



human settlements

Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

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REFERENCE : VA49/23-2023/24

ENQUIRIES : Tendersenquiries@dhs.gov.za

BID VA49/23-2023/24: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR DELIVERY OF CLEANING, HYGIENE, DEEP CARPET CLEANING, FUMIGATION AND PEST CONTROL SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 36 MONTHS (3 YEARS)

- 1 The closing date for the submission of applications/bid documents is **04 December 2023 @ 11:00**. No late applications/bid documents will be considered. All bids must please be placed in the Tender Box at the main entrance of the building (DEPARTMENT OF HUMAN SETTLEMENTS, DR RUTH S MOMPATI BUILDING, 260 JUSTICE MAHOMED STREET, SUNNYSIDE, PRETORIA).
- 2 It is compulsory that an original proposal/bid documents be **handed in on/before the closing date of the bid**.
- 3 You are invited to bid for the services as specified in the attached forms.
- 4 The conditions contained in General Conditions of Contracts (GCC) and the attached SBD1, SBD3.3, SBD4 and SBD6.1 as well as any other conditions accompanying this request are applicable.
- 5 **NATIONAL TREASURY CIRCULAR NO 3 OF 2015/2016**
 - 5.1 From 1 April 2016, institutions/departments may not award any bid to a supplier who is not registered on the Centralised Supplier Database (CSD).
 - 5.2 Please submit original documents and a soft copy of the original documents on a USB
6. No Briefing Session will be held.
7. All enquiries related to this bid must be addressed to tendersenquiries@dhs.gov.za

Regards,

MS Z MABUZA
DEPUTY DIRECTOR
For DIRECTOR-GENERAL

DATE: 10 Nov 2023
Tendercovlet

THE DEPARTMENT OF HUMAN SETTLEMENTS

BID NUMBER: BID VA49/23-2023/24

DESCRIPTION: TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR DELIVERY OF CLEANING, HYGIENE, DEEP CARPET CLEANING, FUMIGATION AND PEST CONTROL SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 36 MONTHS (3 YEARS)

CLOSING DATE and TIME: 04/12/2023 @ 11:00

CHECKLIST TO BE COMPLETED BY BIDDERS

TABLE OF CONTENTS:	Yes	No
➤ Invitation Letter/ Cover Letter		
➤ (TOR) Terms of Reference		
➤ SBD1 Invitation To Bid		
➤ SBD3.3 Pricing Schedule		
➤ SBD4 Declaration of Interest		
➤ SBD6.1 Preference Point: Purchases		
SUPPORTING DOCUMENTS:		
➤ Company Profile		
➤ ID Copies of Directors		
➤ Certificate issued by Registrar of Companies & Close Corporation, issued by CIPRO.		
➤ Original/Certified Valid Tax Clearance Certificate		
➤ CSD Status Report		
COMPULSORY TO SUBMIT *** 1 ORIGINAL and 1 COPY OF THE USB***		

COMPANY NAME: _____

SIGNATURE _____

DESIGNATION: _____

DATE: _____

NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS (NDoHS)

TERMS OF REFERENCE FOR DELIVERY OF CLEANING, HYGIENE, DEEP CARPET CLEANING, AND DAILY SUPPLY OF PURIFIED WATER SERVICES FOR THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS (NDoHS) FOR A PERIOD OF THIRTY-SIX (36) MONTHS IN EXTENT OF 14 000M²

1. INTRODUCTION

- 1.1.1 The National Department of Human Settlements (NDoHS) intends to appoint a reputable service provider that possesses the required expertise, knowledge, and experience for the delivery of Cleaning, Hygiene, Deep carpet cleaning, and daily supply of purified water services at all NDoHS Buildings, namely: The Govan Mbeki House, 240 Justice Mahomed Street and Dr Ruth Mompati Buildings, 260 Justice Mahomed Street in Sunnyside Pretoria, for a period of 36 months or (three years) in extent of 14 000m².

2. REQUIREMENTS

- 2.1 The required cleaning, hygiene, deep carpet cleaning, and daily supply of purified water services are required for two (2) buildings: The Govan Mbeki House, 240 Justice Mahomed Street and Dr Ruth Mompati Buildings, 260 Justice Mohammed Street in Sunnyside Pretoria, which combined are in extent of 14000m² (240 JMS is in extent of 8026.40m² and 260 JMS is in extent of 5940.64m²).
- 2.2 The service provider shall provide twenty-eight (28) cleaners plus two (2) supervisors **[28+2 = 30 staff complement]** and services will be rendered for a period of 36 months (three years).
- 2.3 The appointed service provider will be required to deliver the following services as outlined in the specifications.

