



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: K Watson, Tel No: (012) 312 7566, Email: kobusw@dsd.gov.za

Sir/Madam

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF A GENERAL CLEANING SERVICE INCLUDING DECONTAMINATION AT THE HSRC BUILDING AND GBV COMMAND CENTRE IN PRETORIA FOR A PERIOD OF 24 MONTHS.

1. Bid No: **SD13 /2020**
2. Closing **Date:30 October 2020 at 11:00**
3. The following documents form part of this invitation for a proposal:
 - SBD1: Invitation to bid
 - SBD3.3: Pricing Schedule
 - SBD4: Declaration of Interest
 - SBD6.1: Preference points Claim Form
 - SBD8: Declaration of Bidders past SCM Practices
 - SBD9: Certificate of Independent Bid Determination
4. The declaration of Undertaking
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 and date
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 envelope in a covering envelope addressed as follows:
Procurement, Department of Social development, Private Bag X901, Pretoria, 0001
9. **There will be a compulsory briefing /site inspection at 10:00 on 20 October 2020 at 134 HSRC Building, Pretorius Street, Pretoria.**

Kind regards


ACTING DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 9/10/2020

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD13/2020	CLOSING DATE:	30 OCTOBER 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF A GENERAL CLEANING SERVICE INCLUDING DECONTAMINATION AT THE HSRC BUILDING AND GBV COMMAND CENTRE IN PRETORIA FOR A PERIOD OF 24 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT DEPARTMENT OF SOCIAL DEVELOPMENT HSRC
Building, 134 Pretorius Street, Pretoria

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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		<input type="checkbox"/>	NAME:		
[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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
		[IF YES ENCLOSE PROOF]		[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	SOCIAL DEVELOPMENT		CONTACT PERSON		
CONTACT PERSON	KOBUS WATSON		TELEPHONE NUMBER		
TELEPHONE NUMBER	0123127566		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	Kobusw@dsd.gov.za				

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Services)

BID NO.:
CLOSING TIME:

NAME OF SERVICE PROVIDER:

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

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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SPECIFICATIONS FOR THE RENDERING OF GENERAL CLEANING SERVICES (INCLUDING DECONTAMINATION AND DISINFECTING OF BUILDINGS FOR COVID-19 PREVENTION) FOR THE NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING, 134 PRETORIUS STREET, PRETORIA FOR A PERIOD OF 24 MONTHS

1. WAGES

17 X Full-Time Cleaners at HSRC Building

NO	ITEM	COST PER MONTH
1.	Basic wages	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 COST FOR ONE (1) CLEANER PER MONTH		R
TOTAL COST FOR 17 FULL-TIME CLEANERS PER MONTH		R

Name of Bidder:

1 X Full-time supervisor at HSRC Building

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 COST PER MONTH		R

NB: It will be expected of the full time supervisor to supervise the cleaners in both the HSRC Building and GBV Command Centre.

Name of Bidder:

2. CLEANING MATERIAL

NO	ITEM	QUANTITY	BRAND NAME	TOTAL COST PER MONTH
1.	Toilet paper with toilet roll dispensers	(bales)		R
2.	Paper hand towels with dispensers	(boxes)		R
3.	Liquid hand wash soap	(litres)		R
4.	Air freshener	(boxes)		R
5.	Duo blocks	(kg)		R
6.	Wet wipes to clean toilet seats with dispensers.	(boxes)		R
7.	Chemicals for wooden flooring	(litres)		R
8.	Chemicals for decontamination and disinfecting of buildings for Covid-19			R
9.	Other cleaning material (see paragraph 24 in the special conditions)	Extent of facility:20 152.40m ² COST PER SQUARE METER R		R
TOTAL COST PER MONTH				R

Important note:

- Service providers must indicate the quantities and cost of cleaning material based on the scope of the work.
- The prices quoted must include the rental of toilet paper, hand towel and sanitary wipe dispensers.

Name of Bidder:

3. DECONTAMINATION AND DISINFECTING OF BUILDINGS

BUILDING	COST PER MONTH	TOTAL FOR 24 MONTHS
Cost for monthly decontamination and disinfecting of the HSRC Building	R	R
Cost per square meter for decontamination and disinfecting of the building when someone is tested positively for Covid-19	R	R

4 SUMMARY OF COST

ITEM	TOTAL COST
17 x Full-time cleaners	R
1 x Full-time supervisor	R
Cleaning material	R
Monthly decontamination and disinfecting of the HSR Building	R
TOTAL ALL-INCLUSIVE COST PER MONTH (INCLUDING WAGES, CLEANING MATERIAL, DECONTAMINATION OF BUILDINGS, OVERHEADS, PROFIT, AS WELL AS VALUE ADDED TAX)	R

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

If not, state deviations.

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Name of Bidder:

SBD 3.3

PRICING SCHEDULE
(Services)

BID NO.:
CLOSING TIME

NAME OF SERVICE PROVIDER:

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

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE</u> <u>ADDED</u>
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**SPECIFICATIONS FOR THE RENDERING OF GENERAL CLEANING SERVICES
(INCLUDING DECONTAMINATION AND DISINFECTING OF BUILDINGS FOR
COVID-19 PREVENTION) FOR THE NATIONAL DEPARTMENT OF SOCIAL
DEVELOPMENT AT THE GENDER BASED VIOLENCE COMMAND CENTRE
GBV CENTRE AT SALVOKOP, PRETORIA FOR A PERIOD OF 24 MONTHS**

1. WAGES

2 Full-Time Cleaners

NO	ITEM	COST PER MONTH
1.	Basic wages	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 PER MONTH		R
TOTAL FOR 2 FULL-TIME CLEANERS		R

2. CLEANING MATERIAL

NO	ITEM	QUANTITY	BRAND NAME	TOTAL COST PER MONTH
1.	Toilet paper with toilet roll dispensers	(bales)		R
2.	Paper hand towels with dispensers	(boxes)		R
3.	Liquid hand wash soap	(litres)		R
4.	Air freshener	(boxes)		R
5.	Duo blocks	(kg)		R
6.	Wet wipes to clean toilet seats with dispensers.	(boxes)		R
7.	Chemicals for wooden flooring	(litres)		R
8.	Chemicals for decontamination and disinfecting of buildings for Covid-19			R
9.	Other cleaning material (see paragraph 24 in the special conditions)	Extent of facility:20 152.40m ² COST PER SQUARE METER R		R
TOTAL COST PER MONTH				R

Important note:

- Service providers must indicate the quantities and cost of cleaning material based on the scope of the work.
- The prices quoted must include the rental of toilet paper, hand towel and sanitary wipe dispensers.

3. DECONTAMINATION AND DISINFECTING OF BUILDINGS

BUILDING	COST PER MONTH	TOTAL FOR 24 MONTHS
Cost for monthly decontamination and disinfecting of the GBV Command Centre	R	R
Cost per square meter when someone is tested positively for Covid-19	R	R

4. SUMMARY OF COST

ITEM	TOTAL COST
Full-time cleaners	R
Cleaning material	R
Decontamination and disinfecting of the building	R
TOTAL ALL-INCLUSIVE COST PER MONTH (including wages, cleaning material, decontamination and disinfecting of the building, overheads, profit and VAT)	R

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

If not, state deviations.

