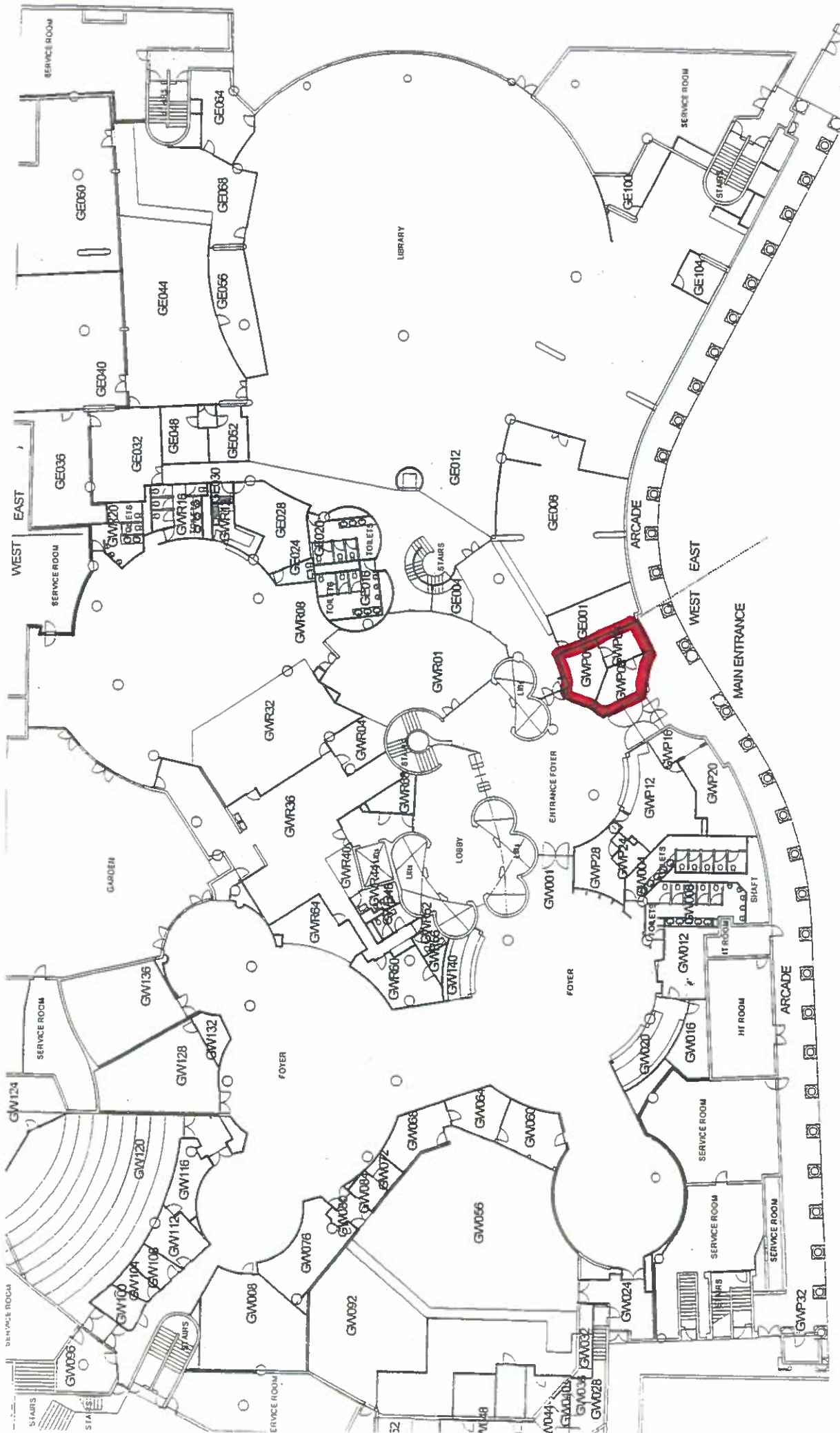
FAILURE TO ATTEND THE SITE INSPECTION MEETING WILL RESULT IN A BID BEING DISQUALIFIED.

Name of Bidder:

TASK DIRECTIVES**ANNEXURE A.1 CLEANING REQUIREMENTS FOR AREA A.2**

Area		Procedure	Cleaning requirements for Area A.2									
			Twice a day	Daily	Twice a week	Once a week	Every second week	Once a month	Every 2nd month	Every 3rd month	Every 6th month	Once a year
Reception		Vacuum all floor mats/carpets		X								
		Cleaning of doormats		X								
		Polish furniture/information desk			X							
		Dusting & wiping information desk		X								
		Cleaning dustbins		X								
Refuge area		Operate garbage compactor		X								
		Sorting of refuse and disposing of waste paper in separate bags		X								
Stairs	Fire escape stairs	Sweep					X					
	Other stairs	Sweep		X								
		Dusting handrails		X								
		Wash stairs/handrails				X						
Office area (including open plan areas and boardrooms)	Carpeted and wooden floors	BA.1 Vacuuming of carpets and cleaning of wooden floors				X						
		BA.2 Removal of marks				X						
	Refuse removal from offices											
		BB.1 Emptying of waste paper baskets, paper containers	X									
		BB.2 Washing waste paper baskets, paper containers and refuse				X						
		BB.3 Sorting of refuse and disposing of waste paper in separate containers	X									
		BB.4 Removal of waste paper to suitable place	X									
	Dusting/Washing/Polish	BC.1 Dusting of all office furniture and equipment			X							
		BC.2 Washing of door knobs/grills				X						
		BC.3 Furniture				X						
Vinyl, tiled and		BD.1 Sweeping of all floor surfaces			X							