Specification for Cleaning services – **Annexure A**

Specification for Hygiene services – **Annexure B**

Specification for Deep carpet cleaning, chairs, curtains, and couches – **Annexure C**

Specification for supply and delivery of purified water – **Annexure D**

- 2.4 The service provider must demonstrate knowledge and experience in the delivery of cleaning, hygiene, deep carpet cleaning, and daily supply of purified water services and the demonstration of adequate capacity to manage such a project is a prerequisite.
- 2.5 The service provider will be expected to provide cleaning equipment and cleaning detergents of the exact type / make of the materials/chemicals and approved PPE as prescribed in the South African National Standards (SANS). Chemicals must be of high quality, manufactured in accordance with the specifications provided by SABS standards and no secondhand material shall be accepted.
- 2.6 All service providers must comply with the following Occupational Health and Safety Standards.
- 2.6.1 Personal Protective Equipment (PPE)
- The following personal protective equipment must be used:
- a. Appropriate PPE relevant to the scope of work and cleaning standards
 - b. Chemical-resistant impermeable boots/non-slippery boots/steel toe boots
 - c. Chemically – resistant gloves (PVC or Nitrile) that extend at least 75mm above the wrists
 - d. All safety equipment is to be kept in good condition and effective working order. Cleaning staff must always wear clean PPE.
 - e. All staff will be required to always wear full PPE from the 1st day of delivery of service and whilst delivering cleaning services.
- 2.6.2 All chemical products such as Ammonia stripper shall meet basic SABS requirements which consider the absence of damage or deterioration. Detergent products must be biodegradable and have low environmental impact. disposal process should comply with the environmental regulations. All packing material shall be environmentally friendly and recyclable.
- 2.6.3 All cleaning personnel must be medically fit to perform the task.
- 2.7 A service provider's or company profile with depth information must be attached to the Bid document to enable the Department to ascertain that the service provider meets the requirements regarding the infrastructure and capacity necessary to render required services.
- 2.8 The company registered with National Contract Cleaning Association (NCCA) would be an added advantage.

- 2.9 The service provider must be registered with the Department of Employment and Labour and must comply with all labour regulations as determined, with regards to the basic conditions of employment. The contractor must ensure that all his/her employees are registered with the Department of Employment and Labour for UIF and COIDA and shall pay his/her employees within the wage determinations as prescribed.
- 2.10 The service provider shall adhere to Occupational Health and Safety Act, Act 85 of 1993, Compensation for Occupational Injuries and Diseases Act 130 of 1993, National Environmental Management Waste Act, Act 59 of 2008, National Water Act 36 of 1998 and Water Services Act 108 of 1998 and other related prescripts about safety of workers during the project period. The appointed service provider must provide the Department with the safety file before the commencement of the project.
- 2.11 The service provider must have a waste disposal license as a requirement by the Waste Management Act for any hygiene waste disposal.
- 2.12 It must be noted that the appointed service provider will commence with the delivery of hygiene services from 01 June 2024 until the duration (36 months) of the entire project. This means the delivery of the hygiene services will be for a period of 31 months, effective from 01 June 2024. There's a current service provider appointed to deliver the cleaning and hygiene services until 31 May 2024.

3. MEASURABLE OUTPUTS

- 3.1 The service provider shall be expected to provide quality and superior services as prescribed in the bid specifications (Annexure A, B, C, and D).

4. MILESTONES AND TIMEFRAMES

- 4.1 The duration of the project shall be for a period of thirty-six (36) months from the date of commissioning of the project.
- 4.2 The service provider will furnish the Department with a proposal which details delivery milestones aligned to the payment structure before signing the contract.

5. KNOWLEDGE AND EXPERTISE OF SERVICE PROVIDER

- 5.1 The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to successfully perform the assignment:

- a) A minimum of three (3) years' experience in the field of delivering facilities management services (i.e., cleaning, hygiene, deep carpet cleaning, and daily supply of purified water services).
- b) Extensive and demonstrated experience in the project field (Proof of previous similar projects and notable references required). The service provider must include a detailed profile of the business and its Project Managers.
- c) Institutional capacity to successfully carry out an assignment of this nature is required as follows but not limited to:
 - A complete list of all managerial team that will be used to execute this tender
 - The full details of the address from where the business will be operating.
 - Full details of operating hours, business closure times
 - All personnel staff including Directors shall be subjected to a security vetting process prior to contract.
 - All personnel of the company shall sign "Declaration of Secrecy" upon commencement of the contract.
 - All personnel are prohibited from reading documents or records in offices or handling thereof.
 - No information concerning the State's activities may be furnished to the public or media by the service provider or any of his/her employees.

6. INSTITUTIONAL ARRANGEMENTS

- 6.1 The Department will delegate official/s to provide guidance and oversight to the service provider. The delegated official/s will, inter alia, ensure that the services are delivered accordingly.
- 6.2 Similarly, the service provider will delegate a project manager to ensure that the assignment is rolled out in terms of the Terms of Reference and shall be recorded in the Service Level Agreement.