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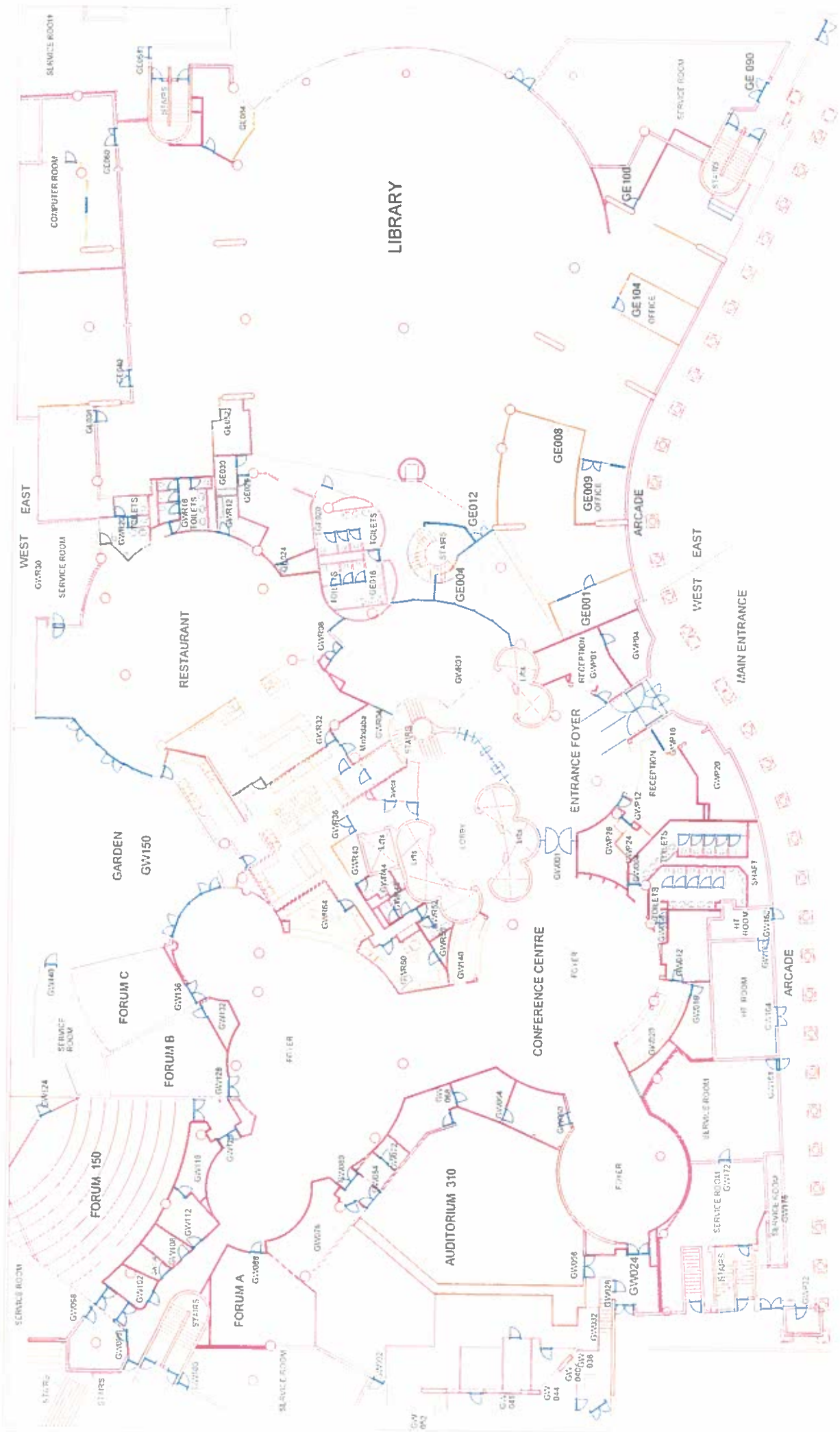
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SPECIFICATIONS FOR THE RENDERING OF GENERAL CLEANING SERVICES (INCLUDING DECONTAMINATION AND DISINFECTING FOR COVID-19 (FOR THE NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT AT THE HSRC BUILDING, 134 PRETORIUS STREET, PRETORIA AND THE GBV COMMAND CENTRE AT SALVOKOP, PRETORIA FOR A PERIOD OF 24 MONTHS

1. SCOPE

1.1 HSRC Building

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)
k) 9 th Floor	1850 ^{m2} (Usable area)
Number of kitchens	16
1 X 6 ^{m2}	
14 X 10 ^{m2}	
1 X 20 ^{m2}	
Number of bathrooms	66
1 x Male (3 toilets, 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)	
15 x Male (2 toilets, 2 urinals, 2 hand wash basins)	
8 x Ladies (3 toilets, 3 hand wash basins)	
9 x Ladies (2 toilets, 2 hand wash basins)	
31 x Ladies (1 toilet, 1 hand wash basin)	
Number of occupants	900
Number of daily visitors	300
Extent of facility:	19769^{m2}



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

Rentable Area East	1843.96
Rentable Area West	2639.84
Rentable Area Total	4482.94

Usable Area East	1700.27
Usable Area West	2638.94
Usable Area Total	4339.21

GROUND FLOOR

R/U Ratio East = 1.085
R/U Ratio West = 1.000

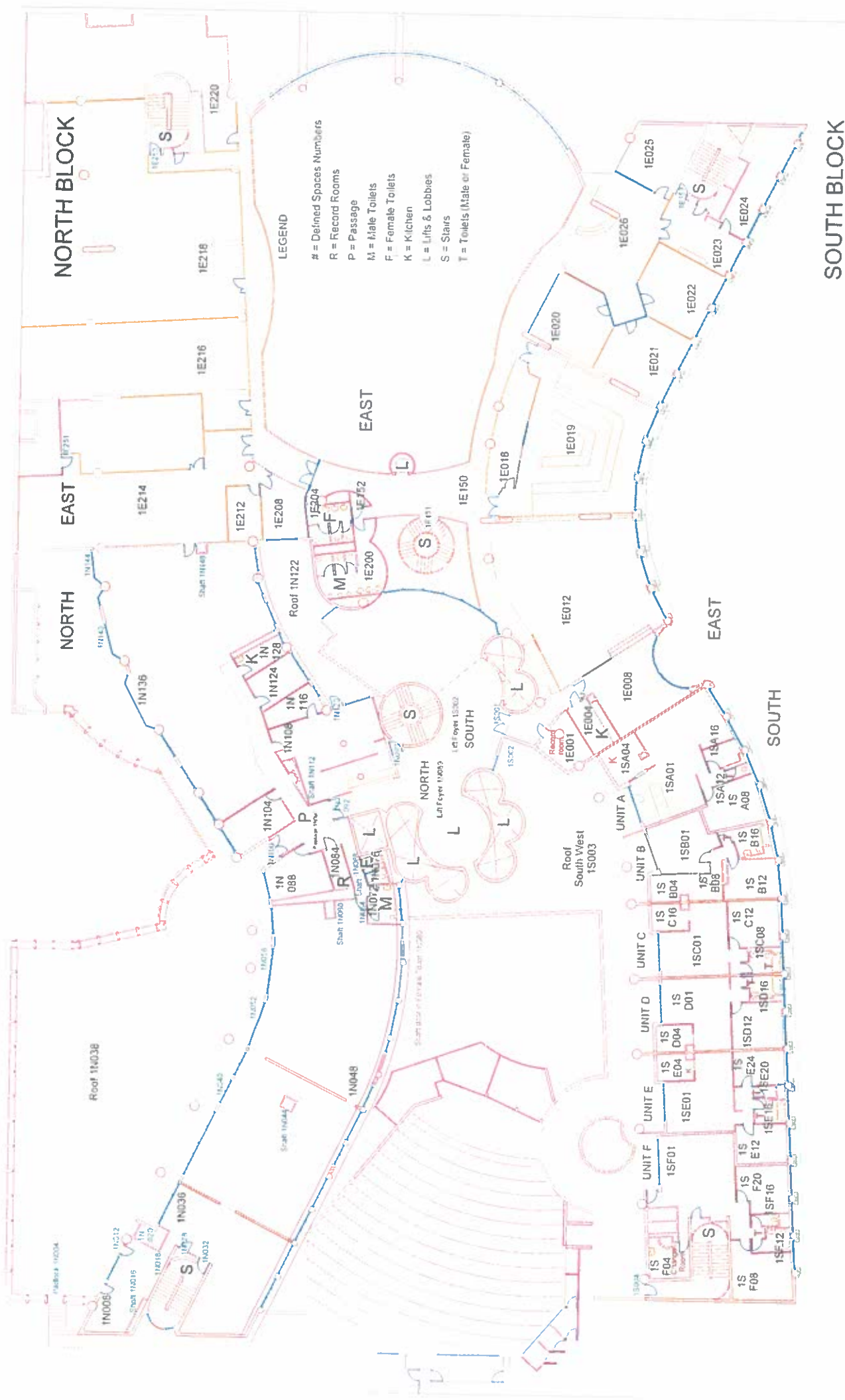


NORTH

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

Measured & Drawn by
Remmers & Schutte Architects
Original certified on 1/12/2011
Date 1/12/2011
Print Date Wed Feb 29 14:06 01 2012
Scale 1:1000
1 metre bar
© HSRC