[illegible]



Method for Measuring Floor Areas in Commercial Buildings (Multi Tenants)

Construction Area	5973.98	Usable Area East	1672.86
Rentable Area East	1850.09	Usable Area West	2633.16
Rentable Area West	2633.13	Usable Area Total	4306.02
Rentable Area Total	4483.22		

GROUND FLOOR

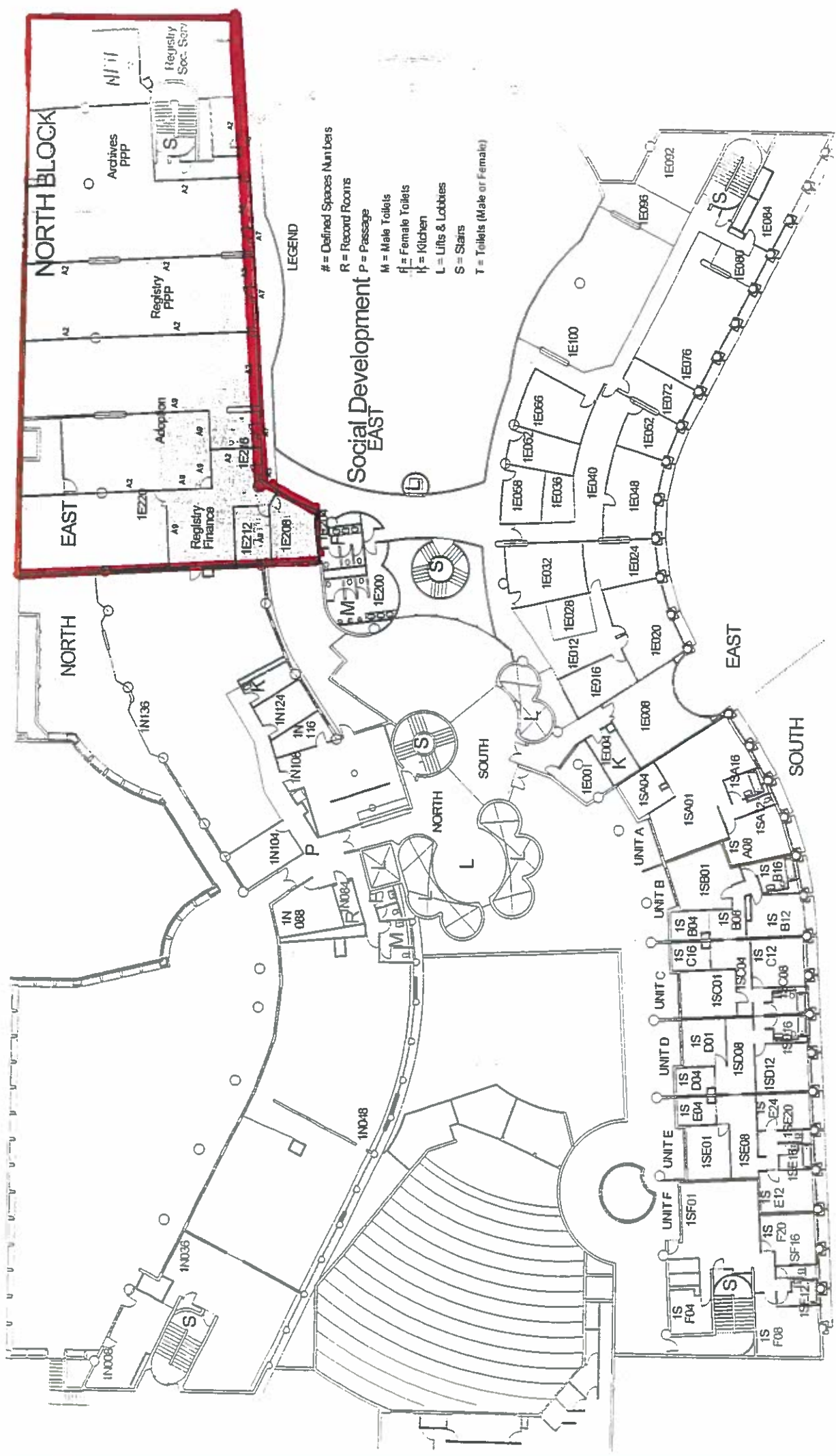
R/U Ratio East = 1.106
R/U Ratio West = 1.000

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

Measured & Drawn by
Claus Schulte Architects
Original certified on 23/2/98
Date 12/9/97 to 23/2/98 Scale 1:1000
Print Date Mon Feb 23 09:20:33 1998





APOA Method for Measuring Floor Areas in Commercial Buildings (Multi Tenants)

Rentable Area East	1520.71	Usable Area East	
Rentable Area North	803.62	Usable Area North	
Rentable Area South	484.56	Usable Area South	
Rentable Area Total	2805.82	Usable Area Total	2443.85