7. EVALUATION CRITERIA

7.1 The following functionality criteria will be used for evaluating the tender.

CRITERIA	SUB-CRITERIA	SUB-POINTS	VALUE
Service provider's understanding of the assignment and deliverables required	Proposed project implementation plan detailing methodology to be followed in responding to the scope of work (Daily cleaning, hygiene, quarterly deep cleaning carpet, chairs, couches).	20	50
	Proposed project implementation plan for daily supply of purified water plus maintenance services for the water coolers)	05	
	<ul style="list-style-type: none"> • Health and Safety Plan • Risk and contingency plan • Material Safety Data Sheet 	10	
		10	
		05	
Service provider's capacity and appropriate skills	Evidence of clear management and co-ordination for the assignment and Identification of an experienced multi-disciplinary team with requisite skills to carry out the assignment	20	20
Level of previous experience	Company's experience in providing facilities management services.		20
	3 to 4 years of experience	05	
	5 years of experience or above	10	
	Copies of signed reference letters with contactable details.		
	1 to 3 references	05	10
	4 and more references	10	
Professional registrations	The company must provide certified copies of the following:		10
	1. Unemployment Insurance Fund (UIF)	2	
	2. Compensation for Occupational Injuries and Diseases Act (COIDA)	2	
	3. National Contract Cleaning Association (NCCA)	2	
	4. Public liability insurance	2	
	5. License/Certificate for waste disposal	2	
TOTAL			100

7.2 A service provider that scores less than 80 points out of 100 in respect of functionality will be regarded as submitting a non-responsive tender and will be disqualified.

8. SITE VISIT AND PRESENTATION

- 8.1 A site briefing, and inspection shall be conducted per appointment to enable service providers to satisfy themselves with local conditions, accessibility of the site, full extent, and the nature of the work to be performed and conditions affecting the execution of the project before submitting quotations.
- 8.2 The Department may conduct a site visit to the premises of the shortlisted service providers to verify the availability of all resources necessary for the project.

9. EXECUTION OF WORK

- 9.1 The service provider must agree to execute work on all Department of Human Settlements properties described in this document to the satisfaction of the Department. Payment will only take place after the provision of the monthly cleaning report (cleaning deployment, checklists etc.) and the project manager has endorsed it.

10. COST ESTIMATE

- 10.1 The service provider is required to include a full cost estimate in its tender, broken down by deliverables, milestones, and timeframes. Cost should include but not limited to: **Cost per cleaner, material/chemicals, equipment, and all services per month/quarter.**
Service providers must incorporate annual minimum wage increases and other miscellaneous costs.

11. PAYMENT STRUCTURE

- 11.1 Payment of invoices will be carried out monthly for the duration of the contract and to be fixed for the duration of the contract (36 months).

12. CONTACT DETAILS

- 12.1 Questions of clarity will be dealt with strictly in writing. Service providers may forward written questions for clarity related to the meaning or interpretation of any part of the Terms of Reference or any other aspect concerning the bid for the attention of:
Tendersenquiries@dhs.gov.za

**SPECIFICATION FOR CLEANING AT DEPARTMENTAL BUILDINGS – PRETORIA
FOR A PERIOD OF 36 MONTHS IN EXTENT OF 14000M²**

240 Justice Mahomed Street is in extent of – 8026.40m²

260 Justice Mahomed Street is in extent of – 5940.64m²

Scope of Cleaning Contract

- 1.1 **Offices:** All offices and boardrooms in the mentioned properties are to be covered in the cleaning specification.
- 1.2 **Ablution Facilities:** All ablution facilities in the mentioned properties are to be covered in the cleaning specification.
- 1.3 **Entrances:** All entrances are to be covered in the cleaning specification.
- 1.4 **Passages:** All passages are to be covered in the cleaning specification.
- 1.5 **Staircases:** All Staircases and emergency escape routes where applicable
- 1.6 **Parking:** All basements, any open or enclosed and covered parking are to be covered in the specification.
- 1.7 **Open Space:** All open space in the said properties are to be covered in the cleaning specification.
- 1.8 **Gardens:** All external or internal area/pottery with any vegetation within the said Properties are to be covered in specification.
- 1.9 **Kitchen and lifts:** All kitchens and lifts in the departmental buildings are to be covered in the cleaning specification.
- 1.10 **Inter-linking bridge:** The inter-linking bridge between 240 and 260 Justice Street buildings is to be covered in the cleaning specification
- 1.11 **Storage space:** All storage space inside both premises and upper basement storages

1. Minimum Cleaning Equipment needed for this project but not limited to

- 1.1 High speed buffing machine with accessories. **One per building (x2)**
- 1.2 Industrial vacuum cleaners (40lt). **One per floor (x14)**
- 1.3 Janitors trolleys **One per floor (x14)**
- 1.4 Industrial wet carpet cleaning machine for emergencies. **One per building (x2)**