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

Construction Area	3726.27	Usable Area East	574.81
Rentable Area East	747.88	Usable Area North	1448.83
Rentable Area North	1576.54	Usable Area South	447.84
Rentable Area South	484.56	Usable Area Total	2471.48
Rentable Area Total	2808.98		

Floor 1

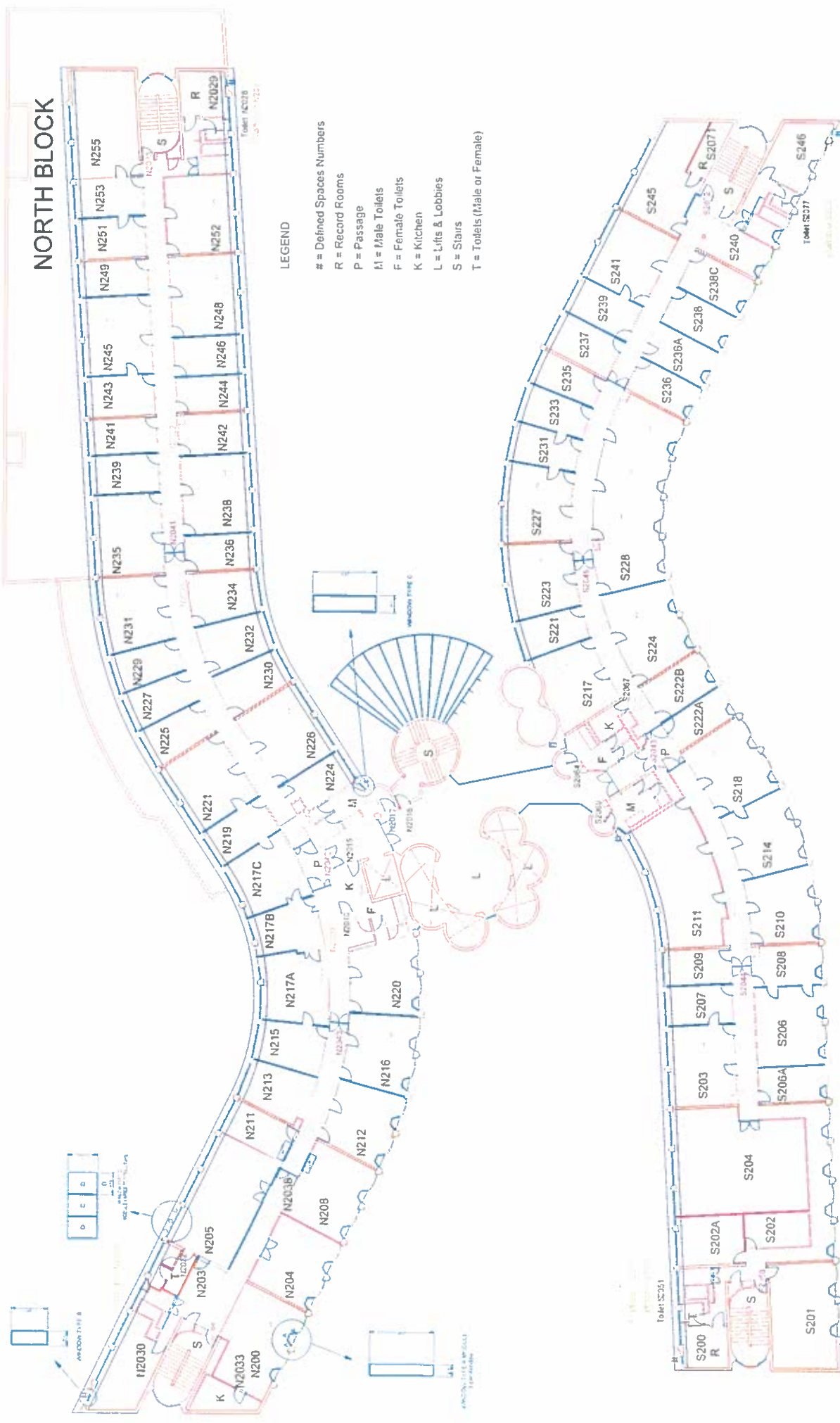
R/U Ratio East = 1.301
R/U Ratio North = 1.088
R/U Ratio South = 1.082

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

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Scale 1:1000
1 metre bar
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SAPOA Method for Measuring Floor Areas in Commercial Buildings (Multi Tenants)

Construction Area	2719.24
Rentable Area	2420.21
Usable Area	1879.79
R/U Ratio =	1.287

Floor 2

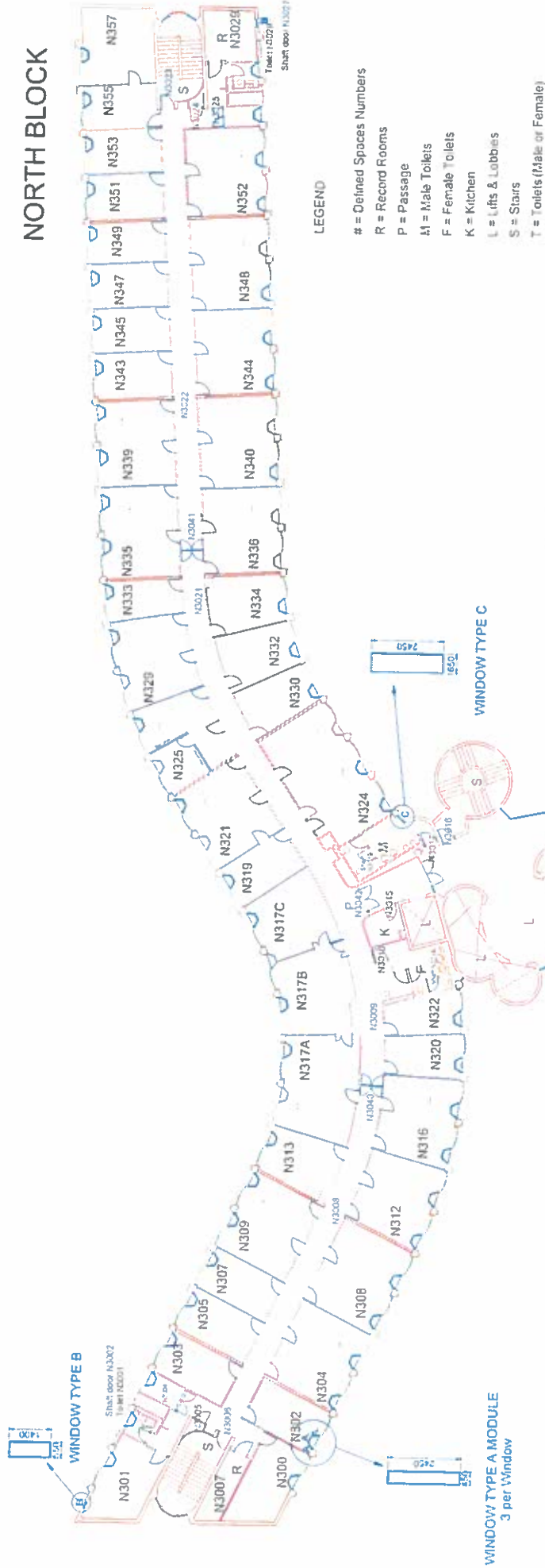
HSRC BUILDING
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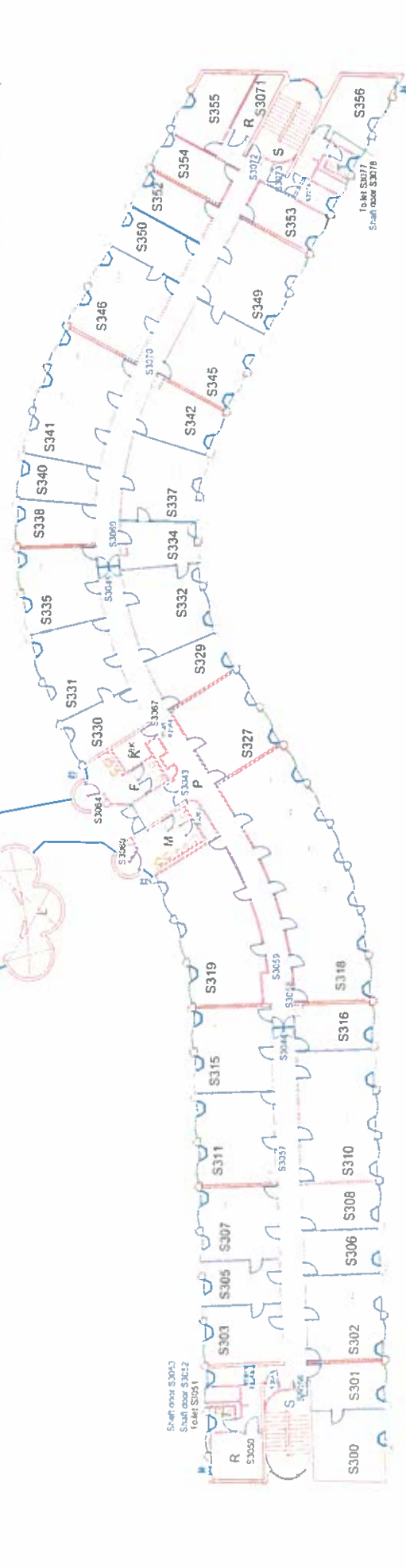