Floor 1

R/U Ratio East = 1.151
R/U Ratio North = 1.084
R/U Ratio South = 1.082

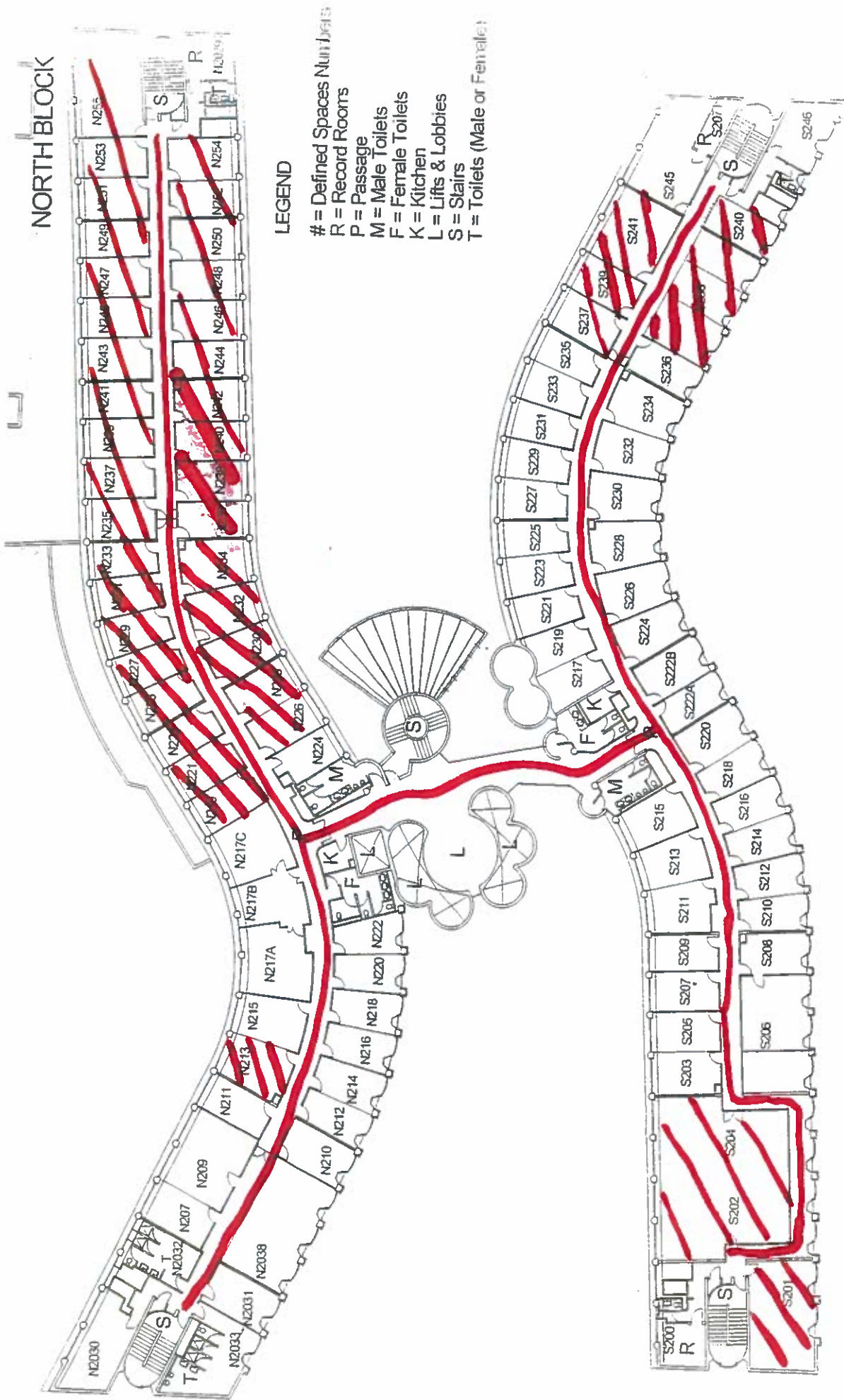
HSRC BUILDING

Erf 3242. 134 Pretorius Str. Pretoria Central

Measured & Drawn by
Claus Schulte Architects
159 Balmoral Ave. Arcadia 0001
Tel & Fax: (012) 311 1111
e-mail: claus.schulte@csa.co.za
Date: 12/09/07 to 23/09/08 Scale: 1:100
Print Date: Tue Jan 30 10:26:24 2011



NORTH



POA Method for Measuring Floor Areas in Commercial Buildings (Multi Tenants)

Construction Area	2719.24
Rentable Area	2419.65
Usable Area	1881.00
R/U Ratio =	1.286