2. Task description:

- 2.1.1 Stock in storerooms should be dusted on request, but at least **once a month**.
- 2.1.2 Clean and disinfect all telephones and computers **(daily)**
- 2.1.3 Dust all horizontal surfaces (low level) – **(daily)**
- 2.1.4 Dust all high ledges and fittings **(weekly)**
- 2.1.5 Dust all vertical surfaces to height of 2.5 metres (walls, cabinets etc.) **(weekly)**
- 2.1.6 Dust all windows ledges (high and low) **(weekly)**

3. Parking, open space, garden and pavement (outside)

- 3.1 Sweep – **daily and ad-hoc**.
- 3.2 Paving: hose down with clean water or scrub - **monthly**.
- 3.3 Removing of bird dropping with a solution of water, approved detergent, and scrub **(daily)**.
- 3.4 Cleaning and emptying smoking area **(daily)**
- 3.5 Mop and polish the outside reception area and the upper basement **(daily)**
- 3.6 Leaves, paper, and other rubbish falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the Contractor, and be put in an appropriate place on the premises **(daily)**
- 3.7 Prune trees seasonally and weekly during summer and rainy season **(seasonally and weekly)**
- 3.8 Sweep pavement, inside and outside Departmental parameters **(daily)**

4. Blinds

- 4.1 Dust indoor blinds – **(weekly)**
- 4.2 Damp-wash indoor blinds – **(monthly)**

5. Doors

- 5.1 Remove dirty spots on wooden and metal doors – **(daily)**
- 5.2 Polish doorknobs with an approved metal polish where applicable – **(weekly)**

- 5.3 Wash glass doors with a degreasing agent/sanitizing solution and equipment that will not scratch the surface, and polish as required – **(three times daily)**

6. Glass/window and metal fittings cleaning

- 6.1 All outdoor glass surfaces of buildings specified in the contract, washed with a degreasing agent/sanitizing solution and equipment that will not scratch the surface, and polished as required – **(daily x 3)**
- 6.2 All indoor glass surfaces of building specified in the contract, washed with a degreasing agent/sanitizing solutions and equipment that will not scratch the surface, and polished as required – **(weekly)**
- 6.3 Dust/wash/damp-wash partition glass and maintain a high degree of neatness – **(daily)**
- 6.4 Clean partition glass **(spot cleaning daily)**
- 6.5 Clean and polish brass doors with a SABS approved nonabrasive product **(weekly)**
- 6.6 Clean interior faces of all accessible windows **(monthly)**

7. Inter-linking Bridge

- 8.1 vacuum the inter-linking bridge – **three times weekly**
- 8.2 Clean windows – **weekly**
- 8.3 clean glass doors – **daily**

9 Entrance and Receptions

- 9.1 Sweep entrance steps and tiled area **(twice daily and as and when needed)**
- 9.2 Clean doormats and walls **(frequently)**
- 9.3 Mop steps **(daily)**
- 9.4 Mop reception tiles **(3 x daily)**

10 Floor cleaning and maintenance

- 10.1 Table: cleaning tactic and required amount

Cleaning tactic	TILES	CARPETS
<ul style="list-style-type: none"> • Sweep • Mop • Vacuum 	Passages: sweep and mop (daily)	Passages: Vacuum (weekly or when necessary) Offices: Vacuum (weekly or when necessary)
Maintain	Spot check with damp mop	Spot check with brush and dustpan or Vacuum

Elevators

- 10.1 Clean elevators **(daily at 07:00, 11:00 & 14:00 and when necessary)**
- 10.2 Clean mirrors, all internal metal surface, rails, doors, and floors of elevators

11 Furniture (All furniture inside offices must be cleaned on daily basis with approved SABS Chemicals)

- 11.1 Polish wooden furniture everywhere with polish – **(twice a week)**
- 11.2 Cleaning of all glass tops/cabinets **(daily)**
- 11.3 Damp-wash those parts of furniture covered in leather or imitation leather – **(daily)**
- 11.4 Treat upholstered or leather-covered parts of furniture with an approved agent – **(monthly)**

12 Interior walls

- 12.1 Remove spots and fingerprints on walls, paintwork, electric switches etc. – **(daily)**
- 12.2 Dust wooden panels and partitions – **(daily)**
- 12.3 Damp-wash wall tiles – **(daily)**
- 12.4 Wash windowsills with soap and water – **(daily)**
- 12.5 Clean notice boards – **(daily)**
- 12.6 Remove dirty spots, including from unpainted doors – **(daily)**
Remove dirty spots – **(daily)**
- 13.7 Wash with soap and water to which enough approved disinfectant has been added – **(daily)**

13 Ablution Facilities/Showers

- 14.1 Cleaning of all equipment and materials in the ablution facilities – twice daily
- 14.2 Replenish consumables, i.e., toilet paper, hand soap, paper towel in all the buildings

NB: All material used in the ablution facilities should not be used elsewhere.