NORTH

NORTH BLOCK



SOUTH BLOCK



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

Construction Area	2676.11m ²
Rentable Area	2386.21m ²
Usable Area	1850.85m ²
R/U Ratio =	1.289

Floor 3

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

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Date 1/12/2011
Print Date Wed Feb 23 14:05:44 2012



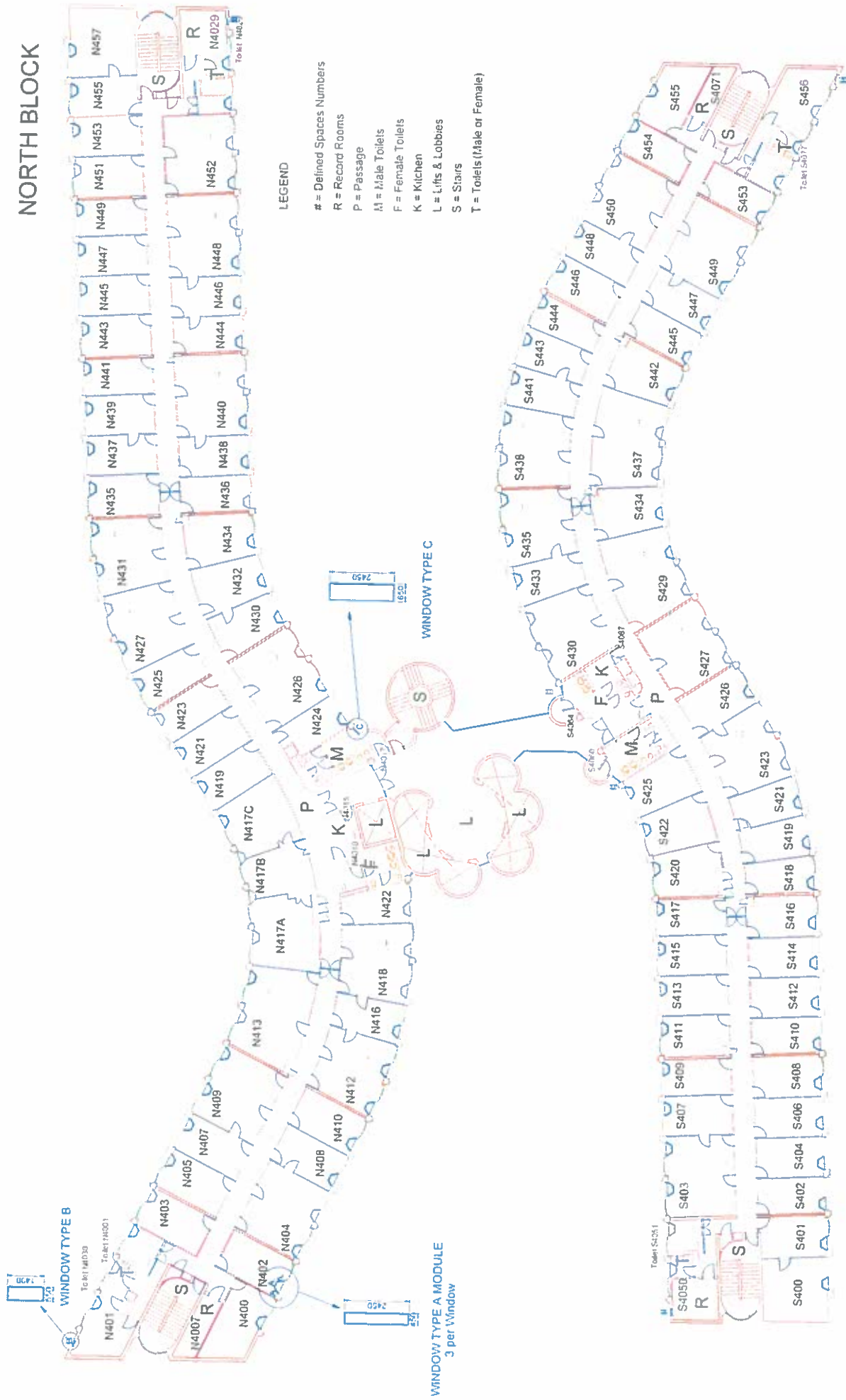
NORTH

Scale 1:1000

© HSRC

NORTH BLOCK

SOUTH BLOCK



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

Construction Area	2676.11m ²
Rentable Area	2386.21m ²
Usable Area	1844.67m ²
R/U Ratio =	1.294

Floor 4

HSRC BUILDING

Erf 3242. 134 Pretorius Str. Pretoria Central

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(Original certified on 1/12/2011)



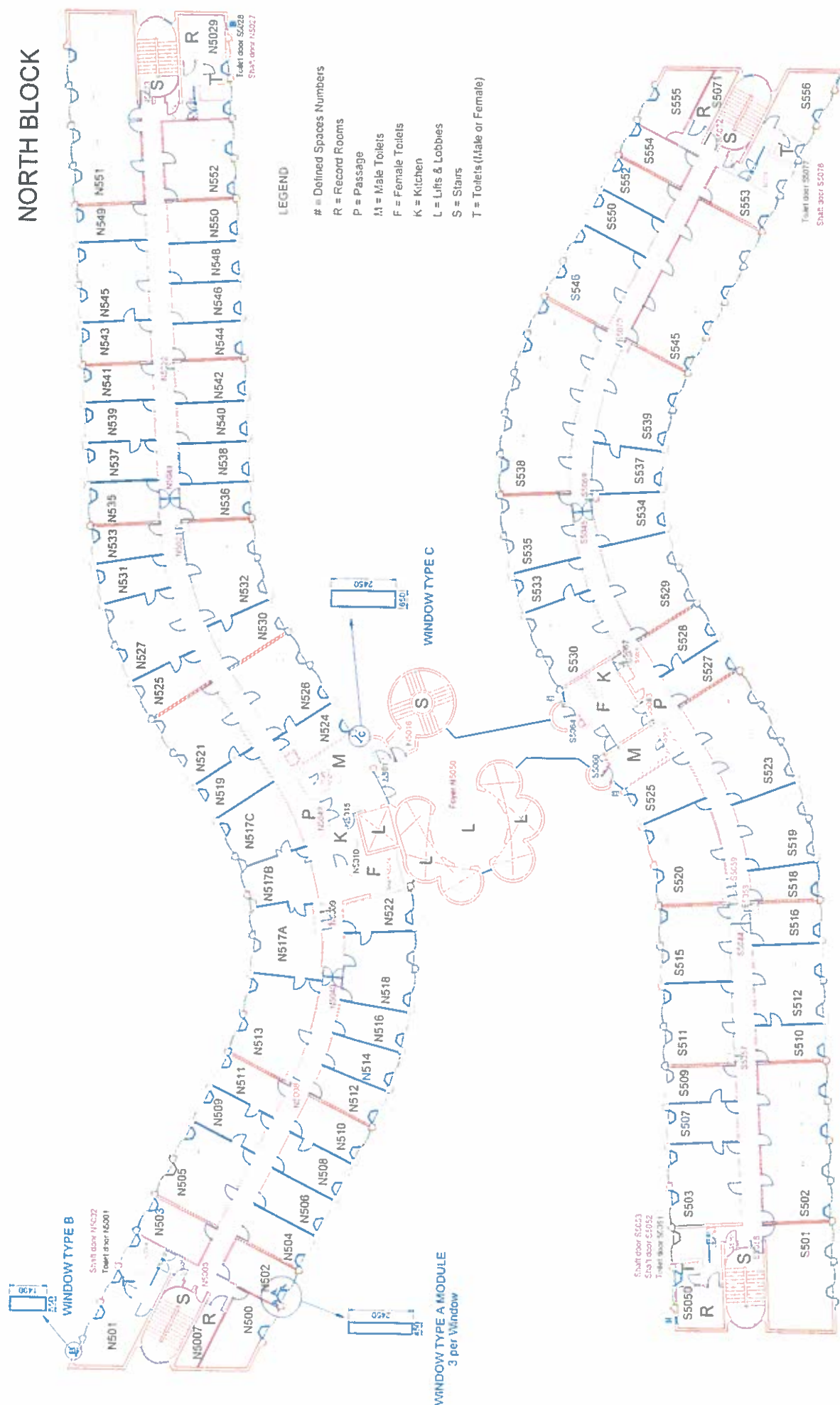
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Date 1/12/2011
Print Date Wed Feb 29 14:05:45 2012