Floor 2



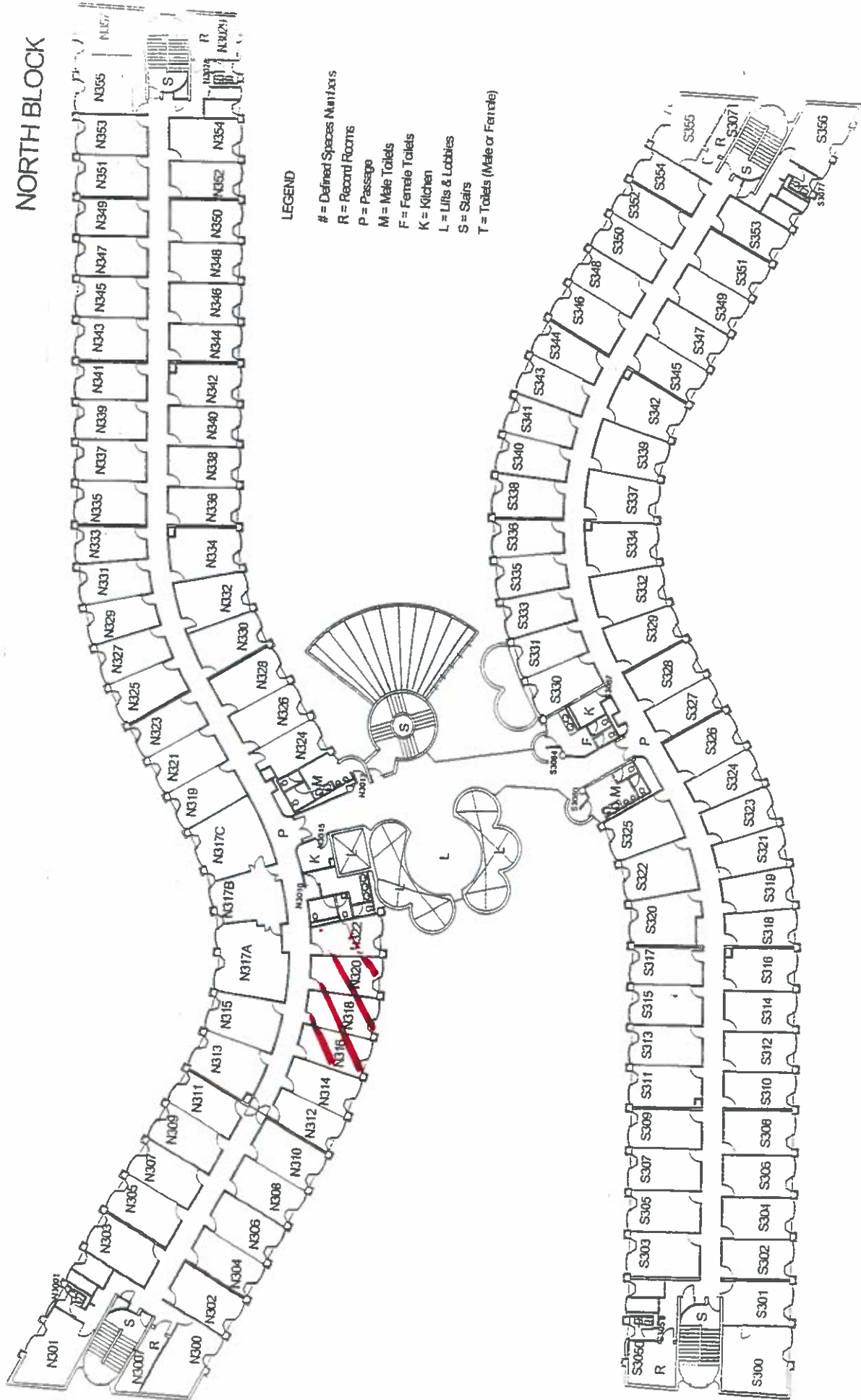
NORTH

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

Measured & Drawn by
Claus Schulte Architects
 Original certified on 23/2/98
 Date 12/09/97 to 23/2/98 Scale 1:1000
 Print Date Mon Feb 23 15:18:23 1998

NORTH BLOCK



A Method for Measuring Floor Areas in Commercial Buildings (Multi Tenants)

SOUTH BLOCK

Floor 3

HSRC BUILDING

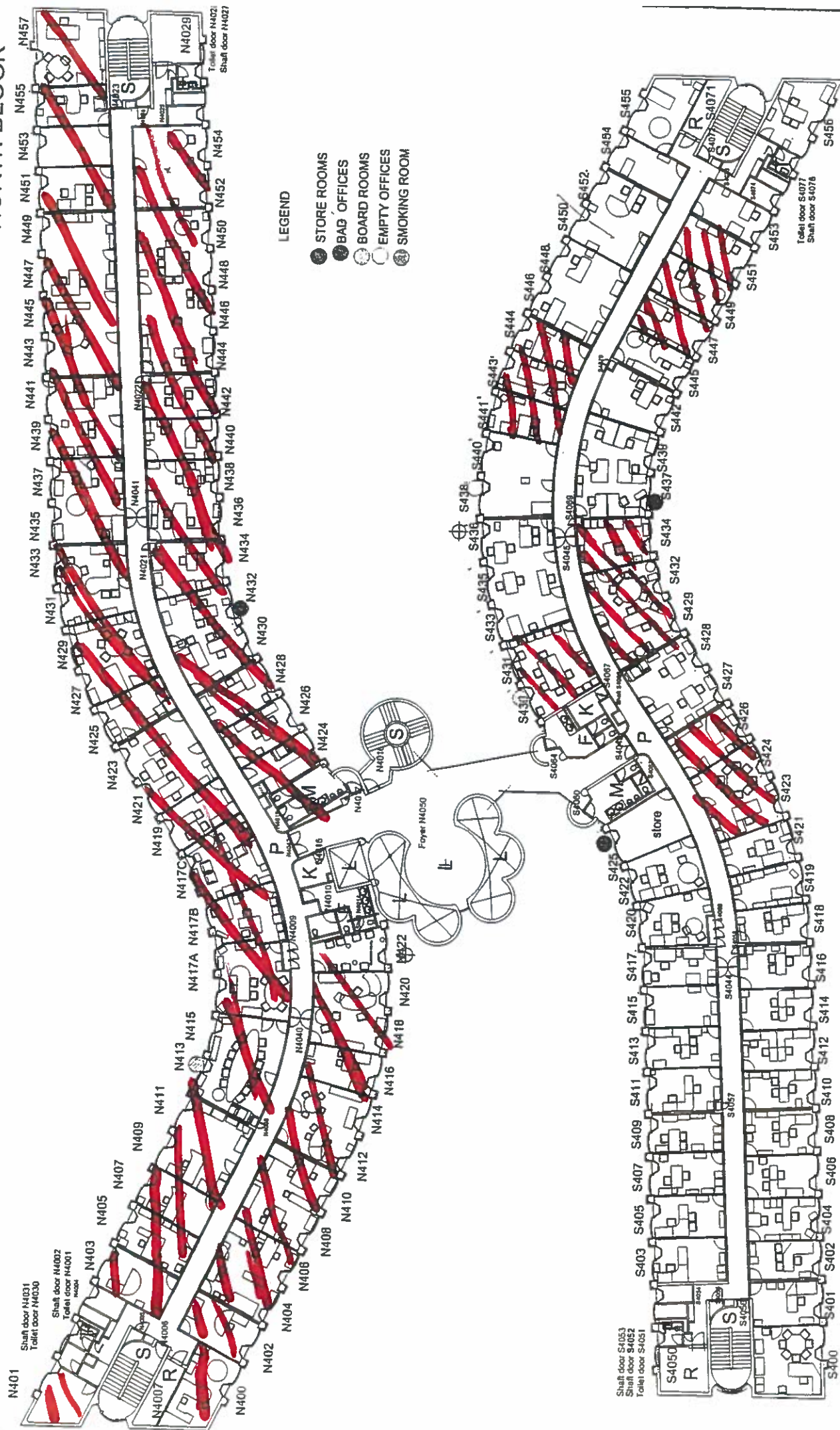
Erf 3242, 134 Pretorius Str., Pretoria Central