15.1 Rubbish-bins/

- 15.1.1 All rubbish-bins should be emptied and washed with an approved disinfectant. The contents of the rubbish-bins should be dispensed of in a clean manner by putting it in a clear plastic bag and placing it in garbage cans outside, for men's and ladies' ablutions **(twice daily)**
- 15.1.2 All rubbish bins should be cleaned with a disinfectant **(twice a month)**

15.2 Waste Management (Waste removal and disposal)

15.2.1 Empty and clean all waste receptacles **(daily)**

15.2.2 Remove all waste to specified areas **(daily)**

15.2.3 Clear refuse bags should be used for all waste removal purposes **(daily x 2)**

15.2.4 Wash waste bins/ buckets **(twice a month)**

15.2.5 All waste bins/buckets must line with a clear waste refuse plastic **(daily)**

15.5 Mirrors

15.5.1 Clean and polish all mirrors – **(daily)**

15.5.2 Clean all metal fittings - **(daily)**

15.5.3 Spot clean walls, doors and partitions and lockers where applicable **(daily)**

15.6 Wall tiles and paintwork

15.6.1 Spot clean all low surfaces, i.e., glass, walls doors and light switches **(weekly)**

15.6.1 Remove dirty spots – **(daily)**

15.6.3 Wash with soap and water to which a sufficient amount of approved disinfectant has been added – **(daily)**

15.7 Walls, doors (painted) and partitions

15.7.1 Remove dirty spots, including from unpainted doors – **(daily)**

15.7.2 Wash with soap and water to which a sufficient amount of approved disinfectant has been added – **(daily)**

15.8 Visible pipes

15.8.1 Clean all visible pipes – **(daily)**

15.9 Floors

15.9.1 Damp-wash floors with an approved disinfectant – **(daily)**

15.9.2 Remove dirty spots and rubbish – **(daily)**

15.9.3 Non-slip cleaning agents should be used. Employees may not be exposed to wet/slippy floors.

15.9.4 Safety signage should always be displayed.

15.10 Toiletries:

15.10.1 Disposable paper towels for dispensers to be installed in toilets.

15.10.2 Double-ply toilet paper.

15.10.3 Foam hand soap

- 15.10.4 Seat sanitizer
- 15.10.5 Water sanitizer/bowel cleaner

NB: All material used in the ablution facilities should not be used elsewhere.

16 Telephones/ Computers/ other electronic equipment

- 16.1 Wipe with a damp cloth with suitably diluted disinfectant - **daily**

17 Stairs

- 17.1 Dust handrails and fittings - **(daily)**
- 17.2 Maintain landings, treads, and risers according to finish - **(daily)**
- 17.3 Wipe banisters with a damp cloth **(weekly)**

18 Rubbish removal

18.1 Waste baskets

- 18.1.1 Empty all waste baskets - **daily**
- 18.1.2 Wash – **twice a monthly**
- 18.1.3 Empty rubbish-bins in lobbies and passages **(daily)**
- 18.1.4 The contents of waste buckets and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.
- 18.1.5 Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors or carpet tiles

18.2 Ashtrays

- 18.2.1 Empty and wash all ash-trays - **daily**.
- 18.2.2 Empty and wash all large ashtrays outside in designated smoking areas **(three times daily)**

18.3 Waste disposal process

- 18.4.1 Rubbish should be temporarily stored on the premises in proper rubbish bins provided by the Landlord or garbage bags provided by the Contractor.
- 18.4.2 Rubbish should be taken to the collection point of the relevant municipality as prescribed on those days the municipality removes rubbish.

19 Refilling of water bottles/coolers

- 19.1 Fresh drinking water should be provided in the water-bottles made available in offices, passages, conference, and training rooms - **daily before 07:30 and replenish as and when required.**

20 Cleaning of boardrooms

- 20.1 Boardrooms and training rooms should be cleaned daily **before 07:30**. The areas should be maintained throughout the day to ensure cleanliness.

21 Kitchens

- 21.1 Floors sweep and mop (**daily**)
21.2 Counters washed with cloth (**twice daily**)
21.3 Cupboards cleaned, dusted inside (**weekly**)

22 Restricted areas/or under supervision

- 22.1 Electrical and Mechanical Plant rooms
22.2 Strong rooms
22.3 Storerooms, registry and archives
22.4 All areas/services not mentioned in Scope of work

23. Cleaning of storage space and fire escape routes both at 240 and 260 JMS

- 20.1 Cleaning of storage space and escape routes at 240 and 260 JMS shall be done **weekly.**

PROVISION OF HYGIENE SERVICES: SUPPLY, INSTALLATION, MAINTENANCE AND REPLACEMENT OF ALL HYGIENE ITEMS/EQUIPMENT. THE HYGIENE ITEMS/EQUIPMENT WILL REMAIN THE PROPERTY OF THE DEPARTMENT OF HUMAN SETTLEMENT AT THE END OF THE 36 MONTHS CONTRACT. THE DELIVERY OF HYGIENE SERVICE SHALL COMMENCE ON 01 JUNE 2024 UNTIL THE DURATION OF THE ENTIRE PROJECT

1. SERVICES

The following toiletries must be provided by the Cleaning Contractor at his/her expense, in sufficient amounts as required, and should be always available. It should be put in the various toilets and replenished or replaced as required. If any of the below dispensers cannot be repaired, then it must be replaced. The services shall include, but not be limited to inter alia the following:

1.1. PEDESTAL LADIES' SANITARY BINS (48 units)

The service includes the provision of pedestal she bins; removal and disposal of used bin liners; new deodorised liners, the supply of mini packets/ she bags (**weekly**).