Scale 1:1000

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NORTH BLOCK



SOUTH BLOCK

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

Construction Area	2676.11m ²
Rentable Area	2386.21m ²
Usable Area	1851.56m ²
R/U Ratio =	1.289

Floor 5



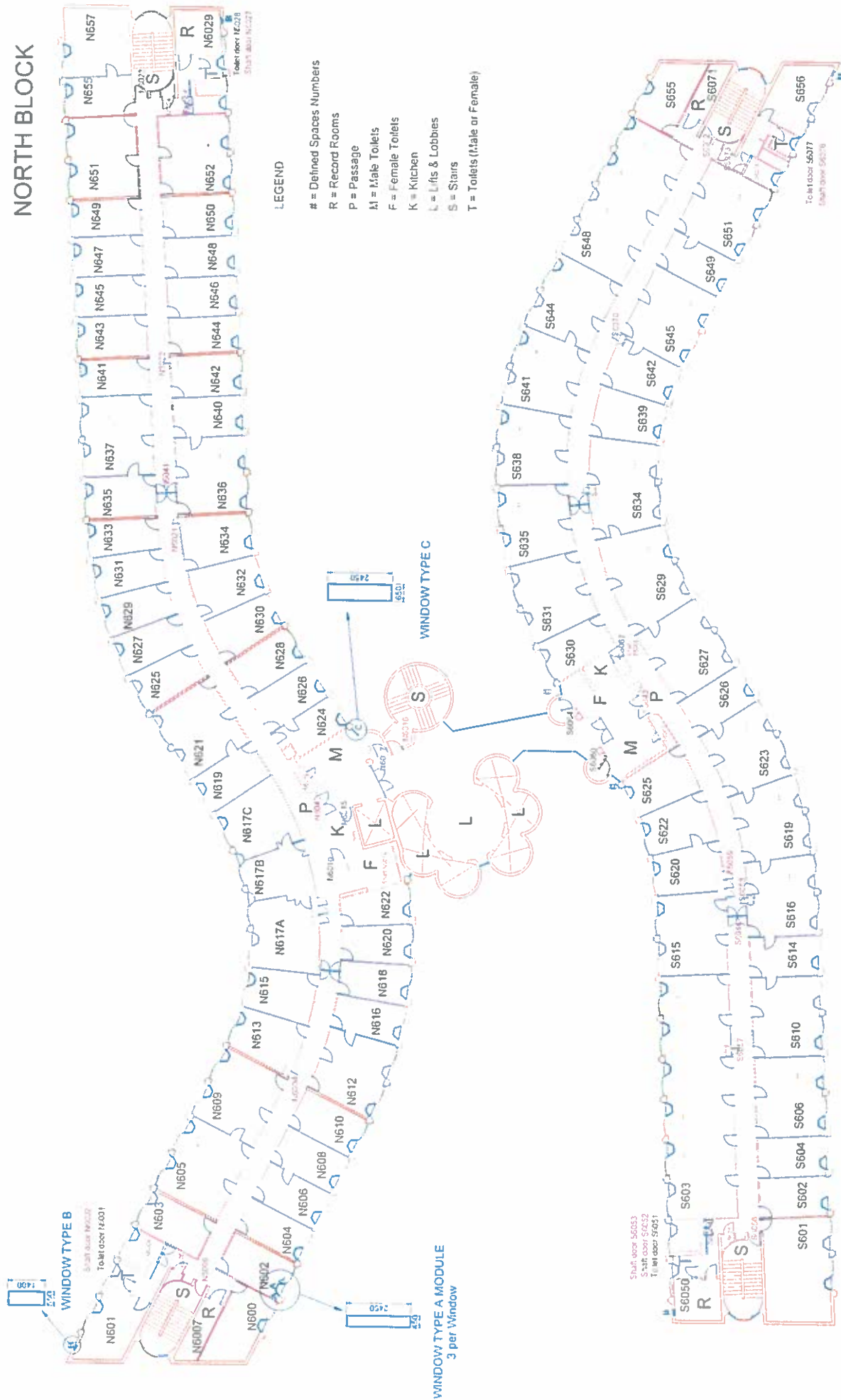
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HSRC BUILDING

Erf 3242. 134 Pretorius Str. Pretoria Central

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 Scale 1:1
 Print Date Wed Feb 29 14:05:47 2012
 1 metre bars
 © HSRC

NORTH BLOCK



SOUTH BLOCK

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

Construction Area	2676.11
Rentable Area	2386.65
Usable Area	1852.00
R/U Ratio =	1.289

Floor 6

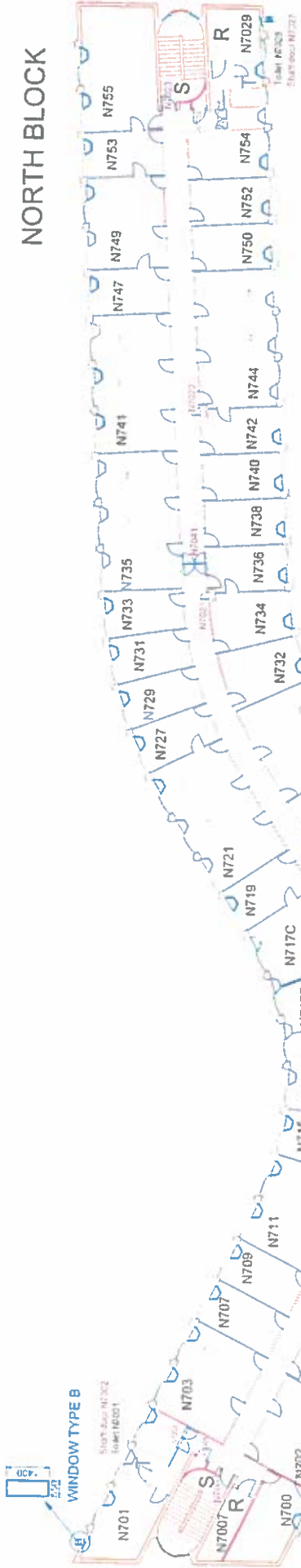
HSRC BUILDING

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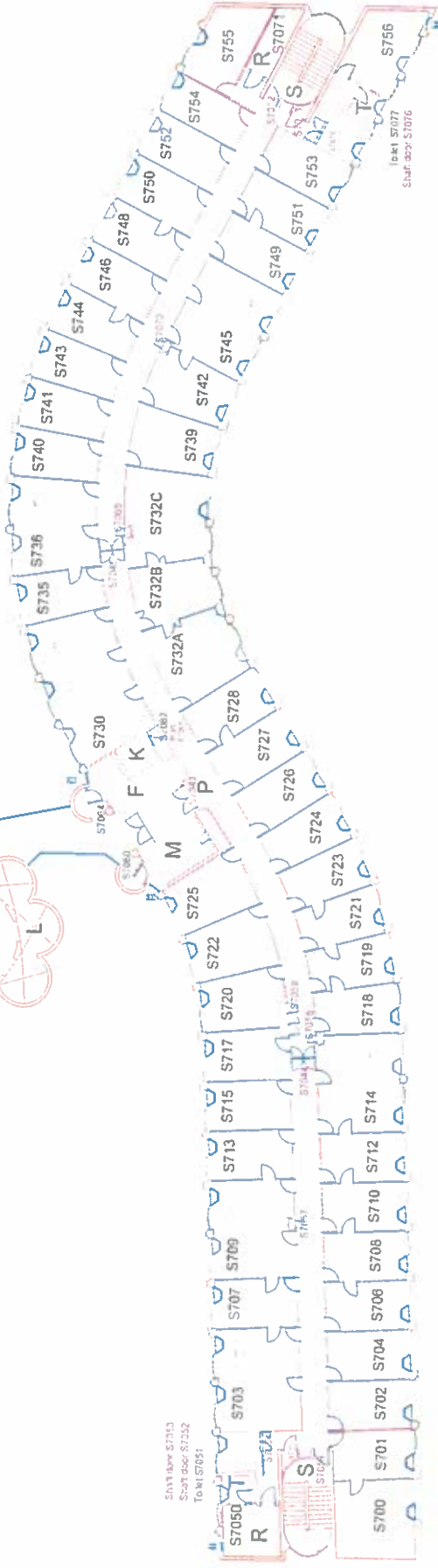
NORTH BLOCK