Measured & Drawn by
Claus Schütte Architects
 Original certified on 23/2/98
 Tel & Fax (012) 342 0000
 email claus.schutte@hsrcc.co.za

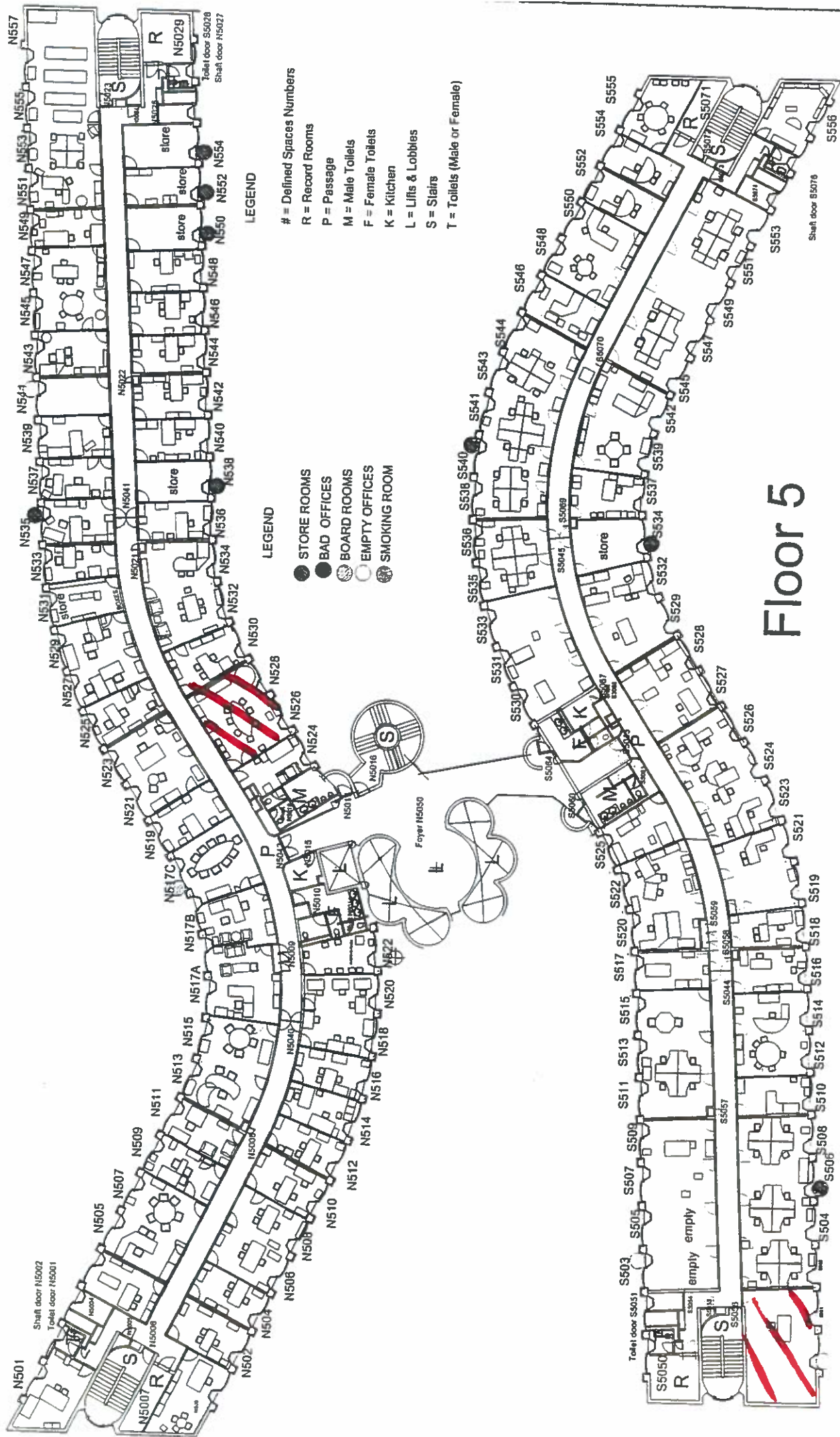


NORTH

NORTH BLOCK



SOUTH BLOCK



Floor 5

LEGEND:

- STORE ROOMS
- BAD OFFICES
- ⊗ BOARD ROOMS
- ◐ EMPTY OFFICES
- ★ SMOKING ROOM

Room Labels and Features:

- Shutt door N8002
- Talkie door N8001
- N8003
- N8007
- N8008
- N8009
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- N8011
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- N8359
- N8360
- N8361
- N8362
- N8363
- N8364
- N8365
- N8366
- N8367
- N8368
- N8369
- N8370
- N8371
- N8372
- N8373
- N8374
- N8375
- N8376
- N8377
- N8378
- N8379
- N8380
- N8381
- N8382
- N8383
- N8384
- N8385
- N8386
- N8387
- N8388
- N8389
- N8390
- N8391
- N8392
- N8393

Floor 8

Name of Bidder:

SPECIFICATION FOR THE RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT IN 164 TOTIUS STREET HARLEQUINS OFFICE PARK, GROONKLOOF, PRETORIA FOR A PERIOD OF 24 MONTHS.

1. SCOPE

1.1 Number of Floors: 2

a) Ground Floor

b) 1st Floor

Floor Layout

Ground floor LVP Wooden Planks, Allura Flex Planks, Carpets and Tiles

1st Floor LVP Wooden Planks, Allura Flex Planks, Carpets and Tiles

1.2 Number of kitchens 2

2X 14M2

1.3 Number of bathrooms 6

1 x Male (2 toilet, 2 urinals, 3 hand wash basins)

1 x male (2 toilets, 3 hand wash basin)

2 x Female (4 toilets, 6 hand wash basins)

2 x Disabled (1 toilet and 1 hand wash basin)

1.4 Number of occupants 100

1.5 Number of daily visitors 10

1.6 The various dispensers have not been included. The company, should during the inspection, take note of the dispensers in use.

Name of Bidder:

SBD 3.3

PRICING SCHEDULE
(Services)

BID NO.: SD06/2015 (B)

CLOSING TIME 11:00 ON 10 FEBRUARY 2016

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
--------------------------	-------------	--

RENDERING OF CLEANING SERVICES AT THE DEPARTMENT OF SOCIAL DEVELOPMENT AT THE
HARLEQUINS OFFICE PARK IN GROENKLOOF FOR A PERIOD OF 24 MONTHS

1. WAGES

3 X FULL-TIME CLEANERS

NO	ITEM	COST PER MONTH
1.	Basic wage	R
2.	Annual leave	R
3.	Sick leave	R
4.	UIF	R
5.	Workman compensation	R
6.	Provident fund	R
7.	Annual bones	R
8.	NCCA levy	R
9.	Other	R
TOTAL COST PER MONTH FOR ONE (1) CLEANER		R
TOTAL FOR 3 FULL-TIME CLEANERS		R

Name of Bidder:

1 X FULL-TIME CLEANER/SUPERVISOR

NO	ITEM	COST PER MONTH
1.	Basic wage	R
2.	Annual leave	R
3.	Sick leave	R
4.	UIF	R
5.	Workman compensation	R
6.	Provident fund	R
7.	Annual bones	R
8.	NCCA levy	R
9.	Other	R
TOTAL COST PER MONTH		R

Name of Bidder:

2. CLEANING MATERIAL

NO	ITEM	QUANTITY	BRAND NAME	TOTAL COST PER MONTH
1.	Toilet paper			R
2.	Paper hand towels including batteries for the 4 machines (size 1.5V X 4per machine)			R
3.	Liquid hand wash soap			R
4.	Air freshener			R
5.	Duo blocks			R
6.	Wet wipes for cleaning of toilets.			R
7.	Hiring of all dispensers			
8.	Maintain: FloorWorx Maintain (Chemicals that neutralizes dust from the floor including scuff marks) (Ground Floor)			R
9.	Floorworx Buff – To maintain and enhance durability (specialized polish) Spray / Spray on flat mop and then rub on the floor (Ground Floor)			R
TOTAL COST PER MONTH				R

Name of Bidder:

3. TOTAL COST PER MONTH

TOTAL ALL -INCLUSIVE COST PER MONTH (including wages, cleaning material, rental of dispensers, overheads, profit and Value Added Tax)	R
---	----------

4. Is your offer strictly to specification? Yes/no

If not, state deviations.

.....

.....

5. Is your bid price firm for the contract period Yes/No

If not, state basis for price adjustments

.....

.....

6. There will be a compulsory site inspection meeting as follow:

Date: 26 January 2016

Time: 10:00

Venue: Harlequins office Park, 164 Totius Street (c/o George Storrar & Totius Streets),
Groenkloof, Pretoria.

FAILURE TO ATTEND THE SITE INSPECTION MEETING WILL RESULT IN A BID BEING DISQUALIFIED.