The outer surface of the SHE bins must be wiped daily

1.2. AEROSOL AIR FRESHENERS (48 units)

This service includes the supply, installation, maintenance, and replacement of the dispensers with anti-theft bracket; replacement of fragrance refill and batteries (when necessary).

1.3. SEAT SANITIZER (80 units)

This service includes the supply, installation, maintenance and replacement of the dispensers and supply of antibacterial liquid refills (when necessary)

1.4. P-MATS (40 units)

This service includes the supply of P-mat for each urinal unit (monthly or when necessary)

1.5. SENSOR PAPER TOWEL DISPENSER (48 units)

This service includes the supply, installation, maintenance and replacement of the dispensers and the supply paper towel rolls

1.6. FOAM SOAP DISPENSER: TOILETS (48 units)

This service includes the supply, installation, maintenance and replacement of the dispensers and supply of antibacterial foam soap refills (when necessary)

1.7. BACK TOILET DISPENSER

This service includes the supply, installation, maintenance and replacement of the dispensers and supply of antibacterial solution (when necessary)

1.8. HAND LOTION DISPENSER (48 units)

This service includes the supply, installation, maintenance and replacement of the dispensers and supply of antibacterial hand lotion refills (when necessary)

1.9. TOILET PAPER HOLDER, 5 TIER (80 units)

This service includes the supply, installation, maintenance, and replacement of the dispenser and refilling with high quality eco-friendly paper roll paper (when necessary)

NB! This service must include supply, installation of all **dispensers**, **refilling** and **maintenance** per manufactures approved standard. The quotation / pricing must include installation, maintenance (monthly servicing of dispensers) and replacement when non-functional.

1.10. DEEP TOILET, URINALS, BASINS, AND SHOWERS

- Removal of all uric acid build up & other deposits from the toilet, S-BEND cleaning disinfecting of all surfaces around the water closets, handles, and the doors
- Removal of uric acid and other deposits on the urinals
- Cleaning and disinfecting the surface around the urinal
- Removal of the urinal bowl waste traps, de-de scale and disinfect
- Remove all scale, deposits, and algae from internal and external surface
- Clean deposits and obstruction from overflows
- Clean taps plug outlets around the areas
- Clean tiled and non-tiled surfaces in showers
- Remove all scale, deposits and algae shower heads and drains
- Flush all drainage pipes by means of Industrial cleaning agent

2. DESCRIPTION OF EQUIPMENT

The service provider will supply, install, maintain, and replace all SABS approved hygiene equipment as listed. Items must be serviced at the recommended frequencies:

2.1 SANITARY BINS (SANI BIN)

- 2.1.1 Bins have self-closing, tight fitting lids with trap doors
- 2.1.2 Bins are treated with SABS tested chemicals which will sanitize, sterilize, and deodorize
- 2.1.3 Above mentioned chemicals are effective for a period of 2 weeks
- 2.1.4 Bins are lined with plastic bags
- 2.1.5 The bins (Plastic Liners) are replaced with every service
- 2.1.6 The bins release a bacterial vapor with a pleasant fragrance
- 2.1.7 All waste will be disposed at a registered site

2.2 WALL MOUNTED AUTOMATIC AIR FRESHENERS DISPENSER

- 2.2.1 Air fresheners and aerosol canister to be installed with batteries supplied
- 2.2.2 Air fresheners to have automatic and adjustable spray settings
- 2.2.3 Air fresheners to deodorize and sanitize air in all washroom facilities
- 2.2.4 Air fresheners to have automatic and adjustable spray settings

2.3 WALL MOUNTED SANITIZER SEAT DISPENSER

- 2.3.1 Simply apply to a toilet tissue and wipe down toilet seats and washroom handles to minimize the risk of cross-contamination
- 2.3.2 Alcohol-based solution removes dirt and bacteria and eliminates the need for messy and awkward seat covers

2.4 WALL MOUNTED AUTOMATIC TOILET DESPENSER

- 2.4.1 Sanitizer liquid cleans, deodorizes, and removes deposits
- 2.4.2 Sanitizer fluid contains a concentrated bacteriostatic/detergent that inhibit the growth of bacteria which causes molding
- 2.4.3 Sanitizers are independent of flushing mechanism
- 2.4.4 Sanitizer liquid is biodegradable
- 2.4.5 Sanitizer liquid drips every 90 seconds