LEGEND

- # = Defined Spaces Numbers
- R = Record Rooms
- P = Passage
- M = Male Toilets
- F = Female Toilets
- K = Kitchen
- L = Lifts & Lobbies
- S = Stairs
- T = Toilets (Male or Female)

SOUTH BLOCK



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

Construction Area	2676.11m ²
Rentable Area	2386.65m ²
Usable Area	1851.67m ²
R/U Ratio =	1.289

Floor 7

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

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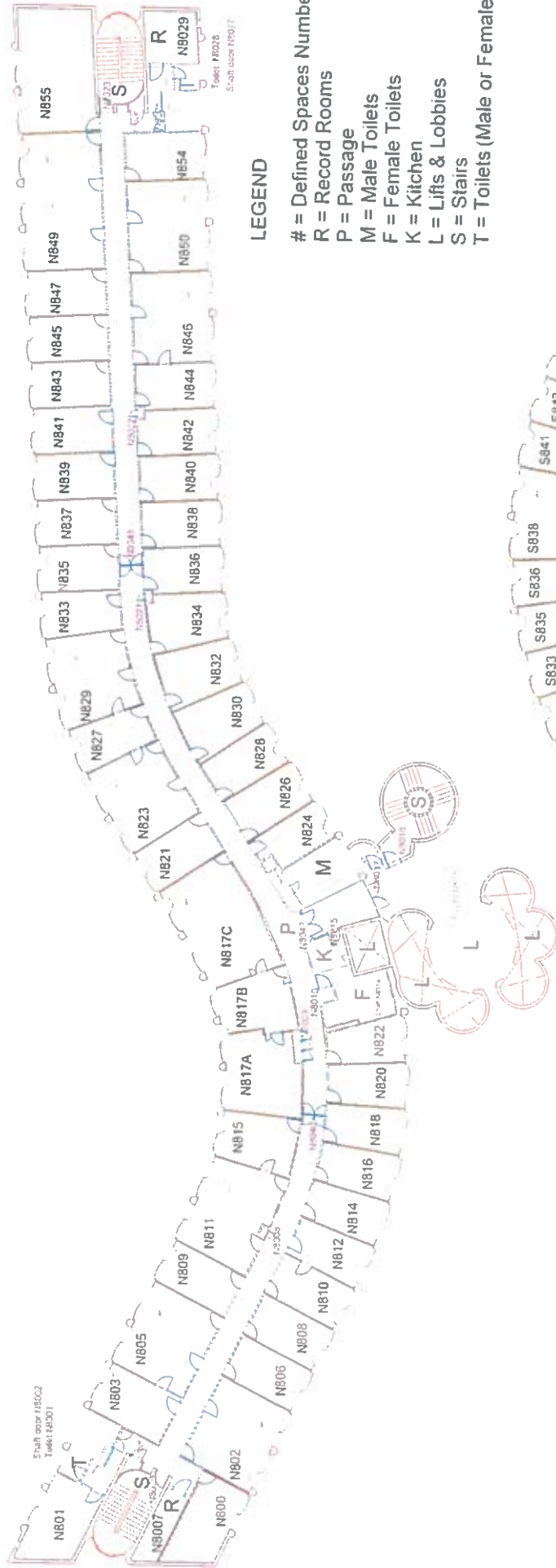


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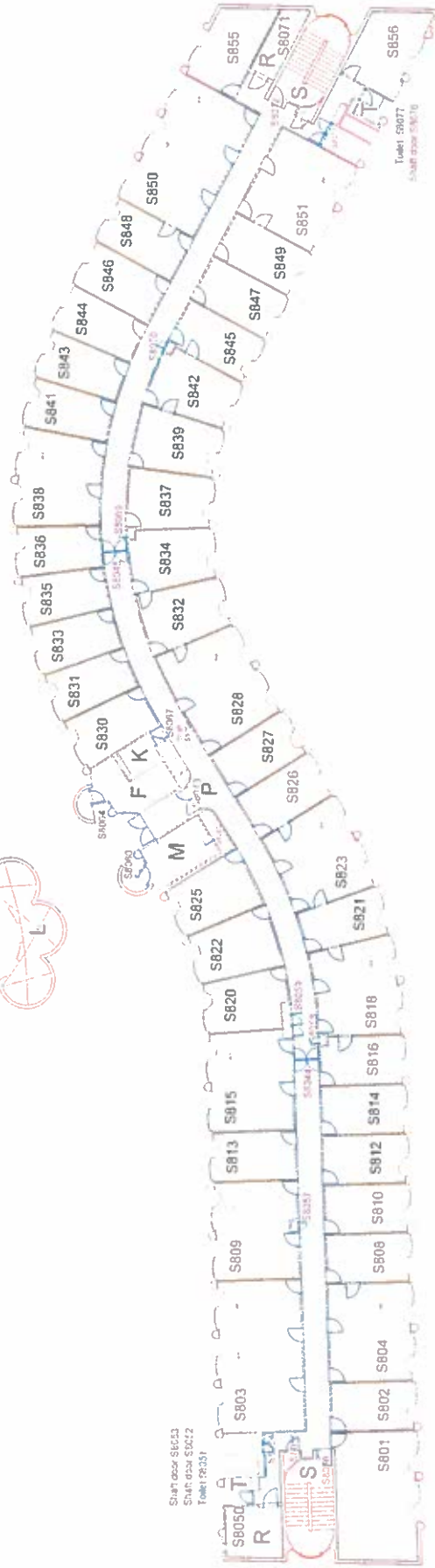
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HSRC

NORTH BLOCK



SOUTH BLOCK



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

Construction Area	2676.11m ²
Rentable Area	2386.65m ²
Usable Area	1851.05m ²
R/U Ratio =	1.289

Floor 8

HSRC BUILDING

Erf 3242, 134 Pretorius Str. Pretoria Central

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Remmers & Schutte Architects
Original certified on 1/12/2011
Date 1/12/2011 Scale 1:1000
Print Date Wed Feb 29 14:05:50 2012 © HSRC



NORTH



1.2 Gender Based Violence Command Centre Salvokop Facility

- | | |
|-------------------------|--------------------------------------|
| a) Number of occupants | 50 |
| b) Number of bathrooms: | 4 toilets and 3 hand wash basin |
| c) Extent of facility : | Area 300 ^{m2} (Usable area) |

BID NO: SD	DESCRIPTION	COMPLY YES/NO	REMARKS
2.	GENERAL CONDITIONS		
	The General Conditions of Contract prescribed by the National Treasury will be applicable to this bid.		
3.	MINIMUM REQUIREMENTS		
3.1	Bidders must be registered with the Contract Cleaning Association I (NCCA).		
3.2	Bidders must be registered in terms of Section 28 of the Unemployment Insurance Act, 1996.		
3.3	Bidders must be registered in terms of Section 80 of the Compensation for Occupational Injury and Diseases Act, 1993.		
3.4	Bidders must have Public Liability Insurance of at least R 3 million.		
3.5	Bidders must have at least two (2) years credible experience in the cleaning industry.		
4.	SUBMISSION OF BIDS Bidders must furnish the following information per annexure regarding their company as part of the bid proposal:		
4.1	Proof of registration at the Contract Cleaning Association.		
4.2	Proof of registration at the Unemployment Insurance Fund.		
4.3	Proof of registration at the Compensation for Occupational Injury and Diseases Act.		
4.4	Proof of Public Liability Insurance.		
4.5	Proof that the bidder has at least two (2) years credible experience. (Letters of good will from at least two references.		
	Failure to comply with any of the conditions in paragraph 4.1 - 4.5 will result in a bid being disqualified.		
4.6	Detailed list of current and completed cleaning contracts.		
4.7	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		