Name of Bidder:

TASK DIRECTIVES

Area		Procedure	Cleaning requirements for Area A.2									
			Twice a day	Daily	Twice a week	Once a week	Every second week	Once a month	Every 2nd month	Every 3rd month	Every 6th month	Once a year
Reception		Vacuum all floor mats/carpets		X								
		Cleaning of doormats		X								
		Polish furniture/information desk			X							
		Dusting & wiping information desk		X								
		Cleaning dustbins		X								
Refuge area		Operate garbage compactor		X								
		Sorting of refuse and disposing of waste paper in separate bags		X								
Stairs	Fire escape stairs	Sweep					X					
	Other stairs	Sweep		X								
		Dusting handrails		X								
		Wash stairs/handrails				X						

Office area (including open plan areas and boardrooms)	Carpeted and wooden floors	Vacuuming of carpets and cleaning of wooden floors				X						
		Removal of marks				X						
	Refuse removal from offices											
		Emptying of waste paper baskets, paper containers	X									
		Washing waste paper baskets, paper containers and refuse				X						
		Sorting of refuse and disposing of waste paper in separate containers	X									
		Removal of waste paper to suitable place	X									
	Dusting/ Washing/	Dusting of all office furniture and equipment			X							

Name of Bidder:

[illegible]

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:

.....

- 2.2 Identity Number:

.....

- 2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

- 2.4 Company Registration Number:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

- 1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

- 1.3 Preference points for this bid shall be awarded for:

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

- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5 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 preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider

- ☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

Name of Bidder:

CONDITIONS OF BID

BID NO: SD	DESCRIPTION	COMPLY YES/NO	REMARKS
1.	GENERAL CONDITIONS		
	The General Conditions of Contract prescribed by the National Treasury will be applicable to this bid.		
2.	MINIMUM REQUIREMENTS		
2.1	Bidders must have at least two (2) years credible experience in the cleaning industry.		
3.	SUBMISSION OF BIDS		
	Bidders must furnish the following information per annexure regarding their company as part of the bid proposal:		
3.1	Proof that the bidder has at least two (2) years credible experience. (Letters of good will from at least two references.		
3.2	Detailed list of current and completed cleaning contracts.		
3.3	Details on the level of training provided for the operation of the equipment and precautions taken in terms of the Occupational Health and Safety Act		
3.4	Inventory (type, make, model, number) of equipment to be used for the rendering of the service.		
3.5	A work plan in which the bidder explain how they intend to execute the contract (e.g. time frames, working methods, working procedures, etc).		
4.	PRICE STRUCTURE		
4.1	It will be expected of potential service providers to quote an all-inclusive cost per month (including the wages of all staff members, all cleaning material, equipment and overheads, as well as Value Added Tax) for each building.		
4.2	Bidders must submit quotations for both buildings as the Department reserves the right to award the bid as a whole to one (1) bidder or to two (2) different bidders.		
5.	WAGES		
5.1	Bidders must comply with any applicable termination or agreement in terms of the Labour Relations (Act 66 of 1995) and Basic Conditions of Employment Act, 1997(Act No.75 of 1997). Minimum wages must be adhered to and other benefits such as, bonuses, paid vacation leave, sick leave must also be provided		
6.	WORKMANSHIP AND MATERIAL		
6.1	All work must be of a high standard and executed to the satisfaction of the State. All material, viz chemicals, etc. must be of good and acceptable quality and must be SABS approved.		

Name of Bidder:

7.	ROUTINE ACTIVITIES		
7.1	Cleaning work should under no circumstance disrupt the routine activities of the State.		
8.	COMPLIANCE WITH ACTS & REGULATIONS		
8.1	All acts and regulations relating to cleaning services must be strictly adhered to by the contractor.		
9.	SERVICE LEVEL AGREEMENT		
9.1	It will be expected of the successful service provider to enter into a service level agreement with the Department.		
10.	PLASTIC REFUSE BAGS		
10.1	Plastic refuse bags must be supplied by the contractor.		
11.	FIRE SAFETY EQUIPMENT/EXTINGUISHERS		
11.1	The contractor and his employers shall under no circumstances make use of Fire hose reels or other fire extinguishers on the site in the activities attached to the rendering of the service.		
12.	TOILETS AND DRESSING ROOMS		
12.1	If possible, the tending of toilets and dressing rooms must be done by employees of the appropriate sex.		
13.	UNACCEPTABLE CLEANING AGENTS		
13.1	No equipment utensils or agents that may damage the buildings, fittings, persons or contents shall be used. The State has the right to reject any such equipment, utensils or agents. All equipment and cleaning chemicals must be SABS and ISO compliant		
14.	MACHINES & EQUIPMENT		
14.1	The service provider shall re-fill, empty or clean all machines and equipment only at such places as indicated.		
15.	WARNING BOARDS		
15.1	Clearly readable warning boards or signs shall be exhibited where needed, where the rendering of the cleaning service may cause injury to any person(s).		
16.	INFLAMIBLE AND POISONOUS SUBSTANCES		
	The service provider shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the State for the rendering of the service or any other purposes.		