2.5 WALL MOUNTED AUTOMATIC SENSOR PAPER TOWEL DESPENSER

- 2.5.1 Secured by a universal key
- 2.5.2 Silent and smooth operation
- 2.5.3 High quality eco-friendly roll paper

2.6 WALL MOUNTED FOAM HAND SOAP AND HAND LOTION DESPENSER

- 2.6.1 Manually and no-touch option
- 2.6.2 Seamless design with fewer areas for dirt and bacteria levels to build up
- 2.6.3 Viewing windows allow for easy consumable level check
- 2.6.4 Tamper-proof, lockable cover
- 2.6.5 The foam soap dispenser is designed to be easy to use for all
- 2.6.6 No wastage – cartridges collapse completely to ensure all the soap and lotion is dispensed
- 2.6.7 Foam hand soap and hand lotion cartridges are made from biodegradable plastic and fully recyclable

NOTE:

The appointed service provider shall provide cleaning materials and hygiene materials daily. The Department shall not accept if these materials to run out/depleted.

SPECIFICATION FOR THE HYGIENE SERVICES – FOR A PERIOD OF THIRTY-SIX (36) MONTHS

The Department intends to appoint a reputable service provider that will provide and maintain the services of hygiene at 240/260 JMS for a period of thirty-six months (36) as specified below:

	Pedestal sanitary / SHE Bins	Aerosol Air Fresheners	Seat Sanitizers	P-Mats	Foam hand soap dispenser	Hand lotion dispenser	Back Toilet Dispenser	Urinals dispensers
Total Quantity of all hygiene equipment's for both buildings	48	48	80	40	48	48	80	40
Service intervals	Weekly removal of the hygiene waste from SHE Bins and replace old plastic liners/bags with a new fragranced plastic liners/bags	Monthly refilling and service of the Air-fresheners	Bi-weekly refilling and service of the seat sanitizers	Monthly maintenance and replacement if necessary	Weekly refilling and service of the foam hand soap dispenser	Weekly refilling and service of the hand lotion dispenser	Monthly maintenance and replacement if necessary	Monthly maintenance and replacement if necessary

PROVISION OF A QUARTERLY DEEP CARPET CLEANING (4 X ANNUALLY) FOR A PERIOD OF 36 MONTHS IN EXENT OF 14000M²

Specification for the Deep Carpet cleaning services for 240 and 260JMS, Buildings

The services required shall include the following:

- **Deep Carpet Cleaning**
- **Cleaning of curtains**
- **Cleaning of fabric Chairs/couches**

1.1 All rubble produced as direct results from the work shall be the responsibility of the contractor to be removed the site.

1.2 Ten (10) days follow up shall be conducted after the deep carpet cleaning has taken place to ensure that the office carpets, curtains, and fabric chairs are clean. If the deep cleaning was not effective after 10 days, then the service provider will be obliged to redo the project at no cost to the Department.

NB: This service must be a wash and dry to all the items mentioned below and should be executed on an agreed date and time with the Department's Project Manager. The suitable day for this service for the department will be weekends and holidays only.

Unit	Description	Quantity	Intervals
Item	The furniture, equipment or any other item occupying the space to be cleaned will be shifted and be placed back to its original position to enable the service provider to clean as specified.		4 x Annually (Quarterly)
No	Cleaning of fabric chairs and couches in all Departmental buildings (240/260 JMS Building)	±1000 fabric chairs & ±160 coaches ± 20 offices with curtains plus all boardrooms estimated at 200 m ²	4 X Annually (Quarterly)
Item	The floor carpet for the entire buildings including the board rooms must be deep cleaned plus tiles in the common areas in all Departmental buildings This service must include stain removers.	±14 000 m ²	4 x Annually (Quarterly) Ad hoc/ emergency
Item	Cleaning of office curtains (material)	±20 offices	4 X Annually (Quarterly)

1. **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE 20L x 32 WATER COOLERS**
2. **DAILY SUPPLY AND DELIVERY OF PURIFIED WATER ON ALL THE FLOORS, MONTHLY MAINTENANCE SERVICES FOR THESE MACHINES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS**

1. NEED

- 1.1. The National Department of Human Settlements (NDoHS) would like to appoint a reputable Service Provider to buy water coolers as specified.
- 1.2. The appointed service must provide/supply daily refill of purified water in the water coolers on a contract for a period of thirty-six (36) months.
- 1.3. The service provider appointed will be required to provide service monthly maintenance and as when needed, to all water cooler dispensers that will be procured.

3. PROJECT OBJECTIVE

- 3.1. The objective of this project is to enter a thirty-six (36) months contract with the suitable service provider who has the ability and capacity to procure the water coolers, daily refill and maintain as specified.