4.8	Inventory (type, make, model, number) of equipment to be used for the rendering of the service.		
4.9	A work plan in which the bidder explain how they intend to execute the contract (e.g. time frames, working methods, working procedures, etc.).		
5.	PRICE STRUCTURE		
5.1	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, decontamination and disinfecting of buildings due to Covid-190, and overheads, as well as Value Added Tax).		
5.2	Bidders must tender for both buildings as the bid will be awarded as a whole to one bidder.		
5.3	The prices quoted must be firm for the full duration of the contract. Period.		
6.	WAGES		
6.1	The Department requires 17 full-time cleaners, 1 full-time supervisor and 1 part-time project manager and 2 full time cleaners at the GBV Command Centre for the full duration of the contract.		
6.2	Bidders must comply with any applicable termination or agreement in terms of the Labor 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		
7.	WORKMANSHIP AND MATERIAL		
	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.		
8.	ROUTINE ACTIVITIES		
	Cleaning work should under no circumstances disrupt the routine activities of the Department.		
9.	COMPLIANCE WITH ACTS & REGULATIONS		
	All acts and regulations relating to cleaning services must be strictly adhered to by the contractor.		

10.	SERVICE LEVEL AGREEMENT		
	It will be expected of the successful service provider to enter into a service level agreement with the Department.		
11.	PLASTIC REFUGE BAGS		
	Plastic refuse bags must be supplied by the contractor.		
12.	FIRE SAFETY EQUIPMENT/EXTINGUISHERS		
	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.		
13.	TOILETS AND DRESSING ROOMS		
	If possible, the tending of toilets and dressing rooms must be done by employees of the appropriate sex.		
14.	Unacceptable cleaning agents		
	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		
15.	MACHINES & EQUIPMENT		
	The service provider shall re-fill, empty or clean all machines and equipment only at such places as indicated.		
16.	WARNING BOARDS		
	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).		
17.	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.		
19.	LIABILITY		



	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		
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 condensation 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.		



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 honor 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		



	<ul style="list-style-type: none"> • Brooms • Mops • Buckets • Dusters • 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.	The decontamination and the disinfecting of the two buildings must comply with the attached Covid-19 workplace guidelines.		

25.	EVALUATION OF PROPOSALS		
25.1	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 25.4 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 80/20 preference point system as contemplated in the Preferential Procurement Regulations 2017, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).		
25.2	The 80 points will be used to calculate points for price only and the 20 points will be used to calculate points for BBBEE status level of contribution (SBD6.1).		
25.3	The points in respect of price will be calculated on the total all-inclusive cost for the service per month (including of wages, cleaning material, equipment, and rental of dispensers, decontamination and disinfecting of buildings due to Covid-19, overheads, profit as well as Value Added Tax).		

25.4	<p>Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:</p> <p>0 = No response 1 = Very Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent</p>		
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EVALUATION CRITERIA

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

26. SITE INSPECTION MEETING

There will be a compulsory site inspection meeting so that potential service providers could acquaint themselves with the design and layout of the buildings.

Dates: 20 October 2020

Time: 10:00

Venue: HSRC Building, 134 Pretorius Street, Pretoria.

The number of bidders will be divided into smaller groups to comply with Covid-19 protocols. A maximum of 50 persons will be allowed at a time.

Failure to attend the compulsory site inspection meeting will result in a bid being disqualified.

TASK DIRECTIVES

Area		Procedure number	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		AC.1	Vacuum all floor mats/carpets		X								
		AC.2	Cleaning of doormats		X								
		AC.3	Polish furniture/information desk			X							
		AC.4	Dusting & wiping information desk		X								
		AC.5	Cleaning dustbins		X								
Refuge area		AD.1	Operate garbage compactor		X								
		AD.2	Sorting of refuse and disposing of waste paper in separate bags		X								
Stairs	Fire escape stairs	AF.1	Sweep					X					
	Other stairs	AF.2	Sweep		X								
		AF.3 AF.4	Dusting handrails Wash stairs/handrails		X		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 wooden floors in corridors and foyers		BD. 1	Sweeping of all floor surfaces			X													
		BD. 2	Washing all floors with mop				X												
		BD. 3	Polishing				X												
		BD. 4	Strip and seal areas														X		
Windows		BE. 1	Cleaning of all windows on the inside												X				
Toilets		BF. 1	Emptying, cleaning and disinfecting all rubbish bins	X															
		BF. 2	Disinfecting & cleaning all toilet bowls washbasins and urinals	X															
		BF. 3	Cleaning all mirrors		X														
		BF. 4	Cleaning and polishing of all shiny metal finishes			X													
		BF. 5	Removal of spots on walls and doors				X												
		BF. 6	Washing floors with a mop	X															
		BF. 7	Washing walls					X											
		BF. 8	Supplying, replacing and replenishing toilet paper, paper hand towels, deo-blocks and hand liquid soap	X															
Kitchens		BG. 1	Sweeping of all floor surfaces	X															
		BG. 2	Washing floors with a mop		X														
Special requests	As requested by Social Development	BH. 1	Vacuum indicated areas	X															
Special requests	As requested by Social Development	BH. 2	Accidental spillages	X															
Storerooms		AH.	Sweeping of floors												X				

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

COVID-19 Workplace Cleaning Guidelines

This protocol provides recommended preventive measures for workplace cleaning during a Pandemic scenario of COVID-19, and disinfecting all places where any risk may exist.

Cleaning strategy	
1.	Workplace cleaning and disinfection should follow the same general principles used in healthcare settings: removal of dirt, frequent disinfection and use of a certain set of disinfecting products.
2.	Surfaces that are frequently touched with hands should be cleaned often. This would include (but would not be limited to): Doors in entrance/exiting areas, counters and shelves, desk surfaces, chairs (e.g. arm rests), tables, phones, computer keyboards (especially if shared), counters, light switches, lavatory surfaces, kitchen surfaces and appliances, doorknobs, elevators buttons, handrails, floors and other horizontal surfaces, shared tools and equipment.
3.	It is likely that an enhanced cleaning regime will overwhelm a cleaning staff that may be fewer in number than usual. In this case, employee should be responsible for cleaning their own areas and possibly common areas nearby.
4.	Garbage collection, and if necessary, storage points, should be increased and emptied regularly throughout each day.
5.	If a person is suspected of having pandemic-related disease, it is important to thoroughly clean and disinfect their work area along with any other places they may have been.
6.	It is important the early identification of suppliers, prices, stock available, delivery lead time of disposable gloves, detergent, disinfectant and other cleaning products.

Cleaning Products	
1.	A pandemic-related disease could be inactivated by a range of disinfectants including sodium hypochlorite (household bleach– 5 to 10% solution), quaternary ammonia compounds (granular chlorine), alcohol, phenolic disinfectants, per oxygen compounds, and other germicides with a tuberculocidal claim on the label. Disinfectants and cleaning products must comply with the SABC standards.

Cleaning frequency	
1.	The frequency of workplace cleaning will vary based on the severity of the pandemic outbreak, as well as the level of activity at the area. A more severe outbreak (e.g. serious or catastrophic) will require more frequent cleaning to reduce the risk of infection from surface contact. The frequency of cleaning should be balanced with the reduced level of activity in the area that would be expected during a period of high infection.

Area	During severe of worse pandemic outbreak, activity	Comments
Public area (e.g. reception, lifts etc.)	4 times daily	During severe of worse pandemic outbreak, activity in public areas may be substantially decreased
Meeting rooms	After all meetings and at the end of the day	Leave time between meetings for cleaning. Meeting frequency substantially reduced during severe or worse pandemic
Lavatory	Every 2 hours	Prefer drying hands with paper towels and dispose in garbage cans
Kitchen	Every 2 hours	Do not share kitchen sponges
High touch areas (e.g. light switches, doorknobs, lifts etc.)	Every 2 hours	
Private offices	Before or after workday	In addition, clean after individual with pandemic-related disease like symptoms has been in the office. Personnel should be provided appropriate cleaners to clean their own office more frequently, if desired.
Shared office space/cubicles	3 times daily before and after workday, plus mid-day	In addition, clean after individual with pandemic-related disease like symptoms has been in the office. Personnel should be provided appropriate cleaners to clean their own office more frequently, if desired.