Name of Bidder:

18.	PUBLIC LIABILITY		
18.1	<p>The service provider indemnifies the State herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the contractor or any other person that may result from or be related to the execution of this contract.</p> <p>It will be expected of the successful bidder to take out public liability insurance of at least R 3 million.</p>		
19.	DAMAGE COMPENSATION		
19.1	The service provider will be held responsible for any damage or thefts that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification accordingly be imposed by the State against the contractor.		
19.2	Rectification of damages		
	In the case of damages to carpets, furniture, equipment, etc. resulting from the rendering of the service, the service provider undertakes to rectify the damage immediately to the satisfaction of the State. If the contractor fails to act immediately after notification, the State will rectify the damage at will and the costs thereof will be recovered from any amount payable.		
20.	TERMINATION		
20.1	In cases of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of services, the stipulations of the General Conditions of Contract as prescribed by National Treasury will be applicable.		
20.2	The State reserves the right to withdraw any part(s) of the premises or the premises as a whole from the service, with at least three months written notification to the service provider. Should a part of the premises be withdrawn, the contract amount will be adjusted pro-rata from date of withdrawal. The service provider will be entitled to payment up to the date of withdrawal but will not be entitled to any compensation or damages as a result of the withdrawal or termination.		
21.	PERSONNEL OF THE CONTRACTOR		
21.1	The personnel of the service provider will have access to all areas, subject to other stipulations at this contract, to render the service. If the service is not rendered in that specific area at a given time access to that area is forbidden.		

Name of Bidder:

21.2	Each member of the service provider's personnel must submit a trade health certificate at the start of the cleaning service and it must be revised annually on the request of the contract person.		
21.3	Without prejudice to the service providers responsibility to select his personnel before employment, the State will at all times have the right to point out staff members of the service provider who are considered as a safety, health or security risk or undesirable in which case the service provider may be requested not to utilize such person(s) any longer to honour his obligations in terms of this agreement.		
21.4	In such a case the service provider will immediately comply with the request and the contractor will not (as a result of such a request) be entitled to bring a claim for loss or damage against the State and the contractor indemnifies the State against any claim from the employee concerned.		
21.5	Any cleaner who absent themselves for one or other reason must be replaced by the service provider for the duration of such absence from duty with another cleaner, having the similar qualifications and experience.		
22.	UNSPECIFIED SERVICES		
	If any unspecified services is required by the occupant of the building and payment must be made for such services, authorization in the form of an official order form must be obtained in advance.		
23.	PAYMENT		
	Payment will be made on a monthly basis at the end of each month and after receipt of a detailed invoice from the service provider. Payment will be effected within 30 days after receipt of the invoice from the service provider. Invoices must reflect the month of the claim and the order number at all times.		
24.	GUIDELINES		
	The following items are examples of material and equipment that may be included in the service.		
	<ul style="list-style-type: none"> • ± 1000 to 1200 m2 per cleaner. • ± 2 1/2 toilet rolls per person per month. • Plastic bags for dustbins in kitchens and bathrooms, as well as for shredding machines and other purposes • Buffing machines for the buffing of passage floors. • Cleaning chemicals for cleaning of toilets, floors etc. • Toilet brushes —1 per cubicle • Gloves for cleaners • Face masks for when working with chemicals • Brooms • Mops • Buckets • Dusters 		

Name of Bidder:

	<ul style="list-style-type: none"> • Furniture polish • Cleaning liquid for copper, stainless steel, chrome, windows and mirrors • Non slip polish for floors • Non-ammoniac stripper • Warning signs for wet / slippery floors • Cleaning cloths • Duo blocks for toilets • Carpet shampoo • Hand soap • Hand paper towels • Wet wipes for toilets seats 		
25.	SITE INSPECTION		
	<p>There will be a compulsory site inspection meeting so that service providers could acquaint themselves with the layout of the building, dispensers in the bathrooms and the scope of the work.</p> <p>Date: 25 January 2016 Time: 10:00 Venue: HSRC Building, 134 Pretorius Street, Pretoria</p> <p>Date: 26 January 2016 Time: 10:00 Venue: Harlequins office Park, 164 Totius Street (c/o George Storrar & Totius Streets), Groenkloof, Pretoria</p> <p>FAILURE TO ATTEND THE SITE INSPECTION MEETING WILL RESULT IN A BID BEING DISQUALIFIED.</p>		

26.	EVALUATION OF PROPOSALS		
26.1	The evaluation of bids will be conducted in two stages:		
(a)	Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out in paragraph 26.4. Proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.		
(b)	Thereafter, only the qualifying bids will be evaluated in terms of the 90/10 preference point system as contemplated in the Preferential Procurement Regulations 2011, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).		
26.2	The 90 points will be used to calculate points for price only and the 10 points will be used to calculate points for BBBEE status level of contribution (SBD6.1).		

Name of Bidder:

26.3	The points in respect of price will be calculated on the total all-inclusive cost per month (including all wages, cleaning material, equipment, overheads, profit, as well as Value Added Tax).		
26.4	Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows: 1 = Very Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent		

EVALUATION CRITERIA

ELEMENT	Rating					Weight	Total
	1	2	3	4	5		
Experience in the cleaning industry. Bidders will be rated as follow: 2-3 years = 1 3-4 years = 2 4-5 years = 3 5-6 years = 4 6 and more = 5						30	
Quantity & quality of the cleaning material and equipment offered by the service provider.						50	
Training of cleaners and the proposed work plan.						20	
FUNCTIONALITY						100	

27. SUBMISSION OF BIDS

27.1 The closing date for the submission of bid is **11h00 on 10 FEBRUARY 2016**

27.2 The Bids must be:

Deposit in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria

27.3 Bids received after the closing date and time will be regarded as late and will not be evaluated.

28. ENQUIRIES

Enquiries may be directed to:

Mr. Kobus Watson

Tel. (012) 312 7566

Email: kobusw@dsd.gov.za