4. SCOPE

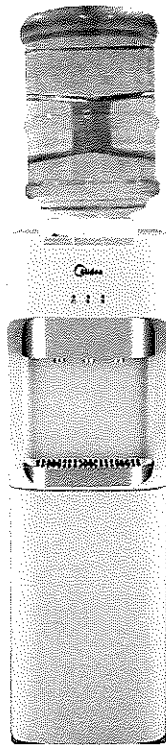
- 4.1. The service provider is expected to supply and deliver purified water bottles daily.
- 4.2. The appointed service provider will be required to provide a routine maintenance service plan on all the water cooler dispensers.
- 4.3. Service provider is to maintain same color and same brand on all water coolers/dispensers.
- 4.4. The service provider should provide us with the certificate of analyses that will quantify the safety of the water.

5. SPECIFICATION FOR WATER COOLERS AND ACCESSORIES

Top Loading Water Dispenser – 20L

Quantity = 32

NOTE: These machines will be a product of the Department at the end of the contract.



Description

3 Temperature selections: hot, cold, ambient

Double safety device to prevent over heating

Child safety lock for hot water faucet

High efficiency compressor cooling

15L spacious cabinet

Stainless steel hot water tank: 1L

Heating Capacity: 85 C - 4.0L / h

Cooling Capacity: 10 C - 1.0L / h

520 Watts

Product Dimensions (WxDxH): 310 x 360 x 1045mm

6. OTHER REQUIREMENTS & CONDITIONS:

- 6.1. Maintenance shall be deemed to include but not limited to the following:
- a) Servicing, maintenance, repair and replacement of all accessories and consumable.
 - b) Replacement of parts due to wear & tear and when a need arises
 - c) Cleaning of the entire dispenser internally and externally (e.g., Main water tank, hot and cold compartments, safety taps, water tray, cabinet storage).
- 6.2 All the material required for repair and replacement of any of the component/system shall be arranged by the service provider and carries the cost.
- 6.3 All the procured dispenser machine must be brand new and covered under warranty.
- 6.4 The daily refill must take place every morning from 07h30 (Monday to Friday) excluding weekends and holidays.
- 6.5 The appointed service provider must provide proof where the daily supply of purified water is procured. this is to certify that the Department is provided with purified water from a reputable contractor or sub-contractor.

7. PROPOSAL REQUIREMENT

- 7.1 Total quotation price will be determined in line with detailed cost breakdown of each item type listed on the specifications as per the pricing schedule.
- 7.2 Cost for delivery must be included in the price

Pricing schedule

Description	Unit price	Quantity	Price
Daily supply and delivery (provision) of purified water bottle (20L x 32)	R----- per water bottle	32 water bottles	R-----
Supply and delivery (Procurement) 20L water dispenser for the Department	R----- per water dispenser	32 water dispensers	R-----
Repairs, and maintenance of each 20L water dispenser per month	R----- per water dispenser	32 water dispensers	R-----
Subtotal			
VAT @15%			
Total			

NB:

1. A separate quotation/invoice shall be provided by the appointed service provider for any Emergency Services relating to all the services as specified, should the Department request such.
2. The Department has a staff compliment of 570 with a possible expansion of 20% which will aid/guide in quoting for the cleaning material/consumables.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	BID VA49/23-2023/24	CLOSING DATE: 04/12/2023	CLOSING TIME:	11:00	
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR DELIVERY OF CLEANING, HYGIENE, DEEP CARPET CLEANING, FUMIGATION AND PEST CONTROL SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 36 MONTHS (3 YEARS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS,					
DR RUTH MOMPATI BUILDING					
260 JUSTICE MAHOMED STREET,					
SUNNYSIDE, PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tendersenquiries@dhs.gov.za		E-MAIL ADDRESS	Tendersenquiries@dhs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS					

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO: BID VA49/23-2023/24

CLOSING TIME 11:00

CLOSING DATE: 04/12/2023

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR DELIVERY OF CLEANING, HYGIENE, DEEP CARPET CLEANING, FUMIGATION AND PEST CONTROL SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a **ceiling price** based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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

R.....
R.....
R.....
R.....
R.....

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

SPENT

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

R..... days
R..... days
R..... days
R..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....
.....

..... R.....
..... R.....

Bid No: BID VA49/23-2023/24

Name of Bidder:

.....	R.....
.....	R.....
TOTAL: R.....		

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

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

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

6. Period required for commencement with project after Acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS, DR RUTH S MUMPATI, 260 JUSTICE MAHOMED STREET, SUNNYSIDE, PRETORIA

Department: THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS

Tel:

Fax: n/a

E-mail address: tendersenquiries@dhs.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

E-mail address: tendersenquiries@dhs.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(Delete whichever is not applicable for this tender).

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
WOMEN		10		
YOUTH		8		
PERSONS WITH DISABILITIES (PWD's)		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)