Cleaning and disinfecting instructions	
1.	<p>Disinfecting with bleach and water (5- 10% solution), is the most cost-effective way to disinfect surfaces. This is the approach typically utilized in hospitals and health settings.</p> <p>a. Bleach must be mixed fresh each day used. Put piece of tape on the bottle and label with the date when made. It should be discarded the next day.</p> <p>B. Be careful about using bleach on surfaces that may manage (e.g. some wood surfaces). Use other cleaners, if bleach may damage the surface.</p>
2.	Use disinfectants in accordance with the manufacturer's instructions, including recommendations for dilution, contact time, shelf-life of batch, and care in handling.
3.	<p>Clean equipment surfaces with a detergent/disinfectant.</p> <p>This may be followed with an application of a hospital disinfectant with or without a tuberculocidal claim (depending on the nature of the surface and the degree of contamination), in accordance with disinfectant label instructions.</p> <p>a. Do not use alcohol to disinfect large environmental surfaces.</p>
4.	Keep housekeeping surfaces (e.g. floors, walls, and table tops) visibly clean on a regular basis.



social development

Department
Social Development
REPUBLIC OF SOUTH AFRICA

DECONTAMINATION OF FACILITIES TO PREVENT AND COMBAT THE SPREAD OF CORONAVIRUS DISEASE (COVID-19) FOR A PERIOD OF 24 MONTHS

**PHYSICAL ADDRESS OF DEPARTMENT
HSRC BUILDING
134 PRETORIUS STREET
PRETORIA**

DEFINITION OF TERMS

Decontamination: the total process used to remove organic matter and microorganisms from an item and render it safe for use. There are three levels of decontamination:

- Cleaning,
- Disinfection and
- Sterilization.

PROJECT DESCRIPTION

Description of services: Decontamination of facilities for the phasing out of lockdown to prevent and combat the spread of the coronavirus disease (COVID-19)

Department: Department of Social Development

Place / Area: HSRC Building, 134 Pretorius Street, Pretoria - 18 000 m²

Gender Based Violence Call Centre, Salvokop, and Pretoria - 300 m²

1. DESCRIPTION OF THE SERVICE

Provide decontamination of the interior of the buildings including all windows, walls, doors, door knobs, floor surfaces, working spaces, office equipment and general office / accommodation space in accordance with hygiene norms and standards and the Department of Health COVID-19 Environmental Health Guidelines.

2. REGULATIONS

The following regulations, By-Laws and guidelines are applicable to this service:

- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Regulations for Hazardous Biological Agents (Issued in terms of: Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Department of Health COVID-19 Environmental Health Guidelines
- National Environmental Management Act, 1998 (Ac No. 107 of 1998)
- Environmental Conservation Act, 1989 (Act No. 73 of 1989)
- Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- Disaster Management Act, 2002 (No. 57 of 2002)

- ISO 9001 – Quality Management System
- ISO 14001 – Environmental Management Systems
- Local Municipality By-Laws and Regulations
- South African National Standards (SANS)
- All relevant legislation

3. PERMITS FOR ESSENTIAL SERVICES

3.1 Requirements for Essential Services Permits

The execution of the cleaning and disinfection of facilities related to COVID-19 is an essential service to the State and the Republic of South Africa. The lockdown regulations issued in terms of the Disaster Management Act, 2002 (No. 57 of 2002) require Essential Services Providers to seek approval from the Department of Trade, Industry and Competition (DTIC) in order to trade during the period of the lockdown.

3.2 Applications for Essential Services Permits

Such businesses are required to apply to the Companies and Intellectual Property Commission (CIPC) Bizportal website at www.bizportal.gov.za and obtain a certificate from the Commission that allows them to continue trading – including provision for their employees. The Bizportal website contains a menu icon listed as "Essential Service Businesses" through which an application can be made to the CIPC.

4. Adherence to Identification Requirements and Access to Sites

The Essential Services Providers must adhere to the following:

- i. Carry RSA IDs and company IDs and produce same at security check points.
- ii. Be familiar with the COVID-19 precautions and observe good personal hygiene at all times.
- iii. Wear, use and carry; Protective masks / respirators, rubber / latex gloves, sanitisers, Isolation gowns where necessary and Wipes for sanitising equipment
- iv. Provide documentation relating to the service being provided (Copy of letter of appointment and / order number) on request at all check points.
- v. Subject personnel to COVID-19 preventative measures put in place by departments in which work will be performed; these include temperature scanning.

5. MANDATORY WORKPLACE CONTROLS

5.1 Supervisory requirements

- All the personnel doing the decontamination and cleaning must work under supervision of a person trained in Decontamination/disinfection protocols for Hazardous Biological Agents (HBA);
- The supervisor must be a person trained in and have a certificate in **Control workplace hazardous substances** and have knowledge of:
 - i. The legal and specified requirements for identifying and dealing with workplace hazardous substances
 - ii. Identifying the workplace hazardous substances in the HBA context
 - iii. Identifying risks associated with hazardous substances in the HBA context
 - iv. Controlling hazardous substances in the HBA context
 - v. Proper use of PPE in relation to HBA

5.2 Training

- All the contractors must be trained on the use of cleaning and disinfection procedures, masks, gloves, and use of PPE kit and other COVID-19 related protocols. Proof that their cleaners have received the necessary training on proper and safe use of PPE must be submitted to the Department before work commences on site.
- All training should emphasise that all activities / procedures must be done under the strict monitoring and observation of trained supervisors as above.
- Training must include the Local Labour as per the requirements of the use of Local Labour (Clause 3.8).

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

6.1 Obligation to provide PPE

Service Providers are obligated to provide their workers with PPE needed to keep them safe while performing cleaning and disinfection duties. The types of PPE required during a COVID-19 outbreak should be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.

Types of PPE must be:

- i. Selected based upon the hazard of the worker.
- ii. Properly fitted (e.g., respirators).
- iii. Consistently and properly worn when required.
- iv. Regularly inspected, maintained, and replaced, as necessary.
- v. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

7. CLEANING AND DISINFECTION MACHINERY, EQUIPMENT AND CONSUMABLES

7.1 Cleaning machinery, equipment

- The Service Provider must provide all the commercial mechanical and electrical equipment for the decontamination/disinfection and cleaning of facilities thereafter.
- The operator of the decontamination/disinfection machinery must be a trained person in compliance with the General Machinery Regulations, 1988 issued in terms of the Occupational Health and Safety Act, 1993.

8. Consumables

The Service Provider is responsible for supplying all consumable items that are necessary for the execution of an effective service.

9. INSURANCE

The Service Provider shall provide comprehensive insurance and maintain during the entire period of this contract as follows:

9.1 General liability insurance

Operations and spraying hazard, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage and personal injury.

10. CERTIFICATE OF DECONTAMINATION/DISINFECTION

The Service Provider must issue a Certificate of Decontamination/disinfected, naming that the facility has been decontaminated/disinfected using an approved (provide name of

decontamination/disinfectant chemicals) disinfectant against the COVID-19 and the date this took place. If this is done in different buildings each building must have its own certificate

11. DECONTAMINATION/DISINFECTING OF THE BUILDINGS

This process will take place as follows:

- A schedule will be drafted by the service provider and DSD representative
- Decontamination/disinfection will take place once a month for 24 months.
- Service provider to advise time for chemicals used which will be safe for employees to work

12. DECONTAMINATION/DISINFECTING OF THE BUILDINGS IF A PERSON IS DIAGNOSED POSITIVE WITH COVID-19

- Service provider must be available to decontaminate/disinfect the building or affected area as and when requested.

13. SECURITY CLEARANCE

The successful bidder including his employees might be required to undergo a security clearance before acceptance or anytime during the operation of the contract.

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.

²"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 2017

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

1.2

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

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 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 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)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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
-
-
-
-
-
- 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:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, 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 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

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